

AGENDA

FOR THE
GREATER SHEPPARTON CITY COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD ON
TUESDAY 17 DECEMBER, 2013
AT 5.30PM

IN THE COUNCIL BOARD ROOM

COUNCILLORS:

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

VISION

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

**A G E N D A
FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
TUESDAY 17 DECEMBER, 2013 AT 5.30PM**

**CHAIR
CR JENNY HOULIHAN**

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RISK LEVEL MATRIX LEGEND

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

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

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

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

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

Low Operational, manage through usual procedures and accountabilities

Insignificant Operational, add treatments where appropriate

PRESENT:

1. ACKNOWLEDGEMENT

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

2. APOLOGIES

3. DECLARATIONS OF 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 of the 19 November 2013, adjourned and completed on the 26 November 2013, as circulated, be confirmed.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.1 Shepparton Show Me Annual Report

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

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

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

Council Officers involved in producing this report

Author: Manager Marketing and Communications

Proof reader(s): Communications Officer

Approved by: Chief Executive Officer

Executive Summary

Shepparton Show Me presents the Annual Report for 2012-2013.

As a Section 86 Committee, Shepparton Show Me must hold an annual general meeting in the first quarter of the financial year. At the annual general meeting an annual report, including annual financial statements, must be received. The Shepparton Show Me 2012 – 2013 Annual Report was endorsed by the Committee at the Annual General Meeting on the 21 August 2013.

The Annual Report highlights the achievements and reports the financials for Shepparton Show Me over the past financial year.

RECOMMENDATION

That the Council adopt the Shepparton Show Me Annual Report 2012-2013.

Background

During the past 12 months, Shepparton Show Me has developed and supported promotions and events that aim to draw people from our target areas to Shepparton to take advantage of the range of commercial, industrial and retail services on offer. By creating an enjoyable shopping experience and destination of choice the committee is actively injecting funds into the local economy.

The 2012–2013 financial year began on the end of the Step Up campaign. Largely implemented during the previous financial year, Step Up encouraged Shepparton businesses to improve their customer service standards and business practices. The campaign aimed to position Shepparton as a leader in customer service and provide a point of difference from other regional centres.

The succession of robust marketing campaigns implemented throughout the year align with Shepparton Show Me's objective to support and grow initiatives that bring an economic benefit to stakeholders. Campaigns such as Father's Day, Christmas, Shepparton Motor City and Celebrate Mums all served to stimulate business activity in Shepparton. The highlights of this year's campaigns included engaging former footballer and media personality, Dermott Brereton, to be the face of the Shepparton Motor City campaign and three, local chefs competing in a Masterchef style cook off in the centre of Fryers Street as part of the Celebrate Mums Mother's Day campaign.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.1 Shepparton Show Me Annual Report (continued)

Complementing the marketing campaigns was Shepparton Show Me's extensive sponsorship program. Sponsoring events such as the Shepparton Garden and Leisure Expo, the Victorian Open Bowls Championships, Greater Shepparton Basketball Association's Junior Tournament, KidsFest, and the Summer and Winter City Markets enables event organisers to attract thousands of visitors to Shepparton and provides opportunities for stakeholders to capitalise on the subsequent boost to the local economy.

After many months of planning, the Committee were thrilled to see the launch of the Shepparton Show Me mobile stage at the Mums Knows Best Chef's Challenge back in May. The mobile stage will be a valuable asset for promoting Shepparton across the region.

The review of Shepparton Show Me conducted in the latter part of 2012 brought a number of changes to the Committee's operations. This includes the introduction of quarterly reporting to the Council and the role of chair needing to be undertaken by a Councillor for a 12 month period.

At the 16 July 2013 Ordinary Council meeting committee member appointments were endorsed. The appointments were:

- John Montagner – Solar City Office Equipment (re-election)
- Gerard Bruinier – Auto Barn Shepparton Owner (re-election)
- Clinton Tilley – Marketplace Shopping Centre National Manager
- Peter Dunbabin – Focus Cards and Gifts Owner
- Morry McKellar – McKellar's Office and Framing Service

Vacancies on the committee were created following the resignations of Shelley Sutton, (Sas and Bob), Bill Dowling (Complete Display Equipment), Gerard Michel (Graham Thomson Motors) and Jamie Cox (Shepparton Chamber of Commerce President).

The Committee also welcomed two new member positions this year with Council's Manager Arts, Tourism and Events, Carrie Donaldson, and Manager Marketing and Communications, Fiona Le Gassick, appointed to the Committee as non-voting members. The addition of these positions to the Committee will enable Shepparton Show Me to develop stronger relationships with Shepparton's arts, tourism and events sector and provide a more strategic approach to marketing activities.

Shepparton Show Me is entering an exciting period with the Committee's decision to redevelop the Marketing Co-ordinator role. This role will now have an increased focus on stakeholder relationships and engagement, and a greater strategic approach to the marketing of Shepparton.

Shepparton Show Me Committee engaged a consultant to develop a five year marketing strategy for Shepparton Show Me. The purpose of developing the marketing strategy is to articulate how Shepparton Show Me could achieve its strategic objectives through specific marketing initiatives and tactics targeting clearly defined market segments. Requirements of the strategy include identifying key marketing campaigns, sponsorship opportunities and support for and leveraging from events and festivals. Of specific need was articulating the need to implement assessment criteria in evaluating and communicating the outcomes of promotions and activities.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.1 Shepparton Show Me Annual Report (continued)

Following finalisation of the strategy, Shepparton Show Me will develop a twelve to 18 month marketing plan that details the actual marketing activities required to position Shepparton as the place to shop, dine, stay and do business. Stakeholder engagement will be a critical element in developing the marketing plan to ensure the plan and its activities meet the needs of stakeholders and are consistent with stakeholder's objectives. Development of a communication plan to ensure consistent and effective communication with all stakeholders will support the implementation of the marketing plan.

Council Plan/Key Strategic Activity

Shepparton Show Me is consistent with the following Key Strategic Objectives within the Council Plan 2013-2017:

Goal 3: Economic Prosperity - Ensure that retail strategies deliver appropriate outcomes for the community.

Risk Management

There are no risk implications in relation to this report.

Policy Considerations

There are no policy implications in relation to this report.

Financial Implications

An overview of the 2012-2013 expenditure is included in the attached Annual Report.

Legal/Statutory Implications

As a Section 86 Committee, Shepparton Show Me must hold an annual general meeting in the first quarter of the financial year. At the annual general meeting an annual report, including annual financial statements, must be received. The Shepparton Show Me 2012 – 2013 Annual Report was endorsed by the Committee at the Annual General Meeting on the 21st of August 2013.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts in relation to this report.

Social Implications

One of the Shepparton Show Me's objectives is to facilitate a culture that encourages government, business and the community to work together to grow Shepparton's prosperity.

Economic Impacts

The vision for Shepparton Show Me is to position Shepparton as the premier place in northern Victoria to work, do business, shop, dine, play and stay.

The mission of Shepparton Show Me is to advance the growth and development of business (retail and commercial) and services in Shepparton.

Consultation

The Committee reviewed the Annual Report and it was endorsed at the AGM held on Wednesday 21 August 2013.

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

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.1 Shepparton Show Me Annual Report (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

Shepparton Show Me is consistent with the following Key Strategic Objectives within the Council Plan 2013-2017:

Goal 3: Economic Prosperity - Ensure that retail strategies deliver appropriate outcomes for the community.

Options for Consideration

To not adopt the Shepparton Show Me Annual Report.

Conclusion

That Council receives and considers the Shepparton Show Me Annual Report 2012-2013 for the year ended 30 June 2013 and adopt as submitted.

Attachments

Shepparton Show Me Annual Report 2012-2013

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.2 Shepparton Show Me Quarterly Report

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

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

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

Council Officers involved in producing this report

Author: Manager Marketing and Communications

Proof reader(s): Communications Officer

Approved by: Chief Executive Officer

Executive Summary

The Shepparton Show Me (SSM) quarterly report is presented detailing the activities undertaken in the final quarter of the 2012/2013 financial period with the aim of releasing the next round of funds.

The report details the activities that were undertaken and the level of success of each initiative.

The SSM Committee has continued to implement a range of campaigns and initiatives during a period of considerable change and consolidation.

The Committee believe that the report indicates that the expectations and objectives of Shepparton Show Me have been met, therefore the next round of funds should be released.

RECOMMENDATION

That the Council:

1. note the receipt of Shepparton Show Me meeting minutes and Quarterly Report for the final quarter of the 2012/2013 financial year
2. approve the release of Quarter 1 funds to the value of \$161,367.25 inclusive of gst.

Background

Fourth Quarter Report - April to June 2013

1. Shepparton Show Me Structural Changes

Following the review outcomes much of the past few months has been spent on the putting the infrastructure in place so that SSM initiatives can be more successful, effective, inclusive and transparent moving forward. This has included:

- Consolidation of the Committee with several new appointments being made
- Committee members now taking on the full responsibility of committee roles – a position description has been developed for each of the key committee roles
- Implementation of a revised monthly meeting structure:
8am – 9am Section 86 Committee formal public meeting
9am – 10am Planning Session

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.2 Shepparton Show Me Quarterly Report (continued)

- Redevelopment of the SSM budget so that it is more accurate and easy to understand by Committee members
- Review and up-date of the SSM Committee Delegations Guidelines
- A review and redevelopment of the SSM Marketing Co-ordinator role with a greater focus on relationship management, consultation, planning and evaluation
- Reinstatement of the SSM member e-newsletter to enhance stakeholder communication

2. Introduction of Committee Induction Program

A SSM Committee Induction program has now been developed. This is delivered by a Councillor representative, Manager Marketing and Communications and representatives from Governance and Rates.

The first program was delivered on August 9, with three members participating in the session. A further session was delivered on October 14.

3. Shepparton Motor City

Date: Thursday 21 February to Saturday 8 June 2013

Objective/s:

To position Shepparton as regional Victoria's preferred city for purchasing all things automotive including new and used cars, trucks, motorcycles, and automotive services and accessories.

Target Market:

Men and women aged 20 to 65 years from outside Greater Shepparton who earn above average income, are not driven by discount purchases, value good customer service and prefer a face to face style shopping experience as opposed to online shopping.

Tactics:

- Television, radio and print advertising featuring Dermott Brereton
- Media releases
- Support for the Formula 1® Comes To Shepparton event hosted by the Australian Grand Prix Corporation and Greater Shepparton City Council on Saturday 9 March 2013.

Cost: \$60,800.00

Outcomes:

Initial feedback regarding the Shepparton Motor City campaign has been positive. The Shepparton Motor Traders Group, made up of owners of Shepparton's new and used car dealerships, are extremely pleased with the new and used car advertisements. Members of the Group reported instant results from the television advertising and people travelling from as far as Albury and Bendigo to purchase cars from Shepparton dealers. The Group is keen to see the Shepparton Motor City campaign continue in 2013–2014.

The Shepparton Motor City campaign is currently undergoing further evaluation.

A Motor City Alley will be constructed as part of the Show Me Greater Shepparton Expo occurring on the 26 and 27 of October. All traders of new cars are participating in this, where over 100 new vehicles will be on display.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.2 Shepparton Show Me Quarterly Report (continued)

4. Celebrate Mums

Dates: Monday 22 April to Saturday 11 May 2013

Objective/s:

- To promote Shepparton as the regional Victorian destination for shopping and dining, and therefore driving customer spend.
- To encourage increased visitation to Shepparton over the Mother's Day period and as
- a result increase Shepparton Show Me stakeholder revenue.
- To develop cooperative stakeholder relationships.

Target Markets:

Primary: Fathers, sons and daughters from Shepparton and regional areas within a 200 kilometre radius of Shepparton who are responsible for purchasing a Mother's Day gift or organising a Mother's Day celebration. Shepparton Show Me stakeholders, specifically management and staff from hospitality and retail businesses.

Secondary: People who enjoy social dining, shopping and entertainment experiences from Shepparton and regional areas within a 200 kilometre radius of Shepparton.

Tactics:

- Television, radio and print advertising
- Newspaper insert
- Media releases
- Mum Knows Best Chef's Challenge event

Cost: \$20,000

Outcomes:

All marketing collateral for the Celebrate Mums campaign and the Mum Knows Best Chef's Challenge event directed enquiries to the Shepparton Show Me website. This resulted in a 149 per cent increase in visits to the Shepparton Show Me website, a 184 per cent increase in the number of pages viewed on the website and an 80 per cent increase in the website's average visit time during the campaign period.

The Mum Knows Best Chef's Challenge saw three local chefs go head to head in a Masterchef style cook off in Fryers Street on Saturday 4 May 2013. Four mothers, chosen via a competition where members of the public nominated their mother to be a judge, acted as the Challenge's judges. The event also featured live music, demonstrations by Barbeques Galore and Phillips Cellars and Regional Wine Centre and cupcake decorating by Not Just Cupcakes. More than 100 people attended the Mum Knows Best Chef's Challenge with 112 individual entries received in the prize giveaway competition.

A survey of 12 visitors to the Mum Knows Best Chef's Challenge revealed that all respondents found out about the event through the television, radio or print advertising and 83 per cent reported that the event acted as an incentive for them to come to Shepparton that day.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.2 Shepparton Show Me Quarterly Report (continued)

The Mum Knows Best Chef's Challenge received excellent print media exposure, with the Shepparton News profiling the competing chefs over three days in the week prior to the Challenge. The Shepparton Adviser also ran a front page article about the Mum Knows Best Chef's Challenge two weeks before the event.

5. Show Me Where to Park in Shepparton

Background:

In June 2013 the Shepparton Adviser presented SSM with the opportunity to sponsor production and distribution of a car parking map. The map, part of the Shepparton Adviser's Shepparton On Sale booklet, would feature the parking zones and applicable parking times within Shepparton's CBD.

Date: Wednesday 26 June 2013

Sponsorship Amount: \$1,633.50

Circulation: 34,511

Outcomes:

The Show Me Where To Park In Shepparton map received extensive exposure, appearing on the back page of the Shepparton On Sale booklet. Distributed as an insert in the Shepparton Adviser, release of the Shepparton On Sale booklet coincided with the beginning of the Victorian and New South Wales school holidays the following week.

The Show Me Where To Park In Shepparton map also features on the Shepparton Show Me website as an information tool for residents and visitors to Shepparton.

6. Database Update

A contractor was commissioned to up-date the SSM database which populates the SSM website business directory. This will to ensure that business information was up-to-date and to include increased contact details for local business such as website, email addresses and links to locations via Google maps.

Cost: \$3,000.

7. Sponsorship Approvals

Event/Activity	Organisation	Sponsorship Allocation
Winter City Market	Investment Attraction	\$40,000
Show Me Greater Shepparton Expo	Shepparton Rotary Club and GV Community Fund	\$30,000
KidsFest	KidsTown	\$25,000
Junior and Masters Basketball Tournaments and Junior Gators naming rights sponsorship	Shepparton Basketball Association	\$15,000
Victorian Open Bowls Championships	Shepparton Bowls Club	\$5,000
Shepparton SpringNats	Spring Car Nationals	\$3,000
Inaugural 5km Neon Run	Shepparton News and GV Community Fund	\$3,000
Total:		\$121,000

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.2 Shepparton Show Me Quarterly Report (continued)

Council Plan/Key Strategic Activity

SSM is consistent with the following Key Strategic Objectives within the Council Plan 2013-2017:

Goal 3: Economic Prosperity - Ensure that retail strategies deliver appropriate outcomes for the community.

Risk Management

Each campaign and initiative has to be thoroughly evaluated to determine the level of success and to assist with informing future activities. Evaluation methodology is used to ascertain this information and with outcomes reported at Shepparton Show Me Committee Meetings and in the Annual Report.

Policy Considerations

There are no policy implications in relation to this report.

Financial Implications

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	\$645,469			2012/2013 stakeholder levy
	\$253,224.52			2011/2012 carried forward as at June 30 2012
	\$3,090			Step Up income
Expense	\$601,923.89			Campaigns, events, sponsored activities etc.
Net Result	\$299,859.63			Current balance

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

Legal/Statutory Implications

There are no legal or statutory implications in relation to the information provided in this report.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts in relation to this report.

Social Implications

One of the Shepparton Show Me's objectives is to facilitate a culture that encourages government, business and the community to work together to grow Shepparton's prosperity.

Economic Impacts

The vision for Shepparton Show Me is to position Shepparton as the premier place in northern Victoria to work, do business, shop, dine, play and stay.

The mission of Shepparton Show Me is to advance the growth and development of business (retail and commercial) and services in Shepparton.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.2 Shepparton Show Me Quarterly Report (continued)

Consultation

Consultation with SSM members will be commencing once the SSM Marketing Co-ordinator starts with Council on October 21. The aim of the consultation will be to gather feedback and input into the development of the SSM 12 – 18 month marketing plan.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

Shepparton Show Me is consistent with the following Key Strategic Objectives within the Council Plan 2013-2017:

Goal 3: Economic Prosperity - Ensure that retail strategies deliver appropriate outcomes for the community.

Options for Consideration

1. Not support the recommendation and no funds to be released this quarter.
2. Approval to release half or part of the quarterly instalment.
3. Approval to release two quarterly instalments.

Conclusion

The quarterly report provides a comprehensive summary of the activities undertaken by SSM over the previous four months. Based on the results and outcomes achieved by SSM during this time, the next quarterly instalment totalling \$162,367.25 should be released. The release of the funds will assist SSM to continue to strategically position Shepparton as the premier place in north east Victoria to do business, shop, work, stay and play.

Attachments

- | | |
|--|----------|
| 1. Shepparton Show Me Special Committee Meeting - Minutes - 10 March 2013 | Page 139 |
| 2. Shepparton Show Me Ordinary Committee Meeting - Minutes - 20 March 2013 | Page 141 |
| 3. Shepparton Show Me Ordinary Meeting - Minutes - 17 April 2013 | Page 150 |
| 4. Shepparton Show Me Committee Meeting - Minutes - 15 May 2013 | Page 155 |
| 5. Shepparton Show Me Ordinary Meeting - Minutes - 19th June 2013 | Page 160 |

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.3 Committees of Management - Appointment of Members

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

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

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

Council Officers involved in producing this report

Author: Committees Liaison Officer

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

Approved by: Chief Executive Officer

Executive Summary

This report recommends the appointment of new members to the Dookie Memorial Hall Committee of Management for a two year term.

The report also recommends the appointment of additional members to the following committees:

- Congupna Recreation Reserve and Community Centre Committee of Management
- Tallygaroopna Recreation Reserve and Community Centre Committee of Management
- Toolamba Recreation Reserve Committee of Management.

Where additional members are being appointed to an existing committee it is recommended that they be appointed for the remainder of the committee's current term of office.

RECOMMENDATION

That the Council:

1. having considered the applications received for appointment to the Dookie Memorial Hall Committee of Management, appoint the following members for a two year term:
 - Karen BIGG
 - Leiticia HARMER
 - Margaret FELDTMANN
 - Paula LUDEMAN
 - Wendy LUDEMAN
2. having considered the application received for appointment to the Congupna Recreation Reserve and Community Centre Committee of Management, appoint Wendy Sidebottom for a term expiring on 18 June 2014.
3. having considered the applications received for appointment to the Tallygaroopna Recreation Reserve and Community Centre Committee of Management, appoint the following members for a term expiring on 17 December 2014:
 - David DAVIS
 - Neville MONTGOMERY

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.3 Committees of Management - Appointment of Members (continued)

4. having considered the applications received for appointment to the Toolamba Recreation Reserve Committee of Management appoint the following members for a term expiring on 17 April 2014:
 - Geoff MAYNARD
 - William McDONALD
 - James WOODWARD
 - Jessica WHITE
5. resolve that all members (who are not Councillors or nominated Officers) of the Dookie Memorial Hall Committee of Management, Congupna Recreation Reserve and Community Centre Committee of Management, Tallygaroopna Recreation Reserve and Community Centre Committee of Management and the Toolamba Recreation Reserve Committee of Management continue to be exempt from the requirement to complete Interest Returns in exercise of power granted to Council under Section 81(2A) of the *Local Government Act 1989*.

Background

Dookie Memorial Hall Committee of Management

At the Ordinary Council Meeting held on 20 December 2011 six members were appointed to the Dookie Memorial Hall Committee of Management. Their term of appointment is due to expire on the 19th December 2013. It is therefore necessary to appoint new members to the committee to ensure ongoing community involvement in the management of this facility.

Public notices were placed in the Shepparton News on Friday 1 November 2013 and Friday 8 November 2013 calling for applications from any community members interested in applying for a term on the committee. At the close of applications five applications had been received and it is recommended that all five applicants be appointed to the committee.

Congupna Recreation Reserve and Community Centre Committee of Management

At the Ordinary Council Meeting held on 19 June 2012 seven members were appointed to the Congupna Recreation Reserve and Community Centre Committee of Management. Their term of appointment is due to expire on 18 June 2014. An additional community member has now requested to be appointed to the committee and the current members support this appointment as it helps them to reduce the workload on individual committee members. It is therefore recommended that Wendy Sidebottom be appointed to the committee for a term expiring on at the same time as the remainder of the committee.

Tallygaroopna Recreation Reserve and Community Centre Committee of Management

At the Ordinary Council Meeting held on 18 December 2012 six members were appointed to the Tallygaroopna Recreation Reserve and Community Centre Committee of Management. Their term of appointment is due to expire on 17 December 2014. Two additional community members have now requested to be appointed to the Committee and the current committee support these appointments as both applicants are former members of the committee. It is recommended that both David Davis and Neville Montgomery be appointed to the committee for a term expiring at the same time as the remainder of the committee.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.3 Committees of Management - Appointment of Members (continued)

Toolamba Recreation Reserve Committee of Management

At the Ordinary Council Meeting held on 17 April 2012 five members were appointed to the Toolamba Recreation Reserve Committee of Management. Their term of appointment is due to expire on 17 April 2014. Council has now received applications for appointment to the committee from four additional community members. The current members of the committee support these appointments as it will help them to reduce the workload on individual committee members. It is recommended that Geoff Maynard, William McDonald, James Woodward and Jessica White be appointed to the committee for a term expiring at the same time as the remainder of the committee.

Interest Return Exemption

In accordance with the resolution passed at the Ordinary Council Meeting held on 17 September 2013 it is recommended that the exemption from completing Interest Returns by members of these committees be extended to include the new members being appointed to the committees.

Council Plan/Key Strategic Activity

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

- Goal 1 – Active & Engaged Community (Social)
- Goal 4 – Quality Infrastructure (Built)
- Goal 5 – High Performance Organisation (Leadership and Governance)

Risk Management

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

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this proposal.

Legal/Statutory Implications

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

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

Environmental/Sustainability Impacts

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

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.3 Committees of Management - Appointment of Members (continued)

Social Implications

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

Economic Impacts

There are no economic impacts arising from this proposal.

Consultation

As the term of office for the members of the Dookie Memorial Hall Committee of Management is due to end on 19 December 2013 public notices were placed in the Shepparton News on Friday 1 November 2013 and Friday 8 November 2013 calling for applications from any community members interested in applying for a term on the committee. Letters were also sent to the outgoing members of the committee offering them the opportunity to nominate for another term on the committee.

The Congupna Recreation Reserve and Community Centre, Tallygaroopna Recreation Reserve and Community Centre and Toolamba Recreation Reserve committees have all been consulted in relation to the appointment of the additional members. Both committees support these appointments.

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

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.3 Committees of Management - Appointment of Members (continued)

b) Other strategic links

No other strategic links have been identified.

Options for Consideration

Councillors could choose to not appoint members to the Dookie Memorial Hall Committee but this would leave the facility without a committee of management and thus it would need to be managed by Council officers.

Councillors could choose not to appoint all or some of the additional applicants to the Congupna Recreation Reserve and Community Centre, Tallygaroopna Recreation Reserve and Community Centre and the Toolamba Recreation Reserve committees of management. However, given that the committees have requested that the members be appointed and it will help to spread the committee workload across a greater number of members it is recommended that all applicants be appointed.

Conclusion

It is recommended that all of the nominated applicants be appointed to the two committees.

Attachments

Nil

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Contracts Awarded Under Delegation Report - December 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 22 October to 18 November 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

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1418	Provision of Internal Audit Services	This contract is for the provision of Internal Audit Services for a 3 year period with a possible one year extension.	Schedule of Rates (budget is \$110,000 per financial year) x 3 years (\$330,000 approx.)	HLB Mann Judd

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Contracts Awarded Under Delegation Report - December 2013 (continued)

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1449	Construction of Aquamoves Mechanical Ventilation Upgrade	Lump sum contract for the construction, supply and installation of Mechanical Ventilation System in the Shepparton Aquamoves Aquatic Centre.	Tender closes 30 October 2013. Tenders currently being evaluated. This contract will be signed under delegation.
1390	Design of the Sir Murray Bouchier Memorial	Expression of Interest submissions for the design of the Sir Murray Bouchier Memorial to be located in the Queens Park, Shepparton, including art work, project cost estimate, maquette production and involvement in community engagement process for selection of the preferred design.	Tender closed 30 October 2013. Tenders currently being evaluated. This contract will be signed under delegation.
1455	Shepparton Library Redevelopment (Design)	Lump sum contract for the provision of design, documentation and contract administration support of the Shepparton Library Redevelopment.	Tender closed 20 November 2013. Tenders currently being evaluated. This contract will be signed under delegation.
1477	Provision of Condition Survey - Sealed Roads Pavements, Surfaces and Kerb & Channel	Lump Sum contract for the provision of Condition Survey - Sealed Roads Pavements, Surfaces and Kerb & Channel	Tender closed 4 December 2013. Tenders currently being evaluated. This contract will be signed under delegation.
1484	Construction of Murchison Heritage Centre Building Extension	Lump Sum contract for the construction of an extension to the Murchison Heritage Centre along with additional internal works	Tender closes 18 December 2013.

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.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Contracts Awarded Under Delegation Report - December 2013 (continued)

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 22 October to 18 November 2013.

Attachments

Nil

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Roadside Fatality Memorials Policy

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

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

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

Council Officers involved in producing this report

Author: Manager Corporate Performance

Proof reader(s): Team Leader Governance

Approved by: Director Infrastructure

Executive Summary

Following the presentation of a report to Council on Tuesday 15 October 2013 Council resolved as follows:

That the Council:

1. *authorise the Chief Executive Officer to:*
 - a. *give public notice of the preparation of the Draft Roadside Fatality Memorials Policy.*
 - b. *invite submissions in accordance with section 223 of the Local Government Act 1989.*
 - c. *administer the section 223 process.*
2. *form a committee of the whole to:*
 - a. *receive submissions on the Draft Roadside Fatality Memorials Policy made in accordance with section 223 of the Local Government Act 1989, with such submissions closing at 5.00pm on Friday 15 November 2013; and*
 - b. *if required hold a meeting to hear submissions on the Draft Roadside Fatality Memorials Policy at 5:30pm on Tuesday 26 November 2013; and*
3. *consider a recommendation to adopt the prepared Roadside Fatality Memorial Policy with or without an amendment at an Ordinary Council Meeting to be held at 5:30pm on Tuesday 16 December 2013.*

The public notice was issued inviting comment and as a result we have recorded 11 submissions as follows:

- 1 received as a voicemail message,
- 2 received as direct telephone calls to our communications area and
- 8 written submissions.

None of the submissions requested to be heard by Council and therefore it was not necessary to call a meeting to hear any submissions.

It is apparent from the submissions received that there is strong support for allowing memorials to be established to commemorate a tragic loss. It is not Councils intention through the introduction of this policy to prevent the establishment of memorials but to provide a mechanism to manage their establishment and ongoing management on roadsides under the control of Council. It is important to understand not only the rights of

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Roadside Fatality Memorials Policy (continued)

individuals to establish memorials to loved ones but also the responsibility of Council to appropriately manage the road reserve to ensure safety for all users. This safety aspect may include issues such as roadside obstacles, obstructions and distractions that effect the ability of a user to safely travel within the reserve including fatality memorials and visitors that choose to gather at the memorial site for personal reasons.

RECOMMENDATION

That the Council adopt the prepared Roadside Fatality Memorial Policy with a minor amendment.

Background

Roadside Memorials established by family or friends as a result of road trauma have become increasingly more prevalent in the last ten years however as well as providing a remembrance for loved ones the sites become an awareness of the risks associated with road trauma and in some cases present an unwanted reminder of an incident that occurred and change lives forever. For some persons the sight of a roadside memorial becomes a very negative experience and whilst there is a need to be understanding of the reasons why a memorial may have been established, the ongoing management of the site can become an issue for road authorities.

Council's obligations for roadside management include the ongoing management, by virtue of their existence, of many of the memorials that have been established across Greater Shepparton. In recent times an enquiry by a member of the public has drawn attention to the lack of policy direction by council in relation to the erection and ongoing management of these memorials and has resulted in this report recommending the adoption of a policy to formalise councils approach towards Roadside Fatality Memorials. Many of the existing roadside memorials are not maintained to a reasonable standard whilst others are well maintained. Some are in located inappropriately within the road reserve providing a potential danger to visitors to the memorial, other road users and persons undertaking works in the reserve.

In considering options for establishing a policy, officers have undertaken research with a number of Victorian councils and VicRoads to understand the way in which other road authorities are managing the existence of roadside memorials.

Generally where councils have an established policy position that position has directly reflected that held by VicRoads and published in "VicRoads Clear Zone Guidelines." This policy has been drafted utilising the research obtained.

Public notice was issued inviting comment which resulted in 11 submissions as follows:

- 1 received as a voicemail message,
- 2 received as direct telephone calls to our communications area and
- 8 written submissions.

Details of submissions are as follows:

Submitter	Submission	Officer comment
1.	Dangerous, distracting, has been in 2 near fatalities, traumatic to young people and children	Not in contradiction to the draft policy.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Roadside Fatality Memorials Policy (continued)

Submitter	Submission	Officer comment
2.	Supports policy, has been first on scene at fatal accident and does not like to be reminded of fatality	Supports policy.
3.	<p>I just saw on Today Tonight about the stand on the memorials to road accident victims and I just wanted to give my opinion.</p> <p>I was involved in an accident in your area, a fatality, I was the innocent person in a fatality by a drunk and drugged driver and I just think it is terrible to have these things every time I go up to your area I have to avoid it because it makes me feel physically sick and all my family and it sort of makes them into something rather good instead of all the bad and horror that it inflicts on so many people even the family of the person who died and I just wanted to pass this on as my opinion so don't know if that's any benefit but thank you for listening.</p>	Reflects adverse effects that memorials have on some individuals closely involved.
4.	I believe that road side memorials should be kept as a sign of respect and also a reminder to other drivers of the dangers of driving and that having a license is a privilege not a right. Please keep roadside memorials.	Retain memorials which is not against the proposed policy
5.	<p>I am writing regarding the roadside fatality memorial policy.</p> <p>I have read the draft proposal and I agree with the proposals regarding issues of safety etc of the memorials.</p> <p>Memorials are important for family members of the deceased, but when I drive past a roadside memorial it always makes me more conscience of my driving and aware that road fatalities happen, and far too often.</p> <p>Having a 16 year old Learner driver in my family, these memorials make him aware that driving a vehicle can be dangerous and driving carefully is vitally important.</p> <p>I believe in South Australia a white cross is erected on the side the road for each fatality by the South Australian road authority.</p> <p>So yes, the memorials need to be placed in a safe place, erected in a safe way to avoid any future hazards.</p> <p>But please allow them to be visible from the road, so when we all drive past they remind us all just how dangerous driving a vehicle can be(much better than any speed camera or penalty notice).</p> <p>Please allow families to make the memorials permanent (not just 12 months) in a safe, respectful, uniform manner, because for the families that are left behind, the grief does not last for just 12 months.</p>	Retain memorials which is not against the proposed policy
6.	I feel grieving people need to be able to go to where their loved ones passed to feel close to them and say goodbye.	Retain memorials which is not against the proposed policy

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Roadside Fatality Memorials Policy (continued)

Submitter	Submission	Officer comment
7.	<p>I am angered, upset with this draft plan to Roadside memorials. This is a highly sensitive topic, and are outraged by the lack of sensitivity given by reps from the council, as well as the information on how this will be governed, policed etc.</p> <p>The issues that have been raised to high light this plan are also small and really are feeble.</p> <p>I feel very strong about this as I only lost my son in June of this year to a MVA. This has opened heartache and grief, not only to myself but to my husband and son, and other family members, how wrong for you the council to ask how we will feel after 12 months.</p> <p>If anyone from council would like anymore points of view I would be more than happy to express them.</p> <p>Have a heart Shepparton city council, do what's right for your community and fair for all.</p>	<p>Allow memorials which is not against the proposed policy and remove any timing condition.</p> <p>Policy is trying to achieve a recognition of ownership particularly where matters arise which require council to contact the owner of the memorial. ie damage and or need to relocate due to safety concerns or roadside works.</p>
8.	<p>Memorials on the roadside do MORE than reminding the family of their loved one. It is also a reminder for other road users that they need to take more care!</p> <p>If it reminds one person to slow down, take a break or stop and sleep, then it also saves lives!</p> <p>Some councils place the reminder at the roadside for just this reason!</p> <p>Have compassion for the families.</p> <p>Use this as a reminder to others.</p> <p>Leave roadside memorials there.</p>	<p>Retain memorials which is not against the proposed policy</p>
9.	<p>I believe everyone has the right to do what they wish in a roadside memorial as long as it doesn't danger anyone or encroach on the road.... Let people, family & friends grieve in peace without putting them under more pressure & grief for what you are now trying to enforce. I'm sure if something so terrible happened to one of you or your family members, this wouldn't be an issue. Please just have some feelings, common courtesy & consideration for people that are dealing with this, especially when everything is so fresh & raw...</p>	<p>Retain memorials which is not against the proposed policy</p>
10.	<p>I think this is a reasonable approach and encourage its adoption</p>	<p>Supports policy</p>
11.	<p>If you create a permit system with or without a fee you are opening up pandoras box – why. Because of all the mail & paper roadside structures which vary in size and position on the roadside let alone guideposts which are often not best placed.</p> <p>I am in favour of memorials as they are a fitting tribute to the ones killed – also as a reminder for passing motorists to slow down and up their concentration.</p> <p>Maybe the type of structure should be considered as</p>	<p>Retain memorials which is not against the proposed policy consider options to allow safety concern to be addressed.</p>

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Roadside Fatality Memorials Policy (continued)

Submitter	Submission	Officer comment
	<p>maybe a wooden +(cross) of appropriate size timber that will snap if hit and not damage the vehicle. Situation or site should be approx. 2 metres from edge of pavement or from graded edge of gravel roads or beside a present tree or on the fenceline. All you need do is put an article in the local papers - not an advert as articles are read and ads are overlooked, stating the requirements of such structures or a note in annual rate notices. As State and Federal governments are proposing less red tape Local Govt should follow suite.</p>	

Review of these submissions does not generally indicate arguments against the policy proposed by Council however they do reflect the desire to retain memorials due their role in the remembrance of those affected by fatalities on our roads and the perceived role in reducing further fatalities. The issue is raised in relation to the reference to a period of 12 months after which council would seek details of those persons responsible for the memorial to formally document its existence and make arrangements if necessary to put arrangements in place which would provide for long term retention of the memorial. The above matters, it is believed, are not sufficient grounds to warrant amendment to the policy and therefore it is considered appropriate that Council adopt the policy without amendment.

Council Plan/Key Strategic Activity

Council Plan 2013-17 Goal 5, Objective 1, Strategy 3, Implement a “Citizen first” commitment to the delivery of our services.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Distraction of passers-by and other road users	B	5	Low	Apply consistent guidelines
Fire risk	B	5	Low	Apply consistent guidelines which allow for appropriate maintenance
Danger to operators of maintenance equipment	B	5	Low	Apply consistent guidelines which allow for appropriate maintenance

Policy Considerations

There are no existing policy considerations relating to this matter.

Financial Implications

There are no quantifiable financial implications associated with this report however it is expected that should the policy be approved implementation will result in some benefit in relation to the resources required to maintain road reserves e.g. mowing.

Legal/Statutory Implications

The development of this policy has considered the Legal/Statutory implications associated with VicRoads Supplement to the Austroads Guide to Road Design – Part 6 - Roadside Design, Safety & Barriers.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Roadside Fatality Memorials Policy (continued)

Environmental/Sustainability Impacts

The implementation of this policy will allow council to better manage the environmental impact of the establishment and on-going management of Roadside Fatality Memorials.

Social Implications

The implementation of this policy will allow council to assist in managing the social effects of the establishment and on-going management of Roadside Fatality Memorials through providing open and transparent direction.

Economic Impacts

There are no identified economic impacts associated with this report.

Consultation

In the development of this policy council officers contacted a number of bordering councils to establish what policy/process or procedure they had in place in addition to contact with VicRoads to establish the manner in which they addressed the matter. In addition internal consultation occurred between Corporate Performance and project staff with road management experience to provide feedback. Formal public consultation has been held in accordance with Council's resolution.

Strategic Links

a) Greater Shepparton 2030 Strategy

Infrastructure Objective 6:

To ensure the safety and efficient functioning of the roads for a variety of users.

b) Other strategic links

Greater Shepparton City Council Roadside Management Plan.

Options for Consideration

1. Not adopt this policy (not recommended) - it will remain difficult for officers of council to manage the existing memorials that exist and place guidelines on the establishment of new memorials.
2. Adopt the policy without amendment (recommended) – this aligns Council with VicRoads and similar Councils in our approach to the management of this matter.
3. Adopt the policy with amendment (not recommended) – this would result in inconsistency between Council and VicRoads and other similar Councils.

Conclusion

Council's obligations for roadside management include the ongoing management of many of the memorials that have been established across Greater Shepparton. The identified lack of policy direction by council in relation to the erection and ongoing management of these memorials has resulted in this report recommending the adoption of a policy to formalise councils approach towards Roadside Fatality Memorials, the conditions attached to location within the road reserve and ongoing management. Public consultation resulted in 11 submissions. Review of those submissions does not indicate arguments against the policy proposed by Council and it is therefore considered appropriate that Council adopt the policy without amendment.

Attachments

Roadside Fatalities Memorial Policy | 16.POL4

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6. INFRASTRUCTURE DIRECTORATE

6.1 Our Sporting Future Funding - Round 1 2013/14 - Major Facilities Category

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

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

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

Council Officers involved in producing this report

Author: Program & Services Coordinator

Proof reader(s): Team Leader Recreation & Strategy, Manager Recreation and Parks

Approved by: Director Infrastructure

Executive Summary

One application has been received for the first round of funding for the 2013/2014 Our Sporting Future Funding Program – Major Facilities Category:

- Arcadia Recreation Reserve Tennis Court Refurbishment
- Shepparton Netball Association Netball Court Lighting Project

An assessment team made up of Council Officers across various departments are recommending funding approval.

One further funding round is planned for the 2013/2014 financial year leaving a total of \$25,000 remaining in the current budget for allocation in the next round.

A mandatory condition of the successful grant recipients is to ensure recognition of Council's contribution in the form of signage. Specific requirements and conditions are included in the funding agreement and is required to be signed by the grant recipient.

RECOMMENDATION

That the Council approve funding for the following projects:

Our Sporting Future – Major Facilities Category

Club	Project	Allocation
Arcadia Committee of Management	Arcadia Recreation Reserve Tennis Court Refurbishment	\$24,229
Shepparton Netball Association	Shepparton Sports Precinct Netball Court Lighting Project	\$30,000

Arcadia Recreation Reserve Tennis Court Refurbishment

The Arcadia Recreation Reserve is currently managed by the Arcadia Committee of Management. The existing facilities include a community building and a CFA shed. A small playground was installed by Council more than 5 years ago. An asphalt tennis court in significant disrepair is also located on the reserve area.

6. INFRASTRUCTURE DIRECTORATE

6.1 Our Sporting Future Funding - Round 1 2013/14 - Major Facilities Category (continued)

The Committee of Management has developed a three stage plan in conjunction with the community; the construction of the tennis court is second stage. Stage one was the construction of a picnic shelter, stage two the tennis court and stage three the landscaping and redesign of car-parking facilities.

This application is to carry out stage two, where the existing court will be demolished and replaced with a single multi-purpose court affording all members of the community an opportunity to have a hit of tennis in a social setting, bounce balls, ride skateboards and have a level playing surface to use for any number of activities. This is currently lacking around Arcadia, and with the multi-age community and growing families an area suited to recreation activities is vital.

The community, while consisting of a small nucleus in the 'town' is a largely agricultural community dispersed across a broad geographical area. The recreation reserve and community centre is the focus of several organised events throughout the year which give this community the opportunity to socialise and catch up on local issues. These events are held at Christmas, Australia Day, and a mid-year function. In between these events, the centre is often utilised by members of the community for private social events.

Over time it has become apparent that the younger children, with limited means of travelling independently to Shepparton have no level, paved or safe area to catch up and practice ball skills, bike-riding etc. Such facilities are available to children living in other areas of the GSCC region. The community, over time, have raised funds to contribute to the construction of this facility and believe that this is a worthwhile and important project for the community.

Shepparton Netball Association – Netball Court Lighting Project

The Shepparton Sports Precinct Netball Court Lighting Project provides match quality lighting for eight netball courts at the Shepparton Sports Precinct. These eight courts were redeveloped early this year by Council in conjunction with funding from State Government and a contribution from the Shepparton Netball Association but that project did not include replacing the lighting on those eight courts. Council have now been successful in obtaining further funding from the Country Football and Netball Program with this funding being matched by funding provided once again from the Shepparton Netball Association.

Background

The Our Sporting Future Funding Program has been established to assist community organisations with the implementation of small to medium sized facility development projects. The types of projects that may be funded include:

- Sports surface development
- OHS and public safety improvements
- Lighting upgrades
- Pavilion upgrades
- Shade for participants
- Disability Access.

The program also assists with development programs for new and developing sporting organisations throughout Greater Shepparton.

6. INFRASTRUCTURE DIRECTORATE

6.1 Our Sporting Future Funding - Round 1 2013/14 - Major Facilities Category (continued)

The funding program provides three categories for funding:

- Major facility development – for projects on a \$1 for \$1 basis but not exceeding \$30,000
- Minor facility development – for projects on a \$1 for \$1 basis but not exceeding \$15,000
- Sports Aid - funding between \$500 and \$5,000 (without matching contributions) for special sports projects that provide support to new and developing sporting organisations, or for special access and participation projects.

The Major Facility applications are assessed in two rounds, the first round closed on Friday 30 August 2013.

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

- Program and Services Coordinator
- Team Leader Events and Promotions
- Youth Development Officer
- Healthy Communities Coordinator
- Grants, Statistics and Economic Research Officer.

The Our Sporting Future Funding Program is available for all community sport and recreation groups with the municipality. The program is promoted on council's external website, advertised in SportsConnect (a Council newsletter) and by word of mouth. ValleySport, the Goulburn Valley's regional sports assembly, actively advertise the funding program through their network of known local community sport and recreation groups. ValleySport also recommend the funding program to groups throughout the year.

The Our Sporting Future Funding Program is being reviewed as part of a Council wide review of all external grants and donations programs for 2013/2014.

Community organisations receive 80% of the approved funding amount upon signing of the funding agreement.

The final 20% payment is made:

- When Council has received a completed acquittal form including supporting documentation of invoices and photographs
- A site visit has been conducted by Recreation and Parks Officers

Council Plan/Key Strategic Activity

Recommended projects are supported by Council's Sport 2050 Strategic Plan.

Risk Management

Consideration has been given to risk management issues during the assessment of the application for funding support.

Policy Considerations

There are no conflicts with existing Council policy.

6. INFRASTRUCTURE DIRECTORATE

6.1 Our Sporting Future Funding - Round 1 2013/14 - Major Facilities Category (continued)

Financial Implications

2013/2014 Approved Budget	Funds Previously Committed in 2013/2014	Funds Requested this Round	Balance Remaining for Future Round
\$80,000	\$0	\$54,229	\$25,771

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts arising from these projects.

Social Implications

These projects will support community participation in an active lifestyle and support an increase in social connections.

Economic Impacts

There is expected to be a minor regional economic stimulus arising from the construction works.

Consultation

Council officers advertise the various funding rounds for this program through the Valley Sport Newsletter and by mail out to all eligible sporting clubs. From this process, clubs apply for funds using a standard application form.

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

A number of other inquiries have been made by community organisations. Council officers are working with these groups to develop plans and projects in anticipation of an application being made in a future round.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

These proposals support the community and infrastructure objectives of the Greater Shepparton 2030 Strategy

b) Other strategic links

These proposals support the community and infrastructure objectives of the Municipal Health and Wellbeing Plan.

Options for Consideration

1. Not fund the projects
Not recommended as projects will ensure that community assets are renewed and facilities are modernised.
2. Agree to fund the project - recommended

6. INFRASTRUCTURE DIRECTORATE

6.1 Our Sporting Future Funding - Round 1 2013/14 - Major Facilities Category (continued)

Conclusion

Council officers recommend the allocation of funding to the projects as submitted through Councils Our Sporting Futures Program.

Recommended project under the first round of funding of the Our Sporting Future Program supports Councils vision to improve liveability through social and recreational opportunities, a range of inclusive community services and activities, and valuing our diversity.

Attachments

Shepparton Sports Precinct Netball Court Lighting Project - Funding
Notification

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6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations

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 Investigation Design

Proof reader(s): Acting Manager Projects

Approved by: Director Infrastructure

Executive Summary

The purpose of this report is to outline the scheme structure options available, and to provide a recommended structure of a Special Charge Scheme to construct an urban drainage system. This scheme will service the properties along the Midland Highway, to the east of Doyles Road, Shepparton. Initial investigations into a possible scheme were abandoned by Council on 15 November 2011.

RECOMMENDATION

That the Council prepare a Special Charge Scheme to fund the construction of the Shepparton East Drainage Scheme. The scheme structure to include construction of all works to service the entire drainage catchment in accordance with Councils Special Rates and Charges Policy.

Background

Council directed in June 2010 that investigations be carried out into the potential development of a special charge scheme to fund the installation of an urban drainage system to service the area of East Shepparton adjacent to the Midland Highway, east of Doyles Road.

Following investigation of a possible scheme structure, including potential contributor meetings and surveys, it was determined there was not likely to be sufficient support to proceed to the formal stage of implementation of the scheme as proposed. Consequently on 15 November 2011 Council determined to abandon consideration of utilising a Special Charge Scheme to fund the Shepparton East Drainage Scheme.

The report to the 15 November 2011 Council meeting is attached as Attachment 1 to this report, providing a more detailed outline of the scheme options investigated, the communications process, likely cost structure and rationale for not proceeding further at that stage.

Subsequent heavy rain events, particularly in February 2013, caused considerable localised flooding of residential and business properties within the scheme area. A number of businesses could not operate for a period of days as access was not available to the properties until the water subsided.

6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations **(continued)**

Although the residential area has installed water sensitive design elements, it discharges into and relies for outfall on the existing and inadequate open drain system that is going to be replaced by these proposed works. As a result, following rain there is considerable backing up of drainage and water routinely filling the nature strips throughout the residential area.

Council has now requested a review of the structural options of a scheme for possible development.

Drainage schemes incorporating a significant amount of underground pipeline works will of necessity be a relatively costly undertaking. During the previous investigation, while there appeared to be general acknowledgement of the need for the drainage works, a common theme among the potential contributors was the cost of the scheme which reflected in significant contributions from a number of the properties.

Generally there are a number of elements within a scheme that may be reconsidered, including:

- Scheme cost structure,
- Scheme area,
- Works scope, and
- Benefitting lands that would contribute.

The scheme area and scope of works can be reviewed to construct only sufficient of the drainage system to meet the current development of the lands and 'take the top off' the drainage within the area. However many of the properties across the catchment have the potential to further develop so significantly increasing the volume and rate of runoff. Hence the main trunk of the pipeline (being the largest pipes) would still need to be constructed to give any meaningful drainage from across the area. Also the retardation basin and associated treatment works would be required in the first stage of the system.

Rainfall run-off from undeveloped lands or generally from residential lands is significantly less in volume and rate than land developed to buildings and hard-standing parking areas.

A review of the planning approvals issued since the previous scheme investigation indicates there have been no changes to properties that would significantly change the character of the area or require significant change to the drainage design. There would however be a more detailed review of the design and scheme area as part of the scheme design.

Ultimately all properties within the catchment discharge drainage through the main pipeline and retardation basin. The design capacity of the initial works (principally the pipes and retardation basin) would need to allow for drainage of the entire area as it is further developed and a possible second and final stage of works is required.

A scheme of reduced scope of works would be considered a partial (initial stage) scheme, with the expectation of completing the drainage system when required by a later scheme. Only those properties directly benefitting from the initial stage of works would contribute to the scheme.

6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations (continued)

It is likely to be very difficult though for Council to later convince the benefitting landowners (who may not have contributed to the initial stage of works) that additional works are required via a subsequent scheme.

While there are a range of options for the structure of a scheme, this report recommends proceeding to construction of the full scope of works but considering options to reduce the financial cost to contributors.

There are a number of costs already encountered by Council that were included in the previous scheme proposal as they can be legitimately included in any subsequent special charge scheme for recovery. The values of these previous costs at the time they were encountered amount to approximately \$0.82m, including:

- Purchase of easement for stormwater drain (\$51,500),
- Purchase of pipes suitable for use in the scheme (\$506,000), and
- Purchase of land now containing the retention basin (\$263,273)

These costs relate directly to the delivery of the drainage works and recovery of them is a legitimate part of a special charge scheme and would routinely be included as a scheme cost.

Not including these costs as part of the scheme would potentially reduce the overall scheme cost to the combined contributors (including Council) as previously considered, by up to \$0.82m. These costs would remain borne entirely by Council and not recouped by this scheme.

Nevertheless it is considered that excluding these costs from the scheme would portray a significant contribution by Council and place Council in a more sound position to promote the scheme.

Under any scenario the construction costs will have increased since the previous investigation in 2010/11, which will diminish the impact of any options to reduce contributions. This will need to be very clearly conveyed to the potential contributors.

The principal cost elements would remain:

- Construction
- Design and contract administration
- Scheme administration

A preliminary assessment of 2014 costs of construction of the drainage system has been made. There have also been some works carried out over the past two years, such as relocation of water mains and power poles, as a result of other unrelated projects. These were previously included as costs to this drainage scheme. These costs are no longer included.

The updated costs provided and used in this report are:

- | | |
|---|----------|
| • Full construction (works) | \$3.734m |
| • Design and contract admin (full scheme) | \$0.177m |
| • Scheme admin (full scheme) | \$0.027m |

6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations **(continued)**

The estimate of cost of the drainage scheme in 2011 was \$3.7m when Council determined not to proceed further with investigations. That cost included all materials and works, all administration and management costs and the purchase of the land for the pipeline easement and retention basin.

For the purposes of this report, the costs of works have been increased to reflect 2014 costs. Without significantly reducing the scheme scope or cost, the potential cost to each property will be greater than that discussed in 2011.

A range of scheme options are available for further consideration. This report undertook preliminary assessment of the relative cost of a number to assess the viability of a successful scheme. Each has a differing impact on both Council and the benefitting contributors as outlined in this report.

Part of the concern from some landowners during the previous investigation was that they did not have an impending intention to develop their property to a business or industrial use. Consequently they did not recognise any benefit in contributing to the improved drainage system.

To address this, Council can consider a time payment approach where the property initially contributes a portion of their full contribution to the current scheme, equivalent to the portion of their property developed to its potential of buildings or hard-standing areas at the time of the scheme.

The balance of the liability would be registered against the property within Council's rating information and the balance of the contribution would be paid if/when the property is later developed. The control is through an initial Section 173 Agreement registered on title and a planning permit condition to contribute to outfall drainage based on the property's deferred liability plus CPI since the scheme was concluded. This would be a Developer Cost under the Planning and Environment Act. This could be an option offered by the Council.

This option relates only to the Business and Industrial zoned properties.

This approach though requires Council to carry the cost of the assessed liabilities not paid during the initial scheme, and this can amount to a considerable cost and for a considerable period. It is also not certain that all of the properties would develop to their potential.

An initial assessment of the developed portion of the Business or Industrial zoned properties indicates that this approach may defer the scheme payment for up to 26 properties. The additional cost Council will initially need to carry until the properties commence to be developed is in the order of \$1.75m.

Council Plan/Key Strategic Activity

The proposal investigated is consistent with the Council Plan 2013-2017 – *Goal 4 Quality Infrastructure (Built)*. *We will provide and maintain urban and rural infrastructure to support the development and liveability of our communities.*

6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations (continued)

Risk Management

Council is responsible for the management of the drainage from the area, and is the party accountable to ensure the discharge and quality of the water discharged from the area into the GMW drain complies with the requirements of GMW.

The development of a system to control the discharge of the drainage from the area into the GMW drain enables Council to more effectively monitor the operation of the system to ensure compliance of the water quality and discharge rate as required by the G-MW policy and agreement.

If a co-ordinated drainage system is not implemented, separate on-site treatment works will be required on each lot as it is developed. Council will need to monitor on an ongoing basis the operation of each of the on-site drainage systems of each development. This is also likely to limit the potential development of each site.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Damage to private property caused by flooding and possible litigation	B	4	Extreme	Improve drainage infrastructure to reduce flooding
Access to private property is reduced or cut-off by flood water	B	3	Moderate	Improve drainage infrastructure to reduce flooding
Disruption to business trade and reduction of trading	B	3	Moderate	Improve drainage infrastructure to reduce flooding

Policy Considerations

The previous investigation was carried out in accordance with the Greater Shepparton City Council's *Special Charge and Special Rate Policy*, adopted 4 July 2006. The initial assessment of benefit and potential contribution by the affected landowners was carried out in accord with the *Ministerial Guidelines 2004*.

Council's *Special Charge and Special Rate Policy* provides that a scheme may not be re-investigated within a period of two years after abandonment. This scheme may be revisited from 16 November 2013.

The *Special Charge and Special Rate Policy* recently reviewed by Council requires that Council will contribute no less than 20% of the cost of a drainage scheme where there is a determined community benefit from the works. This scheme would provide drainage from road reserves, the contribution for which would be a community benefit component and paid by Council. As a consequence due to the scheme including a community benefit component, under the draft policy Council will contribute no less than 20% of the overall cost of the scheme.

Financial Implications

The indicative costs below are only preliminary but illustrate the balance of costs for each option between Council as a landowner plus community benefit and the other landowner contributors;

6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations (continued)

Option	Description	Council Cost		Contributor Cost	Total Cost
		Landowner	Community Benefit		
1	<ul style="list-style-type: none"> Works to service entire catchment Exclude previous costs Include all properties in catchment 	\$0.34m	\$0.52m	\$2.87m	\$3.73m
2	<ul style="list-style-type: none"> Works to service entire catchment Include all eligible costs Include all properties in catchment 	\$0.42m	\$0.53m	\$3.50m	\$4.55m

The cost to the contributing properties varies in accordance with the use and size of each and the relative benefit each will gain from the works. The relative benefit would be determined on the basis of the relative volume and rate of flow of stormwater from a property into the drainage system, together with the level of treatment required to the stormwater before it can be discharged into the GMW drain.

Discounts can be applied to those properties that have already installed on-site drainage retardation to slow the rate of discharge or treatment systems.

Given the residential estates have such water sensitive designs in place, these properties would be eligible for discounts so it is likely most would pay less than \$1,000 each to the scheme. The large undeveloped properties that are within the Business or Industrial zoning are likely to be required to contribute significantly more, with the largest properties up to \$300,000 - \$400,000.

Not including the previous costs as part of the scheme reduces the overall scheme cost to the combined contributors (including Council) from that previously considered, by up to \$0.82m, but would remain borne entirely by Council and not recouped by this scheme.

The Council would be included as a contributor in any scheme as it is a substantial property owner and is also liable for road drainage and will need to contribute VicRoads road drainage liability.

The *Local Government Act 1989* provides that where infrastructure is being developed under a special charge scheme, a payment plan shall be made available to the contributors to the scheme. The payment plan shall provide for repayments over a minimum period of four years. The *Special Charge and Special Rate Policy of Council* provides quarterly payments over a period of not more than 10 years may be considered by Council if the costs to contributors warrant increased time to pay.

Should the scheme progress, Council is likely to need to initially fund most of the cost of works, as the landowners with the larger liabilities are likely to take up the longer repayment option available within the adopted payment plan.

6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations (continued)

If this is the case, it is likely the initial loan required would be in the order of \$3.5m. The Council can also avail itself of the extended payment period and pay contributions over 5 to 10 years depending on the overall budget.

It is open for Council to borrow the funds for the works. As provided under the *Special Charge and Special Rate Policy* borrowing costs, principally interest, would be passed onto contributors within the payment plan. The policy provides that the interest paid by the contributor shall be at the prevailing Council overdraft rate plus 1%.

Council's loan liability reduces as the contributors make the agreed payments. It is recommended also that the contributors be encouraged to seek other borrowing options at possibly more attractive rates than Council can offer. In this way the contributors are encouraged to make up-front payments to Council, so reducing the Council loan liability.

Legal/Statutory Implications

If the scheme was developed it would be processed in accord with section 163 of *Local Government Act 1989*. The scheme costs and liabilities of the determined contributors would be reported to Council in some detail, seeking direction to commence the legislated process of notification to affected landowners.

The Act sets out a clear process following notification to potential contributors of hearing of submissions by Council, options for Council to proceed or otherwise, and appeal rights to the Victorian Civil and Administration Tribunal (VCAT) should Council determine to proceed with the scheme. It can be expected the entire process to seeking contractors to carry out the works would take a minimum of six months. That timeframe would extend significantly if an appeal is lodged with VCAT.

Environmental/Sustainability Impacts

A special charge scheme will permit extreme rainfall to be transported via an underground pipe system to the Doyles Road Complex retardation basin and wetland.

Social Implications

Stormwater remaining in service roads and private property for more than a few days can present health problems and create a perception of health hazards.

Economic Impacts

Flood waters from extreme rainfall events prevent "business as usual" operations for commercial enterprises. The drainage works will enable increased development of the serviced properties in accord with their potential under the planning scheme.

Consultation

Broad consultation was undertaken during the earlier investigation. Council staff conducted a series of public meetings after the February 2013 storm event which included meetings with affected business owners and property owners in Blossom Way and Davies Drive. This was followed by some one-on-one meetings with some of the affected business owners and residential property owners within the proposed scheme area to gauge interest in the scheme.

Should Council determine to proceed with the scheme, formal notification would be given to each of the affected landowners and also broadly in a locally circulating newspaper.

6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations **(continued)**

The Local Government Act also sets out formal notification periods and information to be given to affected landowners in the development of the scheme.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed about the development of the scheme	Telephone Conversations Group Meetings Letters Media Release
Involve	Survey to stakeholders regarding support of proposed scheme	Survey Meetings

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

Strategic Links

a) Greater Shepparton 2030 Strategy

“Examine the use of loan funding to fund new or significantly upgraded major assets that provide broad community benefit and intergenerational equity” (Strategic Direction No 1, page 70)

b) Other strategic links

The proposal is consistent with the Greater Shepparton 2030 Strategy, Section 5.1.4 Water Sensitive Urban Design principles

Options for Consideration

1. Deliver the full scope of works, but reduce the overall cost by not including those costs Council has already paid. Include all benefitting properties. (Recommended).
 - Delivers the entire scheme works and reduces the potential scheme cost by up to \$0.82m. These previous costs are treated as sunk costs and not recovered by Council as part of the scheme.
 - Potential inclusion of the Blossom Way and Davies Drive properties (approx 40 additional lots). While the residential subdivisions incorporate water sensitive design elements, the drainage from the residential area discharges through this system and is contributing to the design capacity of the drainage system, so there is an argument that these properties be included.
2. Deliver the full scope of works and include all eligible costs. Include all benefitting properties.
 - Potential inclusion of the Blossom Way and Davies Drive properties (approximately 40 additional lots). While the residential subdivisions incorporate water sensitive elements, the drainage from the residential area discharges through this system and is contributing to the design capacity of the drainage system, so there is an argument that these properties be included.

Conclusion

From 16 November 2013 Council is able to revisit the structure of a potential special charge scheme in regard to the cost, scope of works and contributing properties.

6. INFRASTRUCTURE DIRECTORATE

6.2 Shepparton East Drainage Special Charges Scheme Investigations (continued)

In broad terms, the scheme could include a range of combinations of works scope, cost and contributors. It is concluded the most effective and equitable approach would be to develop a scheme to:

- deliver the full scope of works to service the entire catchment, and
- reduce the overall scheme cost by not including those costs Council has already paid, and
- include all properties that benefit in any way or contribute drainage to the system, and
- require contribution from benefitting properties based on a relative benefit received by each property from the works, and
- provide discount for existing works on the property that reduce its impact on the cost of the scheme works, and
- in relation to commercial/industrial zoned properties investigate opportunity for staged contribution relating to the degree of development of each property at the time of the scheme compared to the potential development of that property.

Attachments

- | | |
|---|----------|
| 1. Council report 15 November 2011 | Page 177 |
| 2. Plan of Shepparton East Drainage Scheme area | Page 186 |
| 3. Planning Scheme Land Zonings | Page 187 |
| 4. Drainage Design Plan | Page 188 |
| 5. Flowchart of Special Charges Scheme Process | Page 189 |

7. COMMUNITY DIRECTORATE

7.1 Universal Access to Early Childhood Education - 15 Hours Kindergarten

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 Children and Youth Services

Proof reader(s): Team Leader Children's Services

Approved by: Director Community

Other: Early Years Service's Coordinator

Executive Summary

Council successfully implemented Universal Access to 15 hours of Early Childhood Education (kindergarten) (UAECE15) at 10 of our 14 kindergartens in 2013 in accordance with the 2008 Council of Australian Governments (COAG) requirements. This has impacted on 351 children. An additional 135 children are currently accessing 11 hours of kindergartens per week in Greater Shepparton City Council kindergartens (GSCC). In 2014 the additional four kindergartens will also offer each child 15 hours of kindergarten per week.

Council and its officers have acknowledged the benefits of this increase in access to a quality service (from 11 hours in 2012). These include additional learning opportunities, increase in attendance, exposure to a positive social and learning environment and improved social and community involvement including ease of transfer to Primary Education.

A number of barriers were identified; staffing, displacement of other services and increase in fees. These have been overcome to achieve the successful implementation. At the November 2012 Council meeting it was agreed that Council would provide an additional layer of kindergarten fee subsidy to reduce the fee increase to families. At that time it was anticipated that this would cost Council \$63,900. The level of enrolments and State Government kindergarten fee subsidy eligibility has decreased the cost for the 2013 calendar year to \$43,452.

RECOMMENDATION

That the Council continue to support the implementation of Universal Access to 15 hours of kindergarten per week for all eligible children in the City of Greater Shepparton.

Background

In 2008 the Council of Australian Governments signed an agreement to implement a number of changes in early childhood education to create a consistent service across Australia. The implementation period is 1 January 2009 to 1 January 2016.

The changes include the requirement to offer every child 15 hours per week of kindergarten in a program planned and delivered by a degree qualified early childhood educator in the year prior to their entry into primary school. (School terms only.)

7. COMMUNITY DIRECTORATE

7.1 Universal Access to Early Childhood Education - 15 Hours Kindergarten (continued)

Two Council kindergartens were involved in the State Government's 2010/2011 Pilot Project to plan for implementation for UAECE15. Although the Successworks report on the pilot has not yet been released we continue to build on the knowledge gained through the pilot and adapt our programs to meet the needs of our children and families and educators.

On a larger scale – 14 kindergartens - we faced a number of issues in relation to staffing this change. Industrial requirements, the majority of our existing workforce choosing to work part time and an industry wide shortage of teachers impacted on our ability to staff the service increase. A number of strategies were utilised to overcome this; team teaching, rotational groupings and fortnightly rather than weekly timetabling were instigated to overcome shortages. Council had previously supported six educators holding a Diploma in Children's Services to complete further study and achieve their Bachelor of Education – Early Childhood, the required minimum qualification for kindergarten teachers.

Our facilities have historically been used for other early childhood services - three year old fungroups, playgroups and parent groups. The increase in kindergarten hours threatened these services. Again a number of solutions have been implemented to meet the needs of the community; combined age groupings, alternative session times and relocating programs.

The state government maintained their share of funding towards the provision of kindergarten services (65%). The remaining 35% was required to be apportioned between Council and the families. While most families in the municipality welcomed the increase in accessibility to the kindergarten services it was recognised that our community does not have the capacity to absorb the cost increase. The potential 50% increase in fees to families presented the most serious concern to Council, families and officers. Consistent feedback from our service users indicated that this was not affordable. It was estimated that 60% of families ineligible for the state government kindergarten fee subsidy – 150 children - would not attend kindergarten due to the high cost. To support families to access this vital year of early childhood education Council agreed to a staged increase over four years – an average of 17% per year. The estimated cost to Council of this additional level of subsidy was \$130,000 over four years.

Anecdotally, we know a number of parents expressed their concerns regarding the increase in fees to staff and within committee of management (COM) meetings. One committee and one parent formally registered their concerns in writing. Both were satisfied with telephone conversations with the Manager Children and Youth Services and written replies from Mayor Houlihan outlining the necessity of the increase.

In addition, each family who withdrew their child from kindergarten prior to fee payment was contacted informally to ensure the fee level was not the reason for withdrawal. This was the case in only one instance. The fee increase was waived and the child returned to kindergarten.

GSCC's concerns regarding the financial impact on families was raised in a variety of forums prior to the implementation; local public meetings, regional DEECD Kindergarten Cluster Management (KCM) forums, Municipal Association of Victoria (MAV) Early Years Strategy Group Meetings and DEECD Early Years Advisory Group meetings. The

7. COMMUNITY DIRECTORATE

7.1 Universal Access to Early Childhood Education - 15 Hours Kindergarten (continued)

department did not recognise the legitimacy of our concerns. However, a Deloitte Access Economics study was commissioned by the DEECD to make recommendations on a way forward to ensure all children in Victoria were all able to participate in 15 hours of kindergarten per week without barrier created by cost. The report found there was potential to develop a second level of kindergarten fee subsidy. The report made no specifications on the eligibility criteria for this level of subsidy or the potential for support to council or kindergarten committees of management to administer the subsidy. The implementation of the staggered fee increase has overcome this need.

One of the outcomes of staggered increase is the decrease in hourly cost for kindergarten. In 2013 a 15 hour kindergarten program has cost \$1.62 per hour while an 11 hour program cost is \$2.10 per hour. Through the period of staggered increases the respective increases will be / would have been 2014 \$1.87 / \$2.19; 2015 \$2.12 / \$2.28; 2016 \$2.35 / \$2.37.

Kindergarten fees in Greater Shepparton City Council kindergarten are currently at the lower end for kindergartens in the City. The range begins at \$800 and goes up to \$1260 per year. Across Victoria, local governments in similar areas also vary; City of Wodonga \$1254; City of Bendigo average \$1200 but go as low as \$900; City of Knox \$1254. Each of these councils anticipate an increase of between three and four per cent per annum in the foreseeable future.

These obstacles were unable to be overcome in the short term at four Council kindergartens; these centres will all implement the 15 hour programs from term 1, 2014.

Council Plan/Key Strategic Activity

The GSCC Best Start Early Years Plan (BSEYP) identifies the community issues that focus the priorities for service in the 2012/15 period.

Action Area 2: All children are supported to become confident learners

- Objective 2.1 - To increase children's language and literacy skills before they start school.
- Objective 2.2 To enhance the capacity of kindergarten services to better engage those families currently not using or under using the service

Action Area 3: Greater Shepparton – a child and family friendly community

- Objective 3.2 To foster a family centred culture within universal early childhood services

The GSCC Council Plan 2013-2017 recognises the BSEYP as a key strategy in achieving Goal 1: Active and Engaged Communities.

Objective 3: Ensure liveability options are always considered in our decision making activities.

- Strategy; Continue to implement the Early Years Plan objectives.
Objective 4: Provide sustainable resources to our community
- Strategies; Continue to lobby, advocate and prioritise the needs of the vulnerable and disadvantaged citizens and advocate on their behalf; Monitor and appropriately support the provision of quality services within the municipality.

7. COMMUNITY DIRECTORATE

7.1 Universal Access to Early Childhood Education - 15 Hours Kindergarten (continued)

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
State Government Funding for kindergarten withdrawn if Council fails to meet the funding requirements	Unlikely	Major	Moderate	Implementation of Universal Access to 15 hours of kindergarten for all children enrolled in Council kindergartens
Poor educational outcomes for children attending Greater Shepparton City Council kindergartens	Likely	Major	High	Implementation of Universal Access to 15 hours of kindergarten for all children enrolled in Council kindergartens
Ongoing cost to Council by state government cost shifting	Likely	Moderate	Moderate	Staged increase in fees over three years

Financial Implications

Year	Number of children enrolled in 15 hour programs	Number of Children eligible for kindergarten fee subsidy	Number of children ineligible for kindergarten fee subsidy	\$ amount of Council support per child	\$ Cost to Council
2013	351	198	153	284	43,452
2014 (anticipated)	490	250	240	184	44,160
2015 (anticipated)	490	250	240	86	20,640

Legal/Statutory Implications

Greater Shepparton City Council has a Service Agreement with the Victorian State Government to deliver funded kindergarten programs. As the state government percentage of the funding for this service has been maintained Council would be in breach of this agreement if 15 hours of kindergarten was not accessible to all children in the municipality. Community and private children's services do not have the capacity to include the children displaced if Council ceased to provide this service.

Environmental/Sustainability Impacts

All Greater Shepparton City Council kindergarten programs include education on the environment.

Social Implications

The Australian Bureau of Statistics Social and Economic Index For Area (SEIFA) and the Australian Early Development Index (AEDI) both indicate poor outcomes for children in the City of Greater Shepparton. Early Childhood Education is one of the keys to improving outcomes for children and families through early and positive engagement in education and community.

7. COMMUNITY DIRECTORATE

7.1 Universal Access to Early Childhood Education - 15 Hours Kindergarten (continued)

Recent research by the University of Melbourne concludes that:

- attendance at pre-school (kindergarten) has a significant positive impact on later NAPLAN outcomes
- the direct causal effects of pre-school (kindergarten) attendance are equivalent to 10 to 20 NAPLAN points.

International, national and local research clearly supports the positive impact of quality early childhood education on life outcomes – physical, social and economic

Economic Impacts

International research demonstrates that for every dollar spent on quality early childhood services up to \$17 can be saved in providing remedial services in the community.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

The provision of kindergarten services supports The Greater Shepparton 2030 Strategy Topic Community Life includes the Theme Health and Social Sciences.

Objective 1: To provide an equitable and efficient distribution of community facilities and services

b) Other strategic links

N/A

Conclusion

Participation in kindergarten is recognised as a key component of early childhood development. It is clear that failure to attend and engage in early childhood education has long term implications for individuals as well as the community they live in.

The sector is undergoing a large number of changes -commencing 2009 and continuing until 2016. These changes will all contribute to continuous improvement in the quality of services. Working through the requirements of State and Federal governments while meeting the needs of children, families, educators and Council is recognised as part of our move from good to great service provision.

Council's ongoing commitment and recognition of the importance of children and families through early childhood education is reflected in the service Council now provides.

Attachments

Nil

7. COMMUNITY DIRECTORATE

7.2 Best Start Early Years Plan 2012-2013

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

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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: Best Start Co-ordinator

Proof reader(s): Manager Children and Youth

Approved by: Director Community

Other: Team Leader Children's Services, Early Years Services Coordinator.

Executive Summary

The Greater Shepparton Best Start Early Years Plan (BSEYP) 2011-2014 is a four year strategic plan developed to respond to the issues that impact on the health, wellbeing, learning and development of our communities children aged 0 to 6 years. It incorporates the Enhanced Best Start Plan and the Municipal Early Years Plan for Greater Shepparton. Council has been the facilitating partner and fund holder for the Greater Shepparton Best Start Program since 2003.

The past 12 months has been a period of significant activity and achievement and this should be celebrated. Greater Shepparton Best Start is considered a 'shining light' and leader in the Best Start area by DEECD. The Enhanced Best Start (EBS) project is currently in its final year and the early data from both the Maternal and Child Health (M&CH) / Kindergarten place based project in Mooroopna and the South Shepparton Breastfeeding Project is positive. An evaluation of the EBS project will be conducted in December and recommendations / findings from this will be presented to the relevant stakeholders; Department of Education and Early Childhood Development, Best Start Early Years Partnership, Greater Shepparton City Council for consideration and continuation of successful strategies.

Council will continue with other major initiatives in the BSEYP: Community Literacy, Integrated Practice Training and Supported Playgroups until the end of 2014. At this time an evaluation of the whole BSEYP will be conducted and consultation for the development of a new Plan will commence.

Council should be congratulated for supporting the BESYP over the past 10 years and the important role it has played in firmly placing early childhood on the local agenda

RECOMMENDATION

That the Council acknowledge the achievements to date of the Greater Shepparton Best Start Early Years Plan 2011-2014 and continue to support the implementation of activities and actions within the current plan.

7. COMMUNITY DIRECTORATE

7.2 Best Start Early Years Plan 2012-2013 (continued)

Background

The Greater Shepparton Best Start Early Years Plan 2011-2014 is a four year strategic plan developed to respond to the issues that impact on the health, wellbeing, learning and development of our communities children aged 0 to 6 years. It incorporates the Enhanced Best Start Plan and the Municipal Early Years Plan for Greater Shepparton. Council has been the facilitating partner and fund holder for the Greater Shepparton Best Start Program since 2003.

The four action areas of the BSEYP are:

1. All children enjoy a healthy start in life
2. All children are supported to become confident learners
3. Greater Shepparton – a child and family friendly community
4. Collaborative planning and service development

Major achievements in these action areas include:

1. All children enjoy a healthy start in life

Enhanced Best Start Maternal and Child Health project (Mooroopna)

Additional 8 hours of outreach allocated to the Mooroopna Morrell St MCH centre to re-engage vulnerable families currently not using the MCH service. Significant increases in the number of key age and stage visits at Morrell St centre in Mooroopna – up 35% with some visits.

Piloting of the 'Ready Services' tool with all Mooroopna MCH centres. The Ready Services tool provides staff with an opportunity to review various aspects of their service and determine how child and family friendly the service is.

Development and use of the 'Vulnerability Tool' to identify vulnerable children within the MCH service.

Piloting of the 'Kindergarten Preparation Visit' for children with a developmental / health concern identified at the 3.5 year key age and stage visit. Parents will be invited to return for this visit with their child prior to commencing kindergarten so relevant, up to date information is passed onto kindergarten teachers.

Enhanced Best Start Breastfeeding Project

Improvement in breastfeeding rates (fully breastfed) across Greater Shepparton. In previous years these figures have either remained static or have been declining.

2011/12 – 2 weeks (63%), 3 months (42%), 6 months (15%)

2012/13 – 2 weeks (68%), 3 months (45%), 6 months (18%)

115 people attended the inaugural Greater Shepparton Breastfeeding Conference September 2012. Two hundred people attended the 2013 conference.

Employment of the Breastfeeding Project Officer in April 2013.

Media campaign underway – 4 articles in the Shepp News since April 2013, a wraparound feature in the SN Weekly and two TV segments on WIN News and Weeknights.

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7.2 Best Start Early Years Plan 2012-2013 (continued)

2. All children are supported to become confident learners

Enhanced Best Start Kindergarten project (Mooroopna)

1:1 half yearly interviews (similar to primary school parent teacher interviews) with parents piloted – an informal chat about the first 6 months of kindergarten; how the child has settled in and information about the kindergarten program.

1:1 end of year interviews with parents piloted – to discuss the Transition to School statements and obtain parent approval to forward the statement on to the child's school.

Five 'Parent Information Nights' held at the 4 Mooroopna kindergartens, covering a range of topics including behaviour, play and language development.

Partnership with Centrelink and the Commonwealth initiative 'Working with Jobless Families and Young Parents'. A kindergarten teacher was allocated a desk on four Monday mornings during July and August to promote kindergarten enrolment. Bookings were made for families involved with the two Commonwealth initiatives mentioned. Centrelink staff were provided with kindergarten enrolment forms to hand out to families and assist families to complete the form when the kindergarten teacher was not available.

Improvement in the number of 'on time' enrolments for Mooroopna kindergartens (received by 31 July).

Completion of the Vulnerability tool by 26 kindergartens in 2012 and 29 kindergartens in 2013.

2012 data – 188 out of 794 kindergarten children identified as vulnerable (23%).
2013 data – 264 out of 981 kindergarten children identified as vulnerable (27%). We believe this increase is due to greater familiarity with the tool rather than an increase in vulnerability levels.

Families identified as vulnerable within the M&CH database with children eligible for kindergarten in 2014 were contacted to see if they have had their 3.5 year visit and if they have enrolled for kindergarten. If not, an appointment was made with an M&CH nurse and a kindergarten enrolment form was sent to the family. Thirteen successful contacts were made – 5 appointments made for 3.5 year MCH visit, 6 kindergarten enrolment forms sent out and returned.

Piloting of the 'Ready Services' tool with all Mooroopna kindergartens. The Ready Services tool provides staff with an opportunity to review various aspects of their service and determine how child and family friendly the service is.

Community Literacy Workgroup Initiatives

Significant decrease in the % of developmentally vulnerable children in the Language and Cognitive Skills domain for the 2012 Australian Early Development Index (AEDI) – 9.9% in 2012 compared to 12.1% in 2009.

Mother Goose program – Funding was received from Communities for Children to further this program in 2012/13. Twenty eight staff, from various primary schools, early childhood services and family support agencies, trained as Mother Goose facilitators. Up to 5 programs operated each term across Greater Shepparton from October 2012 to June 2013. Seven programs were completed in term 3 2013. Approximately 80 families,

7. COMMUNITY DIRECTORATE

7.2 Best Start Early Years Plan 2012-2013 (continued)

including 100 children have attended since October 2012. Council employs a Mother Goose Co-ordinator to oversee all promotion, referrals, intake and administration tasks.

Language Services professional development project – The Early Years Partnership is investigating the development and delivery of a professional training program structured specifically for our early childhood education (ECE) and family support staff within Greater Shepparton. It is anticipated that this will be framed around 3 modules; how to identify and support children's oral language development, the provision of language rich environments and how to foster positive oral language experiences. These modules will enhance the skills and knowledge of our ECE staff so they have a better understanding and awareness of language development delays and the ability to appropriately support children prior to accessing specialist language support.

Continuation of the Greater Shepparton Best Start Book Bag program – approximately 2600 bags handed out to children aged between 4 weeks and 3.5 years.

Story a Day program – 15 kindergartens running the program this year. Program is now financially sustainable.

Community Reading Days – held in Mooroopna and Shepparton in 2012. Both planned again for 2013 (October and November).

3. Greater Shepparton – a child and family friendly community

11 supported playgroups for vulnerable families receiving funding through the Supported Playgroup and Parent group initiative

Bridges out of Poverty training offered in 2012; 55 people attending the two day training.

Update and reprinting of the Greater Shepparton Family and Children's Services Directory booklet.

The locally developed Integrated Practice Training offered in October 2012 and March 2013 with 20 participants for each (maximum number).

4. Collaborative planning and service development

The Best Start Early Years Partnership continues to provide the strategic direction for the BSEYP 2011-2014 and advocate on behalf of children in relation to key issues that affect their health, safety and development. Access to speech therapy services has been the major issue in 2012/13. The Partnership meets on a bi-monthly basis.

Links with the Communities for Children (CfC) initiative strengthened. Best Start and Council is represented on the CfC Steering Committee and Community Partners workgroup. A CfC representative sits on the Best Start Early Years Partnership. We received funding from CfC to conduct two projects in 2012/13 and are currently partnering with Save the Children to continue a project in Tatura with CfC funding.

Council Plan/Key Strategic Activity

The GSCC Best Start Early Years Plan (BSEYP) is identified in the GSCC – Council Plan 2013-2017 in Goal 1 – Active and Engaged Communities (Social), Objective 3 – Ensure liveability options are always considered in our decision making activities

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7.2 Best Start Early Years Plan 2012-2013 (continued)

Risk Management

Insignificant to low risks have been identified and will be addressed at the operational level. The most significant risk for the ongoing delivery of the BSEYP is a reduction in Best Start funding from the State Government or the funding allocated by Council as part of the Municipal Early Years Plan (\$16,000 2013/14).

Risks	Likelihood	Consequence	Rating	Mitigation Action
Loss of Best Start recurrent funding	Low	Program could not continue		
Loss of MEYP funding	Low	MEYP requirements could not be met.		

Policy Considerations

There are no conflicts with Council policy. The BSEYP meets Council's obligation in regards to the MAV Municipal Early Years Plan requirements.

Financial Implications

Best Start is fully funded by the State Government (\$100,000 recurrent funding annually) and an annual contribution of \$16,000 is made by Council to support the activities of the Municipal Early Years Plan which sits within the BSEYP 2011-2014.

Due to the long term nature of many of the Best Start Projects, and the requirement to acquit funds to the Department of Education and Early Childhood Development (DEECD), the income received to date is used across multiple financial years to ensure best value and best outcomes from the funds invested.

	2013/14	Comments
	\$	
Revenue	\$219,000	Projects undertaken through the BSEYP are fully funded by the DEECD
Re-budgeted DEECD funding from 2012/2013	\$405,000	
Expense 2013/2014	\$400,000	
Expense 2013/2014 (to be re-budgeted from 2013/14)	\$224,000	
Net Result	\$0 cost to Council	

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

Legal/Statutory Implications

There are no legal or statutory implications in relation to this report.

Environmental/Sustainability Impacts

Investment in the early years can only be of benefit to long term environment and sustainable impacts and outcomes.

Social Implications

The aim of the BSEYP 2011-2014 and the strategies / actions implemented over the past 12 months is positive outcomes for children and families within the municipality. These include health, wellbeing, literacy and numeracy and enjoyment of family and community life.

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7.2 Best Start Early Years Plan 2012-2013 (continued)

The Australian Bureau of Statistics Social and Economic Index For Area (SEIFA) and the Australian Early Development Index (AEDI) both indicate poor outcomes for children in the City of Greater Shepparton.

The BSEYP Actions are part of the strategy to improving these outcomes. The actions, strategies and evaluations contribute to improving the capacity of families and services to develop positive outcomes for children and their families.

Economic Impacts

The long term economic impacts of the BSEYP and the implementation of the activities that sit within it include improved health of children, improved access to and participation in early years services, improved literacy and language skills which leads to better educational outcomes and employment opportunities and increased community connectedness.

International research demonstrates that for every dollar spent on quality early childhood services up to \$17 can be saved in providing remedial services in the community.

Consultation

Community consultation was conducted for the development of the plan in 2010 and 2011 with parents, community members, service providers and Best Start workgroup and Partnership members.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

The commitment to the BSEYP in GSCC early childhood services and the inclusion of other early childhood services operating in the City of Greater Shepparton (community and privately managed) supports The Greater Shepparton 2030 Strategy Topic Community Life which includes the Theme Health and Social Sciences.

Objective 1: To provide an equitable and efficient distribution of community facilities and services

b) Other strategic links

N/A

Options for Consideration

1. Don't continue to support the program and put the achievements to date at risk
2. Continue to support the program and the outcomes being achieved.

Conclusion

Greater Shepparton City Council has been facilitating this program for many years. The many achievements highlighted within this report should be celebrated and Council congratulated for supporting the Best Start program. With 15 months left of the current plan there is still much to be done, in particular with the evaluation of the plan and various activities within it. The Greater Shepparton Best Start Program has been identified in the still to be released state-wide evaluation report conducted by KPMG as a 'shining light' and a leader in the Best Start field.

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7.2 Best Start Early Years Plan 2012-2013 (continued)

With the ongoing support of the Partnership, workgroups, local community, Department of Education and Early Childhood development and Council, we hope to finish the work commenced as part of the BSEYP 2011-2014 and start planning for the next strategic plan to ensure our children continue to have the best start in life.

Attachments

Child & Family Vulnerability Report Final

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7.3 Municipal Health and Wellbeing Action Plan 2013-2014

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

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

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

Council Officers involved in producing this report

Author: Health and Wellbeing Project Officer

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

Approved by: Director Community

Executive Summary

Greater Shepparton City Council has chosen to integrate the Council Plan and Municipal Public Health Plan and have obtained an exemption from the Department of Health (DH) relating to the preparation of a Municipal Public Health Plan.

DH advised Greater Shepparton City Council in writing 12 June 2013 that although they recognised that the Council Plan 2013-17 together with the Health Status Report 2012, had mostly considered local public health and wellbeing matters the annual submission of a local Municipal Health and Wellbeing Action Plan will be required.

Further consultation has occurred for a three week period as directed by Council at its ordinary Council meeting on the 15 October 2013.

The Action Plan has been reviewed by the current members of the Greater Shepparton Health and Wellbeing Advisory Committee, including Councillor representative Cr Fern Summer. The final version includes feedback received during this consultation period, ensuring it clearly represents the current health and wellbeing needs identified within our Municipality.

RECOMMENDATION

That the Council:

1. approve and adopt the final version of the *Municipal Health and Wellbeing Action Plan 2013-14*.
2. request the Action Plan be submitted to the Department of Health for approval.
3. confirm that Cr Fern Summer continue as the Councillor representative and chair on the Greater Shepparton Health and Wellbeing Advisory Committee.

Background

Previously Council has prepared a separate Council Plan and Municipal Public Health Plan (MPHP) – a requirement for local government under the Victorian Health Act 1958. The MPHP plays an important role whereby Council, local stakeholders and community set the strategic direction ‘to seek to prevent disease, promote life and public health

7. COMMUNITY DIRECTORATE

7.3 Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

through organised programs including the prevention of environmental health dangers, disease and health problems; particularly vulnerable population groups'. Councils are required to review their MPHP to evaluate the impact of programs and initiatives undertaken on a yearly basis. However in response to evidence that an integrated approach to the Council Plan and Municipal Public Health Plan may raise the profile of health and wellbeing matters for a Municipality, this will be the first year GSCC has compiled and achieved an integrated Council Plan and Municipal Public Health Plan.

The Greater Shepparton Health and Wellbeing Advisory Committee (HWBAC) was established in September 2011 to provide professional health expertise to support and guide local health and wellbeing strategic planning has been an integral driver of the development of the integrated plan. The HWBAC have contributed to the development of the Health Status Report 2012 (HSR) and strongly supports Council's social model of health approach as a key planning platform for the next MPHP. The HWBAC consists of a Councillor representative, Cr Fern Summer, and member representatives from the Centre for Excellence in Rural Sexual Health (CERSH), Department of Health, Department of Human Services, Family Care, Goulburn Valley Health, Goulburn Valley Primary Care Partnership, Primary Care Connect, Rumbalara and the University of Melbourne.

The HSR 2012 captured the current health status, analysing many health and wellbeing indicators to inform key challenges or opportunities, or areas of significant change unique to this municipality. This data has informed key focus areas during the development of the Municipal Health and Wellbeing Action Plan 2013-14.

Although it is recognised by DH that the Council Plan 2013-17 together with the Health Status Report 2012 has considered local health and wellbeing matters the detailed demonstration of partnership effort toward delivery of the Municipal Health and Wellbeing Action Plan 2013-14 will be required annually.

It is a clear function of the HWBAC to review the outcomes of the annual health and wellbeing action plan in addressing current issues to make a difference or advocate for change and guide future priorities for the local community. This review will be done in partnership with lead agencies identified for each action item and Council will play a reporting role for the respective agencies' outcomes.

Consultation

Our local health and wellbeing priorities and desired health outcomes have been formulated in this Action Plan for 2013-14 after analysis of local health and wellbeing indicators captured in the Health Status Report 2012 and through extensive consultation with community and stakeholders.

A further four week public consultation period and final review undertaken by the Municipal Health and Wellbeing advisory committee (HWBAC) has prepared a thorough and responsive document ready for endorsement.

Although no public submissions were received during the consultation period, the Municipal HWBAC refined their targets and performance measures.

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7.3 Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

Summary of changes made to draft after extensive consultation:

- A number of acronyms have been amended by stakeholders, confirming their contribution to health and wellbeing targets, mostly recognising additional partner efforts.
- A brief description of the whole sector has been added to clarify the extent of each network involved on the request of the HWB Advisory Committee members.
- Extensive consultation has captured a range of opinions and confirmed the most prevalent issues, particularly those raised by the Greater Shepparton Health and Wellbeing Advisory Committee members.
- Minor changes to the health and wellbeing targets and performance measures have been made, particularly where a specific measure has several steps recognised in achievement required to achieve the ultimate result.

Council Plan/Key Strategic Activity

Under the *Active and Engaged Communities – Social Environment* of the Council Plan 2013-2017 and goal 3 *Ensure liveability options are always considered in our decision making activities* the development of a Municipal Health and Wellbeing Action Plan is specifically listed as a key strategy:

'Develop, adopt and implement the Greater Shepparton City Council Municipal Health and Wellbeing Action Plan'.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Stakeholders unhappy with content	Unlikely	Major	High	Extensive consultation occurred during development therefore cross-sector partnership effort should be strong.
The needs of the most vulnerable and disadvantaged population groups are not reflected.	Unlikely	Moderate	Low	Extensive consultation occurred during development to consider the needs of all vulnerable and disadvantage population groups.

Policy Considerations

There are no conflicts with existing policies, most policies support a collaborative approach to addressing local health and wellbeing initiatives.

Financial Implications

Council Health Plan budget for Neighbourhoods Department initiatives is as follows:

	2013/2014 Approved Budget for this proposal \$	This Proposal \$	Variance \$	Comments
Revenue				
Expense	\$20,400	\$20,400	\$0	
Net Result	\$20,400	\$20,400	\$0	

7. COMMUNITY DIRECTORATE

7.3 Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

Regular co-ordination of the HWBAC meetings to ensure continuous reporting and monitoring will also be co-ordinated by Council including catering and in kind staff time contributions.

Actions facilitated by other Council branches will be incorporated in to their department budgets.

Legal/Statutory Implications

Council are required to complete a Municipal Health and Wellbeing Action Plan or prepare a Municipal Public Health Plan to meet their statutory requirements.

Environmental/Sustainability Impacts

There are clear environmental and sustainable benefits from adopting this Action Plan and considering the introduction of renewable energy options, sustainable planning developments, impact of climate change/extreme temperatures and natural disasters, and future consideration of alternative or diversified farming practices.

Social Implications

Approval of the Action Plan will demonstrate Council's commitment to advocate for a cross-sector partnership approach to improve and influence health and wellbeing matters measured in many aspects:

- Sense of community
 - developing a better understanding of cultural activities, events and significant landmarks
 - utilising the knowledge of local experts,
 - work in a cross-sector partnership
 - celebrate and recognise our diversity
 - conserve our cultural heritage, significant landmarks, natural environments and environmental assets
 - demonstrates our social cohesive behaviour and liveability
 - create healthy environments when planning new or refurbished open spaces, places and developments to improve lifestyle choices and behaviour in safe, socially inclusive, culturally sensitive and accessible environments for all.
- Community services
 - encouraging resilient community members
 - consider range and quality of services for different population groups (children and families, young people, elderly people and people with disabilities),
 - accessibility of health services or cost of services and understanding/health literacy;
 - concern for community health and wellbeing and social connection opportunities
 - universally accessible and culturally acceptable improvements to recreation facilities and sporting grounds
 - public safety and influence of anti-social behaviour
 - public health implications, access to immunisations with provisions for translation services
- Education and skills development
 - number and quality of education options for the local community,
 - encourage life-long learning opportunities and return to local area
 - cross-sector partnership effort in identifying local needs and offering developed understanding of emerging employment opportunities

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7.3 Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

- Transport
 - considering safety for travellers,
 - emissions and fuel consumption,
 - considering impact of public transport options, reliability and access distance for residents
 - walking and cycling or transportation needs of all people
 - universal/pedestrian access and manoeuvrability throughout Municipality

Economic Impacts

A collaborative approach to health and wellbeing initiatives can strengthen funding applications, promote economic growth, expand tourist attractions, encourage new events, increase business development, encourage employment opportunities, advocate for new health services, provide fairer access to health services and consider alternatives for the most vulnerable or disadvantaged residents in the Municipality.

Strategic Links

a) Greater Shepparton 2030 Strategy

Outlines the importance of Council maintaining a financial and socially acceptable environment, while meeting the expectations and future needs of our local community.

b) Other strategic links

Greater Shepparton Strategic Resource Plan 2013-14 to 2022-23

Captures the Council financial and non-financial resources required to achieve the strategic objectives of the Council Plan.

Council Plan 2013-17

Local Council holds the prime position to create, advocate and influence community, change and protect the health and wellbeing of all residents, including the introduction of new public health policy.

Options for Consideration

Option 1- Do nothing

This option would not be preferred as Council are required to demonstrate the integration of the Council Plan with an annual Municipal Health and Wellbeing Action Plan or prepare an evidence based Municipal Public Health Plan (MPHP) every four years identifying key local themes following appropriate engagement processes, as required by legislation.

Option 2 – Approve part of the recommendations only.

This option would not be preferred.

The recommendations provided work together to ensure that a thorough, evidence based health and wellbeing Action Plan is identified and developed for the Municipality.

Option 3 – Approve the recommendations in draft (preferred option).

That Council endorse the *Municipal Health and Wellbeing Action Plan 2013-14* in agreement that it clearly demonstrates suitable goals and strategies that address local health and wellbeing matters identified in the Council Plan.

Final endorsement will remain with Council and the Department of Health.

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7.3 Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

Conclusion

This final version of the *Municipal Health and Wellbeing Action Plan 2013-14* meets key deliverables expected in a Municipal Public Health Plan by demonstrating measurable action to deliver the strategic objectives integrated into the Council Plan 2013-17 to address local health and wellbeing matters such as:

- Health protection (food safety, immunisation, water quality, infectious diseases)
- Health development (tobacco control, drug and alcohol abuse)
- Population health strategies (preventative needs of population groups such as children, family, aged care, youth, vulnerable groups)
- Public health emergencies (ambulatory care statistics)
- Community capacity building and general wellbeing (analysis of current data)
- Partnerships with stakeholders (commitment of resources and collaborative effort)
- Promotion of health and wellbeing success and achievements within the community.

Attachments

Municipal Health and Wellbeing Action Plan 2013-14

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7. COMMUNITY DIRECTORATE

7.4 Greater Shepparton City Council Community Plan Action Plans 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: Neighbourhood Planning Coordinator

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

Approved by: Director Community

Executive Summary

Greater Shepparton City Council is committed to working in partnership with small town communities to implement its Community Planning program. Over August and September 2013, Community Plan Steering Committees and Council staff undertook a thorough community consultation process to review each Community Plan to ensure the priorities set by the Action Plan were still relevant. The consultation gathered feedback from the wider community about which priorities they felt were most important for their Steering Committee to focus on for the next twelve months. From the information gathered the Steering Committees have highlighted up to four priorities that they would like to concentrate on over the next year. Some priorities will require leverage, operational or capital funding whereas others are advocacy based. The attached document is a compilation of the Action Plans from the ten endorsed Community Plans within the municipality.

RECOMMENDATION

That the Council:

1. note the Community Plan Action Plans update for 2013
2. acknowledge the valuable contribution Community Plan Steering Committees and wider community members have made throughout the Action Plan review process

Background

A Community Plan is a written document which identifies a community's vision for the future and the priorities it has identified to achieve this vision. Greater Shepparton City Council has a commitment to develop Community Plan's for all of its small towns and neighbourhoods and has endorsed ten Community Plans currently. They are:

- Undera 2008
- Mooroopna 2010
- Tatura 2010
- Murchison 2011
- Toolamba 2011
- Merrigum 2012
- Dookie 2012
- Katandra West 2013
- Seven's Creek 2013
- Tallygaroopna 2013

7. COMMUNITY DIRECTORATE

7.4 Greater Shepparton City Council Community Plan Action Plans 2013 (continued)

Council's eleventh Community Plan, Congupna is currently under development and due to be endorsed before the end of 2013.

Community Plan's belong to the community and Council aims to work in partnership with the community to assess, review and implement the priorities of these plans through advocacy, support and funding where appropriate.

Over August and September 2013, Community Plan Steering Committees and Council undertook a community consultation process to review each Community Plan Action Plan. The purpose of this review process is to ensure that the Committees have an opportunity to:

- Highlight their achievements over the past 12 months
- Consult with the wider community to determine priorities for the coming year
- Identify any new actions that should be included within the action plan
- Identify new community members who may like to join the Committee

Each Community Plan Steering Committee reviewed their Community Plan Action Plan in slightly different ways. Most committees developed a survey / flyer which asked people to number what they believed should be top priorities within the plan as well as inviting community members to highlight any new emerging priorities that are not currently identified within the plan. Committees distributed these surveys in a number of ways, through promotion at local businesses, schools and Neighbourhood Houses and through their own local networks. Surveys were distributed electronically and were also available on Council's website. Media releases were distributed and the review process was highlighted on Council's page in the local papers. Some Committees attended local community events to speak with residents one on one, from example the Mooroopna Farmers Market and engaging with the local community on federal government election day. Survey responses were then collated and Steering Committees reviewed the responses received. The Committees made decisions on the top priorities that they would like to work on for the coming year. Committees updated their Community Plan Action Plan's with the goals and corresponding actions, timeframes, status and links with the Council Plan 2013 – 2017.

The attached document 'Community Plan Action Plans 2013' is a summary document containing the current Action Plan for each Community Plan. The priorities have been highlighted in bold print and clearly identified in the timeframes section. Some projects are large in nature and will require a staged approach of planning, design and implementation therefore will remain a priority of the community for a number of years. Other projects are small and are likely to be delivered within the coming year. Some of the priorities that have been identified include recreational activities and infrastructure such as walking tracks, playgrounds and skate parks, advocating for improvements in footpaths and roads, advocating for improved services such as public transport and wastewater and creating connections between community members with events and community noticeboards.

Some priorities will require access to leverage, operational or capital funding whereas others are advocacy based and do not require access to funds. One source of funding for these projects will be an application to Council's Community Plan Implementation budget. However grant opportunities will also be sought by Committees and Council Officers to other government and non-government funding bodies.

7. COMMUNITY DIRECTORATE

7.4 Greater Shepparton City Council Community Plan Action Plans 2013 (continued)

The Community Plan Action Plan 2013 Summary document is being presented to Councillors, Council Executive, Senior Leadership Group and to a range of departments for information. The Summary document will also be presented to the Project Sponsors group at their upcoming planning session. This summary document may be used to inform responsible departments in the development of their own departmental priorities for the next financial year.

In regards to individual projects, Committees will work on expressions of interest and project proposals, in line with Council's Community Planning processes to further scope their identified priorities and engage the expertise of Council responsible departments throughout this process.

The Community Plan Action Plans 2013 Summary document will also assist to highlight similarities in priorities across the Community Plans groups, potentially creating the opportunity to form municipality wide working groups to address some of these actions.

Please note that the Congupna Community Plan is in draft format and therefore unable to contribute their priorities to this document at this stage. Congupna's Community Plan is due to be endorsed by December 2013 and it is anticipated the community will identify priorities that they would like to focus on in the coming year at this stage.

Council Plan/Key Strategic Activity

This document supports the Greater Shepparton City Council Plan 2013-2017 objectives:
Goal 1 – Active and Engaged Communities (Social)
Continue to enhance community capacity building

Risk Management

No risks have been identified for the Community Plan Action Plans update.

Policy Considerations

The endorsement of the Community Plan Action Plans update for 2013 will support existing Council policies.

Financial Implications

The Community Plan Action Plans is set within the Council context of existing financial constraints. Community Planning priorities requiring funding will be assessed through the existing Community Planning Implementation budget, external government departments, philanthropic trusts and / or community fundraising. For some of these priorities, Community Plan Steering Committees may provide in kind support to the implementation of these initiatives.

	2012/2013 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	0	0	0	There is no revenue associated with the reviews of the community Plan

7. COMMUNITY DIRECTORATE

7.4 Greater Shepparton City Council Community Plan Action Plans 2013 (continued)

	2012/2013 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Expense	\$335,000 (total budget allocation for community plan implementation)	0	0	No expenses occurred through the action plan review
Net Result	\$335,000	0	0	Costs of implementing these priority actions will be subject to individual proposals.

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

Legal/Statutory Implications

The Community Plan Action Plans 2013 update is consistent with the *Local Government Act 1989* and the *Victorian Charter of Human Rights and Responsibilities Act (2006)*.

Environmental/Sustainability Impacts

The Community Plan Action Plans document does not have any environmental impacts.

Social Implications

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

Economic Impacts

Some priorities contained within the Community Plan Action Plans include initiatives such as promoting the local economy through the development of shops and businesses.

Consultation

The Community Plan Action Plans update 2013 was developed through consultation with the Community Plan Steering Committees and the wider community. Surveys were distributed in most small towns and made available on Council's web page. Some groups also attended local community events and markets to promote the review.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep the community informed about the review of the community plan	<ul style="list-style-type: none"> o Surveys o Flyers
Consult	Discuss achievements thus far and future priorities	Community consultation events at markets and community events.
Involve	Feedback is an important input into decision making	Three week feedback period (feedback box at local stores, presentation at community meetings etc)

7. COMMUNITY DIRECTORATE

7.4 Greater Shepparton City Council Community Plan Action Plans 2013 (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Collaborate	Feedback will be incorporated into decisions to the maximum level possible. We will attempt to implement what the community decides.	Partnership between Council and Community Plan Steering Committees.
Empower	Community Plan Steering Committees have ownership of the Community Plan Action Plans and will actively drive priorities within the plan.	Plans are endorsed by Council thus creating community ownership of the revision.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

b) Other strategic links

Greater Shepparton City Council Plan 2013-2017:

Goal 1 – Active and Engaged Communities (Social)

Continue to enhance community capacity building

Greater Shepparton City Council – Community Development Framework

Greater Shepparton City Council – Community Engagement Strategy

Greater Shepparton City Council – Community Plan Implementation Policy

Options for Consideration

1. Do not note the Community Plan Action Plan update 2013
This option would not be preferable as it would not meet the expectation of our community who contributed to the review process and are passionate about pursuing these priorities.
2. Note the Community Plan Action Plans update 2013
Noting the Community Plan Action Plans update 2013 will ensure that the priorities and foals of the small town communities are up to date and reflective of the current opinion of the community.

Conclusion

The Community Plan Action Plan update 2013 has been driven by the local Community Plan Steering Committees and includes consultation with the wider community. The Community Plan Action Plan update 2013 will ensure that community members, Council and other stakeholders are aware of the annual priorities of each small town community.

Attachments

Community Plan Action Plans 2013

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7. COMMUNITY DIRECTORATE

7.5 Community Planning Policy

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

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

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

Council Officers involved in producing this report

Author: Neighbourhood Planning Coordinator

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

Approved by: Director Community

Executive Summary

Greater Shepparton City Council is committed to working in partnership with community members to implement the Community Planning program. Community Planning has been active within Greater Shepparton for the past ten years with an increasing emphasis on the program since 2010. The previous policies in relation to the program were developed and adopted by Council in 2010.

The Community Planning model has been under review over recent months and a number of changes have been made to the program. The following updated Policy highlights recommendations as put forward following the extensive review period. The Community Planning Policy is being presented for approval.

RECOMMENDATION

That the Council:

1. revoke the Implementation of Community Plans Policy 55.POL2 previously adopted by Council
2. adopted the Community Planning Policy 55.POL1

Background

Greater Shepparton City Council adopted the Community Plans Policy 55.POL1 and Implementation of Community Plans Policy 55.POL2 when the program commenced in 2010. Since this time Community Planning has continued to grow and evolve. In 2013 ten Community Plans have been endorsed by Council with the eleventh due for completion in December 2013. During this time there have been many successful community plan projects, all resulting in positive outcomes for communities.

A review of the Community Planning process commenced in 2012 and as a result a number of future directions were proposed. These initial concepts and ideas were presented to Executive October 2012 for their support and approval of further exploration of these concepts.

7. COMMUNITY DIRECTORATE

7.5 Community Planning Policy (continued)

Over recent months the review of the Community Planning model has continued, with the initial concepts and ideas being transferred into draft processes and procedures. Extensive work has been undertaken to ensure that the model continues to consolidate key assets of the program as well as the identification of new processes and procedures that will strengthen the program into the future. Consultation has occurred with the community including benchmarking of best practice examples resulting in updates for the Community Planning Policy.

The updated Community Planning Policy is designed to ensure that local communities have a shared view and understanding of community planning. The Policy recognises that community members have the desire and knowledge to contribute to decision making in their own communities, recognising that they want to be worked with rather than worked on by all sectors with which they engage.

Alterations made to the previously adopted Community Planning Policy 55.POL1 reflect the outcomes of the review process.

It is proposed that the Implementation of Community Plans Policy 55.POL2 be revoked because information contained within this policy is operational in nature and has been reflected in the Community Plan CEO Directive 55.CEOD1.

Council Plan/Key Strategic Activity

This document supports the Greater Shepparton City Council Plan 2013-2017 objectives: Goal 1 – Active and Engaged Communities (Social)
Continue to enhance community capacity building

Risk Management

No risks have been identified for these policy documents. The revocation of the Implementation of Community Plans Policy has resulted in the development of the CEO Directive. The alterations and updates to the Community Planning policy do not contain significant changes that would require a risk assessment to be completed.

Policy Considerations

This review has been undertaken in accordance with the CEO Directive 'Management of Policies and CEO Directive Documents'. There are no identified conflicts with existing Council Policies.

Financial Implications

There are no financial implications associated with the endorsement of the Community Planning Policy. Council commits funds each financial year subject to budgetary processes towards implementing priority actions identified within the Community Plans.

Legal/Statutory Implications

There are no legal or statutory implications associated with this report. The adoption of the Policy helps prevent any legal implications.

Environmental/Sustainability Impacts

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

7. COMMUNITY DIRECTORATE

7.5 Community Planning Policy (continued)

Social Implications

The Community Planning program is underpinned by Asset Based Community Development (ABCD) which considers local assets as the primary building blocks of sustainable communities. This approach encourages mapping capacities and assets within the community and supports community members driving initiatives within their small towns. Projects implemented and driven by the community bring a sense of ownership and pride resulting in whole of community outcomes.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

Over the entire review period consultation has occurred with a variety of internal Council departments, particularly those responsible departments that assist with the implementation of community plan initiatives. Consultation on elements of the draft processes and procedures have also occurred with Community Plan Steering Committees.

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) Other strategic links

Greater Shepparton City Council – Community Development Framework

Greater Shepparton City Council – Community Engagement Strategy

Options for Consideration

Option 1 – Recommend changes or alterations to the Policy before adoption

Option 2 – Do not support the adoption of the Policy

Option 3 – Support the adoption of Community Planning Policy 55.POL2

Conclusion

It is essential that Council has a clearly defined process in place in regards to the Community Planning program. The adoption of the Community Planning Policy will ensure that there is a shared view and understanding of the principles and strategic direction of the Community Planning program.

Attachments

Community Planning Policy 55.POL1 Page 278

7. COMMUNITY DIRECTORATE

7.6 Congupna 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: Neighbourhood Planning Coordinator

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

Approved by: Director Community

Executive Summary

Greater Shepparton City Council is committed to developing Community Plans for all of its small towns. A Community Project Team was established to oversee and assist in the development of the Congupna Community Plan.

Over recent months the Congupna community in partnership with Council have consulted with the people of Congupna on their vision for Congupna's future and the priorities that will assist them to achieve this vision. Following the consultation period a draft Congupna Community Plan was developed and presented to the wider community for comment. The Congupna Community Plan has now been finalised and is being presented to Council for endorsement.

RECOMMENDATION

That the Council:

1. endorse the Congupna Community Plan 2013
2. acknowledge the valuable contribution Congupna residents have made to the development of this plan.

Background

Greater Shepparton City Council is committed to developing Community Plans for all of its small towns. A Community Project Team was established to oversee and assist in the development of the Congupna Community Plan. Expressions of interest to join the project team commenced in October 2012, however the project was put on hold. The process recommenced in July 2013 where another Expression of Interest to join the Community Project Team was distributed which saw the return of the initial community members who raised interest as well as the identification of new community members.

Extensive community consultation was undertaken to ensure that as many people as possible had an opportunity to contribute to the development of the plan. Consultation methods included:

- Literature review
- Community surveys
- Coffee and Conversation at the General Store

7. COMMUNITY DIRECTORATE

7.6 Congupna Community Plan (continued)

- Key stakeholder meetings
- Primary School Art project
- Have Your Say Congupna – Youth night
- Priority Setting Forum and Art Exhibition

More than 126 people had their say through completing the community survey which represents 20.1% of the population and over 40 people attended the Priority Setting Forum and Art Exhibition Launch,

A literature review of four relevant Council strategic plan documents occurred including:

- Greater Shepparton City Council Plan 2013 – 2017
- Greater Shepparton Housing Strategy
- Sport 2050 Strategic Plan
- Greater Shepparton City Council – Cycling Strategy.

The community created the following vision for Congupna: ‘Congupna is an attractive rural district with a vibrant, friendly and active community. We aim to maintain what we love but improve and beautify our village and services for future generations’

The 25 goals identified to achieve this vision are:

- Construct walking/ cycling tracks
- Advocate for drainage, both new initiatives and maintenance
- To increase safe access to the Primary School
- Install art murals
- Advocate for services, natural gas, sewerage and broadband
- Advocate for road and footpath upgrades to the township
- Improve Recreation Reserve facilities
- Improve aesthetics and function of Congupna Main Road
- Expand the Pony Paddock to develop into a meeting place
- Automatic defibrillator
- Clean up areas along railway near Wallace Street and beautification
- For public toilet facilities to be accessible and appropriate for the needs of the community
- Consider parking outside the general store
- Construct BMX track or skatepark
- Farrell Park upgrade
- Advocate for increased safety particularly in regards to speeding vehicles
- Advocate for access to public transport
- Increase small business opportunities
- Develop additional community events for people of all ages
- Advocate for the bypass to be completed
- To advocate for a CFA Shed
- Seek funding for infrastructure (i.e. drop down film screen) for movie nights
- Investigate opportunities for early childhood facilities
- Develop district map
- Advocate for mobile library.

7. COMMUNITY DIRECTORATE

7.6 Congupna Community Plan (continued)

Some of these actions are capital projects and will require access to capital budget bidding. Others are smaller community based projects and require more operational funds. The Congupna Steering Committee will seek access to funds through community resources, Council and other state and federal government funding streams. Some items are advocacy related and not the responsibility of Council to deliver. In this circumstance the committee will investigate measures to advocate for these items.

Consultation has occurred with a number of Council departments regarding the draft Community Plan, including Recreation and Parks, Works, Projects, Investment Attraction, Environment, Planning, Emergency Management and Active Living departments.

Previously Council has appointed consultants to work in partnership with the community and Council officers to develop Community Plans. Congupna is the first Community Plan through the formal Community Plan Program where a consultant hasn't been used during the development of the plan. Congupna has been developed by the Congupna Community in partnership with Council Officers.

Council Plan/Key Strategic Activity

The endorsement of the Congupna Community Plan is intrinsically linked to the Council Plan 2013 – 2017, in particular the following objectives:

Goal 1 – Active and Engaged Communities (Social)

Continue to enhance community capacity building

Risk Management

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

Policy Considerations

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

Financial Implications

The endorsement of the Congupna Community Plan is set within the Council context of existing financial constraints. Community planning priorities requiring funding will be assessed through the existing Community Planning Implementation budget, external government departments and /or philanthropic trusts.

	2013/2014 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	N/A	N/A	N/A	There is no revenue associated with the review of a community plan.
Expense	\$6000 (Total budget allocation for community plan development)	\$0	0	The cost of creation of the community plan aligns with allocated budget

7. COMMUNITY DIRECTORATE

7.6 Congupna Community Plan (continued)

	2013/2014 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
	Total expense: \$250 includes consultation activities, prizes for school art project.			
Net Result	\$5750	\$0	0	Cost of implementing actions within the Congupna 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.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

The Congupna Community Plan 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, aligning with the assets already located within the town, it demonstrates asset based community development and ensures an ongoing commitment to the implementation of the plan, driven by the people that live there. The plan identifies many social benefits to the local community including connectivity through activities and facilities such as walking tracks, recreation reserve upgrades and enhancement to the township entrance.

Economic Impacts

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

Consultation

The Congupna Community Plan has been developed from extensive consultation with the Congupna community. Methods of consultation include:

- Community surveys – online and hardcopy
- Coffee and Conversation at the General Store – held on three consecutive Fridays
- Key stakeholder meetings – with key community groups and organisations
- Have Your Say Congupna – Youth night - hosted specifically for young people in the village.
- Primary School artworks – students drew their vision for Congupna for the future.
- Priority Setting Forum and Art Exhibition – was held to identify priority projects from the survey and other consultation activities.

7. COMMUNITY DIRECTORATE

7.6 Congupna Community Plan (continued)

More than 126 people contributed their thoughts and ideas which represents 20.1% of the local population. Approximately 40 residents attended the priority setting forum.

Internal consultation also occurred with a number of internal Council 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	<ul style="list-style-type: none"> • Surveys • Flyers • Media releases
Consult	Discuss ideas for future priorities for the town.	Community consultation events such as the coffee and consultation, one on one interviews, community priority setting forum, youth night.
Involve	Feedback is an important to contribute to 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 making to the maximum level possible	Partnerships between Council and Congupna Community Plan Steering Committee. Collaboration through meetings. Community forum with the community.
Empower	The Congupna community have ownership of this plan and will actively drive the implementation of the priorities within it.	Plan is endorsed 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) Other strategic links

Greater Shepparton City Council – Community Development Framework

Greater Shepparton City Council – Community Engagement Strategy

Greater Shepparton City Council – Community Plan Implementation Policy

Options for Consideration

1. Do not endorse the Congupna Community Plan
This option would not be preferable as the community has been driving the development of the Community Plan and committed to commence the implementation of the plan.
2. Endorse the Congupna Community Plan
Endorsing the Community Plan will demonstrate Council's commitment to supporting the Congupna community to implement their Community Plan. It will also acknowledge the extensive work undertaken by residents to develop the plan.

7. COMMUNITY DIRECTORATE

7.6 Congupna Community Plan (continued)

Conclusion

The development of the Congupna Community Plan has been driven by the Congupna community and developed through widespread consultation with the local community. The Congupna Community Plan, contains the vision and associated actions and priorities for the town. Officers recommend the endorsement of the plan.

Attachments

Congupna Community Plan

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8. BUSINESS DIRECTORATE

8.1 November 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): Director Business

Approved by: Director Business

Executive Summary

The report presents Council's actual financial performance compared to the budget for the five months ended 30 November 2013.

RECOMMENDATION

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

Background

The 2013/2014 Budget was adopted by Council at its meeting on 20 August 2013. The 2013/2014 Budget provided for an operating surplus of \$8.8 million with revenue of \$108.3 million and expenditure of \$99.5 million. The 2013/2014 Budget also provided for capital works of \$36.2 million.

On 26 November 2013, Council adopted the 2013/2014 September Quarter Budget Review with revenue of \$110.4 million and expenditure of \$104.1 million resulting in an operating surplus of \$6.3 million for the full financial year. The forecast decrease in operating surplus of \$2.5 million is mainly due to an increase in depreciation expense of \$2.19 million resulting from the revaluation of infrastructure assets. The 2013/2014 September Quarter Budget Review also included \$40.76 million in capital works, a forecast increase of \$4.55 million mainly due to rebudgeted prior year projects of \$3 million.

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

Council's forecast financial performance is reviewed and updated based on any known changes to the number of factors which influence the budget. The revised forecast is submitted to Council for approval as part of the quarterly budget review process. The Mid-Year Budget Review will be presented to Council for consideration at its Ordinary Meeting on 18 February 2013.

8. BUSINESS DIRECTORATE

8.1 November 2013 Monthly Financial Report (continued)

Monthly Financial Report

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

- Financial Report
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Operating Budget
- Capital Budget
- Investment Summary
- Rates Debtors Report
- Sundry 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.

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

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

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

No Environmental or Sustainability impacts have been identified.

Social Implications

No Social implications have been identified.

Economic Impacts

No Economic impacts have been identified.

Consultation

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

Options for Consideration

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

8. BUSINESS DIRECTORATE

8.1 November 2013 Monthly Financial Report (continued)

Conclusion

The report provides details of Council's financial performance compared to the budget for the five months ended 30 November 2013.

Attachments

November 2013 Monthly Financial Report

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8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park

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

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

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

Council Officers involved in producing this report

Author: Manager Customer Experience

Proof reader(s): Director Business

Approved by: Director Business

Executive Summary

This report presents options for the designation of a trial site for the purpose of allowing dogs to exercise under effective control off leash. The report evaluates areas within Greater 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.

The following sites are considered to be suitable locations for off leash dog parks.

- Sherbourne Reserve, Balaclava Road, Shepparton – fenced
- Mason Street, Shepparton – unfenced
- Karibok Park, Shepparton – fenced
- Ducat Reserve, Paterson Road, Shepparton

Community consultation in the neighbouring area has been undertaken for Ducat Reserve and Sherbourne Reserve to indicate if a trial would conflict with existing community use of the area. The conduct of a trial at Sherbourne Reserve was not supported by nearby residents however nearby residents of Ducat Reserve are in support of the trial of an off leash dog park. Residents that attended the site meeting at Ducat Reserve supported the trial utilising temporary fencing for the off leash dog park.

It is considered that Ducat Reserve, Paterson Road Shepparton is the most appropriate site for the trial of an off leash dog park. It is proposed that a fenced trial be undertaken for a six month period utilising temporary fencing.

RECOMMENDATION

That the Council:

1. approve the trial of a fenced off leash dog park at Ducat Reserve, Paterson Road for a six month period utilising temporary fencing.
2. implement a code of conduct during the off leash dog park trial.
3. allocate \$14,300 including GST to conduct the trial of an off leash dog park during the 2013/14 financial year.

8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park (continued)

Background

Council has received many requests from members of the public requesting the provision of areas for dogs to be off leash.

In October 2008 Council adopted its Domestic Animal Management Plan 2008 which included the action to identify leash free areas throughout the municipality.

Community consultation has previously been undertaken to confirm support for the establishment of off leash areas for dogs. Dog owners have also highlighted specific needs and requirements for off leash areas.

Options to establish an off leash park have been previously investigated and costed however have not been included in the Council's adopted Budget.

The Council at its Ordinary Meeting on 16 April 2013 resolved that officers prepare a report on the ability of Council to provide an area within Shepparton that could be used as an off leash dog park, examining the operation, capital costs, issues that have arisen or may arise within such a park and what may be done to mitigate any associated risks.

As reported to Council at its meeting on 18 June 2013 new initiatives included in the Domestic Animal Management Plan 2013-2017 included the trial of an unfenced off leash area for dogs.

The group of dog owners is very concerned that a trial without fences could lead to incidents occurring, and will not provide a good indication of the potential success of a permanent park. Their concern is that many people will not use the park due to the lack of fences, and there will be cases of dog escapes among those who do. The group of dog owners would like to see at least temporary fencing for the trial.

Further investigations have been undertaken to identify areas suitable as fenced or unfenced off-leash areas as detailed below.

Discussion Points

Contact with other councils having an urban profile indicates the following experiences in managing off leash dog parks.

Positive

- Fenced parks easier to patrol and provide greater safety for user and animals
- Provision of parks easier to monitor if use is 24/7 as owners on occasions don't obey times of restricted off leash use
- Recreation spaces and open spaces are used but strong commitment required by dog owner to maintain effective control of animal and clean up droppings after use
- Noticeable reduction in barking complaints in the case of one Council as dogs get the exercise needed
- Uncontrolled walking of dogs can be more tightly policed and directed to off leash park
- Social connection between animal owners can be a positive outcome

Negative

- Close environment of fenced area can lead to animal confrontation more readily because of confinement

8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park (continued)

- Unfenced parks can be a greater safety risk for animals and children with pets (adjoining traffic or carpark areas)
- Unfenced parks can lead to conflict between walkers, joggers, cyclists and animals off leash
- Some dogs attacks have occurred but Council can control animals by order if necessary
- Dog droppings not collected in public reserve

Other

- Dogs off leash not allowed within 20 metres of children's playground or barbeque area
- All dogs using park are to be registered and accompanied by person over the age of 16 in control of the animal
- Restricted breeds or dogs declared as dangerous not permitted to use off leash areas
- In most instances of declared off leash areas councils have developed a code of conduct that is well published for the purposes of responsible pet control and off leash area use

A planning permit is not required however it is proposed that the Catchment Management Authority be consulted regarding the installation of any fencing in the urban floodway.

The establishment of an off leash area for dogs could also increase the community acceptance when Community Rangers enforce on leash areas.

Investigations to date have centred on possible sites within and adjacent to the City of Shepparton where the dog population is greatest.

Criteria for the investigation of short term trial sites has been formulated as follows:

- Some fencing of site, preferable
- Access to water an advantage
- Site easily patrolled by Council Officers
- Site has safe access
- Some adjacent car parking be available

Potential sites for the trial of an off leash dog park that have been investigated included:

1. Ford Road, Shepparton
2. John McEwan Reserve, Brauman Street, Shepparton
3. Sherbourne Reserve, Balaclava Road, Shepparton
4. Mason Street, Shepparton
5. Goyen Reserve, Shepparton
6. Railway Parade, Shepparton
7. Shepparton Showgrounds
8. Karibok Park, Shepparton
9. Ducat Reserve, Paterson Road, Shepparton
10. Wilmot Road, Shepparton
11. Victoria Park Lake, Shepparton
12. Kids Town, Mooroopna
13. Mooroopna Recreation Reserve
14. Norton Park, Mooroopna

8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park (continued)

Only the following sites are considered to be suitable locations for an off leash dog park.

- Sherbourne Reserve, Balaclava Road, Shepparton – fenced
- Mason Street, Shepparton – unfenced
- Karibok Park, Shepparton – fenced
- Ducat Reserve, Paterson Road, Shepparton

Council Plan/Key Strategic Activity

Council Plan 2013-2017 Goal 1 – Active and Engaged Communities (Social)

Objective – provide sustainable community services to our community

Strategy – continue to implement the Domestic Animal Management Plan

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Dog attacks	Likely	Moderate	Moderate	Guidelines for use Signage Conduct patrols
Uncontrolled dogs	Likely	Moderate	Moderate	Guidelines for use Signage Conduct patrols
Insufficient car parking	Possible	Minor	Low	If required parking areas to be designated and signed
Conflict with existing use	Possible	Moderate	Moderate	Community consultation before commencing trial
Faeces not collected	Likely	Minor	Moderate	Provide litter bags Guidelines for use Signage Conduct patrols
Insufficient use	Possible	Moderate	Moderate	Promote and evaluate trial

Policy Considerations

If the trial of an off leash dog park is successful the designation of a permanent off leash park under the provisions of the *Domestic Animals Act 1994* will be considered.

Requirements to use the off leash dog park will include:

- Keep your dog under effective control
- Remove your dog if becomes aggressive
- Carry a leash with you
- Don't let your dog off leash if you do not have a reliable recall
- Talk to other users before issues arise
- One adult should supervise no more than two dogs
- Supervise children carefully around dogs
- Children under 16 must be supervised by an adult
- Ensure your dog wears a collar and current registration tag
- Your dog must be vaccinated
- Owners must clean up after their dogs
- No smoking
- Have your dog on a leash when not in the park

8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park (continued)

Financial Implications

The budget required to establish the preferred site depends on whether the site was to be unfenced or fenced and the type of fencing. The commencement of a trial or establishment of an off leash dog park requires an allocation of funding as part of the Council Budget.

An estimate of works has been prepared to establish a permanent fenced 4,000m² off leash dog park including signage, 1.8m black powder coated pvc chain mesh fencing with top rail, double gated entry, provision of ten space carpark, drinking fountain, bins and some seating. One third of the park would be fenced to allow a separate area for small dogs. The estimated cost of works to fully establish the site as a fenced off leash dog park is \$62,000.

The hire of 2.1m weld mesh temporary fencing for six months to trial an off leash dog park would cost \$13,000 compared to the cost of \$28,000 to install black pvc chain mesh and powder coated posts with a continuous top rail. If temporary fencing was to be used the base would be lowered into the ground.

The fencing of the playground at the Ducat Reserve, Paterson Road to establish an unfenced off leash dog park would cost \$28,000.

Cost estimates	Fenced Dog Park 4,000m ²	Temporary fencing 4,000m ² Six month trial	125m Fence Playground
Fence	\$23,000	\$8,000	\$23,000
Signs	\$3,000	\$3,000	\$3,000
Bin	\$2,000	\$2,000	\$2,000
Trial subtotal	\$28,000	\$13,000	\$28,000
Carparking	\$14,000	\$0	\$14,000
Obstacles	\$11,000	\$0	\$0
Seating	\$3,000	\$0	\$3,000
Drinking fountain	\$6,000	\$0	\$6,000
Total	\$62,000	\$13,000	\$51,000

A contingency of 20% has been applied to quotations and cost estimates.

To fund the installation of fencing, funding would need to be identified as part of Council's quarterly budget review process. The group of dog owners would undertake fundraising if there is a commitment from Council to establish a permanent fenced off leash dog park.

	2013/2014 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	0	0	0	
Expense	0	13,000	13,000	Ducat Reserve temporary fencing trial
Net Result	0	13,000	13,000	

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

8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park (continued)

Legal/Statutory Implications

Council's Local Law #1. Community Living section 6.2(d) requires that a person who owns or is in charge of a dog on any highway or Council land must keep the dog under control by a leash, chain or cord connecting that person to the dog unless the highway or Council land has been designated by Council resolution and signage to be excluded from this requirement.

Section 26(2) of the *Domestic Animals Act 1994* states that Council may by resolution make an order under this section which may do all or any of the following:

(b) impose all or any of the following conditions on the presence of dogs or cats in any public place of the municipal district of the Council:

- (i) conditions as to the means of restraint of dogs or cats;
- (ii) conditions as to the times at which the presence of dogs or cats is or is not permitted;
- (iii) any other conditions that are specified in the order.

Section (26) (3) of the *Domestic Animals Act 1994* also states that "an Order made by Council under this section must be published in the Government Gazette and in a newspaper circulating in the Municipal District of the Council making the order."

Environmental/Sustainability Impacts

This proposal will not be detrimental to the environment and should bring an awareness to the importance of community protection for future users of our parkland and native reserves.

A code of conduct will promote responsible pet ownership and behaviour which should minimise environment impacts to reserves and open space. A concentration of use of the priority areas will mean that there should be less damage due to vandalism because of the vigilant users protection of the area.

Social Implications

It has been the experience of other councils that off leash dog parks provide:

- a reduction in barking complaints as dogs get the exercise needed
- opportunity to direct uncontrolled walking of dogs to off leash park
- social connection between animal owners

Economic Impacts

There are no economic impacts identified regarding this proposal.

Consultation

Community consultation has previously been undertaken to confirm support for the establishment of off leash areas for dogs. Dog owners have also highlighted specific needs and requirements for off leash areas.

Council's Disability Advisory and Positive Ageing Committees have also expressed their support for a fenced and accessible dog park.

Of the identified suitable sites survey forms were distributed to neighbouring residents and property owners of Sherbourne Reserve and Ducat Reserve to clarify if the trial of an off leash dog park would conflict with existing use. A public notice was also issued in the

8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park (continued)

Shepparton News. A site meeting was held in each location to clarify how a potential trial would be conducted and to discuss any concerns residents may have.

Sherbourne Reserve, Balaclava Road

Nine residents attended a site meeting to discuss the potential trial site. The conduct of a trial at Sherbourne Reserve was generally not supported by nearby residents. Surveys were also distributed by residents to properties that were not written directly to. The concerns raised at the site meeting included but were not limited to tree branches falling, grassed area not watered, a playground was removed from the reserve, appearance of fencing, grass not suitable for dogs and available parking.

55 survey responses regarding Sherbourne Reserve, Balaclava Rd, where returned, 87% or 48 of respondents where opposed to the off leash dog park trail. The main concerns where an increase in noise (85% of respondents) and the potential to restrict or change how the Reserve is currently used (47% of respondents). Other major concerns included the appearance of the fencing, general appearance, and an increase of traffic and lack of parking.

17 requests for improvements to Sherbourne Reserve where received with submitters requesting grass improvement with mowing, watering and weeding, reinstating the previous playground and adding park benches.

Many of the responses opposing the Sherbourne Reserve off leash dog park trial where written with passion and included submissions from long-time residents, visitors and children.

Ducat Reserve, Paterson Road

Eight residents attended a site meeting to discuss the potential trial site. The conduct of a trial was supported. Concerns raised at the site meeting included but were not limited to suitability of the grass for dogs. Residents that attended the site meeting at Ducat Reserve supported the trial utilising temporary fencing for the off leash dog park.

13 Ducat Reserve survey responses where returned. Three opposed the off leash dog park trial. The main concern, of both supportive and opposing responses, was fencing for the park. Fencing was requested because of busy roads and lack of front fences on Nolan Court properties. Requests for both the children's playground and the dog park to be fenced. Three responses were also concerned about potential dog attacks. Investigation is also required to minimise the spikey arrows, prickles or burrs in the grassed area.

If approved the establishment of the trial would be undertaken in consultation with nearby residents of Ducat Reserve.

Internal consultation has been undertaken with key Council Departments in the preparation of this report.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> • Media Releases • Public notice
Consult	Inform, Listen, Acknowledge	<ul style="list-style-type: none"> • Previous survey of nearby residents • Site meetings

8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park (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 Greater Shepparton 2030 Strategy lists one of its directions as: *Enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability with a greater range of public open spaces, and recreation and community services.*

An expected outcome arising from the implementation of Greater Shepparton 2030 is – *the Municipality is More Active-More people will be participating in sporting and recreation activities for social and health benefit. Community facilities are of a high quality and designed to maximise multipurpose use.*

Implementation of this project would be consistent with the Greater Shepparton 2030 Strategy. One of the main outcomes of this project is to encourage dog owners to exercise, improving the health of both humans and dogs within the Municipality. Another is to provide new networks and physical activity opportunities for communities promoting social interaction and health and social benefits.

b) Other Strategic Links

Domestic Animal Management Plan 2013-2017- Nuisance Animals –Objective-to encourage people to manage their pets in a way that minimises nuisance to others. Key activity – to trial an off leash dog park for the exercise of dogs.

Options for Consideration

Option 1 – Conduct the trial of a fenced off leash dog park at Ducat Reserve, Paterson Road for a six month period utilising temporary fencing. Recommended.

After investigating a number of options and undertaking community consultation it is considered that Ducat Reserve, Paterson Road Shepparton is the most appropriate site for the trial of an off leash dog park. Temporary fencing is also considered the most appropriate option to conduct a fenced trial of an off leash dog park.

Option 2 – Not approve the trial of an off leash area for dogs. Not recommended.

Community consultation has identified a need for an off leash area for dogs. Council's Local Law #1. Community Living does not allow dogs to be off leash in public areas.

Option 3 – Further investigate options to establish a trial of an off leash dog area. Not recommended.

A number of options have been investigated and community consultation has been undertaken to enable Council to consider the establishment of a trial.

8. BUSINESS DIRECTORATE

8.2 Off Leash Dog Park (continued)

Conclusion

A number of sites have been examined for their suitability as an off leash dog park to allow dogs to exercise under effective control off leash. The establishment of an off leash area for dogs could also increase the community acceptance when Community Rangers enforce on leash areas.

Attachments

Off Leash Dog Park - Options for Consideration Page 347

8. BUSINESS DIRECTORATE

8.3 Debt Collection Services and Tyres and Batteries Contracts

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

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

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

Council Officers involved in producing this report

Author: Acting Manager Finance and Rates

Proof reader(s): Director Business

Approved by: Director Business

Executive Summary

The purpose of this report is seek Council's approval to formalise two contracts, 1383 Debt Collection Services and 1456 Tyres and Batteries, which have been activated by Council staff without having been approved by Council.

Approval is sought for the continuing engagement of Midstate Credit Management for debt collection services. Procurement Australia as Council's tender agent sought tenders for debt collection services. The Procurement Australia Debt Collection Services contract commenced on 1 December 2012. The contract is based on a schedule of rates for a three year period with a possible one plus one year extension.

Council spends approximately \$186,000 per annum excluding GST on debt collection services which includes \$120,000 in Magistrate Court costs. The estimated total value of the five year contract including options is \$1,025,000 including GST.

The continuing engagement of Midstate Credit Management is presented for Council's consideration as the value of the contract exceeds the amount which can awarded by Council's Chief Executive Officer under delegated authority.

With regard to contract 1456 Tyres and Batteries, on 4 March 2010, Procurement Australia was appointed by as Council's tender agent for PA contract 1305/0216, Tyres and Batteries. The contract has been utilised to supply tyres and batteries for Council's fleet through a panel of suppliers. Since that time Council has participated in the contract, spending approximately \$15,000 per month without the contract formally being approved by Council.

The initial contract term ended on 31 July 2013 and Procurement Australia exercised the first of its 2 x12 month extension options. The continuation of Council's participation in the Procurement Australia Tyres and Batteries contract is presented for Council's consideration as the value of this contract exceeds the amount which can be awarded by Council's Chief Executive Officer under delegated authority.

RECOMMENDATION

That the Council:

1. approve the continuing engagement of Midstate Credit Management Pty Ltd of Sobraon Street Shepparton for Contract 1383 Debt Collection Services.

8. BUSINESS DIRECTORATE

8.3 Debt Collection Services and Tyres and Batteries Contracts (continued)

2. approve the continuing engagement of Goodyear and Dunlop (trading as Beaurepairs) for Contract 1456 Tyres and Batteries.
3. note that the Procurement Australia contract number for Debt Collection Services is 1511/1212 but will be referred to as Contract 1383 for Council purposes.
4. note that the Procurement Australia contract number for Tyres and Batteries is 1305/0216 but will be referred to as Contract 1456 for Council purposes.
5. note that the initial term of Contract 1383 will end on 30 November 2015 with a one plus one year extension period (+1+1).
6. note that the initial term of Contract 1456 expired on 31 July 2012 with a one plus one year extension period (+1+1).
7. authorise the Chief Executive Officer to award the contract extensions if appropriate.
8. authorise the Chief Executive Officer to sign and seal the contract documents.

Contract Details

Contract 1383 is for the provision of debt collection services by suitably qualified organisations. The contract is based on a schedule of rates for a three year period with a possible one plus one year extension. As disclosed in Council's 2012/13 Annual Report debt collection costs in excess of \$150,000 were paid to Midstate Credit Management Services Pty Ltd. Council spends approximately \$186,000 per annum excluding GST on debt collection services which includes \$120,000 in Magistrate Court costs incurred by Midstate on Council's behalf and subsequently charged back to the Council by Midstate.

Procurement Australia as Council's tender agent sought tenders for debt collection services. Procurement Australia also acted on behalf of 35 other councils regarding this debt collection services tender. The Procurement Australia Debt Collection Services contract commenced on 1 December 2012. Debt collection services have been performed on behalf of Council by Midstate Credit Management however Council's approval of the contract has not previously been sought. The Procurement Australia contract period will end on 30 November 2015 with two x one year options to extend.

Contract 1456 is for the provision of tyres and batteries for Council's plant and fleet. The contract is a panel contract based on a schedule of rates for a three year period with a possible one plus one year extension. Council currently spends approximately \$180,000 through this contract per annum.

Procurement Australia awarded the contract in 2010 and Council has participated in the contract since that time without the necessary Council approval. Procurement Australia has written to Council advising they have enacted the first of two possible extensions up to the 31 July 2014.

Council approval is sought in relation to both contracts as the value of this contract exceeds the amount which can be awarded by Council's Chief Executive Officer under delegated authority.

8. BUSINESS DIRECTORATE

8.3 Debt Collection Services and Tyres and Batteries Contracts (continued)

Tenders

Tenders for North East Victoria were received by Procurement Australia from:

Tenderers 1383 Debt Collection Services
Australian Receivables Limited
Barwon Credit Management
creditcollect
Dun & Bradstreet (Australia) Pty Ltd
Legalforce Specialist Debt Collectors
Midstate Credit Management Services Pty Ltd
ML&C Collection Pty Ltd and Maddocks
National Credit Management Limited
Provincial Credit Solutions
Recoveries & Reconstruction (Aust.) Pty Ltd
Recoveries Corporation Group Limited
Target Collection Australia Pty Ltd

Tenderers 1456 Tyres and Batteries
A1 Tyrepower
Bridgestone Australia
Goodyear and Dunlop (trading as Beaurepairs)
Toyo Tyre and Rubber Australia
Tyrepower Bairnsdale
Tyrepower Rosebud
Tyrepower Traralgon
Tyrepower Wonthagi
Tyres4U
Yokohama Tyre Australia
Century Yuasa Batteries
Exide Technologies

After the detailed assessment of all non-price and price related criteria Procurement Australia established the following panel of suppliers.

Procurement Australia Panel 1383 Debt Collection Services
Australian Receivables Limited
Midstate Credit Management Services Pty Ltd
ML&C Collection Pty Ltd and Maddocks
National Credit Management Limited
Recoveries & Reconstruction (Aust.) Pty Ltd

Procurement Australia Panel 1456 Tyres and Batteries
A1 Tyrepower
Bridgestone Australia
Goodyear and Dunlop (trading as Beaurepairs)
Toyo Tyre and Rubber Australia
Tyrepower Bairnsdale
Tyrepower Rosebud
Tyrepower Traralgon

8. BUSINESS DIRECTORATE

8.3 Debt Collection Services and Tyres and Batteries Contracts (continued)

Procurement Australia Panel 1456 Tyres and Batteries
Tyrepower Wonthagi
Tyres4U
Yokohama Tyre Australia
Century Yuasa Batteries
Exide Technologies

It is proposed that Council approve formalisation of debt collection services with Midstate Credit Management.

Tenderer Recommended 1383 Debt Collection Services
Midstate Credit Management

It is proposed that Council approve formalisation of the provision of tyres and batteries with Goodyear and Dunlop.

Tenderer Recommended 1456 Tyres and Batteries
Goodyear and Dunlop (trading as Beaurepairs)

Council Plan/Key Strategic Activity

This proposal is consistent with the governance principle contained in Goal 5 of the Council Plan 2013-2017, High Performing Organisation (Leadership and Governance).

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Amount expended exceeds delegated authority of CEO.	Possible	Major	High	Council approve the signing of the publicly advertised contracts

Policy Considerations

Council approval of the continuing engagement of suppliers in relation with these two contracts will ensure compliance with Council's Procurement Policy.

Financial Implications

Contract 1383 Debt Collection Services. A significant component of the debt collection costs relate to court costs incurred by Midstate on Council's behalf and subsequently charged back to the Council by Midstate. Court costs are set by the Magistrates Court and are fully recoverable from debtors. The majority of debt collection services costs relate to the collection of rates and charges as detailed in the table below.

	2013/2014 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	\$180,000	\$180,000	\$0	Debt collection expenses recoverable from debtors
Expense	\$186,000	\$186,000	\$0	Debt Collection Services costs
Net Result	\$6,000	\$6,000	\$0	

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

8. BUSINESS DIRECTORATE

8.3 Debt Collection Services and Tyres and Batteries Contracts (continued)

The budgeted debt collection costs of \$186,000 include:

- Debt Collection Agency costs recoverable from debtor \$59,000
- Debt Collection Agency costs not recoverable from debtor \$6,000
- Dishonoured payments administration fee – recoverable from debtor \$1,000
- Magistrate Court costs recoverable from debtor \$120,000

The amount paid to Midstate Credit Management by Council from December 2012 to October 2013 is equal to \$256,943 including GST. The amount expended since January 2011 is equal to \$581,282, being an average of \$205,191 per year. Based on this average amount, the estimated total value of the five year contract including options is \$1,025,000.

Contract 1456 Tyres and Batteries – The purchase of tyres and batteries is part of Councils \$2.4m operational cost of running the Council's workshop, servicing all Council's plant, fleet and equipment. Council spends approximately \$180,000 per annum on tyres and batteries. This equates to \$540,000 since 2010, and a further \$180,000 per year, for each extension period of the contract of which there are two additional 12 month periods.

	2013/2014 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	\$0	\$0	\$0	
Expense	\$1806,000	\$180,000	\$0	Tyres and Batteries
Net Result	\$180,000	\$180,000	\$0	

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

Legal/Statutory Implications

Section 186 of the *Local Government Act 1989*, requires councils to undertake a competitive process to test the market by giving public notice before entering into a contract when the value of the contract is equal to or greater than \$150,000 (including GST) for contracts for the purchase of goods or services.

The contract for debt collection services and tyres and batteries were publicly advertised however the contractual arrangements between Council and Procurement Australia have not been approved by Council.

Environmental/Sustainability Impacts

Contract 1383 - This is an administrative matter and there are no environmental or sustainability implications.

Contract 1456 – Council ensures the ethical disposal of tyres through its transfer stations where tyres are disposed of for recycling.

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

Nil

8. BUSINESS DIRECTORATE

8.3 Debt Collection Services and Tyres and Batteries Contracts (continued)

Options for Consideration

1. That the Council approve the continuing engagement of suppliers as recommended. This will enable compliance with Council's Procurement Policy. (Recommended)
2. That the Council not accept any of the tenders and undertake a new tender process. This option is not considered necessary and will increase the risk of the CEO's delegated authority being exceeded while a new tender process is being undertaken. (Not recommended)
3. That the Council award the contract to another tenderer on the Procurement Australia Panel. This is not recommended as it may expose the Council to commercial risk. (Not recommended)

Conclusion

The Debt Collection Services contract and Tyres and Batteries contract are presented for Council's consideration to formalise the continuing engagement of Midstate Credit Management and Goodyear and Dunlop (trading as Beaurepairs).

Attachments

Nil

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy

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: Sustainability and Environment Officer

Proof reader(s): Acting Team Leader Sustainability and Environment, Acting Manager, Sustainability and Environment

Approved by: Director, Sustainable Development

Other: Environmental Sustainability Strategy Stakeholder Reference Committee

Executive Summary

In 2010, Greater Shepparton City Council was awarded \$30,000 in funding from the Victorian Government under the Victorian Adaptation and Sustainability Partnership (VASP) (formerly known as the Victorian Local Sustainability Accord) for the development of an Environmental Sustainability Strategy (the Strategy).

The Strategy development process has already included extensive community consultation. The key steps in the development of the Strategy are outlined below (tick indicates which steps have been completed):

- ✓ Funding agreement contract signed.
- ✓ Allocation of a Council Officer to oversee the project.
- ✓ Environmental Sustainability Strategy Stakeholder Reference (steering) Committee (SRC) appointed and endorsed by Council (April 2011) to inform the development of the Environmental Sustainability Strategy in accordance with the Council adopted committee Terms of Reference (*Milestone One - \$15,000*).
- ✓ Strategic Community Engagement and Communications Plan developed.
- ✓ Staff and community environmental sustainability values and behaviour surveys conducted.
- ✓ Literature review compiled.
- ✓ Council endorsed the Environmental Sustainability Strategy - Discussion Paper for public consultation (September 2012). The discussion paper's purpose was to instigate community, stakeholder, and internal staff discussions and provide background information relevant to the development of the Strategy.
- ✓ Environmental Sustainability Strategy - Discussion Paper community consultation period (March – April 2013) included the project officer attending many community meetings (community plan committees, University of the Third Age etc). Four community workshops were also held in Tatura, Mooroopna, Dookie and Shepparton which were attended by 52 members of the community.
- ✓ The SRC and Sustainability and Environment Team developed the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) incorporating the comments received during the discussion paper consultation period and responses received in the community survey.
- Council endorse the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation (*Milestone Two - \$10,000*).
- Council adopt the Final - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) (*Milestone Three - \$5,000*).

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy (continued)

Council endorsement of the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation is a key step in the strategy's development and satisfies Milestone 2 of the funding agreement contract with the Department of Environment and Primary Industries (DEPI). Council will receive the second instalment of the funding agreement (\$10,000) once the Draft – Strategy has been endorsed for community consultation.

Key strategy initiatives include the implementation of the “Watts Working Better” street lighting project and the facilitation of other energy efficiency activities aimed at delivering significant reductions in electricity expenditure for Council, and therefore our ratepayers. Attracting innovative, renewable or alternate energy industries to the region whilst increasing Council's use of PV solar power will reduce the municipality's dependence on the “grid”.

The Strategy also aims to strengthen Council's support of community driven environmental sustainability projects, increase partnership opportunities with regional government agency stakeholders, and introduce annual reporting to improve internal and external communication about Councils environmental sustainability activities.

Adoption of the final Strategy in 2014 will increase Councils environmental sustainability capacity and provide access to new funding streams that are currently inaccessible. Further funding from the Victorian Adaptation and Sustainability Partnership (VASP) is only available for Environmental Sustainability Strategy listed actions and projects.

RECOMMENDATION

That the Council:

1. endorse the Draft Environmental Sustainability Strategy 2014 - 2030 and Action Plan 2014 - 2017 for public consultation
2. receive written submissions on the Draft Environmental Sustainability Strategy 2014-2030 and Action Plan 2014-2017 for a period of 29 days, commencing on Monday 13 January 2014 and closing at 9.00am Tuesday 11 February 2014.

Background

Greater Shepparton City Council has been funded \$30,000 from the Victorian Government under the Victorian Adaptation and Sustainability Partnership (VASP) for the development of an Environmental Sustainability Strategy (the Strategy). The purpose of this funding was to ensure that every Victorian municipality had an opportunity to develop an Environmental Sustainability Strategy to identify and prioritise sustainability and climate change activities with improved integration across Council strategies and plans.

The Strategy will improve the environmental sustainability outcomes from Council's decision-making capabilities and operations to assist the fulfilment of environmental sustainability management commitments and objectives outlined in Council's high-level strategic documents:

- Greater Shepparton 2030 Strategy
- Council Plan 2013 - 2017
- Sustainability Policy (adopted by Council in 2011) and the
- Greater Shepparton Planning Scheme.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy (continued)

The Strategy will address issues that have arisen through the development of Council's Local Environmental Sustainability Priority Statement (LESPS) (adopted in 2008), and the implementation of actions identified in the Municipal Strategic Statement (MSS), namely:

- Prepare an Environmental Strategy incorporating Local Biodiversity Action Plans.
- Prepare an integrated Strategy to address all aspects of the environment and to co-operate in the development of regional environmental plans.
- Proactively incorporate sustainability and environmental issues into Council projects and programs.
- Communicate and promote Council's environmental and sustainability commitment and achievements, internally as well as to ratepayers and the wider community.

Endorsement of the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation is a key step in the strategy's development process and satisfies Milestone 2 of the funding agreement contract, which triggers the receipt of the second instalment of funding (\$10,000).

An eligibility criterion for future funding from VASP is that funding is only available for Environmental Sustainability Strategy listed actions and projects. Completion of the Strategy will allow Council to be eligible for new external funding opportunities that will increase council's capacity to achieve the Strategy's action plan.

Key strategy initiatives include the implementation of the "Watts Working Better" street lighting project and the facilitation of other energy efficiency activities aimed to deliver significant reductions in electricity expenditure for Council, and therefore our ratepayers. Reducing the municipality's dependence on the "grid" will be explored by attracting innovative renewable or alternate energy industries to the region whilst increasing Council's use of PV solar power. A feasibility study for the introduction of an over the counter native vegetation offset scheme could identify benefits for the community (by reducing the difficulty of sourcing suitable offsets on the applicants land).

Utilising new communication methods such as social media and Quick Reference (QR) technology will raise the community's understanding of the projects that Council undertake to improve our Environmental Sustainability. QR codes at Victoria Park Lake and Gemmills Swamp bioremediation wetland will showcase how Council are leading the region in urban stormwater treatment while gaining significant environmental outcomes. This inexpensive technology will allow the community 24/7 access to online resources such as video footage of RiverConnect spotlight walks or a video explanation of how the bioremediation pondage works at Gemmills Swamp.

The Strategy will also strengthen Council's support for community driven environmental sustainability projects, increase partnership opportunities with regional government agency stakeholders, and introduce annual reporting to improve internal and external communication about Councils environmental sustainability activities and achievements.

This Strategy, with guidance from key stakeholders and the Greater Shepparton community, will drive the achievement of environmental sustainability goals and objectives outlined in Councils high-level strategic documents. The Strategy will assist Council to develop the tools, resources and knowledge to transition Greater Shepparton to a more environmentally sustainable region.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy (continued)

Council Plan/Key Strategic Activity

Council Plan 2013 - 2017

The Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) is a key strategic document that is relevant to achieving the following goals and objectives of the Council Plan 2013 - 2017:

- *Active and engaged community:*
 - Objective 1: Continue to enhance community capacity building.
 - Objective 3: Ensure liveability options are always considered in our decision-making activities.
 - Objective 4: Provide sustainable community services to our community.
- *Enhancing the environment*
 - Objective 1: Ensure that the environment is a major priority in planning for the future.
- *Economic prosperity*
 - Objective 1: Maximise opportunities to ensure Greater Shepparton leads Victoria, retaining and attracting education and industry.
- *Quality infrastructure*
 - Objective 1: Ensure that the community has access to high quality facilities.
 - Objective 2: Encourage sustainable municipal growth and development.
- *High performance organisation*
 - Objective 1: Develop and implement best practice communication strategies.
 - Objective 2: Develop stronger relationships between Council and State and Federal Governments, local government sector and non-government partnerships to enhance the position of Greater Shepparton City Council.
 - Objective 3: Ensure strong internal systems and processes to ensure best practice delivery of services for the community.

The Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) have incorporated many of the above objectives through the comprehensive external and internal consultation process.

The Strategy contains actions to increase partnership opportunities and enhance relationships with the Commonwealth and Victorian Governments, stakeholders and community groups. The Strategy also aims to integrate environmental sustainability considerations into internal systems and processes to ensure best practice outcomes for the community.

Risk Management

The risks identified in the following table are associated with Council not following the recommended course of action.

Risks	Likelihood	Consequence	Rating	Mitigation Action
State Government funding must be returned if the contract milestones are not met. The endorsement of the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action	A	3	High	Council satisfy Milestone 2 of the funding agreement by endorsing the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 -

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Plan (2014 - 2017) for public consultation satisfies Milestone 2 of the funding agreement with DEPI.				2017) for public consultation.
Council's capacity for environmental sustainability management improvements would be limited as future funding from the VASP is only available for Strategy listed actions and projects.	A	3	High	Council satisfy Milestone 2 of the funding agreement contract by endorsing the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation.
Considerable community engagement has already occurred, so failure to complete the Strategy would lead to community disappointment and dissatisfaction.	A	3	High	Council satisfy Milestone 2 of the funding agreement contract by endorsing the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation.
Failure to complete the Strategy will reduce Council's adaptation capabilities and responses to the impacts of climate change.	A	3	High	Council satisfy Milestone 2 of the funding agreement contract by endorsing the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation.
The Sustainability and Environment Team would continue to lack a long term Council endorsed strategic document.	B	3	Moderate	Council satisfy Milestone 2 of the funding agreement contract by endorsing the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy (continued)

The risks identified in the table below are associated with Council following the recommended course of action.

Risks	Likelihood	Consequence	Rating	Mitigation Action
The community misunderstands Council's environmental sustainability roles and responsibilities.	B	3	Moderate	The Strategy and discussion paper clarifies Council's environmental sustainability management roles and responsibilities.

Policy Considerations

Many Council Policies and CEO Directives have been considered during the development of the Draft – Strategy, including the Sustainability Policy, Fleet CEO Directive, and Procurement Policy. No conflicts with any other Council policies have been identified.

Financial Implications

The strategic nature of the Environmental Sustainability Strategy (2014 - 2030) makes it difficult to pin point specific costs associated with the implementation of many actions. Known financial costs have been identified in the Action Plan (2014 - 2017) wherever possible (especially for the review or development of plans and strategies). Future expenditure amounts will be determined through the annual budgetary process over the coming years.

Officers will be aiming to utilise funding and partnership opportunities wherever possible to fulfil Strategy objectives. The adoption of the final - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) will enable Council to access funding opportunities via the Victorian and Commonwealth Governments. These funding opportunities will greatly increase Council's capacity for environmental sustainability management improvements.

The cost of the implementation of the recommendation (Council endorse the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation) has been budgeted for during the normal annual budget procedure. Council has allocated \$10,000 in this year's budget for the development of the Environmental Sustainability Strategy.

The remaining \$15,000 in funding from VASP to develop the Strategy will be received in two instalments in the 2013/14 financial year. \$10,000 once the Draft – Strategy is endorsed for community consultation and \$5,000 once council adopts the Final – Strategy.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

The Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) will help Council identify and prioritise environmental sustainability activities across

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy (continued)

Council strategies and plans. The Strategy will also increase the capacity and understanding of environmental sustainability issues across Council and the community.

Social Implications

The development of the Strategy has deliberately incorporated Council Plan objectives relating to the community including a comprehensive community consultation process to ensure that the community and relevant stakeholders have several opportunities to contribute to the development of the Strategy. This will maximise the potential to produce a relevant, practical document that Council, relevant stakeholders and the community all have some ownership over.

Economic Impacts

The implementation of the Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) will have positive economic implications for the community and local businesses. Actions such as “encourage the development of alternative, sustainable sources of energy generation within our municipality” will boost the local economy. Other actions to “encourage and support businesses, industry and the general community to reduce energy costs” will reduce money spent on electricity bills in the community and free up funds for other expenditures or purchases.

The Strategy also contains actions to reduce the financial costs incurred to Council on electricity and water bills. The “Watts Working Better” street lighting project and other energy efficiency measures to be implemented at high-energy use facilities will deliver significant reductions in electricity expenditure for Council, and therefore, our ratepayers. A feasibility study for the introduction of an over the counter native vegetation offset scheme would benefit our community (by reducing the difficulty of sourcing suitable offsets on the applicants land), and provide a new revenue stream for Council.

Consultation

The Strategy’s Strategic Community Engagement and Communications Plan was developed according to the guidelines and requirements of the Greater Shepparton Community Engagement Strategy and Community Engagement Toolkit. The desired level of community participation is involve/collaborate. We aim “to work collaboratively with staff, community groups, organisations and stakeholders to plan, develop and manage projects and programs”. The information below has been sourced from the Strategy’s Strategic Community Engagement and Communications Plan.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	“We will keep you informed and up to date with project proceedings.”	<ul style="list-style-type: none"> • Emails, letters • Factsheets • Presentations, information sessions, briefings • Council website • Media releases • Radio • Social networks (Facebook/Twitter) • Newsletters

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Consult	<p>“We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.”</p>	<ul style="list-style-type: none"> • Meetings with stakeholders • Briefings • Focus groups/workshops • Interviews with key representatives • Local community meetings • Presentations/information sessions to stakeholders and community groups • Surveys • “What you said” report
Involve/ Collaborate	<p>“We will look to you for advice and innovation in formulating solutions and if appropriate, incorporate your advice and recommendations into the decisions to the maximum extent possible.</p> <p>“We will work with you to ensure that your concerns and issues are reflected in the alternatives developed and provide feedback on how public input influenced the decision.”</p> <p>“Council will ultimately make the final decision.”</p>	<ul style="list-style-type: none"> • Meetings with key stakeholders • Workshops with key stakeholders (internal/external). • Reflections of learning’s are incorporation into amended strategy development and implementation • Feedback/ reporting • “What you said” report

The Strategy development process has a strong emphasis on community engagement. Council staff, stakeholder organisations and the Greater Shepparton community will have a total of three opportunities to participate in the development process.

1. Staff and community environmental sustainability surveys (2012).
2. Discussion paper consultation (March, April 2013).
3. Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) consultation

Please refer to the attached “Community Consultation Summary” document for a brief summary of the outcomes from the above consultations and the proposed plan for the draft – Strategy consultation process. Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

The Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) are aligned with the objectives, strategies and actions outlined in the environment section of the Greater Shepparton 2030 Strategy. The development of the Environmental Sustainability Strategy will complete the following action: “Prepare an Environmental Strategy, incorporating Local Biodiversity Action Plans.”

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.1 Draft Environmental Sustainability Strategy (continued)

b) Other strategic links

The Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) will also develop and implement the environment objectives and initiatives outlined in, but not limited to the following documents:

- Goulburn Broken Regional Catchment Strategy 2013 - 2019
- Goulburn Broken Climate Change Impact Analysis Project (CCIAP) 2012
- Goulburn Broken Local Government Regional Climate Change Adaptation Plan 2011
- Hume Regional Growth Plan (Draft) 2013
- Hume Strategy for Sustainable Communities 2010 – 2020
- Environmental Partnerships – Victorian Government

Options for Consideration

1. Council endorse the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) for public consultation in accordance with the Council's Community Engagement Strategy.
2. Not adopt the Draft - Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017).

This major step in the development of the Final - Environmental Sustainability Strategy fulfils Milestone 2 of the funding agreement contract, which triggers the receipt of the second instalment of funding (\$10,000).

The recommendation contains the preferred option.

Conclusion

Greater Shepparton City Council has many environmental sustainability legislative responsibilities to comply with, and many environmental policies, strategies and projects to implement. Engagement with our community and Council staff has revealed a recurring expectation that Council should be leading by example through proactively seeking solutions to environmental issues and maximising the positive environmental outcomes that result from our activities and decision-making.

The Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) aims to drive positive environmental sustainability outcomes through Council's decision-making capabilities, identifies opportunities to improve the environmental sustainability impacts from Council's activities and address previously identified challenges and barriers. The Environmental Sustainability Strategy (2014 - 2030) and Action Plan (2014 - 2017) will be the driving document to achieve the environmental sustainability goals and objectives outlined in the Council Plan 2013 - 2017 and Greater Shepparton 2030 Strategy to transition Greater Shepparton to a more environmentally sustainable region.

Attachments

- | | |
|--|----------|
| 1. Draft Environmental Sustainability Strategy (2014-2030) and Action Plan (2014-2017) | Page 365 |
| 2. Environmental Sustainability Strategy Community Consultation Summary | Page 417 |

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.2 Statutory Planning Team Performance 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 Statutory Planning

Proof reader(s): Manager Planning

Approved by: Director Sustainable Development

Executive Summary

The purpose of this report is to inform the Council of the quarterly statistics on the performance of the Statutory Planning Team as it relates to:

- Planning permit activity
- VCAT activity

RECOMMENDATION

That the Council note the contents of the report.

Planning Permit Activity

In August 2013, twenty-seven (27) planning permit applications were received. It is unclear as to why applications received are lower than normal however it is important that this figure is taken in the context of the whole year. Planning permits issued for the month were totalled thirty-seven (37).

The statutory planning team continues to decide on more applications than are lodged. Work is being undertaken to ensure that average approval times for each month become more consistent, along with the percentage of applications issued within 60 days.

Additional information on planning permit applications decided last quarter (July, June, August 2013) and current active planning permit applications is included in attachments 1, 2, 3 and 4 to this report.

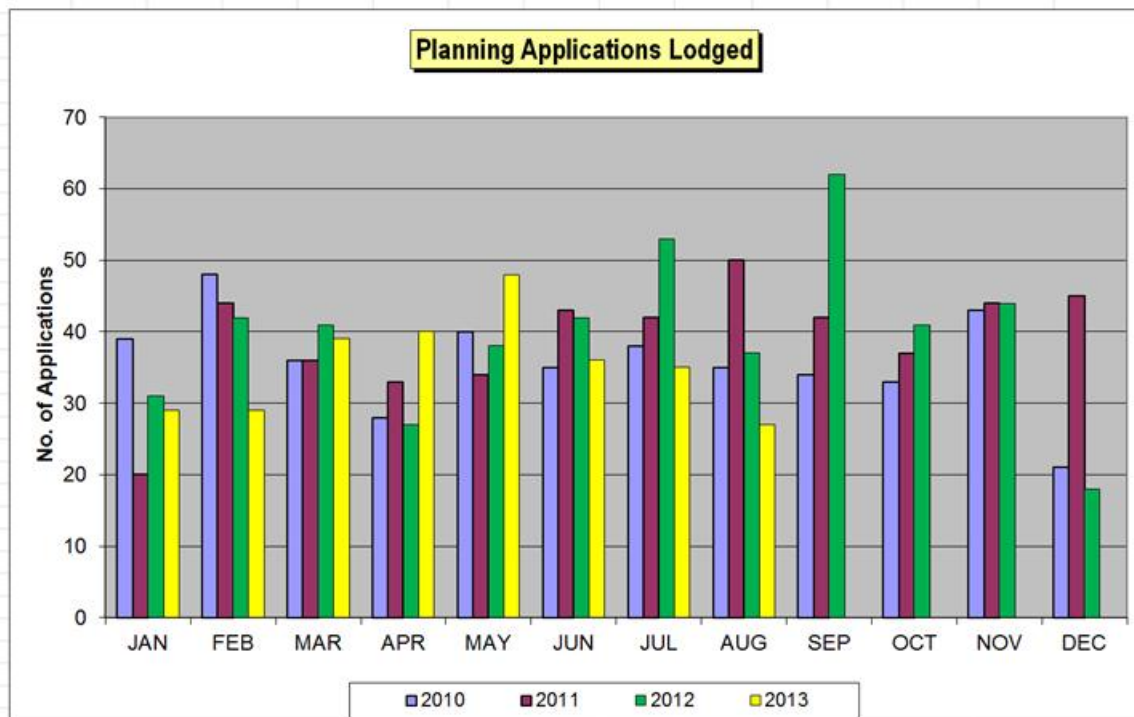
The tables listed below provide a summary of the monthly reporting undertaken by the Statutory Planning Team.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.2 Statutory Planning Team Performance Report (continued)

Planning Applications Lodged

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2010	39	48	36	28	40	35	38	35	34	33	43	21
2011	20	44	36	33	34	43	42	50	42	37	44	45
2012	31	42	41	27	38	42	53	37	62	41	44	18
2013	29	29	39	40	48	36	35	27				

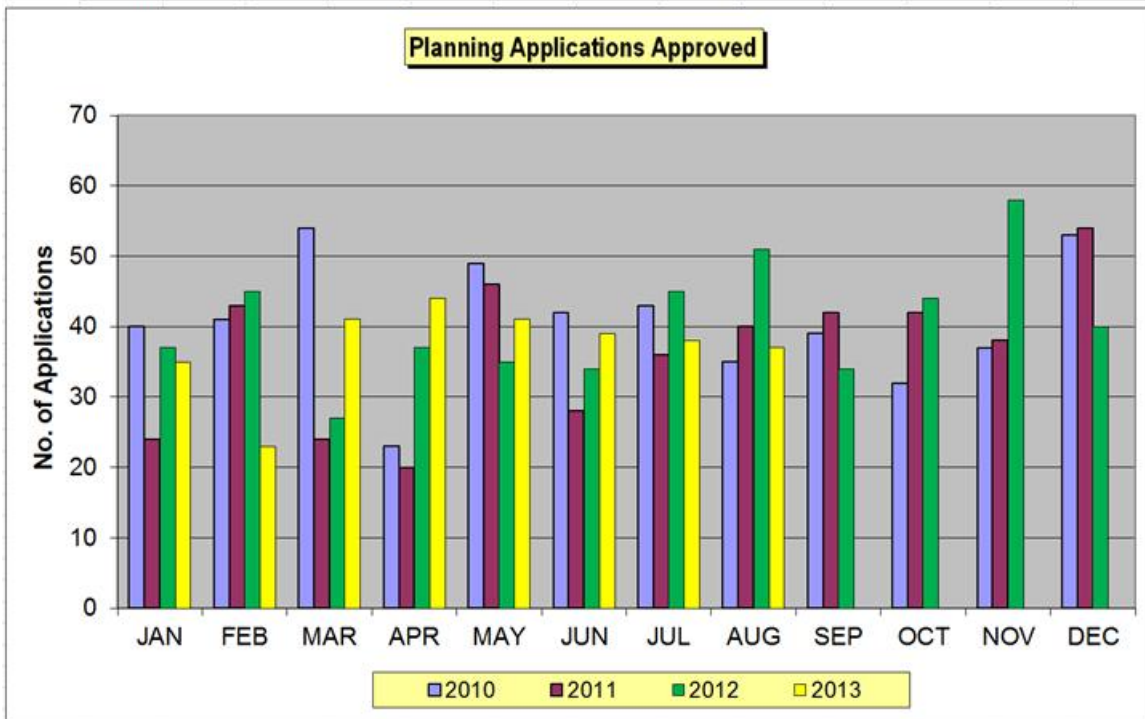


9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.2 Statutory Planning Team Performance Report (continued)

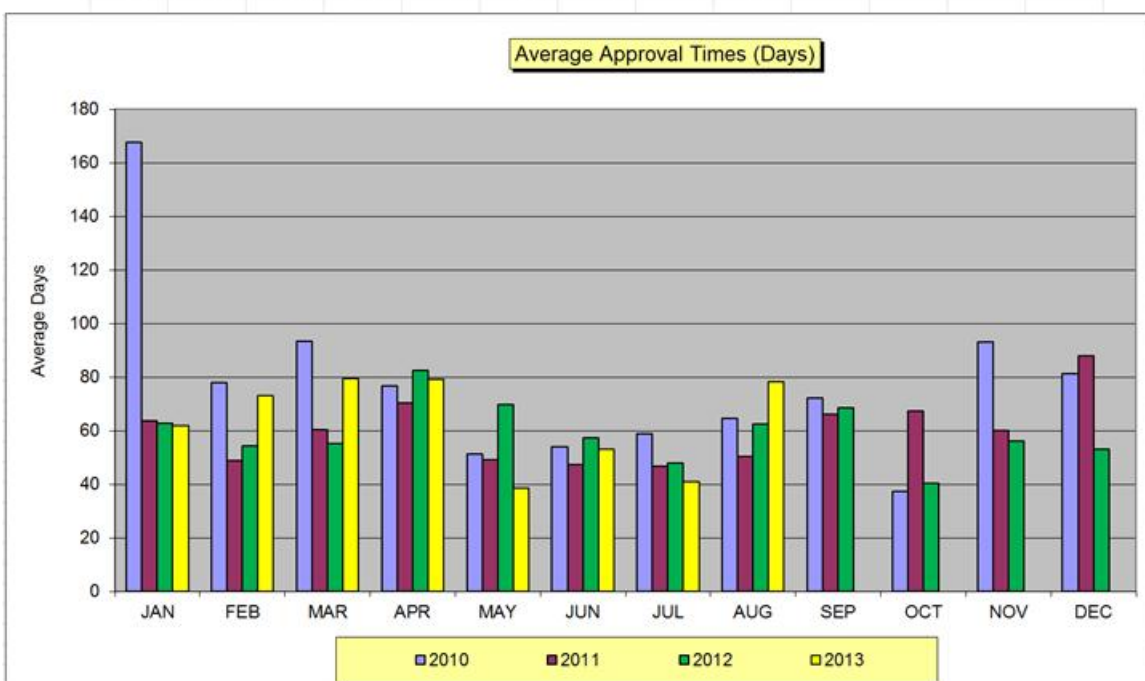
Planning Applications Approved

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2010	40	41	54	23	49	42	43	35	39	32	37	53
2011	24	43	24	20	46	28	36	40	42	42	38	54
2012	37	45	27	37	35	34	45	51	34	44	58	40
2013	35	23	41	44	41	39	38	37				



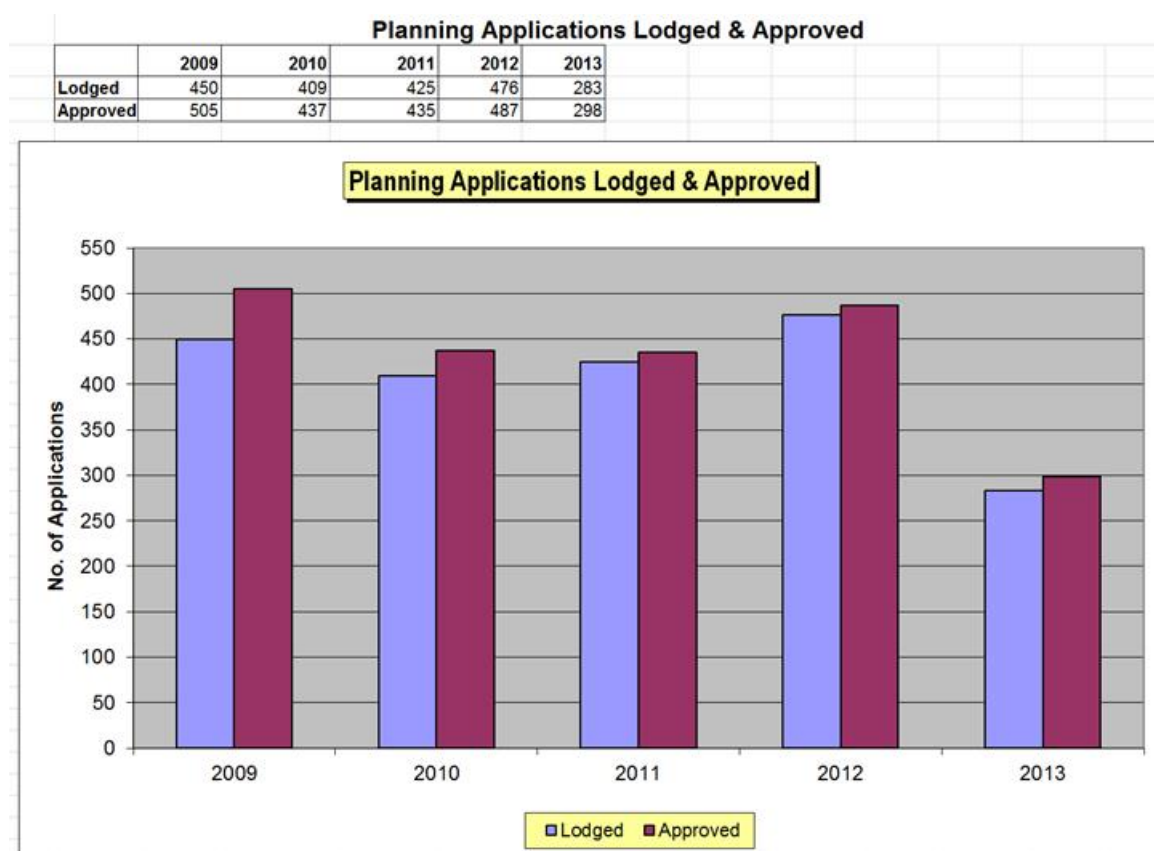
Average Approval Times (Days)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2010	167.7	77.9	93.35	76.7	51.35	53.86	58.7	64.46	72.13	37.38	92.92	81.26
2011	63.67	48.89	60.36	70.33	49.17	47.28	46.64	50.2	65.93	67.19	59.92	88
2012	62.84	54.31	55.04	82.32	69.83	57.21	47.82	62.31	68.44	40.41	56.03	53.05
2013	61.71	73.09	79.49	79.16	38.51	52.9	40.84	78.27				



9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.2 Statutory Planning Team Performance Report (continued)



Please Note: Applications lodged and approved for 2013 are based on figures taken at the end of August 2013. For 2010 to 2012 the figures were taken as of 31 December.

VCAT activity

That statutory planning team has presented at VCAT without legal representation wherever possible in order to reduce costs and improve staff skill sets and confidence. Since January 2012, twelve of nineteen VCAT hearings have been undertaken without legal representation.

Recent and upcoming hearings include

- Use of the land for materials recycling at 270-276 McLennan Street, Mooroopna (5 September 2013)
- Broiler Farm 4695 Goulburn Valley Highway, Murchison East (February 2013)
- Appeal against failure to approve extension of time for a planning permit for a service station at 309 Midland Highway, Shepparton East (9 December 2013).
- Enforcement proceedings – intensive animal husbandry, 1785 Tatura-Undera Road, Undera (23-24 September 2013).
- Appeal against refusal of an application for the use and development of the land for a rural dwelling at 565 Old Dookie Road – (14 January 2013).
- Appeal against Notice of Decision to Grant a Planning Permit to use the land for freezing and cool storage at 15 Callister Street Shepparton (no date set).

A table outlining recent VCAT activity is located in attachment 5.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.2 Statutory Planning Team Performance Report (continued)

Background

The Council's Statutory Planning Team undertakes regular reporting on planning permit activity in conjunction with the Department of Transport, Planning and Local Infrastructure (DTPLI).

This report provides a summary of this reporting to the Executive and Council for information and discussion purposes.

Council Plan/Key Strategic Activity

The Council Plan's (2013-17) goal number 5 is to have a high performing organisation. By tracking planning permit performance via means such as PPARS, the Statutory Planning team can identify areas for improvement and processes and procedures to be implemented to ensure improvement in these areas.

Risk Management

There is no risk management issues associated with this report as it provides a status update only.

Policy Considerations

There are no relevant policy considerations associated with this report for the reasons listed above.

Financial Implications

There are no financial implications associated with providing this report for the reasons listed in the risk management section of this report.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

There are no relevant environmental or sustainability considerations as the report provides a status update only.

Social Implications

There are no relevant social considerations for the reasons outlined above.

Economic Impacts

There are no relevant economic considerations for the reasons outlined in the environmental/sustainability section of this report.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.2 Statutory Planning Team Performance Report (continued)

b) Council Plan

The report highlights performance in line with goal number 5 of the Council Plan

c) Other strategic links

Nil

Options for Consideration

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

Conclusion

While new planning permit applications numbers up until the end of August 2013 are down on 2012, they are steady in comparison with 2010 and 2011. Additionally, there is plenty of work being undertaken on certification applications, general enquiries, VCAT and enforcement matters.

As highlighted in previous reports, there is also significant work being undertaken in process improvement and ensuring administrative procedures are in place to deal with planning zone reform and the proposed Vic Smart process.

Attachments

- | | |
|--|----------|
| 1. Planning Permit Activity Reporting | Page 419 |
| 2. Planning Permits Decided June-August 2013 | Page 432 |
| 3. Current Active Planning Permit Applications | Page 445 |
| 4. Planning Applications Decided - Pie Chart | Page 451 |
| 5. VCAT Activity | Page 452 |

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone

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: Statutory Planner

Proof reader(s): Principal Statutory Planner, Team Leader Statutory Planning and Manager Planning

Approved by: Director Sustainable Development

Executive Summary

The purpose of this report is for the Council to consider an application to develop 45 Newlyn Street, Shepparton (the land) for two dwellings and a two lot subdivision in the Residential 1 Zone.

The application was advertised and 6 objections were received.

Grounds of objections included traffic, parking, de-valuation of land, social concerns, existing neighbourhood character and heights of fences.

A mediation session was held on 21 October 2013 between some of the objectors, the applicant and planning officers, which did not resolve any of the objectors concerns.

Based on the Planning Department's assessment of the application it is concluded the application achieves acceptable planning outcomes for the following reasons:

- The development of two dwellings will provide for housing variety within the municipality
- The development supports the Council's direction of population growth to be supported through urban consolidation.
- The land is identified within the Incremental Change area of the Greater Shepparton Housing Strategy adopted 21 June 2012, which encourages among other things low scale medium density housing that respects the existing neighbourhood character.

The development meets the standards, objectives and decision guidelines of the provisions of Clause 55 and 56 of the Planning Scheme and therefore a Notice of decision to Grant a Permit should be granted (for further details see the attachment to this report).

RECOMMENDATION

That in relation to Planning Application 2013-167, on the basis of the information before the Council and having considered all relevant matters as required by the *Planning and Environment Act 1987*, the Council resolves to issue a notice of decision for planning permit application 2012-167 subjected to the conditions included below.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

1) Amended Plans Required

Before development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and a minimum of two copies (or as specified) must be provided. Such plan must be generally in accordance with the plan submitted with the application but modified to show:

- a) The provision of eaves on the dwellings;
- b) A front fence on Newlyn Street of a design of no more than 1 metre in height to the satisfaction of the responsible authority;
- c) An amended landscape plan to include provision of a large canopy tree in the front yard of the front dwelling; and
- d) Turning movements for the second dwelling indicating a turning radius of at least 4 metres at change of direction.

2) Layout Not Altered

The development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

3) Drainage Discharge Plan

Before the development starts, a drainage plan with computations prepared by a suitably qualified person to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and a minimum of two copies (or as specified) must be provided. The plans must be in accordance with council's Infrastructure Design Manual and include:

- a) Details of how the works on the land are to be drained and retarded.
- b) Independent drainage for each lot including open space areas
- c) Underground pipe drains for each allotment conveying stormwater to the legal point of discharge, Newlyn St kerb or as agreed otherwise by Council.
- d) Measures to enhance stormwater discharge quality from the site and protect downstream waterways including the expected discharge quality emanating from the development (output from MUSIC or similar) and design calculation summaries of the treatment elements;
- e) A maximum discharge rate from the site is to be lesser of
 - a. The existing discharge rate; or
 - b. In accordance with the Infrastructure Design Manual for Multi-unit development in older residential areas (37lit/sec/ha)

Or agreed otherwise in writing by the Responsible Authority.

- f) The details of the incorporation of water sensitive urban design designed in accordance with "Urban Stormwater Best Practice Environmental Management Guidelines" 1999 or as otherwise approved in writing by the Responsible Authority.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

Before the dwellings are occupied, or issue of a Statement of Compliance all works constructed or carried out must be in accordance with those plans to the satisfaction of the Responsible Authority

4) Construction Phase

All activities associated with the construction of the development permitted by this permit must be carried out to the satisfaction of the Responsible Authority and all care must be taken to minimise the effect of such activities on the amenity of the locality, including:

- a) Avoiding the transport of mud onto roads;
- b) Minimising the generation of dust during earthworks or vehicles accessing site;
- c) The retention of all silt and sediment on the site during the construction phase, in accordance with the sediment control principles outlined in Construction Techniques for Sediment Pollution Control (EPA, 1991)' and;
- d) Maintaining a neat and tidy site.

5) Council Assets

Unless identified in written report, any damage to public infrastructure adjacent to the land at the conclusion of construction on the land will be attributed to the land. The owner/operator of the land must pay for any damage to the Council's assets/Public infrastructure by way of the development or use.

6) Boundary Fencing

Before the dwellings are occupied side, rear and internal boundary fencing must be constructed to a minimum height of 1.8 metres (from finished ground level) consisting of a minimum height of 1.8 m high fence and be constructed to enhance the character of the development and to ensure the privacy of adjoining properties. The height, material, type and extent of fencing is to be mutually agreed by the parties that share the common boundary and must be erected prior to occupation of the development. The cost of such fencing shall be borne by the developer.

7) Urban Vehicle Crossing Requirements

Before the dwellings are occupied vehicular crossings shall be constructed in accordance with the endorsed plans to the satisfaction of the Responsible Authority, and shall comply with the following:

- a) Standard vehicular crossings shall be constructed at right angles to the road to suit the proposed driveways, and any existing redundant crossing shall be removed and replaced with concrete (kerb and channel);
- b) Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense;
- c) Crossings shall be at least 9 metres apart

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

8) Car Park Construction Requirements

Prior to occupation of either dwelling, the areas set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:

- a) Surfaced with an all-weather seal coat;
- b) Drained in accordance with an approved drainage plan;
- c) Properly illuminated with lighting designed, baffled and located to prevent any adverse effect on adjoining land;
- d) Treated with measures to prevent damage to fences or landscaped areas on adjoining land and prevent direct vehicle access to adjoining road/s other than by a vehicle crossing;

to the satisfaction of the responsibility authority.

Car parking areas must be constructed, and drained to prevent diversion of flood or drainage waters and maintained in a continuously useable condition to the satisfaction of the responsible authority.

Car spaces, access lanes and driveways must not be used for any other use, to the satisfaction of the responsible authority.

9) Underground Connection

Before the dwellings are occupied, the electricity connection to the development must be under grounded to the satisfaction of the responsible authority.

10) Compliance to Development Permit

Before a Statement of Compliance is issued under the Subdivision Act 1988:

- a) The works listed in Planning Permit number 2013-167 must be completed to the satisfaction of the Relevant Authority; or
- b) A section 173 agreement entered into in accordance with condition 11 of the permit.

11) Section 173 Agreement

If the owner does not wish to construct the buildings and works as required in the endorsed plans and vehicle crossings prior to the issue of a Statement of Compliance, the owner must then enter into an agreement with the responsible authority, pursuant to Section 173 of the Planning and Environment Act 1987. This agreement must be registered on the title to the land pursuant to Section 181 of the Planning and Environment Act 1987. The owner must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement. The agreement must provide that:

- a) Prior to the occupation of any development on lot 1 or 2, the works as approved by Planning permit 2013-167 must be completed in accordance with the endorsed plans.

The said agreement is to be prepared by the Council. The Council will undertake to have the agreement prepared upon written notification from the applicant. All costs associated with the preparation and registration of the agreement shall be borne by the applicant. All fees associated with the documentation must be fully paid prior to execution and registration of the document by Council.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

12) Form 13

Before a Statement of Compliance is issued under the Subdivision Act 1988 by the Responsible Authority the owner must provide a completed Form 13.

13) Telecommunications Referral Condition

The owner of the land must enter into an agreement with:

- A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
- A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
- A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

14) Standard Referral Authority Requirements

- a) The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
- b) All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
- c) The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.

15) Urban Drainage - Works

Before the dwellings are occupied all stormwater and surface water drainage from the land, buildings and works must be connected to the legal point of discharge by underground pipe drains to the satisfaction of the responsible authority. Effluent and/or

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

polluted water must not be discharged to Council's stormwater drainage system from the land.

16) Street Trees for Residential Allotments

Prior to the issue of the Statement of Compliance or the occupation of dwellings, the owner must provide or pay the cost of planting street trees at the subject address, to the satisfaction of the Responsible Authority. Street trees are to be provided at the ratio of one (1) tree with a minimum height of one (1) metre fronting Newlyn.

The street trees must be one of the species which have been identified as suitable trees for the precinct within the Greater Shepparton Street Tree Master Plan and urban Character Study.

The street tree must be self-supporting with good root development at the time of planting to the satisfaction of the responsible authority.

17) Time for Starting and Completion

This permit expires if the development does not start (which includes the certification of the plan of subdivision under the *Subdivision Act, 1988*) within two years of the date of the permit or the development is not completed which includes Statement of Compliance within five years of the date of the permit.

Property Details

Land/Address	45 Newlyn Street, Shepparton
Zones and Overlays	Residential 1 Zone, no Overlays
Why is a permit required	32.01-2 – Subdivision in the Residential 1 Zone; and 32.01-4 – Buildings and works for construction of two dwellings.

The subject land contains an existing dwelling with associated landscaping and domestic sheds. The land is located in a residential area with surrounding allotments all being of conventional residential size (700-1000 sqm) and containing single dwellings with a similar front setback (9 metres) along Newlyn Street.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)



Proposal in Detail

The application for a planning permit proposes the development of the land for two dwellings and a two lot subdivision in the Residential 1 Zone.

The application proposes two three bedroom dwellings on the land with one behind the other and individual access points to be provided for each dwelling to Newlyn Street.

The application was advertised with a sign on site and letters to abutting and adjacent properties, with six objections received during the notification period.

Summary of Key Issues

The key issues for this application are summarised in the executive summary, with more detail provided in the key issues section in the attachment to this report.

Background

No pre-application discussions were held with planning officers prior to the lodgement of the application.

Assessment under the Planning and Environment Act

A full assessment is provided in the officer's report (attached).

The determinative issues in this application are described as:

- State and Local Planning Policy
- Does the application achieve acceptable outcomes against the provision of the Planning Scheme including Clauses 55 (two or more dwellings) and 56 (subdivision);
- Will the development of the land for two units lead to unacceptable traffic and parking outcomes;
- Will the neighbourhood character, existing and preferred, be impacted through the proposed development.
- Will the social dynamics of the street be impacted on by the proposed development

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

State and Local Planning Policy

Clause 11.02-1 identifies that urban growth should consider opportunities for the redevelopment and intensification of existing urban areas.

The Council's Housing Strategy adopted 21 June 2011 identifies the subject land in the Incremental Change Area. The Local Planning Policy notes that the general character of incremental change areas will evolve over time as new types and more intense development is accommodated. Key strategies and policy guidelines for the area include:

- Support development which increases residential densities while respecting the character of the neighbourhood
- Low-scale, medium density dwellings that respect existing neighbourhood character, particularly in areas that are close in proximity to shops, facilities, services and amenities shall be encouraged.
- New development that increases residential densities and is sensitively designed to respond to the existing neighbourhood character shall be supported.

The proposed development provides for increased housing density within an existing urban area. While the design seeks to respect the existing character of the area with the provision of single storey dwellings, the reduced setback and development of the land for two dwellings is in line with the identified character change to occur within Incremental change areas

Clause 55 and 56

Objectives – An objective describes the desired outcome to be achieved in the completed development.

Standard - A standard contains the requirements to meet the objective.

A standard should normally be met. However if the responsible authority is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

Decision Guidelines – The decision guidelines set out the matters that the responsible authority must consider before deciding if an application meets the objectives.

The Planning Department has undertaken an assessment of application against the requirements of Clause 55 (two or more dwellings) and Clause 56 (subdivision) and have deemed that the objectives are achieved with variations required to some of the standards. The detailed assessment is attached.

Traffic and Parking

The Council's Traffic Engineer has provided comment that the additional vehicle movements generated by the new dwelling will not result in an unsafe traffic outcome in Newlyn Street.

The development of the land allows for the provision of two car spaces for each three bedroom dwelling, which meets planning scheme requirements.

De-valuation of land

The devaluation of the surrounding properties due to the proposed development has been addressed in the objector's concerns section of this report.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

Neighbourhood character (built and social)

The area through inclusion in the Incremental Change area is identified for a change in neighbourhood character through increased densities. The development has sought to reflect components of the existing locality with single storey brick veneer dwellings. The reduced setback is considered satisfactory in allowing additional room for open space and vehicle turning movements of the rear dwelling as well as still providing room for suitable landscaping within the front setback of the front dwelling.

Social concerns raised from the notification process identify that through intensification of housing the social dynamics of the street are likely to change. The occupant of future housing is not a planning consideration and cannot be controlled through planning processes.

Council Plan/Key Strategic Activity

Council Plan

Goal 2 – Enhancing the Environment

Strategies aim to ensure that development applications provide sustainable management plans which incorporate sustainable building design concepts, water use and stormwater management plans.

The proposed development is consistent with the Council plan direction; firstly through compliance with the Res-code assessment which seeks to provide for more sustainable buildings; secondly with drainage to be managed through conditions with water sensitive urban design a key consideration of the assessment of drainage plans.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Incorrect notification	A	5	Low	The application has been properly advertised which allowed objections to be lodged with the Council. These objectors will be informed of the Council's decision and made party to any future VCAT review.
Traffic	A	5	Low	Comments from Council traffic engineer inform that allotment layout to ensure that vehicles from new dwelling enter and exist in a forward direction and only 10 additional vehicle movements in the street a day will not result in unsafe traffic outcomes.

Policy Considerations

There are no conflicts with the Council's Planning Policies.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

Financial Implications

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

Legal/Statutory Implications

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

Cultural Heritage

The *Aboriginal Heritage Act 2006* provides protection for all Aboriginal places, objects and human remains in Victoria, regardless of their inclusion on the Victorian Aboriginal Heritage Register or land tenure.

The *Aboriginal Heritage Act 2006* introduces a requirement to prepare a Cultural Heritage Management Plan (CHMP) if all or part of the activity is a listed high impact activity, resulting in significant ground disturbance, and all or part of the activity area is an area of cultural heritage sensitivity, which has not been subject to significant ground disturbance.

The 'Area of Cultural Heritage Sensitivity in Victoria' does not include the land within an area of cultural heritage sensitivity; therefore the proposed use does not trigger the need for a CHMP.

Environmental/Sustainability Impacts

The proposed building design and lot layout seeks to provide sustainable outcomes through lot and building orientation, room location and consideration of water sensitive urban design measures.

Social Implications

Section 60(1)(f) of the Act states the following:

Before deciding on an application, the responsible authority, if the circumstances appear to so require, must consider—

- *Any significant social effects and the economic effects which the responsible authority considers the use or development may have.*

Minawood Pty Ltd V Bayside (Red Dot) VCAT 440 March 2009 considered the nature of significant social effects within the meaning of section 60(1A)(a) of the Act.

Deputy President Gibson was the presiding member and made the following comments:

We do not agree with the proposition that the number of objections alone creates a significant social effect or that the number of objections alone should be given any weight.

In our view, the conclusion which can be drawn from the approach to considering significant social effects in the context of the [Planning and Environment Act 1987](#), is that to be relevant, the proposed use or development must give rise to demonstrable social impacts on the community (as distinct from individuals) of an identifiable scale or extent.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

This application does not raise any significant social issues that influence the planning officer's view for the following reason:

- The objections to the application relate to future occupants of the dwelling which cannot be controlled by planning.

Economic Impacts

The applicant has informed that the proposed development has a construction cost of \$460,000, which will generate short term construction jobs.

Referrals/Public Notice

The application was advertised by written notice to adjoining land owners and a sign on site.

In response to this public notice six objections were lodged with the Council.

Each of the objectors received acknowledgement of their receipt by the Planning Department.

Ground of objection	Officers response
Traffic and parking	Car parking to be provided in accordance with the requirements of the Planning Scheme with two spaces provided for each three bedroom home proposed.
Devaluation of surrounding land	It is well established in planning, that property devaluation is not a valid ground of objection.
Social concerns	The occupants of the proposed development is not a planning consideration and cannot be regulated with planning controls.
Existing character of street	The area through inclusion in the Incremental Change area is identified for a change in neighbourhood character through increased densities.
Height of fence abutting neighbouring properties.	Condition to be included on permit should one grant requiring that developer construct and pay for 1.8 metre colour bond fences.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Settlement and housing identifies more compact growth in Shepparton with the provision of more diverse housing opportunities to suit varying lifestyles and household types.

Options for Consideration

The decision on planning permit application 2013-167 for the development of the land for two dwellings and a two lot subdivision of which the options are:

- Approve an Notice of Decision to grant a permit subject to conditions (attached); or
- Grant a notice of refusal with appropriate grounds of refusal.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.3 Buildings and Works for the Construction of Two Dwellings and a Two Lot Subdivision in the Residential 1 Zone (continued)

Conclusion

The proposed application for the construction of two dwellings and two lot subdivision has been advertised and six objections were received.

The application has been reviewed by the Planning Department against the relevant policies and has been found to achieve an acceptable planning outcome.

Based on the above assessment, it is considered the application will produce acceptable planning outcomes, therefore a Notice of Decision should be granted.

Attachments

Delegates Report

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9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.4 Draft Waste & Resource Recovery Management Strategy 2013 - 2023

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

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

Council Officers involved in producing this report

Author: Acting Manager Environment

Proof reader: Director Sustainable Development

Approved by: Director Sustainable Development

Executive Summary

A review has been undertaken of the Greater Shepparton City Council Waste Management Strategy 2005 – 2015. A Waste and Resource Recovery Management Strategy (WRRMS) 2013 – 2023 has now been developed for Council to continue to provide sustainable solutions for the collection, disposal and resource recovery from waste generated from within our community into the next ten year period. The WRRMS describes strategies and measurable actions to be undertaken by Council over the next ten years (2013 – 2023). This document now supersedes the former Waste Management Strategy 2005 to 2015.

Two new significant policies, at State level, have recently been introduced, which set out a framework for Victoria to better deal with waste management within the State. This is done with the aim of ensuring Victoria becomes a national leader in waste management and resource recovery.

It should be noted that this Waste and Resource Recovery Management Strategy 2013 – 2023 is to be looked at in conjunction with the new Draft Environmental Sustainability Strategy, both of which have important links to each other.

Council has new waste collection and receival contracts being renewed to commence July 2014. The introduction of food waste into Council's green waste collection service is a new key element of this new Strategy. Other key elements within this new Strategy are:

- To undertake the necessary planning and licensing steps to further develop the new Cosgrove 3 landfill site as an important regional landfill for the Goulburn Valley region
- To finalise the design of the re-development proposed for the Shepparton Resource Recovery centre in accordance with Best Practice
- To appoint an Education Sustainability Resource Recovery Officer to direct and drive focused strategies based on waste minimisation, resource recovery and litter management.

RECOMMENDATION

That the Council adopt the Draft Waste and Resource Recovery Management Strategy 2013 - 2023.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.4 Draft Waste & Resource Recovery Management Strategy 2013 - 2023 (continued)

Background

The Waste and Resource Recovery Management Strategy (2013-2023) has been developed as part of Council's continual commitment to provide Best Practice waste management operations and strategies for the collection, disposal and resource recovery from waste generated from within the Greater Shepparton region.

A major component of the Waste and Resource Recovery Management Strategy 2013 – 2023 development, was the provision of an Options Paper, to provide an outline of the services currently available and options for those services providing further improvement. As a result of public feedback new service options and other waste minimisation processes have now been developed and incorporated into the Strategy including the consideration of a 360L recycling bin service.

Three detailed submissions were received. Each of the submissions provide responses from significant and diverse sections of the community. Despite there being only three submissions, each were very comprehensive with a broad spectrum of Council's waste management being commented on. Each of the respondents A, B and C provide a total of 72 comments with 48 of those comments being responses to the Options Paper.

In summary, the main issues raised include the following:

- Council should work towards downsizing of the garbage bin to 80L to become the standard size with the gradual phasing out of the 240L bin except in exceptional circumstances;
- Provision of special collection arrangements for a number of our community with legitimate mobility, health or transport issues;
- Acceptance of placing food-waste into the green waste collection service;
- The need for increasing education to promote waste minimisation, resource recovery and litter management;
- The need to increase awareness and strategies to kerb littering and illegal dumping;
- Working together with local service providers and volunteer groups that could work in partnership with Council to address concerns of illegal dumping of waste and implementation of strategies;
- The need to maintain and investigate and encourage Best Practice at Council's three resource recovery centres;
- Continue to identify opportunities at Council's waste facilities for the improved recovery of hard waste with particular emphasis on commercial and industrial waste that takes up a large proportion of the overall waste stream;
- Undertake the necessary planning and licencing stages for the future development of the Cosgrove 3 landfill site well before the closure of the current Cosgrove 2 site.

Many of the responses received formed many of the new strategies that are set out at the rear of the new Strategy document.

The detail of the responses received from Respondents A,B and C form an attachment to this report and are proposed to be placed on Council's website for general viewing as a response to the public consultation process.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.4 Draft Waste & Resource Recovery Management Strategy 2013 - 2023 (continued)

The new Strategy now supersedes the former Waste Management Plan 2005-2015. Given that this new strategy is to be presented to the public within this current calendar year it is proposed for the Strategy to have a life of ten years commencing from 2013 and thus have an overlap with the previous Waste Management Strategy. The period of time for the new Strategy is for a ten year period given the volatile nature of the waste management industry and the continuing update of new legislation that is provided for Victorian Councils to use as a framework.

The future of waste management within this municipality needs to be consistent and work toward those of the region and Victoria as a whole. As such, the key drivers for this Strategy are:

- New 2013 Government policies relating to 'Getting Full Value' (State Policy), setting out the Government's new 30 year plan to better deal with waste management within the state and with the aim of ensuring Victoria becomes a national leader in waste management and resource recovery.
- On 27 September 2013 Sustainability Victoria released the **Draft Statewide Waste and Resource Recovery Infrastructure Plan 2013-2043 (SWRRIP)**. This document in conjunction with the recently released Victorian and Resource Policy 'Getting Full Value' (State Policy) sets out the vision, planning and investment needed for Victoria as a national leader in resource recovery
- The need to deal with the projected population increases and economic growth of the region in terms of sustainability outcomes for waste and materials recovery
- The need to manage and reduce greenhouse gas emissions and energy and water consumption in response to climate change risk

In reference to the new State policies developed, 'Getting Full Value' establishes the vision, the Victorian Government's response to the Ministerial Advisory Committee on Waste and Resource Governance Reform, putting in place the institutional and governance framework. The SWRRIP now provides the background and evidence to support planning, at a state wide level to create the environment in which the waste industry can invest with certainty.

It should be noted that the Cosgrove landfill is recognised within the new SWRRIP Plan as being one of "regional significance" serving a large population centre. The Plan further identifies that "while there is adequate airspace for the medium term, there is limited airspace associated with the current operation (3 years) of the Cosgrove landfill. This landfill is sited adjacent to an operational quarry and there is potential for considerable new airspace in the quarried areas. It is recommended that the City of Greater Shepparton and Goulburn Valley RWMG develop a long term management plan for the Cosgrove landfill, as a priority."

Over the life of the current Strategy, Council has delivered a range of achievements that include but are not limited to:

- A shift towards smaller waste bin options – option of either 80L, 120L or 240L.
- Having an excellent diversion rate of 52% in relation to its municipal solid waste, outperforming other member councils of the Goulburn Valley Regional Waste Management Group due to the implementation of its strategies

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.4 Draft Waste & Resource Recovery Management Strategy 2013 - 2023 (continued)

- Introduction of greater diversion at transfer stations with a number of initiatives that include:
 - Provision of Detox your Home services
 - Recycling of mattresses
 - Introduction of drumMuster collection program
 - Recycling of oil
 - Setting up of a second hand shop
 - Diversion of computer components
- Work with Goulburn Valley Food Processors Group and other construction and industrial waste generators to develop detailed initiatives to achieve process targets by 2011.
- Council acquired land for Cosgrove 3 landfill to allow for planning and development of a new cell prior to the closure of Cosgrove 2.
- Closure of Murchison Landfill and replaced with a transfer station
- Arrangements with Company LMS to collect and flare gas at the Cosgrove landfill.
- Developed a contractual partnership with Company Western Composting for the EPA approved In-Vessel composting facility within the Shepparton region.

Many of the existing strategies, resulting in the above achievements, will roll over and continue to form part of the new Strategy, with new strategies added (shown in blue) shown tabled at the rear of the new Strategy document.

To further improve on its performance, Greater Shepparton City Council, with adoption of this new Strategy, will continue to develop and facilitate beneficial partnerships and contracts and meet its obligations within the framework of current and emerging waste management policy and directives, both within Victoria and nationally.

Council Plan/Key Strategic Activity

The following strategic directions have been set out within the Council/Corporate Plan pertaining to waste management:

- Incorporate any increases in waste management charges into the overall rates and charges increase; and
- Adopt the Greater Shepparton City Council Draft Waste and Resource Recovery Management Strategy 2013 – 2023, following community consultation that has been conducted previously.

Risk Management

Strategies associated with the new Greater Shepparton Waste and Resource Recovery Management Strategy are being overseen by the Goulburn Valley Regional Waste Management Group, being a partnership between five member councils, Sustainability Victoria, EPA and other State departments and agencies. The risks associated with the strategies incorporated within this document are seen as follows:

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.4 Draft Waste & Resource Recovery Management Strategy 2013 - 2023 (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Not endorsing the final Waste and Resource Recovery Management Strategy	Unlikely	Moderate	Moderate	The Council has been involved in the preparation of the Strategy and therefore has ensured that the interests of the community are reflected in the final version of the Strategy.
Certain strategies not being received or developed successfully eg food waste in to green waste collection service	Possible	Moderate	Moderate	Council withdrawing/or making adjustments to the strategy and service.
Failure to implement new service contracts prior to 1 July 2014 could place Council in breach of Section 186 of the Local Government Act 1989	Possible	High	Major	Award and implement new collection contracts prior to July 2014
Failure to develop new landfill cell for Cosgrove 3 by the time Cosgrove 2 cell has expired	Possible	High	Major	Undertaken necessary planning and licensing steps well before the closure of Cosgrove 2.

Policy Considerations

The Draft Waste and Resource Recovery Management Strategy 2013 - 2023 does not conflict with any existing Council policy but supports the Council's general commitment to using resources wisely and minimising waste going to landfill and lobbying for investment for important waste management infrastructure to support waste minimisation strategies.

Financial Implications

Income and expenditure associated with Council's waste services are managed through a dedicated financial reserve or fund. Council does not provide any other financial support to this fund, with income covering all expenditure and other provisions of a total reserve.

Council may use the Strategy to help seek future funding and investment in infrastructure or other planning which support the strategies set out within the document.

Legal/Statutory Implications

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

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.4 Draft Waste & Resource Recovery Management Strategy 2013 - 2023 (continued)

Failure to tender, award and implement new contracts by 1 July 2014 could result in Council being in breach of Section 186 of the Local Government Act

Environmental/Sustainability Impacts

The Draft Waste and Resource Recovery Management Strategy will help Council identify and prioritise waste management activities across Council strategies and plans in conjunction with the Draft Environmental Sustainability Strategy. The WRRMS will also increase the capacity and understanding of waste and environmental sustainability issues across Council and the community.

Failure to correctly manage household waste would have a negative impact on the environment. The collection and composting of household organics reduces greenhouse gas emissions at landfill and provides a useful end product that provides as an excellent soil conditioner.

Social Implications

The development of the Strategy has incorporated Council Plan objectives relating to the community including a comprehensive community consultation process to ensure that the community and relevant stakeholders have several opportunities to contribute to the overall development of the Strategy. This has provided the potential to produce a relevant, practical document that Council and the overall community have some ownership to.

The provision of efficient collection services could be seen as having additional social implications as follows:

- Reduces the risk of disease in the community
- Provided by effective contractual arrangements, the services minimise transport distances and costs compared to residents having to transport and dispose of waste individually
- As collections occur at the front gate, the service is available to all residents, including the elderly, the disabled and those without access to transport.

Economic Impacts

The provision of waste management services as per the strategies documented are all based on waste minimisation that have the following economic impacts:

- Waste transport and disposal costs are minimised
- Access to household waste disposal is improved

Consultation

The public consultation process for the development of this Draft Waste and Resource Recovery Management Strategy 2013 - 2023 included the following:

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform		Strategy Options Paper and Communication Plan developed
Consult		Advertise intention to develop Strategy and invite comment on the Strategy Options Paper
Involve		Provide Public Forum

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.4 Draft Waste & Resource Recovery Management Strategy 2013 - 2023 (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Collaborate		Use Media, Council website, social media, and Public forum. Advertise and distribute Final Strategy

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Topic: Environment

Theme: Best Practice land management

Objective 4: To reduce greenhouse gas emissions by local actions

Collection and processing of organics will reduce greenhouse gas emissions.

b) Other strategic links

Greater Shepparton City Council – Waste Management Strategy 2005-2015

This new Draft Strategy is part of the review of this former document.

Victorian Government: Getting Full Value (State Policy)

Victorian Government: Draft Statewide Waste and Resource Recovery Infrastructure Plan 2013-2042 Victoria (SWRRIP)

Draft – Environmental Sustainability Strategy

Options for Consideration

This report is in its Draft form. Options open for Council are:

- This report in its draft form can adopted
- The draft report to be modified further prior to adoption for Council at its December Meeting
- The option to not adopt a new revised Waste and Resource Recovery Management Strategy would not be in accordance with Council's Policy.

Conclusion

Greater Shepparton City Council has many waste management and environmental legislative responsibilities to comply with, and many waste and environmental policies, strategies and projects to implement. Engagement with our community and staff has revealed a recurring expectation that Council should be leading by example, through proactively maximising waste minimisation, preserving our environment and reducing waste going to landfill.

The Draft Waste and Resource Recovery Management Strategy 2013-2023 aims to drive sustainable waste minimisation decision making by identifying opportunities to improve Council's current waste management practices and facilities. This new Draft Strategy will be the driving document to achieve the environmental and waste management goals and objectives as outlined in the Council plan 2013-2017, Council new Draft Environmental Sustainability Strategy and Victorian government policies and legislation.

Attachments

Waste Management Strategy Draft 2013-2023 v2 PDF

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9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.5 Sustainable Decision Making Policy for Adoption

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

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

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

Council Officers involved in producing this report

Author: Acting Team Leader Sustainability and Environment

Proof reader(s): Acting Manager Environment

Approved by: Director Sustainable Development

Other: Sustainability and Environment Officer

Executive Summary

Following the release of the Policy and CEO Directive Review, officers assessed that the Greater Shepparton City Council Sustainability Policy should remain and was transferred into the new Council template. In a more accurate reflection of the objectives of the Sustainability Policy, the policy was renamed the Sustainable Decision Making Policy.

The Sustainable Decision Making Policy gives Council principles to guide it towards making sustainable decisions while considering social, environmental and economic outcomes. It will help to ensure our decision-making processes are open, inclusive and supportive of our communities. It will encourage Council to enhance and conserve our natural environment and to use our resources efficiently. It will aim to protect and promote the health and wellbeing of our community while creating a vibrant local economy.

As per the format of the Review, the previous Sustainability Policy must be revoked.

RECOMMENDATION

That the Council:

1. revoke the Sustainability Policy
2. adopt the Sustainable Decision Making Policy 31.POL2

Background

In January 2012, Council adopted Greater Shepparton City Council's first Sustainability Policy.

Through the Policy and CEO Directive Review, June 2013, the Environment Department officers transferred the policy into the new template.

During this process it was determined that the policy should be renamed the Sustainable Decision Making Policy to better reflect the objectives and principles of the Sustainability Policy. The Sustainable Decision Making Policy refers to economic, social and environmental management and applies to all facets of Councils operations.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.5 Sustainable Decision Making Policy for Adoption (continued)

Sustainable decision making has the potential to enable Council to achieve its community vision and aspirations for a thriving economy in the foodbowl of Victoria with excellent lifestyles, innovative agriculture, a diverse community and abundant opportunities within a healthy natural environment.

The Sustainable Decision Making Workshop held on October 1, highlighted to Councillors and the Senior Leadership Group, the potential to achieve this vision. Sustainable Decision Making requires a value proposition to be at the centre of decision-making along with clarity on what Council considers valuable. The Sustainable Decision Making Policy provides guidance to those values.

A number of principles are at the heart of the Sustainable Decision Making Policy. They are Governance; Natural Environment; Efficient use of resources; Urban planning and building design; Community Health and Wellbeing; Vibrant Local Economy and Think Global Act Local.

A number of key current strategic documents direct Council to act sustainably. These include the Council Plan 2013 - 2017, Greater Shepparton 2030 Strategy, Procurement Policy and the Draft Environmental Sustainability Strategy. Officers identified the need for the Sustainable Decision Making Policy to provide consistent guidance to all Council staff on how to achieve these objectives.

The document acts as an overarching guide for all Council decisions, functions and activities in relation to Sustainability. It is therefore essential that all Council staff are informed of the policy and read it.

Council Plan/Key Strategic Activity

- Goal 1: Active and Engaged Communities
 - Objective 1: Continue to enhance Community Capacity Building
 - Objective 3: Ensure liveability options are always considered in our decision making activities
 - Objective 4: Provide sustainable community services to our community
- Goal 2: Enhancing the Environment
 - Objective 1: Ensure that the environment is a major priority in planning for the future
- Goal 3: Economic Prosperity
 - Objective 1: Maximise opportunities to ensure Greater Shepparton leads Victoria, retaining and attracting education and industry
 - Objective 2: Ensure that retail strategies deliver appropriate outcomes for the Community
 - Objective 3: make greater Shepparton the regional sporting capital of Victoria and a leading sporting destination
- Goal 4: Quality Infrastructure
 - Objective 1: Ensure that the community has access to high quality facilities
 - Objective 2: Ensure that the community has access to appropriate transportation Infrastructure
 - Objective 3: Encourage sustainable municipal growth and development

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.5 Sustainable Decision Making Policy for Adoption (continued)

- Goal 5: High Performing Organisation
 - Objective 3: Ensure strong internal systems and processes to ensure best practice delivery of services to the community.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Staff are hesitant to engage in the behaviour change required	C	Minor	Low	Ensure all staff are informed of policy and supporting processes are in place
Council's capacity to become a sustainable organisation and municipality is limited if policy is not adopted	A	Moderate	Moderate	Council adopt the policy and all staff are made aware of it.

Policy Considerations

This latest review of the Sustainability Policy provides Council with a high level document that will apply to all of Council's strategic and operational functions. This includes the review and development of all other Council directives, policies and guidelines with regard to sustainability.

Financial Implications

There are no financial implications from adopting the Sustainability Policy.

Legal/Statutory Implications

This policy will conform with the *Local Government Act 1989* and all other relevant legislation.

Environmental/Sustainability Impacts

This policy will provide guidance on all sustainability considerations for Council's strategic and operational functions. It will have a key role in ensuring that Council is showing consideration for sustainable governance.

Social Implications

This policy will have no direct social implications but will have positive indirect impacts through providing assurance to the community that Council has committed to sustainable governance. Through this policy, Council will have direction to ensure that it is able to efficiently use resources; ensuring that town planning design and growth of the local economy will help to create a vibrant and healthy community.

Economic Impacts

The policy will assist Council to create a vibrant local economy through the consideration of sustainable planning decisions and diverse industries.

It is likely that through considered sustainable decision making and purchasing, that Council will experience a reduction in financial costs through energy efficiencies; less waste and less consumption if the principles are adopted through every department, policy and CEO Directive.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.5 Sustainable Decision Making Policy for Adoption (continued)

Consultation

This policy review required limited consultation between the Environment policy champion and the Acting Team Leader Sustainability and Environment. The initial policy development involved comprehensive consultation with internal departments such as Procurement, Neighbourhoods, Governance and Planning.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

3 Principles Guiding Growth; 3.1 Sustainability and 3.2 Supporting Principles

b) Other strategic links

Greater Shepparton City Council Environmental Sustainability Strategy Discussion Paper 2012

Goulburn Broken Local Government Regional Climate Change Adaptation Plan 2011

Hume Strategy for Sustainable Communities 2010-2020

Draft Hume Regional Growth Plan

Options for Consideration

1. The new Sustainable Decision Making Policy is not adopted and Council return to having no guidance on embedding sustainability principles throughout the organisation.
2. Council revoke the Sustainability Policy and adopt the Sustainable Decision Making Policy.

Conclusion

The Sustainability Policy is an overarching document that will provide guiding principles to Council on how to become a more environmentally, socially and economically sustainable organisation. It is vital that once the policy is adopted, all staff are made aware of it, and its role, in the future development and implementation of Councils strategic documents and operational functions.

Attachments

- | | |
|---------------------------------------|----------|
| 1. Sustainability Policy | Page 579 |
| 2. Sustainable Decision Making Policy | Page 583 |

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.6 Submission on Plan Melbourne (Metropolitan Planning Strategy)

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 Strategic Planning

Proof reader: Manager Planning

Approved by: Director Sustainable Development

Executive Summary

Plan Melbourne is the Victorian Government vision for the city to 2050. It seeks to provide a clear vision for the future of Victoria by responding to the challenges of population growth, economic prosperity and liveability while protecting the environment and heritage values.

The Strategy addresses Melbourne's infrastructure, housing, employment and environmental challenges with an integrated approach to planning and development that includes land use, transport, social and community infrastructure.

Plan Melbourne is significant for Greater Shepparton and regional Victoria for a number of reasons. It is the first long-term state planning strategy to readily acknowledge that Melbourne cannot accommodate the continued growth of the state alone and that regional centres, including Shepparton, have an important role to contribute to Victoria's economy and liveability.

A submission has been prepared seeking that Greater Shepparton is afforded an appropriate, increased presence in Plan Melbourne (see Attachment 1).

It is considered that a number of state and nationally significant projects which are earmarked for Shepparton should be given increased emphasis in the plan. The submission also outlines the key considerations and actions that are deemed to be necessary for the municipality to "*achieve the above trend growth*" referenced in Plan Melbourne.

Key projects identified within Council's submission include (but are not restricted to) greater emphasis on improving Shepparton's passenger rail service (including High Speed Rail) and GV Link (see Attachment 1 for further details). A specific report on GV Link will be the subject of a future Councillor briefing session.

The Minister for Planning instructed that submissions on Plan Melbourne must be received by 6 December 2013. In light of this, officers have forwarded a draft version of this submission to the Minister on 5 December 2013. A final adopted version will be sent to the Minister for Planning after the matter is considered at the December Council meeting.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.6 Submission on Plan Melbourne (Metropolitan Planning Strategy) (continued)

RECOMMENDATION

That the Council endorse the submission to 'Plan Melbourne'.

Background

The Council received a letter on 28 October 2013 from the Victorian State Government notifying that Plan Melbourne (the Metropolitan Planning Strategy) had been released for public comment.

The Council officers have since considered the current version of the plan and prepared a submission outlining a number of key points.

It should be noted that Plan Melbourne, together with the eight regional growth plans being developed across Victoria, will form the basis of the State Government's 'Vision for Victoria'.

Under Plan Melbourne regional centres are intended to play a more significant role in the growth of the state. This approach is well received and deserving of merit, particularly as the intention is to focus additional investment into regional locations. Objective 6 of the Plan, 'A State of Cities', is particularly supportive of this approach. This chapter notes that it is an objective:

"to maximise the growth potential of Victoria by developing a state of cities which delivers choice, opportunity and global competitiveness".

The Council's submission has been prepared on the basis that Greater Shepparton can take advantage of the policy objectives within Plan Melbourne. In particular, it seeks to capitalise on the directions listed in Objective 6 'A State of Cities':

- *To rebalance Victoria's population growth from Melbourne to rural and regional Victoria over the life of the Strategy.*
- *To integrate metropolitan, peri-urban and regional planning implementation.*
- *To improve connections between cities.*

For further details, a copy of Council's submission is included as Attachment 1. The 'Directions, Initiatives and Actions from Plan Melbourne' report is also available as Attachment 2.

Purpose of Plan Melbourne

Plan Melbourne is the first state-focused planning strategy to acknowledge that Melbourne alone cannot accommodate continued growth in Victoria. Regional centres, such as Shepparton, are identified as having a significant role to play in contributing to Victoria's economy and liveability into the future.

In May 2012, the Minister for Planning appointed a Ministerial Advisory Committee (MAC) to oversee the development of the new strategy. Drawing on communication with stakeholders, and the results of research carried out by the Department of Transport, Planning and Local Infrastructure (DTPLI), the MAC identified a number of strategic principles to underpin long-term planning for Melbourne. Since then, a substantial amount of community and stakeholder engagement has taken place, which has been used to inform the present day version of Plan Melbourne.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.6 Submission on Plan Melbourne (Metropolitan Planning Strategy) (continued)

Regional Victoria

Plan Melbourne proposes a 'state of cities' through integrated land use and transport planning. It is envisaged that this will help establish regional cities as 'economic powerhouses' and unlock their potential to accommodate future growth more evenly across the state.

It should be noted that at the same time that Plan Melbourne is being developed, Regional Growth Plans are also being prepared to help guide growth and change across rural and regional Victoria. The Regional Growth Plans will have a similar role in that they will assist regional councils to plan for population and economic growth and enable long term land supply. To this end, the Hume Regional Growth Plan (RGP) was recently endorsed by Council at the 15 October 2013 Ordinary Council Meeting.

Complementary actions within Plan Melbourne will focus on commitments to better integrate metropolitan and regional planning, and improve transport connections between Victoria's major cities. This same message is conveyed through the RGPs.

Council's submission suggests that if Shepparton is to "*achieve the above trend growth*" referenced in Plan Melbourne, it is essential that certain, key long-term projects which are supported by strategic studies and reports are embedded as clear policy objectives. These projects are identified within Council's submission, and include recommendations to place a greater emphasis on improving Shepparton's passenger rail service (including High Speed Rail) and GV Link. For further details see Attachment 1.

Council Plan/Key Strategic Activity

Plan Melbourne is consistent with the Council Plan 2013 - 2017. It seeks to guide growth patterns for the state as a whole and provide a sustainable development framework.

Risk Management

Council Officers have prepared a submission to Plan Melbourne, which does not make any commitments on behalf of the Council. It is considered that there is minimal risk associated with making a submission to inform the objectives and policy directions of Plan Melbourne. In fact, it is considered that the greater risk is associated with not making a submission which could be a lost opportunity in terms of elevating the importance of projects that are significant to Greater Shepparton.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Not making a formal submission to Plan Melbourne	Unlikely	Moderate - High	Moderate	That the Council endorse the submission on Plan Melbourne.

Policy Considerations

Plan Melbourne is not a Council driven activity, nor does it conflict with any existing Council policy. It is noted that there is an opportunity through making a submission on the plan to promote investment in Greater Shepparton's regional infrastructure and to support growth into the future.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.6 Submission on Plan Melbourne (Metropolitan Planning Strategy) **(continued)**

Financial Implications

The recommendation to endorse the Plan Melbourne submission does not have any financial or budgetary implications for the Council.

All costs in the preparation of the plan are covered by the Department of Planning, Transport and Local Infrastructure (DTPLI). DTPLI will prepare any amendments that introduce Plan Melbourne into planning schemes, including any consequential changes to the SPPF that are needed to give them effect.

The Council and other agencies may use the plan to help seek future funding and investment in infrastructure or other planning which supports the directions of the plan.

Legal/Statutory Implications

It is envisaged that the recommendations of Plan Melbourne will be incorporated into the Planning Scheme.

Environmental/Sustainability Impacts

Plan Melbourne seeks to establish a framework for strategic land use and settlement planning that can sustainably accommodate growth and identify important economic, environmental, social and cultural resources to be preserved, maintained or developed. It also aims to protect the state's environmental and heritage assets.

Social Implications

Greater Shepparton has the capacity to accommodate more businesses and more residents who can enjoy an outstanding lifestyle in strong and vibrant communities. It is considered that if Plan Melbourne provides clear and strong policy support for delivering key strategic projects in Greater Shepparton then this will benefit the municipality, region and state in general.

Economic Impacts

Plan Melbourne provides direction for accommodating growth and change in the areas of employment, industrial, commercial, agriculture and other rural activities for Victoria until 2050. There is significant economic potential and opportunities deriving from key objectives in Plan Melbourne.

Consultation

Plan Melbourne has undertaken significant stakeholder and community consultation. No consultation was initiated, or considered to be necessary, by Greater Shepparton City Council officers.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Plan Melbourne is consistent with the directions within Greater Shepparton 2030 which are to develop a blueprint to manage expected growth.

Options for Consideration

1. That the Council endorse the submission to 'Plan Melbourne' (preferred option).
2. That the Council do not endorse the submission to 'Plan Melbourne'.

9. SUSTAINABLE DEVELOPMENT DIRECTORATE

9.6 Submission on Plan Melbourne (Metropolitan Planning Strategy) (continued)

Conclusion

Council officers have prepared a submission on the current version of Plan Melbourne.

The submission seeks greater recognition and emphasis to be placed on some of Greater Shepparton's key strategic projects. It also provides a rationale as to why this municipality is well placed to accommodate additional population growth, citing existing infrastructure and strong strategic base work that has already been completed. On this, the submission notes that:

“Shepparton is fortunate in that much strategic work has been completed for state significant projects including the High Speed Rail link from Melbourne to Sydney (which features Shepparton as a stop), the Goulburn Valley Freight Logistics Centre (GV Link) and a number of other social and community infrastructure items. There is a clear divergence between the level of strategic work and current infrastructure that exists in Shepparton compared with other regional locations mentioned in Plan Melbourne. For example, the Hume Regional Growth Plan (RGP) states that growth should be directed to settlements with the greatest capacity to accommodate it, including regional cities such as Shepparton.”

Officers will continue to advocate for the implementation of Plan Melbourne once it becomes a formally adopted document. This will particularly be the case for policies, objectives and projects that directly affect the performance and growth of Greater Shepparton. This may include advocating for government funding to support the actions of the plan and identifying suitable investment opportunities when they arise.

The date for making a submission formally closed on 6 December 2013. This report seeks the Council's formal endorsement of the attached submission, which was made on 5 December 2013.

Attachments

- | | |
|---|----------|
| 1. Submission on Plan Melbourne | Page 587 |
| 2. Plan Melbourne - Directions, Initiatives and Actions | Page 596 |

10. TABLED MOTIONS

Nil Received

11. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil Received

12. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil Received

13. NOTICE OF MOTION, AMENDMENT OR RESCISSION

Nil Received

14. DOCUMENTS FOR SIGNING AND SEALING

Nil Received

15. COUNCILLOR ACTIVITIES

15.1 Councillors Community Interaction and Briefing Program

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

Under section 80C of the *Local Government Act 1989*, 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 November 2013 to 30 November 2013 some or all of the Councillors have been involved in the following activities:

- Funding Announcement | Shepparton Association Netball Court Lighting [Minister Jeanette Powell]
- Official Opening | New Learning Facility at Kialla Children's Centre
- GV Community Energy | LIEPP Project Launch
- Community Safety Month | Primary Schools Competition - St Brendan's Primary School
- Citizenship Ceremony
- Annual National Pilgrimage | The Italian Military Shine
- Remembrance Day | Wreath Laying Ceremony
- SAM Foundation Public Meeting
- Launch | KMart Wishing Tree
- Mooroopna Cares - No Bullying | Community Event
- Agri Business Steering Group
- Word & Mouth | AGM
- Campbell's Ironman 70.3 | Welcome Evening
- Mooroopna Urban Fire Brigade | Annual Presentation Dinner 2013
- Georgy Awards | Presentations
- Campbell's Ironman 70.3 Shepparton Triathlon Race Day | VIP Marquee and Presentations
- Community Safety Month | Primary Schools Competition – Gowrie Street Primary School
- Positive Ageing Advisory Committee Meeting
- Community Safety Month | Primary Schools Competition – Currawa Primary School, Dookie
- Shepparton Community Reading Day
- Toyoake Japanese Delegation visit
- SAM Committee Meeting
- Shepparton Show Me Ordinary Committee Meeting
- 'Breakfast in the Park' | Mooroopna Probus Club
- Official Opening | Toolamba Preschool Building
- Community Safety Month | Primary Schools Competition – Mooroopna Park Primary School
- Official Opening by Minister Powell | Goulburn Valley Regional Library - Administration Offices
- Shepparton Saleyards & GVW meeting
- DAC Meeting

15. COUNCILLOR ACTIVITIES

15.1 Councillors Community Interaction and Briefing Program (continued)

- Community Safety Month | Primary Schools Competition – Murchison Primary School
- Spring Car Nationals Event
- Community Safety Month | Primary Schools Competition – Mooroopna Primary School
- White Ribbon Day | Walk
- DSE | Meeting
- Meeting with GV Health
- Goulburn Murray Water - Stakeholder Breakfast | Briefing
- ABGS Meeting
- Meeting with Senator Bridget McKenzie
- 2013 Fairley Leadership Graduation Dinner
- Launch | Overseas Trained Doctors National Education Program – Shepparton
- Neighbouring Council Meeting (Campaspe Host)

Councillors were also briefed on the following matters:

- Best Start Early Years
- GSCC Community Action Plan Update 2013
- Implementation of Universal Access - Early Childhood Education
- VicSmart
- Investment Attraction - Quarterly Update Report
- Landfill Waste Compactor
- Waste Discussion
- 'Draft' Waste & Resource Recovery Management Strategy 2013-2023
- Environmental Sustainability Strategy 'Draft'
- Verney North - Growth Corridor Planning Scheme Amendment
- Community Plan Policy
- Phillippine House Restoration - Draft Funding Agreement
- Statutory Planning Team Performance report
- Buildings & Works for the Construction of Two Dwellings
- Sustainable Decision Making Policy
- Our Sporting Future Funding
- Shepparton East Drainage Scheme Investigations
- Off Leash Dog Park
- Congupna Community Plan

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.

15. COUNCILLOR ACTIVITIES

15.1 Councillors Community Interaction and Briefing Program (continued)

Attachments

- | | |
|---|----------|
| 1. Councillor Briefing Session - 22 October 2013 | Page 623 |
| 2. Minutes Positive Ageing Advisory Committee Meeting 11 October 2013 | Page 624 |
| 3. Record of Assembly of Councillors - RiverConnect 2013-05 | Page 628 |
| 4. Councillor Briefing Session - 29 October 2013 | Page 629 |
| 5. Councillor Briefing Session - 19 November 2013 | Page 630 |
| 6. Shepparton Art museum - Advisory Committee - Assembly of Councillors -20 November 2013 | Page 631 |
| 7. Councillor Briefing Session - 26 November 2013 | Page 632 |

16. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA

17. PUBLIC QUESTION TIME

18. CONFIDENTIAL MANAGEMENT REPORTS

18.1 Designation of Confidentiality of Information – Report Attachments

RECOMMENDATION

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

1. Report 5.2: Shepparton Show Me Quarterly Report. This document relates to a matter which the Council or special committee considers would prejudice the Council or any person, which is a relevant ground applying under section 89(2)(h) of the Act.