

MINUTES

FOR THE
GREATER SHEPPARTON CITY COUNCIL

ORDINARY COUNCIL MEETING

HELD ON
TUESDAY 18 FEBRUARY, 2014
AT 5.30PM

IN THE COUNCIL BOARD ROOM

COUNCILLORS:

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

VISION

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

**M I N U T E S
FOR THE
ORDINARY COUNCIL MEETING
HELD ON
TUESDAY 18 FEBRUARY, 2014 AT 5.30PM**

**CHAIR
CR JENNY HOULIHAN**

INDEX

1.	ACKNOWLEDGEMENT	1
2.	APOLOGIES	1
3.	DECLARATIONS OF CONFLICT OF INTEREST	1
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	1
4.1	Confirmation of Minutes of Previous Meetings	1
5.	MANAGEMENT REPORTS FROM THE OFFICE OF THE CHIEF EXECUTIVE OFFICER	2
5.1	Committees of Management - Appointment of Members	2
5.2	Contracts Awarded Under Delegation Report - February 2014.....	7
5.3	Delegation to the Chief Executive Officer	11
5.4	Development Hearings Panel (DHP).....	14
5.5	Instrument of Delegation - Members of Staff and Development Hearings Panel	24
5.6	Transition Plan update December 2013	28
5.7	Greater Shepparton City Council - Council Plan 2013/14 to 2016/17 Progress Report December 2013	31
6.	MANAGEMENT REPORTS FROM THE COMMUNITY DIRECTORATE	35
6.1	Future Shepparton Art Museum Site Selection	35
6.2	KidsTown Future Directions Plan and Food Hub Concept	41
6.3	Revocation of Riverlinks Internal Use Policy	49
6.4	Merrigum Recreation Reserve Masterplan	51
6.5	Adoption of the Goulburn Valley Wayfinding Strategy Style Guidelines.....	55
7.	MANAGEMENT REPORTS FROM THE BUSINESS DIRECTORATE	59
7.1	Asset Management Policy	59
7.2	January 2014 Monthly Financial Report	63
7.3	2013/2014 Mid Year Budget Review	66
7.4	Provision of Telecommunications Services and Hardware	73
8.	MANAGEMENT REPORTS FROM THE SUSTAINABLE DEVELOPMENT DIRECTORATE	93
8.1	MAV - Hume Region Planning for Freight Pilot and RDA - Freight Directions in the Hume Region Strategy Reports	93
8.2	Adoption of Amendment C140 to the Greater Shepparton Planning Scheme (rezoning private school site to the Special Use Zone)	100
8.3	Draft Boulevard Bush Reserve Environmental Management Plan	107
8.4	Maude Street Mall Revitalisation Study	114
9.	TABLED MOTIONS	121
10.	REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES	121
11.	REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES.....	121

12. NOTICE OF MOTION, AMENDMENT OR RESCISSION.....	121
12.1 Notice of Motion 1/2014 - Cr Muto	121
12.2 Notice of Motion 2/2014 - Cr Summer	123
12.3 Notice of Motion 3/2014 - Cr Summer	123
13. DOCUMENTS FOR SIGNING AND SEALING.....	123
14. COUNCILLOR ACTIVITIES.....	124
14.1 Councillors Community Interaction and Briefing Program.....	124
15. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA	127
16. PUBLIC QUESTION TIME.....	127
17. CONFIDENTIAL MANAGEMENT REPORTS	129
17.1 Designation of Confidentiality of Information	129
17.2 Audit and Risk Management Committee Minutes	129
17.3 Reopening of the Council Meeting to Members of the Public.....	129
17.4 Designation of Confidentiality of Information – Report Attachments	129

RISK LEVEL MATRIX LEGEND

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

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

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

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

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

Low Operational, manage through usual procedures and accountabilities

Insignificant Operational, add treatments where appropriate

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

OFFICERS: Gavin Cator – Chief Executive Officer
Steve Bowmaker – Director Infrastructure
Johann Rajaratnam – Director Sustainable Development
Justin Finlayson – Director Business
Kaye Thomson – Director Community
Rebecca Bertone – Official Minute Taker
Sharlene Still – Deputy Minute Taker

1. ACKNOWLEDGEMENT

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

2. APOLOGIES

Nil.

3. DECLARATIONS OF CONFLICT OF INTEREST

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a “conflict of interest” in a decision if they would receive, or could reasonably be perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

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

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Moved by Cr Patterson
Seconded by Cr Muto

That the Minutes of the Ordinary Council Meeting held 17 December 2013, as circulated, be confirmed.

CARRIED.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.1 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.

Moved by Cr Summer

Seconded by Cr Muto

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

5.1 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*.

CARRIED.

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 expired 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

5.1 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

5.1 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 was 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

5.1 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

5.2 Contracts Awarded Under Delegation Report - February 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: 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 18 November 2013 to 7 January 2014. The report also provides details of the status of requests for tenders that have not yet been awarded.

Moved by Cr Ryan
Seconded by Cr Oroszvary

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

CARRIED.

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
1459	Digital Enterprise Contract Trainer	This contract is for the provision of Digital Enterprise Training Services to the Greater Shepparton Business Community. for a period from January 2014 to June 2015	\$198,000.00	AP Marketing Works Pty Ltd
1427	Safe Cities Camera Network (Shepparton - Stage One) Civil Works	Lump sum contract for civil works including the supply and installation of conduit and pit infrastructure within the Shepparton CBD	\$232,675.30	PS Electrical Pty Ltd

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER
5.2 Contracts Awarded Under Delegation Report - February 2014 (continued)

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1428	Safe Cities Camera Network (Shepparton - Stage One) Security / Electrical	Lump sum contract for the design, supply, installation and commissioning of a Digital Video Management System at the Shepparton Police Station, dedicated optical fibre & wireless network and CCTV cameras within the Shepparton CBD	\$394,769.49	Watters Electrical Pty Ltd

Tendered Contracts Awarded under Delegated Authority by a Director

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1455	Shepparton Library Redevelopment (Design)	Lump sum contract for the provision of design, documentation and contract administration support of the Shepparton Library Redevelopment.	\$45,100.00	Minx Architecture Pty Ltd

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1448	Provision of Professional Advocacy Services	Provision of Professional Advocacy Services to assist Council to continue to strongly advocate to secure significant funding support from all levels of government	Tender closed 25 September 2013. Tenders currently being evaluated. This contract will be signed under delegation.
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.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.2 Contracts Awarded Under Delegation Report - February 2014 (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
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.
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	Tender closed 18 December 2013. Tenders currently being evaluated. This contract will be signed under delegation.
1494EOI	Leasing of Shop 1, Shop 2 and Restaurant SPC Ardmona Kidstown Complex	Leasing Opportunity for shops and/or restaurant at Greater Shepparton's Award Winning Regional Adventure Playground - SPC Ardmona KidsTown.	Tender closes 15 January 2014.
1451	Construction of Grassed Arena at Shepparton Showgrounds	Lump sum contract for the construction of the Grassed Arena at Shepparton Showgrounds	Tender closes 22 January 2014.
1475	Upgrade of Raftery Road Kialla	Lump sum contract for the upgrade of Raftery Road Kialla between the Goulburn Valley Highway and the Sevens Creek bridge Raftery Road	Tender closes 29 January 2014.

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.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.2 Contracts Awarded Under Delegation Report - February 2014 (continued)

Legal/Statutory Implications

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

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

Conclusion

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised contracts awarded by the Chief Executive Officer and Directors under delegated authority of the Council during the period 18 November 2013 to 7 January 2014.

Attachments

Nil

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.3 Delegation to the Chief Executive Officer

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

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

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

Council Officers involved in producing this report

Author: Team Leader Governance

Proof reader(s): Manager Corporate Performance

Approved by: Chief Executive Officer

Executive Summary

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

Moved by Cr Summer

Seconded by Cr Patterson

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

1. there be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that instrument.
2. the instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. Authorise the Chief Executive Officer to sign and seal the Instrument of Delegation to the Chief Executive Officer.
4. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
5. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
6. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the *Local Government Act 1989*.

CARRIED.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.3 Delegation to the Chief Executive Officer (continued)

Background

The previous Instrument of Delegation from the Council to the CEO was authorised by resolution at a Council meeting on 18 December 2012.

There has been one alteration to the Instrument of Delegation from the one that was approved by resolution on 18 December 2012. An additional line has been added to the Instrument that states:

If the issue, action, act or thing is an issue, action or thing which is required by law to be done by Council resolution.

The proposed change has been recommended by Maddocks Lawyers through our subscription to their Delegations and Authorisation service.

Council Plan/Key Strategic Activity

The review and adoption of a revised delegation to the CEO directly supports Objective 3 under High Performing Organisation (Leadership and Governance) “ensure strong internal systems and processes to ensure best practice delivery of service for the community”

Risk Management

The review and adoption of the CEO’s delegation ensures that it remains current, valid, and legal and that there is no temptation to operate outside a delegation which has become dated and unworkable over time.

Subscribing to the Maddocks service reduces the risk that legislative changes which have implications for the Council’s delegations and authorisations are not properly identified and implemented.

Policy Considerations

The Council adopted Exercise of Delegations policy provides guidance to delegates on how they should exercise their delegations. This delegation is in accordance with the Exercise of Delegations policy.

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

Financial Implications

There are no direct financial implications arising from the *Instrument of Delegation to the Chief Executive Officer*.

Legal/Statutory Implications

There are no legal implications associated with the Delegation as it ensures decisions are made legally.

Environmental/Sustainability Impacts

There are no environmental or sustainable impacts associated with this report.

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic impacts associated with this report.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.3 Delegation to the Chief Executive Officer (continued)

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to Greater Shepparton 2030 Strategy

b) Other strategic links

No other strategic links have been identified.

Options for Consideration

To remain with the current Instrument of Delegation to the Chief Executive Officer that was adopted by Council on 18 December 2012.

Conclusion

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

Attachments

Instrument of Delegation to Chief Executive Officer Page 131

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP)

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): Manger Planning, Director Sustainable Development and Manager Corporate Performance

Approved by: Chief Executive Officer

Executive Summary

A recent review of the operation of the Development Hearings Panel (DHP) has identified some technical deficiencies in its operation.

Legal advice indicates that whilst the delegations to the DHP are validly made, the introduction of additional panel members in 2012 (providing for 13 members in total) raises concern. The concern is that a quorum for the DHP must constitute the majority of panel members as specified in Section 91 (3A) of the *Local Government Act 1989*. With 13 members on the DHP, it can be argued that 7 of the 13 members are required for every meeting of the DHP in order to form a quorum.

While this technical deficiency has not been the subject of the decision of a court, it is important that the matter be addressed in the interests of good governance. This would also avoid any unnecessary costs to the Council and ratepayer that may result from a legal challenge of the current operation of the DHP.

There were also some issues with a failure to follow some administrative requirements set out in the "Guidelines for DHP". Identification of some of these deficiencies arose from concerns raised by the Greater Shepparton Local Government Association Incorporated.

The recommended solution is to:

- discontinue the current DHP;
- appoint a new DHP with 9 members (8 Officers and 1 Councillor, with an alternate);
- adopt new "Guidelines for DHP" consistent with Council's direction and legislative requirements;
- delegate (through Council's general delegation document) the appropriate powers and functions to the DHP.

This report and recommendation relates to the proper establishment of and the direction to be given to, the new DHP. The formal delegation of powers to the DHP will be part of a separate report which will provide recommendations relating to delegations generally.

Addressing the above matters is the first step in a rolling review of the operation of the DHP aimed at ensuring best possible service delivery.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

RECOMMENDATION

The Greater Shepparton City Council resolves:

1. The Development Hearings Panel established by resolution of Council on 20 October 2009 and amended by resolution of Council on 18 December 2012, including all guidelines for the operation of that Development Hearings Panel and all powers, duties or functions of the Council delegated to that Development Hearings Panel be revoked.
2. Pursuant to section 86 of the *Local Government Act 1989*, a special committee of the Council be established, to be known as the Development Hearings Panel (“DHP”).
3. The DHP is made up of:
 - a. 8 Officer members; and
 - b. 1 Councillor;
 as otherwise specified in these resolutions.
4. To constitute a valid meeting of the DHP the necessary quorum is not less than 5 members (in accord with section 91(3A) of the *Local Government Act 1989*), and must include the 1 Councillor member.
5. Those members of Council staff holding or acting in the following positions are appointed as a member of the DHP, the:
 - a. Director Sustainable Development;
 - b. Manager Planning;
 - c. Statutory Planning Team Leader;
 - d. Strategic Planning Team Leader;
 - e. Development Team Leader;
 - f. Principal Strategic Planner;
 - g. Manager Building; and
 - h. Manager Projects.
6. The Council will by resolution, from time to time, appoint a Nominated Councillor to be the Councillor member on the DHP. It is further resolved:
 - a. the Nominated Councillor from the date of this resolution, until further resolution, is Cr Oroszvary;
 - b. the Council will by resolution, from time to time appoint an Alternate Councillor as the alternate Councillor member of the DHP if or when the Nominated Councillor is unable or otherwise fails, to attend a DHP meeting;
 - c. the Alternate Councillor appointed from the date of this resolution, until further resolution, is Cr Polan.
7. The attached guidelines applying to the Development Hearing Panel (“Guidelines for DHP”) are adopted as Council policy and the DHP must operate in accordance with those Guidelines for DHP.
8. The Director Sustainable Development is appointed as the Chair of the DHP unless otherwise varied in accordance with the guidelines of the DHP.
9. The purpose of the DHP is to consider and determine, including in accordance with the Guidelines for DHP, all matters in respect of which it holds delegations from Council.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

Moved by Cr Oroszvary

Seconded by Cr Patterson

The Greater Shepparton City Council resolves:

1. The Development Hearings Panel established by resolution of Council on 20 October 2009 and amended by resolution of Council on 18 December 2012, including all guidelines for the operation of that Development Hearings Panel and all powers, duties or functions of the Council delegated to that Development Hearings Panel be revoked.
2. Pursuant to section 86 of the *Local Government Act 1989*, a special committee of the Council be established, to be known as the Development Hearings Panel (“DHP”).
3. The DHP is made up of:
 - a. 8 Officer members; and
 - b. 1 Councillor;as otherwise specified in these resolutions.
4. To constitute a valid meeting of the DHP the necessary quorum is not less than 5 members (in accord with section 91(3A) of the *Local Government Act 1989*), and must include the 1 Councillor member.
5. Those members of Council staff holding or acting in the following positions are appointed as a member of the DHP, the:
 - a. Director Sustainable Development;
 - b. Manager Planning;
 - c. Statutory Planning Team Leader;
 - d. Strategic Planning Team Leader;
 - e. Development Team Leader;
 - f. Principal Strategic Planner;
 - g. Manager Building; and
 - h. Manager Projects.
6. The Council will by resolution, from time to time, appoint a Nominated Councillor to be the Councillor member on the DHP. It is further resolved:
 - a. the Nominated Councillor from the date of this resolution, until further resolution, is Cr Oroszvary;
 - b. the Council will by resolution, from time to time appoint an Alternate Councillor as the alternate Councillor member of the DHP if or when the Nominated Councillor is unable or otherwise fails, to attend a DHP meeting;
 - c. the Alternate Councillor appointed from the date of this resolution, until further resolution, is Cr Polan.
7. The attached guidelines applying to the Development Hearing Panel (“Guidelines for DHP”) are adopted as Council policy and the DHP must operate in accordance with those Guidelines for DHP.
8. A nominated Councillor is appointed as the Chair of the DHP unless otherwise varied in accordance with the guidelines of the DHP.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

9. The purpose of the DHP is to consider and determine planning applications in accordance with:
 1. the guidelines for the DHP
 2. the adopted policies and strategies of Councils in all matters in respect of which it holds delegations from Council

Moved by Cr Muto

Seconded by Cr Oroszvary

The Greater Shepparton City Council resolves:

1. The Development Hearings Panel established by resolution of Council on 20 October 2009 and amended by resolution of Council on 18 December 2012, including all guidelines for the operation of that Development Hearings Panel and all powers, duties or functions of the Council delegated to that Development Hearings Panel be revoked.
2. Pursuant to section 86 of the *Local Government Act 1989*, a special committee of the Council be established, to be known as the Development Hearings Panel ("DHP").
3. The DHP is made up of:
 - a. 8 Officer members; and
 - b. 1 Councillor;
 as otherwise specified in these resolutions.
4. To constitute a valid meeting of the DHP the necessary quorum is not less than 5 members (in accord with section 91(3A) of the *Local Government Act 1989*), and must include the 1 Councillor member.
5. Those members of Council staff holding or acting in the following positions are appointed as a member of the DHP, the:
 - a. Director Sustainable Development;
 - b. Manager Planning;
 - c. Statutory Planning Team Leader;
 - d. Strategic Planning Team Leader;
 - e. Development Team Leader;
 - f. Principal Strategic Planner;
 - g. Two Independent Qualified Persons
6. The Council will by resolution, from time to time, appoint a Nominated Councillor to be the Councillor member on the DHP. It is further resolved:
 - a. the Nominated Councillor from the date of this resolution, until further resolution, is Cr Oroszvary;
 - b. the Council will by resolution, from time to time appoint an Alternate Councillor as the alternate Councillor member of the DHP if or when the Nominated Councillor is unable or otherwise fails, to attend a DHP meeting;
 - c. the Alternate Councillor appointed from the date of this resolution, until further resolution, is Cr Polan.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

7. The attached guidelines applying to the Development Hearing Panel ("Guidelines for DHP") are adopted as Council policy and the DHP must operate in accordance with those Guidelines for DHP.
8. A nominated Councillor is appointed as the Chair of the DHP unless otherwise varied in accordance with the guidelines of the DHP.
9. The purpose of the DHP is to consider and determine planning applications in accordance with:
 1. the guidelines for the DHP
 2. the adopted policies and strategies of Councils in all matters in respect of which it holds delegations from Council

CARRIED.

Moved by Cr Summer

That the matter lay on the table.

LOST.

Moved by Cr Polan

Seconded by Cr Summer

The Greater Shepparton City Council resolves:

1. The Development Hearings Panel established by resolution of Council on 20 October 2009 and amended by resolution of Council on 18 December 2012, including all guidelines for the operation of that Development Hearings Panel and all powers, duties or functions of the Council delegated to that Development Hearings Panel be revoked.
2. Pursuant to section 86 of the *Local Government Act 1989*, a special committee of the Council be established, to be known as the Development Hearings Panel ("DHP").
3. The DHP is made up of:
 - a. 6 Officer members; and
 - b. 1 Councillor;
 - c. 2 Independent qualified members as otherwise specified in these resolutions.
4. To constitute a valid meeting of the DHP the necessary quorum is not less than 5 members (in accord with section 91(3A) of the *Local Government Act 1989*), and must include the 1 Councillor member.
5. Those members of Council staff holding or acting in the following positions are appointed as a member of the DHP, in addition to two independent qualified persons:
 - a. Director Sustainable Development;
 - b. Manager Planning;
 - c. Statutory Planning Team Leader;
 - d. Strategic Planning Team Leader;
 - e. Development Team Leader;
 - f. Principal Strategic Planner;
 - g. Two Independent Qualified Persons

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

6. The Council will by resolution, from time to time, appoint a Nominated Councillor to be the Councillor member on the DHP. It is further resolved:
 - a. the Nominated Councillor from the date of this resolution, until further resolution, is Cr Oroszvary;
 - b. the Council will by resolution, from time to time appoint an Alternate Councillor as the alternate Councillor member of the DHP if or when the Nominated Councillor is unable or otherwise fails, to attend a DHP meeting;
 - c. the Alternate Councillor appointed from the date of this resolution, until further resolution, is Cr Polan.
7. The attached guidelines applying to the Development Hearing Panel (“Guidelines for DHP”) are adopted as Council policy and the DHP must operate in accordance with those Guidelines for DHP.
8. A nominated Councillor is appointed as the Chair of the DHP unless otherwise varied in accordance with the guidelines of the DHP.
9. The purpose of the DHP is to consider and determine planning applications in accordance with:
 1. the guidelines for the DHP
 2. the adopted policies and strategies of Councils in all matters in respect of which it holds delegations from Council

CARRIED.

Background

The DHP process was initially adopted by the Council via a resolution at the Ordinary Council Meeting on 20 October 2009. Initially the DHP had five panel members.

The DHP was adopted as a result of a recommendation of an independent review of the planning services of the Greater Shepparton City Council. The review was commissioned by the then CEO – Mr Phil Pearce. The DHP process was recommended as part of the Council’s ongoing commitment to reducing the waiting times and delays in the planning process, such as the lead in time to Council meetings.

As part of the Organisational Scan process commissioned by current CEO – Mr Gavin Cator it was identified that consideration should be given to Councillor participation in the Development Hearing Panel Process (DHP).

As part of a resolution of Council at the Ordinary December Council meeting on 18 December 2012, an additional seven staff members were added to the DHP, along with the ability for a Councillor to act as a panel member. The adding of additional panel members was with the intent of ensuring an adequate number of panel members were present at each meeting of the DHP.

The DHP currently has delegated authority as expressed by Council in the Instrument of Delegation passed by a resolution of the Council on 18 December 2012.

Currently delegation to the DHP includes:

- any matters referred by officers;
- any permit application, or other request or consideration by Council officers (acting as delegates of Council) that is recommended for refusal;
- any permit or permit amendment application which has up to 5 objections (i.e. more than 5 must go to Council).

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

In 2013, the Greater Shepparton Better Local Government Association Inc. (the Association) questioned the validity of the delegations to the DHP. This led the Director Sustainable Development to require a review of the establishment and operation of the DHP, including taking legal advice. Whilst some of the Association's concerns were sound (and are to be addressed) a key new concern not raised by the Association, relating to the necessary quorum for the DHP was identified. This is discussed and addressed in this report.

Council Plan/Key Strategic Activity

Addressing the identified technical deficiencies of the DHP supports Objective 3 under High Performing Organisation (Leadership and Governance) *"ensure strong internal systems and processes to ensure best practice delivery of service for the community"*.

Risk Management

Addressing the identified deficiencies ensures that decisions of the DHP are valid, legal and assists in planning decisions being made in a timely manner.

Policy Considerations

The proposed changes to the DHP must be exercised in accordance with the Council's Exercise of Delegations policy and includes new Guidelines for DHP.

Financial Implications

There are no direct financial implications arising from the proposed changes to the DHP. Failure to address the identified technical deficiencies could expose the Council and ratepayer to the cost of any actions challenging or associated with, the validity of the DHP.

Legal/Statutory Implications

Addressing the identified technical deficiencies of the DHP will ensure that decisions made by the DHP are legally compliant.

Environmental/Sustainability Impacts

There are no Environmental/Sustainability impacts relating to the proposed changes to the DHP.

Social Implications

There are no Social impacts relating to the proposed changes to the DHP.

Economic Impacts

Failure to resolve to address the identified technical deficiencies of the DHP may lead to the discontinuation of the DHP. This would result in more protracted decision making for matters currently delegated to the DHP, potentially leading to delays in decision making.

Delays in the planning system can impact financially on developers and have flow on economic impacts within the community.

Planning permit applications that are controversial in nature or are of significant public interest should continue to be decided by the Council. Current and proposed delegation arrangements allow for this. The majority of planning permit applications do not fall within this category and should receive a timely decision.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

Planning permit activity data collected by the Department of Transport, Planning and Local Infrastructure showed that in 2012, planning decisions where Council made the decision took 135% longer than delegated decisions where the planning department made the decision.

As part of a future report, officers will be reviewing whether it is more efficient to delegate some of the powers now only attributed to the DHP to officers in order to further enhance timely decision making. This is a different approach to that previously held by Council. In particular, Council sought a checking mechanism of potential officer refusals under delegation however in instances where the decision made is clearly and unequivocally in breach of the planning scheme, it may be more efficient to make this decision at Director, Manager or Team Leader level. A review of the delegated powers of the DHP will also need to take into consideration the current role the DHP in allowing applicants and objectors to have their views heard and arrive at mutually agreeable outcomes through dispute resolution.

Consultation

Based on the concerns of the Greater Shepparton Better Local Government Association a review of the DHP was undertaken by Planning and Governance staff and consultation was conducted with the relevant Directors and Managers.

The review included legal advice on the validity of delegations to the DHP. The legal advice identified that:

- whilst the delegations to the DHP are validly made;
- the introduction of additional members to the DHP late in 2012 raises some concern.

Since December 2012, the DHP has been formed effectively from the pool of members, including specified Council officers and councillors.

Originally the DHP had some 5 members and from time to time it was difficult to have enough members attending or achieve a quorum.

The current DHP guideline specifies all of the members as members of the committee. The practical effect is that it can be argued that a quorum of 7 (of 13 members) is therefore required for every meeting.

This potential technical defect has not been the subject of any decision of a court however it is of sufficient concern to require attention.

The Association has been made aware of the concerns by a letter dated 23 December 2013 and the intent to address it early this year.

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

Proposed Solution

The recommended solution is to:

- discontinue the current DHP;
- create a new DHP with a reduced (in total) membership of 9;
- the 8 officer members recommended are the:
 - Director Sustainable Development;

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

- Manager Planning;
 - Statutory Planning Team Leader;
 - Strategic Planning Team Leader;
 - Principal Strategic Planner;
 - Manager Building;
 - Development Team Leader;
 - Manager Projects.
- or any person acting in these positions;
- one Councillor member (with Cr Oroszvary re-appointed) and another Councillor (with Cr Polan) re-appointed) as an alternate. Each year, as now, Council can change the nominated Councillor and alternate.
 - Council should appoint a chair, to administer the DHP, to call and manage meetings. This is recommended to be the Director Sustainable Development unless otherwise varied through the DHP Guidelines.
 - All members will be invited to all meetings, and a quorum of 5 will be required for a valid meeting. If less than 5 accept or attend then the meeting will be deferred.
 - To be a valid meeting 4 officers and the nominated Councillor or alternate Councillor must attend.
 - New delegation to the DHP will be dealt with through the normal delegation process concentrating on:
 - permit applications with up to 5 objections;
 - any applications, permit extensions or other consents (which are delegated to officers) which are recommended for refusal.

The above structure is consistent with the original DHP objectives and expanded membership of 2012, the only substantive change is to reduce officer member numbers to address administration, in particular to avoid any deficiencies around the required numbers for a quorum.

Additional work undertaken to ensure that the DHP provides the best possible decision making forum includes through new “Guidelines for DHP”:

- ensuring adequate public notice of each DHP is given
- ensuring Councillors are kept informed of all decisions of the DHP
- a documented process for the organisation of a DHP hearing including clearly defined responsibilities
- a documented process for the operation of the hearing on the day, including clearly defined responsibilities
- review of the extent of delegation of the DHP

If the recommendation in this report is adopted as a resolution of Council, the “new” DHP will recommence as soon as practically possible.

Strategic Links

a) Greater Shepparton 2030 Strategy

The report highlights the importance of achieving best practice and reduced time delays.

b) Council Plan

The report highlights the need for performance improvements in line with goal number 5 of the Council Plan – High Performing Organisation.

c) Other strategic links

Nil

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.4 Development Hearings Panel (DHP) (continued)

Options for Consideration

Not rectifying the technical deficiencies with the DHP, could lead to a need to disband the DHP. This would have implications on decision making times and current delegations.

If the DHP was to continue without rectifying the technical deficiencies outlined in this report there is the risk of legal challenges against decision making.

Conclusion

Council officers recognise the need to review existing processes and procedures regularly to ensure best possible service delivery. Addressing the technical deficiencies of the DHP will ensure the forum continues to provide for timely and transparent decisions on planning permit applications and associated matters.

Attachments

- | | |
|---|----------|
| 1. Revised DHP Guidelines - Feb 14 | Page 136 |
| 2. Letter to Greater Shepparton Better Local Government Association -
Concerns regarding DHP | Page 140 |

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Instrument of Delegation - Members of Staff and Development Hearings Panel

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

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

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

Council Officers involved in producing this report

Author: Team Leader Governance

Proof reader(s): Manager Corporate Performance

Approved by: Chief Executive Officer

Executive Summary

The power of a Council to act by resolution is set out in section 3(5) of the Act:

“Where a Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of the Council.”

As the Council is not a “natural” person, it can act in only two ways, which is by resolution or through others acting on its behalf. For others to act on the Councils behalf, the relevant Council powers must be delegated by the Council.

The Council has delegated the majority of its delegable powers to the Chief Executive Officer (CEO), who is permitted under the act to further sub-delegate these powers to other members of Councils staff. The powers conferred on the Council under some legislative instruments cannot be delegated through the CEO, however, and must be delegated by resolution of Council directly to Council officers.

Moved by Cr Summer

Seconded by Cr Patterson

That in the exercise of powers conferred by section 98(1) of the *Local Government Act 1989* and other legislation referred to in the revised *Instrument of Delegation - Members of Staff*. The Council resolves:

1. The Council delegates to the members of staff holding, acting in or performing the duties of the offices or positions referred to in the *Instrument of Delegation - Members of Staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The Instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. Authorise the Chief Executive Officer to sign and seal *the Instrument of Delegation – Members of Staff* document.
4. On the coming into force of the instrument, the *Instrument of Delegation to Members of staff (Non Planning)* adopted by the Council on 20 March 2012 and the *Instrument of Delegation to Members of Staff (Planning)* adopted by the Council on 18 December 2012 be revoked.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Instrument of Delegation - Members of Staff and Development Hearings Panel (continued)

5. The duties and functions set in the Instrument must be performed, and powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

CARRIED.

Background

The power of a Council to act by resolution is set out in section 3(5) of the Act:

“Where a Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of the Council.”

The Council is not in a position to exercise all the powers conferred upon it by resolution and requires others to act on its behalf. This is made possible under section 98(1) of the Act which provides that a Council may, by Instrument of Delegation, delegate to a member of its staff any power, duty or function of a Council under the *Local Government Act 1989* or any other Act, other than certain specified powers.

The Council has delegated the majority of its delegable powers to the CEO. Section 98(2) of the Act provides that the CEO may, by Instrument of Delegation, delegate to a member of the Council staff any power, duty or function of his or her office, except the power of delegation itself. This is the avenue by which most Council officers are delegated the power to make decisions.

The powers conferred on the Council under some legislative instruments cannot be delegated through the CEO, however, and must be delegated by resolution directly to Council officers. The Acts and Regulations referred to in the *attached Instrument of Delegation - Members of Staff* are among those which require direct delegation.

This Instrument has been reviewed as required by section 98(6) of the Act and a number of changes proposed. These changes are necessary to reflect changes in the delegated powers and duties under these Acts and Regulations since the last delegation was adopted.

In the past, two instruments of delegation to staff have been adopted. One was for planning related delegations and the other was all non-planning related delegations. It has been decided that these documents will be combined into one *Instrument of Delegation - Members to staff*. This will ensure better governance in relation to the delegation.

Council Plan/Key Strategic Activity

The issuance of the Instrument of Delegation to Members of Council Staff supports Objective 3 under High Performing Organisation (Leadership and Governance) *“ensure strong internal systems and processes to ensure best practice delivery of service for the community”*.

Risk Management

The review of Instruments of Delegation ensures that they remain valid, legal and that generally routine decisions are able to be made without the need for a Council meeting.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Instrument of Delegation - Members of Staff and Development Hearings Panel (continued)

The Council subscribes to the Delegations and Authorisations Service provided by Maddocks Lawyers and the proposed changes have been recommended by this service. Subscribing to the Maddocks service reduces the risk that legislative changes which have implications for the Council's delegations and authorisations are not properly identified and implemented.

Policy Considerations

The proposed Instrument must be exercised in accordance with the Council's Exercise of Delegations policy.

Financial Implications

There are no direct financial implications arising from the *Instrument of Delegation to Members of Council Staff*. Financial delegations have been made by the CEO and are consistent with the Council's Exercise of Delegations Policy.

Legal/Statutory Implications

The Instrument of Delegation to members of Council Staff ensures that decisions made by Council officers are legally compliant and enforceable.

Environmental/Sustainability Impacts

There are no Environmental/Sustainability impacts on the coming into force of the *Instrument of Delegation – Members of Staff*.

Social Implications

There are no Social implications with the coming into force of the *Instrument of Delegation – Members of Staff*.

Economic Impacts

There are no Economic impacts with the coming into force of the *Instrument of Delegations – Members of Staff*.

Consultation

The review of the Delegation was undertaken by Governance and consultation was conducted with each Director and Manager that has been given delegated powers within the document. This was to ensure all managers agreed and understood their powers and responsibilities under the Instrument of Delegation.

All consultation was in conjunction with the advice provided by Maddocks Lawyers with the release of the new version of the *Instrument of Delegations - Members of staff* document.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to the Greater Shepparton 2030 Strategy

b) Other strategic links

There are no other strategic links

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.5 Instrument of Delegation - Members of Staff and Development Hearings Panel (continued)

Options for Consideration

To not bring into force the amended Delegation and remain with the current signed and sealed out of date instrument.

Conclusion

It is important that all of Council's Instruments of Delegation remain up to date with the latest versions of legislation. This Instrument of Delegation reflects this and it is recommended that this document comes into force and the previous Instrument revoked.

Attachments

Instrument of Delegation - Members of Staff and Development Hearings
Panel

Page 143

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.6 Transition Plan update 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: Manager Corporate Performance

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

Approved by: Chief Executive Officer

Executive Summary

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

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

Moved by Cr Summer

Seconded by Cr Patterson

That the Council receive and note the December 2013 update of progress in implementing the Greater Shepparton City Council – Organisational Transition Plan.

CARRIED.

Background

In July 2012 the Council resolved to accept the final Organisational Scan report that was undertaken to identify actions that would provide tangible benefits to the organisation as well as the Greater Shepparton Community. As part of this resolution, It was a requirement for the CEO to report to Council on the progress against this plan on a quarterly basis to the Council.

Due to unforeseen circumstances the last report was not provided.

The organisational Transition Plan provides for the issues identified, who is responsible, and what attention is required. Of the 117 tasks set out in the plan 57 percent have been completed whilst the balance are in the process of implementation.

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

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

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.6 Transition Plan update December 2013 (continued)

It should be noted that it is the aim to complete all tasks as indicated in the Transition Management Plan by 30th September 2014. At this stage it is anticipated that all tasks will be finalised by this date.

Council Plan/Key Strategic Activity

This report supports the Council Plan Goal number Five – “High Performing Organisation”

Risk Management

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

Policy Considerations

There are no direct policy considerations associated with this report.

Financial Implications

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

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

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

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

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

Options for Consideration

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

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

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.6 Transition Plan update December 2013 (continued)

Conclusion

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

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

Attachments

Transition Plan Report | December 2013 Page 236

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.7 Greater Shepparton City Council - Council Plan 2013/14 to 2016/17 Progress 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: Manager Corporate Performance

Proof reader(s): Team Leader Governance

Approved by: Chief Executive Officer

Executive Summary

In accordance with the *Local Government Act 1989* Section 125 Council developed and adopted a four year Council Plan. The Council Plan contains Key Strategic Objectives and Strategies to achieve those objectives.

This report provides details in relation to achieving the Key Strategic Objectives identified in the 2013/14 to 2016/17 Council Plan and forms part of council's accountability framework which will see continued quarterly reporting on progress in relation to the achievement of the Council Plan.

The report also includes progress made in achieving the Key Strategic Activities contained within the 2013/14 Budget which will become Councils Performance Statement.

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

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

Of the identified general actions for progress reporting in relation to measuring achievement there has been significant progress made in relation to the delivery of actions against the Strategic Objectives within the Council Plan and the Strategic Activities from the budget.

Moved by Cr Patterson
Seconded by Cr Oroszvary

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

1. Key Strategic Objectives identified in the 2013/14 to 2016/17 Council Plan, and
2. Key Strategic Activities contained within the 2013/14 Budget which will become Councils Performance Statement.

CARRIED.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.7 Greater Shepparton City Council - Council Plan 2013/14 to 2016/17 Progress Report December 2013 (continued)

Background

The 2013/14 to 2016/17 Council Plan identified Goals, Key Strategic Objectives and Strategies for implementation across the life of the plan.

Based on the outcomes of the community consultations, Council identified five strategic goals to describe what we are working towards in achieving the community's vision of a Greater Shepparton - Greater Future. As these goals explicitly align with the Municipal Public Health Planning Framework (Department of Health Services, 2001) with the emphasis on the built, social, economic and natural environments, the Council Plan also addresses the legislative requirements for the Municipal Health and Wellbeing Plan.

These five strategic goals are:

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

Council also identified Key Strategic Activities in adopting the 2013/14 Annual Budget as activities specific to the 2013/14 financial year.

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

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

Council Plan/Key Strategic Activity

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

Risk Management

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

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

Policy Considerations

There are no policy considerations associated with this report.

Financial Implications

This report contains no financial implication, however many of the initiatives contained within the Council Plan have required Council to provide a budget in its 2013/14 budget, with the 2014/15 Budget to be designed to provide the finances to continue implementation of the Council Plan.

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.7 Greater Shepparton City Council - Council Plan 2013/14 to 2016/17 Progress Report December 2013 (continued)

Legal/Statutory Implications

This report complies with councils obligations to monitor and report on progress in relation to achieving the strategic objectives and strategies contained within the council plan. The provision of regular reporting, in addition to the Annual Report, provides an opportunity for Council and the community to consider the progress made towards achieving the targets set by Council when adopting their Council Plan.

Environmental/Sustainability Impacts

The report contains no environmental/sustainability impacts, however many of the initiatives contained within the Council Plan are detailed that will improve the Greater Shepparton sustainability, both as an organisation and a municipality.

Social Implications

The report contains no social implications, however there are a number of initiatives contained in the council plan that are aimed at improving the social and liability of the Greater Shepparton communities and the wider municipality.

Economic Impacts

The report contains no economic impacts however there are a number of initiatives contained in the council plan that are aimed at improving the economic wellbeing of the Greater Shepparton municipality.

Consultation

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

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

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

Strategic Links

a) Greater Shepparton 2030 Strategy

The Council Plan 2013/14 to 2016/17 plays a pivotal role in the delivery of the short term plans and aspirations of council and the community whilst following the long term strategies of Greater Shepparton 2030.

b) Other strategic links

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

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

5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

5.7 Greater Shepparton City Council - Council Plan 2013/14 to 2016/17 Progress Report December 2013 (continued)

Options for Consideration

1. Noting the report will provide acknowledgement to the community that a review has been undertaken and that council has met with the requirements of the Local Government Act in relation to regular reporting to Council.
2. Not noting the report would fail to ensure ongoing compliance with the requirements of the Local Government Act in relation to regular reporting to Council.

Conclusion

This report updates progress against achieving the Key Strategic Objectives contained within the 2013/14 to 2016/17 Council Plan and the Key Strategic Activities contained within the 2013/14 Budget.

Attachments

Council Plan Progress Report - December 2013 Page 286

6. COMMUNITY DIRECTORATE

6.1 Future Shepparton Art Museum Site Selection

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: Shepparton Art Museum Director

Proof reader(s): Manager Arts, Events and Tourism

Approved by: Director Community

Executive Summary

For many years there have been discussions within Council and the community about building a state of the art, stand-alone Art Museum in Shepparton, providing a major tourist and educational attraction and a stimulus for economic investment in the region. Progress has been made to establish the inaugural board of the SAM Foundation to raise funds for this purpose.

The purpose of a detailed feasibility study is to provide Council with the necessary information to make an informed decision about the viability and substance of a new SAM. A detailed feasibility study is also a requirement for future state government investment in infrastructure.

The proposed feasibility study will investigate: site examination, demand analysis, financial modelling and business planning, project scoping, concept design and costings and governance options for a new Museum. This information will provide Council with detailed information regarding the potential scale and impact of a new SAM on the region.

This report is to seek approval for a proposed community consultation plan and to commit \$125,000 in the March budget review to part fund (with matched funding through Regional Development Victoria's Developing Stronger Regions Program) a detailed feasibility study for a new SAM and to inform and consult with the Council on the potential site requirements and site options for a new SAM,

Moved by Cr Polan
Seconded by Cr Patterson

That the Council:

1. apply for matched funds via Regional Development Victoria to complete a detailed feasibility study for a new Shepparton Art Museum.
2. as part of the March Budget review, commit up to \$125,000 in matched funds to complete a detailed feasibility study for a new Shepparton Art Museum.

CARRIED.

6. COMMUNITY DIRECTORATE

6.1 Future Shepparton Art Museum Site Selection (continued)

Background

For many years there have been discussions within Council and the community about building a state of the art stand-alone Art Museum in Shepparton, providing a major tourist attraction for the Goulburn Valley and providing a catalyst for an “arts led” economic recovery for the region.

In 2011 Council completed a \$1.98 million refurbishment of Shepparton Art Gallery, relaunching in 2012 as the Shepparton Art Museum (SAM). Council contributed \$1,060, 000 to this redevelopment project. The redevelopment brought the facility up to Museum standards, installing a dedicated climate control system and layout that would support the loan of high profile art works.

The 2011 refurbishment did not provide more space to the Museum and turned 70 square metres of gallery space into storage space to accommodate for the growing collection and requirements of the Museum.

The current SAM facility is small, and limits the growth and programming of the Art Museum and its collection.

Since the redevelopment and relaunch as the Shepparton Art Museum (SAM), SAM has enjoyed an increased profile being named Victoria’s best small museum in 2012 and being profiled as an exemplar case study in arts branding and community and cultural development programming by Arts Victoria and the Melbourne Business School in 2013.

A number of potential partners have expressed a desire to support Council in the development of a ‘New SAM’ including Mr Carrillo Gantner. Mr Gantner has written to Council offering:

1. To gift the ‘lion’s share’ of his collection of Aboriginal art, to SAM.
This gift is in excess of \$2 million dollars of irreplaceable art.
2. To underwrite a \$150,000 contribution toward an invitational architectural competition for a new Museum.

The proposed vision for the New SAM is:

An architectural landmark to house Shepparton Art Museum; devoted to Australian Ceramics, Indigenous and Contemporary Australian art, able to present international flagship exhibitions of exemplary art, together with an education and cultural public program which engages the diverse communities of the region, set against the backdrop of the Goulburn River.

The proposed mission of the New SAM is:

To propel forward arts led economic and social recovery for the region, through the creation of a major cultural tourist attraction which will drive visitation and dramatically improve perceptions of Greater Shepparton as a place to visit, live and invest.

Detailed Feasibility Study

This report recommends that Council support the development of a detailed feasibility study for a stand-alone SAM including:

- Site examination
- Demand analysis

6. COMMUNITY DIRECTORATE

6.1 Future Shepparton Art Museum Site Selection (continued)

- Exploration of governance options
- Financial modelling
- Detailed project scoping
- Concept design and costings

Such detailed planning will provide a comprehensive business case and situational analysis to fully inform Council in considering options for a potential new SAM into the future.

The feasibility study will examine the size and scope of any new museum along with business planning, operational revenue targets, visitation projections and the range of technical specifications, services and experiences to be considered in order to achieve the proposed vision and mission of a new SAM.

Regional Development Victoria and the Goulburn Valley Taskforce are supportive of an application for matched funding for a feasibility study for a new greatly expanded SAM. This detailed work is needed for the Council to make informed decisions about the viability and substance of the project, and is also a requirement for any future state government investment in infrastructure.

Consultation Plan

Given the significance of the project and to encourage stakeholder engagement and community ownership of a new SAM, it is important to conduct stakeholder consultation with the local community, within Council, potential funding partners and the arts and cultural tourism sector.

It is proposed that the consultation process be conducted by Council Officers, which provides an opportunity for the site requirements to be discussed and the identified site options be debated. It is also a time for the community to put forward ideas and have them captured and considered as part of the planning process.

Attached to this report is the proposed consultation plan which identifies the key stakeholders including; Councillors, Council Senior Leadership Group, potential SAM Foundation Board members, Executive of the Committee for Shepparton, SAM Advisory Committee, Friends of SAM, a range of potential philanthropic partners, Arts Victoria, Tourism Victoria and Regional Development Victoria.

The consultation plan is designed to identify sites which capture the imagination of stakeholders, while meeting the requirements of a significant expanded art museum.

It is proposed that consultation occur in the form of open discussion at established meetings and in person during one on one interviews. In addition an information campaign in the local community would invite interested individuals to make contact and have a one on one discussion, or attend a community meeting.

Site Selection

To ensure that the selected site is able to best capture the imagination and future vision of the community and stakeholders it is critical that a process is established to ensure the suitability and viability of any potential new site.

6. COMMUNITY DIRECTORATE

6.1 Future Shepparton Art Museum Site Selection (continued)

Officers have commenced work on detailed site selection criteria that takes into account and weights elements such as;

- Site profile and proximity to the CBD
- Fundraising capability of the site
- Proximity to commercially zoned properties in order to stimulate complementary commercial investment
- Suitable size of public space and access to surrounding parking
- Proximity to natural and built recreational assets
- Cultural and spiritual appropriateness of the site
- Current foot traffic through the site
- Ability to navigate existing uses of site

Council Plan/Key Strategic Activity

The proposal to develop a stand alone art Museum is in keeping with a wide range of current Council Plan objectives.

Active & Engaged Community (Social)

4. Provide sustainable community services to our community.

Continue to lobby, advocate and prioritise the needs of vulnerable and disadvantaged citizens and advocate on their behalf.

5. Embrace and Strengthen cultural harmony and diversity.

Recognise and take advantage of opportunities to celebrate our diversity.

6. Value Arts Culture and Heritage as an integral part of our dynamic community.

Continue to support and promote arts initiatives.

- Ensure that Shepparton Art Museum (SAM), Riverlinks and Westside Performing Arts continue to deliver quality and diverse activities and events aimed at increasing public participation.
- Renew and implement the Arts and Culture strategy (which includes public art).
- Establish the Shepparton Art Museum Foundation.
- Continue the feasibility investigations for a new location for the Shepparton Art Museum (SAM).

Economic Prosperity (Economic)

1. Maximise opportunities to ensure Greater Shepparton leads Victoria, retaining and attracting education and industry.

- Develop and implement a Strategy which identifies resources needed to attract new business and industry to Greater Shepparton as well as retaining our existing businesses and industry.
- Develop and implement a strategy promoting Shepparton as the regional capital.

Risk Management

By completing a detailed feasibility study, Council will be able to fully appreciate any level of financial or social risk associated with a stand alone SAM. Should Council decide not to progress the detailed feasibility study the following risks exist:

1. Loss of the pledged gift and funding support from Carrillo & Ziyin Gantner.
2. Risk of negative media attention

6. COMMUNITY DIRECTORATE

6.1 Future Shepparton Art Museum Site Selection (continued)

Policy Considerations

The development of a new stand-alone SAM is not in contradiction of any council policy.

Financial Implications

In order to secure any RDV funding, matched dollar for dollar funding is required.

Legal/Statutory Implications

There are no legal or statutory implications in pursuing the proposed recommendations. However findings of the feasibility study will consider governance models for a stand alone SAM.

Environmental/Sustainability Impacts

The feasibility study will fully assess environmental/sustainability impacts.

Social Implications

The feasibility study will enable Council to objectively quantify the Social Implications.

Economic Impacts

The economic impact of a major new Art Museum in Shepparton in Central Victoria, will depend upon its capacity to delivery major local and international exhibitions, and a unique and extraordinary visitor experience, which is worthy of travel.

A dedicated feasibility study will enable Council to objectively quantify the potential economic benefit to the region.

Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Consultations with all identified stakeholders	Informing about the project Gathering feedback and ideas	Public meetings Face to face meetings with individuals and stakeholder groups Social media campaigns Media

Strategic Links

a) Greater Shepparton 2030 Strategy

The proposal is in line with the GS 2030 Strategy, report no 3. Community Life Objective 2, 'To encourage and implement activities that will strengthen community spirit' and Economic Development Objective 2.' To develop the Shepparton CBD as the regional centre for commerce and entertainment.

Options for Consideration

Do nothing – Should Council choose to do nothing, the project is at risk of losing momentum amongst the local community, philanthropic partners and other interested parties and could mean that the vision of a standalone museum is not achieved.

Progress with community consultation and site selection internally – Should Council choose this option, Council Officers will be required to redeploy existing resources away from current projects including the day to day operations of SAM. This will have a significant impact on the provision of services.

6. COMMUNITY DIRECTORATE

6.1 Future Shepparton Art Museum Site Selection (continued)

Progress with the detailed business plan and feasibility study including community consultation and site selection – Such detailed planning would provide a comprehensive business case and situational analysis that would fully inform Council when considering options for a potential New SAM into the future. Council will be progressing in line with the 2013-2017 Council plan and will be moving closer to securing one of Regional Australia's most significant privately owned aboriginal art collections.

Conclusion

By undertaking this project to seek a new site for SAM and develop a detailed business plan, GSCC can make a significant contribution to shaping the future cultural and economic prosperity of the region.

Attachments

Nil

6. COMMUNITY DIRECTORATE

6.2 KidsTown Future Directions Plan and Food Hub Concept

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 Active Living

Proof reader(s): Team Leader Healthy Communities

Approved by: Director Community

Other: Team Leader Leisure Facilities, KidsTown Playground Coordinator

Executive Summary

KidsTown currently attracts around 165,000 visits each year and is highly regarded and valued by the community of Greater Shepparton. With around 50% of these visitors coming from outside the region it is also an important support attraction to regional tourism.

Whenever state or national media choose to highlight tourism and attractions in Greater Shepparton, KidsTown is usually a focal point for such promotion. This has included KidsTown being featured or the base location for programs such as Sunrise, the Great Outdoors and Coxy's Big Break as well as being an almost weekly feature on regional television, radio and in print media.

Further to this, locally KidsTown is nominated every year by users for the Tourism category of the Shepparton Chamber of Commerce Business Excellence Awards and has won the award in this category 3 times in the last 4 years, including at the most recent 2013 awards held in October this year.

Since 2007, significant investment (around \$500,000) has been made in the base infrastructure as well as delivering some smaller playground development projects.

In 2012/13, \$30,000 was provided in the Council Budget to support the development of planning for the future development of KidsTown.

Between February and June 2013 a significant consultation program was undertaken which engaged with over 25 different organisations and 250 participants to develop a future directions plan in line with the previously established strategic directions for the Playground.

Further to this extensive additional research was undertaken, including reviewing relevant strategic directions of potential stakeholder organisations and understanding their associated policy frameworks as well as ensuring the direction is consistent with that of Council. A number of case studies were also investigated to see how similar type facilities operate and if there are models that deliver the types of outcomes that we seek at KidsTown.

The outcome of this project is the KidsTown Future Directions Plan and Food Hub Concept (the Plan). The Plan, focuses on the vacant land located on the western side of

6. COMMUNITY DIRECTORATE

6.2 KidsTown Future Directions Plan and Food Hub Concept (continued)

the playground identifies 3 key development concepts including an education centre, community garden and market site.

It is anticipated the Plan will be fluid to allow for directional shift around opportunities as they present but also with the detailed support documentation provide enough basis to commence projects as and where appropriate and continue to investigate larger projects in more detail to establish their levels of feasibility.

Importantly the Plan will guide strategic direction but does not commit the Council as the land owner and service manager to any specific projects.

For KidsTown to remain an important feature of Greater Shepparton it requires on-going development, both of facilities and programs. The KidsTown Future Directions Plan and Food Hub Concept provides direction for this development based on strong community engagement and review and investigation and importantly is strongly aligned to the direction of the Council plan.

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

That the Council approves the KidsTown Future Directions Plan and Food Hub Concept.

CARRIED.

Background

KidsTown currently attracts around 165,000 visits each year and is both a highly regarded service to the local community and an important regional tourist attraction that plays a vital role in supporting tourism in Greater Shepparton.

Whenever state or national media choose to highlight tourism and attractions in Greater Shepparton, KidsTown is usually a focal point for such promotion. This has included KidsTown being featured or the base location for programs such as Sunrise, the Great Outdoors and Coxy's Big Break as well as being an almost weekly feature on regional television, radio and in print media.

Further to this, locally KidsTown is nominated every year by users for the Tourism category of the Shepparton Chamber of Commerce Business Excellence Awards and has won the award in this category 3 times in the last 4 years, including at the most recent 2013 awards held in October this year.

In 2007 an informal advisory group made up of stakeholders from the business, service clubs, tourism and recreation sectors were brought together to develop a strategic direction for KidsTown. This group established the following strategic direction:

Mission

To continue to grow and develop a unique playground complex, with donation based entry which serves the local community and is recognised as a key tourist attraction in provincial Victoria.

6. COMMUNITY DIRECTORATE

6.2 KidsTown Future Directions Plan and Food Hub Concept (continued)

Key Result Area 1

Infrastructure

Ensure that KidsTown has the infrastructure to ensure it is able to grow and operate into the future.

Objective

To provide infrastructure that can support in excess of 300,000 visits per annum.

Key Result Area 2

Financial

Ensure that KidsTown is able to operate with financial sustainability while still providing a facility that is largely 'free'

Objective

To reduce the current estimated annual cost per visit from \$0.50 to \$0.30, while still maintaining a donation based entry with some fee charging attractions

Key Result Area 3

Usage

Ensure that usage continues to grow

Objective

To double the current estimated visitation from 150,000 visits per annum to 300,000 visits per annum.

Key Result Area 4

Operations

That operational frameworks are in place to ensure compliance, risk, assets, and health and safety are managed appropriately.

Objective

To comply with all regulatory requirements.

In working towards the strategic direction for the Playground a number of initiatives have been undertaken:

An updated set of concept plans were developed to assist in future developments.

Significant investment (around \$500,000) has been made over the last 7 years primarily focussed on the base infrastructure needs to support the ongoing use and development of the Playground. This has included upgrades to water supply and fire fighting capabilities (based on the Playgrounds location) and the connection to sewer. In addition to this a number of projects have been undertaken to further enhance and develop the facility including the on-going upgrade to the grounds, the footbridge over the miniature railway and the 'teen' play area.

The establishment of KidsFest in 2006 and the successful development of the festival into a significant major event for Greater Shepparton attracting around 15,000 visits each year, of which around 50% come from outside the region.

6. COMMUNITY DIRECTORATE

6.2 KidsTown Future Directions Plan and Food Hub Concept (continued)

In 2012/13, \$30,000 was provided in the Council Budget to support the development of planning for the future development of KidsTown in the context of continuing the strategic direction and concept planning undertaken previously.

Between February and June 2013 a significant consultation program was undertaken which engaged with over 25 different organisations and 250 participants to develop a future directions plan in line with the previously established strategic directions for the Playground.

Further to this extensive additional research was undertaken, including reviewing relevant strategic directions of potential stakeholder organisations and understanding their associated policy frameworks as well as ensuring the direction is consistent with that of Council. A number of case studies were also investigated to see how similar type facilities operate and if there are models that deliver the types of outcomes that we seek at KidsTown.

The outcome of this project is the draft KidsTown Future Directions Plan and Food Hub Concept (the Plan).

The Plan, focussed on the vacant land located on the western side of the playground identifies 3 key development concepts:

1. Education Centre

This concept incorporates an education centre and workshop as well as an indigenous garden and aims to facilitate opportunities around education of local children and families based on healthy and sustainable food production and local indigenous and multi-cultural history and culture as well as create opportunities for school camps and additional tourism visitation. Partnering with indigenous, multi-cultural, agricultural, and horticultural and education based organisations the education centre has the potential to contribute to on-going sustainable development of the Playground and contribute to broader community well-being linked to education and employment. KidsTown already undertakes programs with a number of secondary schools based on horticulture and landscaping and the further development of these programs is a natural progression.

2. Community Garden

The community garden areas will accommodate multiple services including school tours, gardening workshops, skilling, employment and volunteer programs. A number of community organisations and schools have already indicated a strong support for the concept, recognising its relationship and potential to support their own objectives and programs including the on-going development of local neighbourhood based community gardens.

3. Market Site

The Market Site proposal is based on a large, flexible space that can house multiple services and change according to particular events. The space will support on-going event and festival type programs and associated visitation growth as well as facilitate opportunities to expand revenue streams. Existing KidsTown events such as KidsFest, the train and traction running day and display as well as the number of school and business events at the Playground would benefit from the expansion of this area.

6. COMMUNITY DIRECTORATE

6.2 KidsTown Future Directions Plan and Food Hub Concept (continued)

Further to this a number of supporting concepts such as the extension of the miniature railway have been identified, again on the basis of enhancing the overall appeal of the Playground.

It is anticipated the Plan will be fluid to allow for directional shift around opportunities as they present but also with the detailed support documentation provide enough basis to commence projects as and where appropriate and continue to investigate larger projects in more detail to establish their levels of feasibility.

Importantly the Plan will guide strategic direction but does not commit the Council as the land owner and service manager to any specific projects.

Council Plan/Key Strategic Activity

The Vision and Strategic Objectives set out in the Council Plan 2013 – 2017 are reflective of the future development of SPC Ardmona KidsTown as a potential site for health promotion initiatives.

Our Community Vision

Greater Shepparton, Greater Future, a thriving economy in the food bowl of Victoria with excellent lifestyles, innovative agriculture, a diverse community and abundant opportunities

Active & Engaged Community (Social) – We will improve liveability through social and recreational opportunities, a range of inclusive community services and activities, and valuing our diversity.

Strategies – In association with education providers and industry/business develop opportunities to assist with the attainment and retention of skills to support industry and business development in Greater Shepparton.

Continue to engage and partner with our Aboriginal community to support improved opportunities and outcomes in employment and health.

Enhancing the Environment – We will continue to value our heritage, open spaces and natural environments, maintaining and enhancing them, and enabling greater access for people to connect with our environment.

Economic Prosperity – We will promote economic growth through working with existing businesses and industries, encouraging new business development and diversification, attracting and supporting education within our city, and strengthening the agricultural industry.

Objective 1 – Maximise opportunities to ensure Greater Shepparton leads Victoria, retaining and attracting education and industry.

Risk Management

PRINCE2 project methodologies will be utilised to identify and mitigate risks on a project by project basis throughout any Plan projects being implemented.

The key risk associated with the Plan is the creation of community expectation in relation to the delivery of identified concepts and while for some projects this may be likely, with appropriate communication in relation to broader Council objectives and commitments is not expected to be a moderate or extreme risk.

6. COMMUNITY DIRECTORATE

6.2 KidsTown Future Directions Plan and Food Hub Concept (continued)

There are no other identified moderate or extreme risks associated with the Plan.

Policy Considerations

The adoption of the Plan does not conflict with current Council policy.

Financial Implications

The adoption of the Plan does not provide for any financial commitments to Council.

Specific smaller projects as identified and implemented will be undertaken within existing budgets where they are consistent and appropriate or alternatively where the Business Case supports a future project it will be accompanied by a budget bid in line with Council's usual budget process.

Legal/Statutory Implications

While not critical to the proposed developments of the area to the west of the existing playground as per to concepts identified in the Plan, acknowledging the existing flood overlay and associated planning restrictions is an important on-going consideration to any future developments at KidsTown.

Environmental/Sustainability Impacts

The concepts identified in the Plan support a range of positive environmental/ sustainability impacts including linkages with the Botanical Gardens and RiverConnect projects, the potential to support sustainable local food distribution; connecting local farmers with the community through direct to consumer markets – supporting local economies, food security issues experienced by Greater Shepparton residents by increasing access to fresh, local food and supporting healthy communities through education programs around growing, preparing and eating healthy food.

A key consideration from a sustainability perspective will also be the specific business modelling around potential projects and their capacity to create new revenue streams to support to overall running of the Playground.

Social Implications

The types of programs that would likely be delivered via the Plan developments has a range of positive social implications including sense of community, community health and wellbeing, education, skill development and community services.

Economic Impacts

Each of the key development concepts identified in the Plan have the potential to deliver strong economic outcomes, however these aspects would require more detailed analysis if and when each opportunity is progressed.

Consultation

A range of stakeholders were consulted at various stages from February 2013 – June 2013 to inform the development of the Plan. Over 40 people attended the first workshop representing Greater Shepparton City Council, Strathbogie Shire, Rumbalara, Health and Community Services including Primary Care Connect, Department Human Services, The Salvation Army, GV Food Co-op, Yorta Yorta, FoodBank Victoria and Shepparton Food Share, local farmers and food producers and McGuire College and Wilmot Road Primary School.

6. COMMUNITY DIRECTORATE

6.2 KidsTown Future Directions Plan and Food Hub Concept (continued)

The second workshop involved co-designing services and facilities for the Food Hub with 20 people in attendance. Four major business models/governance concepts were developed and 20 projects/services for the Food Hub were discussed. A strategic meeting was held with Council officers including Managers, Mayor Jenny Houlihan and Councillor Fern Summer.

A Co-design workshop was held with Council staff to further develop services and needs of various stakeholders. Conversations with key stakeholders have been had including indigenous groups, education providers, health and community organisations, community gardens, farmers markets, food industry and water authorities.

On-going discussions have been held with the Outback Academy Foundation, an organisation established to accelerate economic development, employment and well-being with indigenous people and communities across Australia, who have expressed strong support for the Plan and an interest in partnering on a number of possible projects as well as representatives from the Goulburn Ovens TAFE horticultural unit in relation to opportunities around providing a range of courses that can be delivered from KidsTown and the utilisation of students in other Playground projects.

Also, a small community survey was undertaken via Council's and the KidsTown website seeking feedback in relation to KidsTown. The survey had 161 respondents of which 90% had visited KidsTown before and only given one choice between local, regional or national 87% indicated they would like to see KidsTown developed as a regional (61%) or national (26%) standard tourist attraction. While this survey was relatively small, the results reflect a larger community survey undertaken in 2006 where 456 respondents could make more than one choice and indicated local 91%, regional 82% and national 58%.

Further consultation will if and when each opportunity is progressed utilising the following methods:

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Social media Newspaper advertisements Website
Consult	Informed, listen, acknowledge	Public comment Surveys Public meeting
Involve	Feedback is inputted into decision making	Public meetings
Collaborate	Feedback is inputted into decision making	Advisory committee
Empower	We will implement what the public decide	Public meetings

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

6. COMMUNITY DIRECTORATE

6.2 KidsTown Future Directions Plan and Food Hub Concept (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

Community Life: focusing upon enhancing the health of the community both through services and facilities. Whole of life, local education and opportunities for participation are seen as important.

b) Other strategic links

- Disability Policy and Action Plan
- Greater Shepparton Community Development Framework
- Community Engagement Strategy
- Cultural Diversity and Inclusion Strategy 2012 – 2015
- SPC Ardmona KidsTown Business Plan
- Hume Region Health Promotion Strategy
- Victorian Local Government Association – Integrating Land Use Planning and Community Food Security
- VicHealth Food for All and Strategic Directions
- Victorian Public Health and Wellbeing Plan 2011 – 2015
- The Victorian Healthy Eating Enterprise 2012
- Closing the Nutrition and Physical Activity Gap in Victoria: Victorian Aboriginal Nutrition and Physical Activity Strategy
- Victorian Families Statement
- The Victorian Framework for Healthy Eating
- The National Food Plan 2013
- The National Partnership Agreement on Preventative Health 2009 – 2015
- The Food Sovereignty Alliance – The People’s Food Plan
- Ottawa Charter for Health Promotion
- World Health Organisation – Social Determinants of Health

Options for Consideration

The following options for consideration include:

- The Plan is not approved by Executive and Councillors.
- Council’s Executive Team requires further information and evidence to support the directions identified in the Plan.
- The Plan is adopted by Executive and Councillors and provides the direction for future developments at KidsTown.

Conclusion

KidsTown is highly regarded and valued by the community of Greater Shepparton and with around 50% of visitors coming from outside the region it is also an important support attraction to regional tourism. Over the last 7 years significant investment has been made in the base infrastructure as well as delivering some smaller playground development projects. For KidsTown to remain an important feature of Greater Shepparton it requires on-going development, both of facilities and programs. The KidsTown Future Directions Plan and Food Hub Concept provides direction for this development based on strong community engagement and review and investigation and importantly is strongly aligned to the direction of Council.

Attachments

KidsTown Future Directions Plan and Food Hub Concept Page 384

6. COMMUNITY DIRECTORATE

6.3 Revocation of Riverlinks Internal Use 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: Riverlinks Manager

Proof reader(s): Manager Arts Events and Tourism, Director Community

Approved by: Director Community

Executive Summary

An intensive review of Council's policies and CEO Directives commenced in July 2013, which incorporated documents from all areas of the organisation.

As a result of this review, this document has since been reviewed and reformatted as a CEO Directive which was approved by Executive on 16 December, 2013. Adopting the CEO Directive has made the former policy redundant.

The following recommendation is put forward as an outcome of this review.

Moved by Cr Polan

Seconded by Cr Summer

That the Council revoke the Internal Use by Council of Riverlinks Venues and Services Policy 02.POL1.

CARRIED.

Background

As part of Transition Plan, an organisation-wide review of all existing Council policies and procedures was conducted.

Throughout the review process it became apparent that this Policy had not been reviewed for quite some time and it was determined that it should be reviewed and replaced with a CEO Directive which is more suitable for operational matters. .

This policy has since been assessed on its content and purpose and formatted into the newly adopted template to become a CEO Directive. The Directive was approved by Executive on 16 December 2013.

Council Plan/Key Strategic Activity

Council policies provide the guidance to achieve the priorities and actions within the Council Plan and strategic activities. As the policy to be revoked reflects current operations and processes it should be revoked.

Risk Management

No risks have been identified with the revocation of this document.

6. COMMUNITY DIRECTORATE

6.3 Revocation of Riverlinks Internal Use Policy (continued)

Policy Considerations

This review has been undertaken in accordance with the CEO Directive 'Management of Policies and CEO Directive Documents'.

Financial Implications

There are no financial implications associated with this report.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

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 with the Greater Shepparton 2030 Strategy

b) Other strategic links

There are no strategic links that relate to revoked or amended policies.

Options for Consideration

Council can consider the revocation of the policy in the recommendation, or choose to maintain the document in its current format.

Conclusion

In order to maintain relevant, user friendly documents which meet the needs of the organisation and the wider community, it is considered that the recommendation be passed as the motion.

The document to be revoked will be removed completely from the organisation and will now be replaced with the more relevant CEO Directive document.

Attachments

Nil

6. COMMUNITY DIRECTORATE

6.4 Merrigum Recreation Reserve Masterplan

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

Other: Team Leader Recreation & Strategy, Community Development Officer

Executive Summary

A high priority of the Merrigum Community Plan Revision 2012 was the development of a masterplan for the Merrigum Recreation Reserve. The Merrigum Community Plan Steering Committee applied and was successful in receiving the necessary funding through Council's Community Plan Implementation fund for a masterplan to be developed. The community then appointed 'Communityvibe' consultancy to work with the community to develop the masterplan. The Merrigum Recreation Reserve is located on Department of Environment and Primary Industries land.

Moved by Cr Patterson

Seconded by Cr Ryan

That the Council note the Merrigum Recreation Reserve masterplan.

CARRIED.

Background

The Merrigum Recreation Reserve is a hub for the community of Merrigum. Many community members participate in organised and passive recreational pursuits in the locality of the reserve. The Merrigum Recreation Reserve is situated in Morrissey Street, Merrigum on land owned by the Department of Environment and Primary Industries. The Merrigum Community Plan Revision was endorsed by Greater Shepparton City Council in December 2012. A number of priorities were identified in the plan, one being "To upgrade facilities at the Recreation Reserve". In order to update the facilities at the reserve, it was identified a masterplan was required to guide the future development of the facility. As part of the new Community Planning process an annual review was undertaken in October 2013, this review identified that the priority 'To upgrade facilities at the Recreation Reserve' remains as a high priority to the Merrigum community.

As per Council's approved Community Planning processes, \$15,977 from the Community Plan Implementation budget was allocated in March 2013 to fund the development of the masterplan. Since this time Community vibe consultancy have been working with the Merrigum community and Council departments to develop the masterplan.

The methods utilised to develop the masterplan were:

- Review of relevant literature and reports
- Demographic analysis

6. COMMUNITY DIRECTORATE

6.4 Merrigum Recreation Reserve Masterplan (continued)

- Analysis of local and state sport and recreation participation statistics
- Review of current state and national leisure trends and their impact on sport and recreation programs, services and facilities
- Meeting with user groups
- Interviews with stakeholders
- Community consultation
- Site inspections
- Investigation of potential funding options
- Analysis of community needs and preparation of a series of priorities recommendations.

Twenty four priorities have been identified within the masterplan, nine of these have been deemed as a high priority. The first priority is:

1. Management – Liaise with Greater Shepparton City Council (GSCC) and Department of Environment and Primary Industry (DEPI) to clarify management and maintenance roles and responsibilities of the reserve

Throughout the development of the masterplan, the consultant has liaised with Council's Recreation and Parks department to discuss this priority further. Recreation and Parks will continue to liaise with the Committee of Management to further this priority.

The Merrigum Community Plan Steering Committee and Recreation Reserve Committee in consultation with Council officers, will be seeking funds from all available grant providers for the remaining priorities:

2. Football / Cricket pavilion – Incorporate universal access into the pavilion which could include, but not limited to, installing a lift or ramp, widening doors and installing a disabled toilet.
3. Entrance and internal roads – Relocate entrance to gates near the swimming pool, construct new ticket box, undertake landscaping, realign internal roads so there is a safe pedestrian zone between the playground and pavilion.

The remaining high priorities are:

4. Netball / tennis courts – Rebuild two hard-court netball courts and five hard court tennis courts that meet regulations and are well drain. Erect a new fence, shelter and more seats
5. Signage – Install a sign at the entry to the reserve outlining activities available on the site and directional signage around the reserve.
6. Lawn Bowls green – Develop a synthetic bowls green and new fence, sun shades and seats
7. Netball / Tennis Pavilion and toilets – Extend the existing netball / tennis pavilion to include change facilities for netballers and tennis players
8. Sports oval – improve playing surface of the oval, replace irrigation system and improve drainage
9. Walking track – Develop a continuous circuit around the reserve linked to existing paths.

The Merrigum Recreation Reserve Masterplan is being presented to Council for information only, as the Recreation Reserve is located on DEPI land.

6. COMMUNITY DIRECTORATE

6.4 Merrigum Recreation Reserve Masterplan (continued)

Council Plan/Key Strategic Activity

The Merrigum Recreation Reserve masterplan is intrinsically linked to the GSCC Council Plan 2013 – 2017, in particular the following objectives:

- Goal 1 – Active and Engaged Communities (Social)
Continue to enhance community capacity building

Risk Management

There have been no moderate to extreme risks identified for this project.

Policy Considerations

Noting the Merrigum Recreation Reserve masterplan will have no policy implications.

Financial Implications

Noting the Merrigum Recreation Reserve masterplan has no financial implications. The Recreation Reserve Committee and the Community Plan Steering Committee will continue to seek a variety of funding options. If seeking funds through Council, the Community Plan Committee will be required to complete expressions of interest as per Community Plan CEO Directive for priority project/s identified within the masterplan. These projects will be subject to individual proposals and evaluation for inclusion in to Council's capital budget process.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

The Merrigum Recreation Reserve masterplan projects will consider environmental impacts as part of the planning process.

Social Implications

The Merrigum Recreation Reserve masterplan has been developed by Communityvibe in consultation with the Merrigum community and Council officers. The masterplan priorities are reflective of the needs and aspirations of the Recreation Reserve users and wider community.

Economic Impacts

The Merrigum Recreation Reserve masterplan does not have direct economic impacts, however the benefits of sport and recreation participation has economic impacts for the wider community including, reduction in health care costs, increased productivity, flow on benefits to tourism and potential to attract businesses.

Consultation

Communityvibe consulted with the Merrigum community to develop priorities for inclusion in the masterplan. They included literature review, demographic analysis, analysis of local and state sport and recreation participation statistics, review of current state and national leisure trends and their impact on sport and recreation programs, services and facilities, meeting with user groups, interviews with stakeholders, survey, community consultation, site inspections which have resulted in an analysis of community needs and preparation of a series of priorities recommendations.

6. COMMUNITY DIRECTORATE

6.4 Merrigum Recreation Reserve Masterplan (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep the community informed about the development of the masterplan	Surveys
Consult	Discuss ideas for actions within the masterplan	Key stakeholder interviews User group meetings
Involve	Feedback is an important input to decision making	Feedback period of community members to make comment on the draft masterplan.
Collaborate	Feedback will be incorporated into decisions to the maximum level possible.	Collaboration through meetings. Recreation Reserve Committee will work a range of organisations to progress items.

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 Merrigum Recreation Reserve masterplan.
This option would not be preferable as this would not meet the expectation of our community who contributed to the masterplan development and are passionate about pursuing these priorities
2. Note the Merrigum Recreation Reserve masterplan.
Noting the Merrigum Recreation Reserve masterplan will ensure that the priorities of the Merrigum community, especially the Merrigum Recreation Reserve are considered.

Conclusion

The Merrigum Recreation Reserve masterplan has been developed in consultation with the Merrigum community, in particular the user groups of this facility and was funded in line with GSCC Community Plan Implementation Fund. As the reserve is located on DEPI land, Council are being asked to note the masterplan. A number of high priorities have been identified and the Merrigum committees are seeking funding from all available grant opportunities.

Attachments

1. 06a Merrigum Reserve Master Plan 13 Nov 13 Page 421
2. Merrigum Rec Res MP FINAL Nov 13 Page 422

6. COMMUNITY DIRECTORATE

6.5 Adoption of the Goulburn Valley Wayfinding Strategy Style Guidelines

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

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

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

Council Officers involved in producing this report

Author: Team Leader Community Strengthening

Proof reader(s): Manager Neighbourhoods

Approved by: Director Community

Executive Summary

The Transport Connections Program was delivered by Greater Shepparton City Council from 2010 until June 2013 via funding from the Department of Planning and Community Development. During the implementation of this program Greater Shepparton City Council and the Shires of Moira and Strathbogie identified a need to find a solution that would highlight walking as a means of transport and allow for clearly defined routes and signage to encourage walking within and between the municipalities. Together they worked to develop a set of uniformed but individual Wayfinding Strategy Style Guidelines for each Council.

The style guidelines aim to ensure clear and consistent directional signage is implemented allowing residents and visitors to the region, to identify and link areas and landmarks and walk safely between these. The guidelines demonstrate the 'Signage Family' including wayfinding plinth, directional fingerboard, site identification and trail markers, along with the rationale for signage placement. In adopting the Goulburn Valley Wayfinding Strategy Style Guidelines and providing a clear and consistent strategy to wayfinding signage in the municipalities, Greater Shepparton City Council can benefit from the improved signage, a stronger partnership with its neighbouring shires and encourage walking as a physical activity and alternative transport.

Moved by Cr Summer

Seconded by Cr Oroszvary

That the Council:

1. adopts the Goulburn Valley Wayfinding Strategy Style Guidelines and commences implementation of the findings into future signage development for Greater Shepparton City Council
2. incorporate the guidelines into the existing Urban Design Manual.

CARRIED.

Background

From July 2010 to June 2013, Greater Shepparton City Council delivered the Transport Connections Program (TCP) funded through the Department of Planning and Community Development. The aim of TCP was to improve transport options for residents in Greater Shepparton, Moira and Strathbogie. A Steering Committee was formed with representatives from each Council and the broader community to oversee the actions of the program.

6. COMMUNITY DIRECTORATE

6.5 Adoption of the Goulburn Valley Wayfinding Strategy Style Guidelines (continued)

From TCP consultation, it was identified that a focus on pedestrians and improved walking infrastructure was needed to promote walking as a legitimate mode of transport. To achieve this promotion it was highlighted that clear and consistent directional signage was necessary to allow residents and visitors to identify and link areas and landmarks and walk safely between these. The end result has been the development of style guidelines for Greater Shepparton City Council, Moira Shire and Strathbogie Shire.

The aim of these guidelines is to guide the future development of wayfinding signage within the Municipalities, provide a consistent approach to wayfinding ensuring that it is accessible and recognisable to residents and visitors; and develop wayfinding signage as a solution to improve access for resident/visitors through increased walking and cycling. The final guidelines outline the design principles for the signage and provides a uniformed design for wayfinding signage across the region. The style guidelines for each municipality has unique aspects to reflect the local area but are also similar in technical aspects making it easier for residents and visitors to use wayfinding as they travel around the region.

The style guidelines demonstrate the 'Signage Family' including wayfinding plinth, directional fingerboard, site identification and trail markers, along with the rationale for signage placement. A colour palette has been established to allow for customisation of signs in different locations and direction is given on contrasting to allow readability for all. Typography, materials, iconography, mapping, sizing, installation and maintenance are also included, along with technical engineering drawings. The inclusion of all these parameters will assist in the efficient and cost effective investigation and implementation of signage by any department of Council.

With the style guidelines now finalised, the Shires of Moira and Strathbogie are also working to adopt and implement their Wayfinding Strategy Style Guidelines to allow for uniformed directional signage across the Goulburn Valley region. Preliminary discussions have been held with Greater Shepparton's own Council departments regarding the implementation of the Wayfinding Strategy.

Council Plan/Key Strategic Activity

Council Plan 2013-2023

- 4. Quality Infrastructure (Built). *Objective 2. Ensure that the community has access to appropriate transport infrastructure.*

Risk Management

There is no perceived risk with adopting this strategy.

Policy Considerations

The Wayfinding Strategy Style Guidelines will be implemented by other departments of Council who may wish to develop guidelines around its implementation.

Financial Implications

There is no budget associated with the implementation of this strategy. Individual departments implementing the Wayfinding Strategy Style Guidelines will follow Council's annual budgetary process for any actions undertaken to implement this strategy.

6. COMMUNITY DIRECTORATE

6.5 Adoption of the Goulburn Valley Wayfinding Strategy Style Guidelines (continued)

Legal/Statutory Implications

There are no legal impacts from the adoption of this strategy.

Environmental/Sustainability Impacts

The adoption and implementation of this strategy will provide a positive impact on the environment, not only in encouraging people to reduce the use of motor vehicles for transport but to also highlight correct walking paths to avoid walking on native vegetation.

Social Implications

The adoption and implementation of this strategy will provide positive social implications for the community by encouraging physical activity through walking the safe and clearly defined routes around the Greater Shepparton area and adjoining municipalities.

Economic Impacts

The potential for increased tourism trade for visitors to walk the municipality would be facilitated by the adoption and implementation of this strategy and this may have a positive flow on economic impact.

Consultation

Throughout the development of this strategy consultation was undertaken with external and internal stakeholders including Access and Inclusion Officer, River Connect committee, Goulburn Valley Tourism, Tourism and Events, Marketing and Communications, Recreation and Parks, Moira and Strathbogie Shires.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Topic: Community Life. Theme: Recreation and Open Space.
 - *Objective 2. To protect and enhance the network of public open space that contributes to the amenity of the municipality and advances the image of the community.*
- Topic: Infrastructure. Theme: Traffic and Transport Systems
 - *Objective 5. To develop walking/bicycle and public transport networks that provides transport and accessibility options to segments of the community who have note or prefer not to use a motor car.*

b) Other strategic links

CBD Strategy

- Theme 1 Activities
 - *Key Actions: Design access and signage pathways to indicate the proximity of the river and associated activities to the CBD.*
- Theme 2 Building - Shepparton CBD Design Guidelines
 - Gateways: Define gateways to the CBD through signage, landscape treatments and public art.
 - *Signage: Develop a consistent and coordinated suite of signage for the CBD that is designed to serve a range of purposes, such as wayfinding, marking historical locations or announcing entry points.*

6. COMMUNITY DIRECTORATE

6.5 Adoption of the Goulburn Valley Wayfinding Strategy Style Guidelines (continued)

- Theme 3 Spaces – Signage
Key Actions: Develop a coordinated suite of signage for the Shepparton CBD that builds on the signage specified in the Urban Design Manual.
- Theme 4 Access
Key Actions: Improve pedestrian access and signage between the railway station precinct and High St/STEP/retail core.

Options for Consideration

1. Adopt the Wayfinding Strategy Style Guidelines. This would be the preferred option to support implementation by the organisation in the development of future wayfinding signage.
2. Do not adopt the Wayfinding Strategy Style Guidelines but endorse. This would not be preferable as it would not emphasise the importance of a uniform approach to wayfinding signage.
3. Do nothing. This would not be preferable as considerable time, consultation and research has been undertaken to provide these style guidelines and partnerships with neighbouring shires to improve the greater region.

Conclusion

As Transport Connection Program funding has now ended and many successful projects have been implemented across the three municipalities, this is the last action to be implemented from the program. In adopting the Goulburn Valley Wayfinding Strategy Style Guidelines and providing a clear and consistent strategy to wayfinding signage in the Greater Shepparton area, Council will be encouraging physical activity, alternative transport, access and improved identification of land marks.

Attachments

Wayfinding Sign Style Guide Shepparton

7. BUSINESS DIRECTORATE

7.1 Asset Management Policy

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

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

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

Council Officers involved in producing this report

Author: Team Leader Strategic Assets

Proof reader(s): Manager Strategic Assets

Approved by: Director Business

Executive Summary

This report presents proposed changes to Council's Asset Management Policy.

The Asset Management Policy sets out the Council's commitment to manage and care for its assets, as an integral part of its delivery of services to the community.

Asset Management is a major responsibility of Council in undertaking its primary objective of achieving the best outcomes for the local community having regard to the long term and cumulative effects of decisions.

Moved by Cr Summer
Seconded by Cr Oroszvary

That the Council:

1. revoke the Asset Management Policy previously adopted by Council Policy No. 03.POL1.
2. adopt the Asset Management Policy No. 03.POL1 Version 2.0.

CARRIED.

Background

As part of Transition Plan Items 55 and 73, the Governance team initiated an organisation wide review of all existing Council policies and procedures in July 2013. The Asset Management Policy has been assessed on its content and purpose, and then formatted into newly adopted templates. This Policy has been completely re-written to simplify the wording and update the currency of the 2010 Policy.

The Asset Management Policy has been regularly reviewed every three years. The Policy was originally adopted by Council on 6 April 2004 and then reviewed and updated on the 2 October 2007 and 21 December 2010.

The Asset Management Policy incorporates the principles of the Municipal Association of Victoria (MAV) STEP Asset Management Program and the National Asset Management Assessment Framework (NAMAF) for Local Government.

7. BUSINESS DIRECTORATE

7.1 Asset Management Policy (continued)

The MAV STEP Asset Management Improvement Program has been in place for the last 10 years and has moved from awareness to capacity-building, with a significant improvement in performance across the local government sector in Victoria. The program has now spread to other States around Australia and in the last two years has included a strong focus on financial sustainability and regional collaboration with support from the Federal and State Governments.

The Federal Government in 2010 developed the National Asset Management Assessment Framework (NAMAF) to improve capabilities of councils in asset and financial management. The NAMAF enables an assessment of Council's asset management policies, strategies, plans and provides an appraisal of renewal funding demand required to invest in assets to sustain services.

Currently, the STEP Program:

- Benchmarks councils' performance against the National Asset and Financial Management Framework (NAMAF) which is reported to the Federal Government.
- Collects renewal data from across the local government sector and which is provided to the Victorian Government. It is estimated that over the next decade Victorian councils will have a \$2.75 billion unfunded community infrastructure renewal gap.
- Supports the development of improved Strategic Resource Plans and long term financial plans and facilitates decision-making processes to improve sustainability.

Following adoption of the revised Asset Management Policy, Council's Asset Management Strategy is to be updated and presented to Council for consideration. It is anticipated that actions within the Strategy will include the preparation of Service Plans in consultation with the community and also the further development of Asset Management Plans.

Council Plan/Key Strategic Activity

This document supports the Greater Shepparton City Council Plan 2013-2017 objectives: Goal 3 – High Performing Organisation (Leadership & Governance)
 Ensure strong internal systems and processes to ensure best practice delivery of services for the community

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Not having an Adopted Asset Management Policy.	Low	High	Moderate	Council adopt the amended Policy.
Losing important elements of the previous Asset Management Policy in the translation of the development of an amended Policy.	Low	High	Moderate	Elements of the amended Policy have been cross checked against the previous Policy.

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.

7. BUSINESS DIRECTORATE

7.1 Asset Management Policy (continued)

Financial Implications

The Council is the custodian of community assets with a replacement value of over \$1.18 billion. The estimated required renewal funding is \$23 million per year over the next 20 years.

Legal/Statutory Implications

Legislation relevant to the Asset Management Policy are:

- *Local Government Act 1989* (the Act)
- Regulations under the Act
- Road Management Act

Environmental/Sustainability Impacts

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

Social Implications

This policy sets out the Council's commitment to manage and care for its assets, as an integral part of its delivery of services to the community.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

Internal consultation occurred with a number of Council staff.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Make policy available	Council Website

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Direction 5: Infrastructure - the provision and restructure of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth.

b) Other strategic links

- Strategic Resource Plan
- Asset Management Strategy
- Asset Management Plans

Options for Consideration

Option 1 - Do not endorse the amended Policy. Not recommended.

This option would not be preferable as this will result in an out dated Asset Management Policy remaining in place.

Option 2 - Revoke the existing Asset Management Policy and adopt the amended Asset Management Policy. Recommended.

Adopting the amended Asset Management Policy will demonstrate Council's commitment to the implementation of asset management principles.

7. BUSINESS DIRECTORATE

7.1 Asset Management Policy (continued)

Conclusion

It is essential that Council has a clearly defined policy which sets out the Council's commitment to manage and care for its assets, as an integral part of its delivery of services to the community, so that through the utilisation of best practice the Council can achieve its Vision and meet the sustainable levels of service agreed with the community within available resources.

Attachments

1. Asset Management Policy 03.POL1 Version 2 Page 494
2. Asset Management Policy 03 POL1 Page 499

7. BUSINESS DIRECTORATE

7.2 January 2014 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 seven months ended 31 January 2014.

Moved by Cr Polan

Seconded by Cr Summer

That the Council receive and note the January 2014 Monthly Financial Report.

CARRIED.

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.

7. BUSINESS DIRECTORATE

7.2 January 2014 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.

7. BUSINESS DIRECTORATE

7.2 January 2014 Monthly Financial Report (continued)

Conclusion

The report provides details of Council's financial performance compared to the budget for the seven months ended 31 January 2014.

Attachments

January 2014 Monthly Financial Report Page 503

7. BUSINESS DIRECTORATE

7.3 2013/2014 Mid Year Budget Review

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 the forecast financial performance for the 2013/2014 financial year compared to budget based on the Mid Year Budget Review submitted by Managers.

Excluding non-cash items and restricted investment transfers Council's underlying forecast financial performance is \$516,000 less than the September Quarter Budget Review. Excluding non-cash items and restricted investment transfers the operating budget is worse by \$172,000 or 0.15% of total revenue and the capital budget is worse by \$344,000 or 0.3% compared to the September Quarter Budget Review.

Further savings will be attempted to be found during the remaining six months of the 2013/14 financial year to achieve the budget financial position at 30 June 2014.

As part of the tender process for the provision of food services, a new meal option has been offered to recipients of Meals on Wheels. The new \$7 fee, inclusive of GST, provides clients with an alternative lighter option; soup and sandwich, or sandwich and dessert for those who have limitations of consuming a whole meal. The new fee commenced in October 2013.

Moved by Cr Summer

Seconded by Cr Oroszvary

That the Council approve:

1. the changes to the Operating and Capital budgets as identified in the 2013/2014 Mid Year Budget Review; and
2. the new Lighter Option Meals on Wheels statutory fee of \$7 including GST.

CARRIED.

Background

Under section 138 of the Local Government Act 1989 the Chief Executive Officer at least every 3 months must ensure quarterly statements comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the Council

7. BUSINESS DIRECTORATE

7.3 2013/2014 Mid Year Budget Review (continued)

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

On 26 November 2013 the Council adopted the September Quarter Budget Review that resulted in a decrease to the budgeted operating surplus of \$2.51 million to \$6.3 million with revenue of \$110.4 million and expenditure of \$104.1 million. The September Quarter Budget Review provided for capital works of \$40.75 million.

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

The quarterly budget review process involves Managers reviewing the year end forecast for their departmental areas compared to actual income and expenditure. Managers are to update forecasts to reflect the expected year end result. The Executive then undertake a detailed review to understand and confirm forecast variations. The quarterly review is then submitted to Council for consideration.

Report

As a result of the 2013/2014 Mid Year Budget Review, forecast year end variances compared to the 2013/2014 September Quarter Budget include:

- Budgeted operating surplus of \$6.3 million, forecast to decrease by \$1.2 million to \$5.1 million due to:
 - Requests for additional expenditure of \$1.2 million including \$211,000 of additional legal fees in Human Resources, Town Planning, Local Laws and Executive Management, \$124,000 for Works salaries, \$118,000 for Fire Services Property Levy charges for Council properties, \$85,000 for the injury prevention and management program and \$77,000 for Childcare salaries.
 - Increased net expenditure of \$22,000 associated with additional income received in 2013/2014 of \$3.55 million which was not budgeted. This largely relates to the Goulburn Broken Greenhouse Alliance Street Lighting Project.
 - Decreases in income of \$183,000 with no offsetting expenditure reductions including \$66,000 for Frank Pullar Childcare user charges, \$50,000 Municipal Rates and \$20,000 for Building and Planning Permit fees.
 - Decreases in capital grants and contributions income to be received in 2013/2014 of \$815,000. This largely relates to the Goulburn Broken Greenhouse Alliance street lighting project \$600,000 which was moved to operating income and the Shepparton Sports Precinct \$490,000 and is offset by Mooroopna West Growth Corridor Developer Contributions of \$275,000.
 - Increase in write down of infrastructure assets of \$346,000 resulting from the reconciliation of assets. This is a non-cash item.
 - Offset by identified expenditure savings of \$633,000 including \$203,000 Plant and Fleet Maintenance and \$141,000 insurance premiums.

7. BUSINESS DIRECTORATE

7.3 2013/2014 Mid Year Budget Review (continued)

- Offset by increased income of \$543,000 that was not budgeted and exclusive of any expenditure commitments including \$445,000 for cancellation of purchase orders raised in prior years that were not required, \$28,000 for Shepparton Sports Stadium user charges and \$27,000 for the refund of the constitutional recognition levy payment.
- Offset by a net decrease of operating expenditure of \$192,000 due to transfers to and from restricted investments. This includes \$279,000 increased income from Saleyards and \$175,000 Best Start expenditure transferred to 2014/2015 and is partially offset by a net increase in Waste Management expenditure of \$422,000.
- Budgeted capital works program of \$40.8 million, forecast to decrease by \$3.9 million to \$36.9 million due to:
 - A decrease of expenditure of \$3.46 million relating to transfers to and from restricted investments. This includes \$1.5 million for Cosgrove Landfill 3 purchase and \$1.41 million for Shepparton Sports Precinct both to be considered for re-budgeting in 2014/15.
 - Decreases in expenditure due to identified savings of \$150,000.
 - Offset by requests for additional expenditure of \$735,000 including \$388,000 for BBRC Mooroopna West Growth Corridor and \$155,000 for Shepparton Showgrounds Grassed Area.
 - Offset by an increase of expenditure not budgeted of \$2.02 million funded by associated capital grants and contributions.

Cash Surplus

The term surplus is often perceived to be cash. Table 1 below provides a high level summary as to how the forecast operating surplus is converted into an underlying cash surplus.

The surplus reported in the Income Statement is an accounting surplus, it is accrual based and prepared in accordance with accounting standards. It should be noted that it contains both cash and non-cash items.

It is important that a cash surplus is generated from Council's operations to fund the capital works program. Capital income is reported as part of the operating surplus however capital works are reported as an increase in assets in the Balance Sheet rather than an operating expense.

7. BUSINESS DIRECTORATE

7.3 2013/2014 Mid Year Budget Review (continued)

Table 1: High Level Summary - Income Statement Surplus Converted to Cash				
	Budget 2013/2014 \$'000 [^]	Sept Qtr 2013/2014 \$'000 [^]	Mid Year 2013/2014 \$'000	Variance Sept to Mid \$'000
Operating Surplus from the Income Statement	8,813	6,315	5,114	(1,201)
<i>Less cash items not included in Income Statement</i>				
Capital Works Expenditure	36,203	40,760	36,868	(3,892)
Loan Repayments - Principal	426	426	426	0
Transfers from Restricted Investments*	(18,551)	(22,563)	(21,861)	702
Transfers to Restricted Investments [^]	5,139	6,035	8,886	2,851
Sub total	23,217	24,658	24,319	(339)
<i>Add non-cash items included in the Income Statement</i>				
Depreciation	18,452	20,645	20,645	0
Assets Sold	513	513	859	346
Long Service Leave Accrued Expense	0	375	375	0
Contributed Assets	(3,000)	(3,000)	(3,000)	0
Sub total	15,965	18,533	18,879	346
UNDERLYING CASH SURPLUS/(DEFICIT) FORECAST	1,561	190	(326)	(516)

[^]Note: The Adopted Budget and September Quarter underlying cash position is different to that previously reported due to a detailed reconciliation of restricted investments.

The forecast underlying cash deficit is \$516,000 more than the September Quarter Budget Review. Excluding non-cash items and restricted investment transfers, Council's forecast operating budget is worse by \$172,000 or 0.15% of total revenue compared to the September Quarter Review. In addition Council's capital budget excluding restricted investment transfers is worse by \$344,000 or 0.3% from the September Quarter Review.

* Transfers from restricted investments include \$5.88 million for Mooroopna West Growth Corridor, \$5.52 million for Victoria Grants Commission funding and \$1.11 million for Waste Management capital works.

[^]Transfers to Restricted Investments include \$2.35 million from Waste Management Operations, \$2.1 million for 2013/2014 budgeted capital works to be considered for re-budget in 2014/2015 and \$529,000 from Saleyards Operations.

Meals on Wheels Fees and Charges

Contract No. 1444 is for the provision of Food Services for the Municipality, commonly known as the Meals on Wheels Program. At the ordinary Council meeting on 20 August 2013, Council resolved to award the contract to MI Kitchen Pty Ltd commencing 1 September 2013.

As part of the tender process for the provision of food services, a new meal option has been offered to recipients of Meals on Wheels. The new \$7 fee, inclusive of GST, provides clients with an alternative lighter option; soup and sandwich, or sandwich and dessert for those who have limitations of consuming a whole meal. The new fee commenced in October 2013.

Council Plan/Key Strategic Activity

This proposal is consistent with the strategic objective High Performing Organisation (Leadership and Governance).

7. BUSINESS DIRECTORATE

7.3 2013/2014 Mid Year Budget Review (continued)

Risk Management

Monitoring of performance against the 2013/2014 September Quarter Budget as well as the forecast year end position provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Inability to achieve current budget due to income not reaching budgeted levels or costs exceeding budget exposing the Council to a cash deficit.	Likely	Moderate	Moderate	Review detailed monthly financial reports and take corrective action where forecast varies against budget.
Breaching the local Government Act by expending funds against line items without endorsed budget.	Possible	Moderate	Moderate	Undertake quarterly budget reviews to formally consider and adjust for any known variances.

Policy Considerations

There are no identified conflicts with existing Council policies.

Financial Implications

	2013/2014 Adopted Budget \$	2013/2014 September Qtr Budget \$	2013/2014 Mid Year Budget \$	Variance to Budget \$
Revenue	108,290,000	110,380,000	114,840,000	4,460,000
Expense	99,477,000	104,065,000	109,726,000	(5,661,000)
Net Result	8,813,000	6,315,000	5,114,000	(1,201,000)

The forecast end of year result is expected to be an accounting operating surplus of \$5.1 million which is \$1.2 million less than the September Quarter Budget Review.

Forecast variances to the adopted September Quarter Budget are detailed throughout the attached report.

Capital works

Capital works of \$36.9 million are forecast to be expended during the 2013/14 financial year which is \$3.9 million less than the September Quarter Budget Review.

	2013/2014 Adopted Budget \$	2013/2014 September Qtr Budget \$	2013/2014 Mid Year Budget \$	Variance to Budget \$
Capital works	36,202,745	40,760,057	36,867,833	(3,892,224)

7. BUSINESS DIRECTORATE

7.3 2013/2014 Mid Year Budget Review (continued)

Net current assets

Net current assets is an indicator of Council's ability to pay existing liabilities in the next 12 months. An amount greater than 1 means there is more cash and liquid assets than short-term liabilities. If current assets are less than current liabilities difficulties may arise in meeting obligations as they fall due. Net current assets is equal to current assets less current liabilities as accounted for in the Balance Sheet. Current assets include cash and debtors whereas current liabilities include creditors, employee provisions and trust funds.

A comparison of Council's budgeted net current assets less restricted investments is included in the table below.

	2013/2014 Adopted Budget \$	2013/2014 September Qtr Budget \$	2013/2014 Mid Year Budget \$	Variance to Budget \$
Net current assets	10,253,000	8,933,922	11,971,770	3,037,848
Less restricted investments	(18,335,428)	(17,637,329)	(21,190,739)	(3,553,410)
Underlying current assets	(8,082,428)	(8,703,407)	(9,218,969)	(515,562)

The table above demonstrates that Council has sufficient working capital to meet its obligations when the fall due providing that restricted investments of \$9.2 million are maintained. Of the forecast restricted investments of \$21.2 million, \$9.2 million is held for the purpose of waste management and \$2.1 million for capital projects which will not be expended during the 2013/14 financial year and are to be considered for re-budgeting in the 2014/15 financial year.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

There are no social impacts that will arise from this proposal.

Economic Impacts

There are no identified economic impacts.

Consultation

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

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

7. BUSINESS DIRECTORATE

7.3 2013/2014 Mid Year Budget Review (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

Nil

b) Other strategic links

The report is consistent with the governance principle of Strategic Objective five of the Council Plan 2013-2017 “High Performing Organisation (Leadership and Governance)”.

Options for Consideration

1. That the Council not adopt the revised forecasts identified by the 2013/2014 Mid Year Budget Review and not adopt the lighter option Meals on Wheels fee.

This option is not recommended.

2. The Council adopt the revised forecasts identified by the 2013/2014 Mid Year Budget Review (with or without further amendment) and adopt the lighter option Meals on Wheels fee.

This option is recommended as it provides for the known budgetary variances to be reflected in the end of year financial forecast compared to budget and also provides users of the Meals on Wheels program with an alternative cheaper option to existing meal fees.

Conclusion

This report has been prepared and presented to identify and reflect known variances in the end of year financial forecast compared to budget. A lighter option Meals on Wheels fee has is also submitted for approval.

Attachments

2013/2014 Mid Year Budget Review Page 524

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware

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 Information Services

Proof reader(s): Team Leader Information Systems

Approved by: Director Business

Executive Summary

Approval is sought for the supply of Telecommunications Services and Hardware provided by the Municipal Association Victoria (MAV) contract TC4322-2013. The contract will be referred to as contract 1502 for Council purposes.

Greater Shepparton City Council, along with 75 other Victorian Council's, appointed the MAV to act as its tender agent for the Provision of Telecommunications Services and Hardware. These services and hardware currently procured support councils fixed phones connections and hardware, mobile connections and hardware, internet connectivity and Councils Microwave network. It is estimated that Council will spend \$2.7 million on Telecommunication Services and Hardware over the five year contract.

It is recommended that Council appoint a panel of suppliers as assessed by the MAV for both Category A – Standard Provision and Category B – Additional Provision. A quotation process will be undertaken before procuring from suppliers appointed to each panel.

Moved by Cr Oroszvary Seconded by Cr Summer

That the Council:

1. Accept the tenders for Category A1 – Fixed Voice of the Municipal Association of Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a schedule of rates, including:

My Net Fone Australia Pty Ltd
Telstra Corporation Limited

Accept the tenders for Category A2 – Mobile of the Municipal Association of Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a schedule of rates, including:

Optus Networks Pty Limited
Telstra Corporation Limited

Accept the tenders for Category A3 – Data (fixed and wireless) of the Municipal Association of Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a schedule of rates, including:

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Australia Internet Solutions Pty Ltd (T/a AINS)
Aussie Broadband Pty Ltd
My Net Fone Australia Pty Ltd (T/a MyNetFone)
Nextgen Networks Pty Ltd
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited

Accept the tenders for Category A4 – Unified Communications of the Municipal Association of Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a schedule of rates, including:

Australia Internet Solutions Pty Ltd (T/a AINS)
I-Comm Australia Pty Ltd
Telstra Corporation Limited

Accept the tender from Telstra Corporation Limited for Category A5 – Local Government Cloud Partner of the Municipal Association of Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a schedule of rates.

2. Accept the tenders for Category B1 – Hardware of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Optus Networks Pty Limited
Telstra Corporation Limited

Accept the tenders for Category B2 – Mobile Device Management of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Optus Networks Pty Limited
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd

Accept the tenders submitted for Category B3 – Microwave of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Able Wireless Pty Ltd
ATI Australia Pty Limited
Last Mile Wireless Communications Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited
Wave1 Pty Ltd

Accept the tenders for Category B4 – Video Conference Managed Services of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Aussie Broadband Pty Ltd
Telstra Corporation Limited

Accept the tenders for Category B5 – Voice Over IP of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Australia Internet Solutions Pty Ltd
ArchiTech Network and Communications Solutions Pty Ltd
My Net Fone Australia Pty Ltd
Telstra Corporation Limited

Accept the tenders for Category B6 – Cloud Services of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Australia Internet Solutions Pty Ltd
Nextgen Networks Pty Ltd
Optus Networks Pty Limited
TPG Telecom Limited
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd

Accept the tenders for Category B7 – Other, Optical Fibre of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Thomas Duryea Consulting Pty Ltd
TPG Telecom Limited

Accept the tender for Category B7 – Other, High Density Data Centre of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Nextgen Networks Pty Ltd

Accept the tenders for Category B7 – Other, WLAN (Smartfi) of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited

Accept the tenders for Category B7 – Other, Two Way Radio of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Accept the tenders for Category B7 – Other, Surveillance (inc. CCTV) of the Municipal Association Victoria Contract No. 1502 Provision of Telecommunications Services and Hardware based on a standing offer agreement, including:

Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd

3. note that the Municipal Association Victoria contract number is TC4322-2013 but will be referred to as contract 1502 for Council purposes.
4. note the contract term is for three years with the option for two additional one year extensions (+1+1).
5. authorise Chief Executive Officer to award the additional contract extension option for up to two years, if appropriate to do so.
6. authorise the Chief Executive Officer to sign and seal the contract documents.

CARRIED.

Contract Details

The majority of telecommunications hardware and services procured by Council are part of an existing MAV contract which expires in March 2014.

On the 12 August 2013 Council, along with 75 other Victorian Council's, appointed the MAV to act as its tender agent for the Provision of Telecommunications Services and Hardware Tender.

The aims of the tender process as outlined in the request for tender specifications were to engage Service Provider(s) that are (where possible):

- able to provide the most feature rich solution that meets or exceeds the requirements set out by MAV Procurement
- prepared to work with MAV Procurement and its participant Councils to continue to identify opportunities for improvement in the quality and level of service provided, for the mutual benefit of both Councils and the Service Provider
- able to show a technology pathway that will allow for the anticipated growth of the sector in the future
- able to provide cost centre billing
- able to provide on-line reporting
- able to provide on-line hardware procurement
- able to provide innovative solutions and fee structures

The services and hardware provided by the tender are as follows:

- Category A – Standard Provision
- Category A1 – Fixed Voice
- Category A2 – Mobile
- Category A3 – Data (fixed and wireless)
- Category A4 – Unified Communications
- Category A5 – Local Government Cloud Partner

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

- Category B – Additional Provision
- Category B1 – Hardware
- Category B2 – Mobile Device Deployment
- Category B3 – Microwave
- Category B4 – Video Conference Managed Services
- Category B5 – Voice Over IP (VOIP)
- Category B6 – Cloud Services
- Category B7 – Other

Tenders

Tenders were received from:

Tenderers
Able Wireless Pty Ltd
Australia Internet Solutions Pty Ltd (T/a AINS)
ArchiTech Network and Communication Solutions Pty Ltd
ATI Australia Pty Limited
Aussie Broadband Pty Ltd
Essential Utilities Information Technology Corporation Pty Ltd (T/a EUIT)
I-Comm Australia Pty Ltd
Last Mile Wireless Communications Pty Ltd
My Net Fone Australia Pty Ltd (T/a MyNetFone)
Nextgen Networks Pty Ltd
O2 Networks Pty Ltd
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited (T/a Vertel)
Wave1 Pty Ltd
Wireline B and G Pty Ltd

Tenderers were not required to provide submissions for all components of the tender. As such the following tables are provided which detail tenderers, approved tenderers and the tenderers not approved for each category and sub category.

Category A – Standard Provision

Category A supplier agreements will enable councils to engage directly with their choice of the recommended suppliers for each of the Category A services.

Category A1 – Fixed Voice

Fixed Voice provides but is not limited to the following capabilities, technologies and services:

- Short dial fleet PABX/VoIP numbers
- Zero intra fleet costs – fixed to fixed, fixed to mobile
- A pathway for IP convergence
- Where a Tenderer has to wholesale services a single interface to councils is provided
- Whole of Local Government VPN
- Single call cost to all council phones

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

- Best use of numbers/numbering ranges
- Voice / email to text capability
- Use of SMS to communicate with employees and the community
- Bridging between mobile, Skype and video
- Fixed line plus ISDN.

Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
My Net Fone Australia Pty Ltd (T/a MyNetFone)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Wireline B and G Pty Ltd

Approved Tenderers
My Net Fone Australia Pty Ltd (T/a MyNetFone)
Telstra Corporation Limited

Tenderers Not Approved
Australia Internet Solutions Pty Ltd (T/a AINS)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Wireline B and G Pty Ltd

It is recommended that Council appoint the approved tenderers for Category A1 – Fixed Voice to a panel, from which Council is required to undertake a request for quotation process.

Category A2 – Mobile

Mobile provides but is not limited to the following capabilities, technologies and services:

- Provision of 30 day free trial, cost and obligation free, of voice plus data enabled SIM and handset for coverage evaluation
- Zero intra fleet costs – mobile to mobile, mobile to fixed
- Online purchase capability for mobile hardware and services, to include
 - Complete product list to reflect the MAV rate card
 - Available stock reports
 - Standard delivery lead times
 - Order completion
 - Order tracking
 - Order authorisation levels
- Preference for a pool of calls and data as opposed to individual data plans
- Mechanisms to mitigate excess charges
- Simplified billing including business versus personal use management issues
- Video capability
- Additional operational technology such as wireless sensors; single function devices (sole worker safety)
- Provision of international data roaming.

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Tenderers
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Wireline B and G Pty Ltd

Approved Tenderers
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited

Tenderers Not Approved
Wireline B and G Pty Ltd

It is recommended that Council appoint the approved tenderers for Category A2 – Mobile to a panel, from which Council is required to undertake a request for quotation process.

Category A3 – Data (fixed and wireless)

Data (fixed and wireless) provides but is not limited to the following capabilities, technologies and services:

- Services are to support IPv6, either existing or the introduction of
- Provision of full service agreement for Managed Router options and to include the following features:
 - 24 hours a day, 7 days a week proactive monitoring of CPE
 - On-site support, arriving before 5pm the next working day
 - Initial and back-up configuration and reconfiguration
 - Web based access to real time managed services statistics
 - Proactive update of software releases to ensure all software is current
- Unlimited Internet traffic
- Unlimited Internet bandwidth
- Free community access to online information and services
- Bandwidth on demand (e.g. DR fail over)
- Fax gateway
- Zero / reduced / fixed cost for connectivity between council offices
- Data pooling for wireless devices
- Email to SMS and vice versa

Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
Aussie Broadband Pty Ltd
My Net Fone Australia Pty Ltd (T/a MyNetFone)
Nextgen Networks Pty Ltd
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited (T/a Vertel)
Wireline B and G Pty Ltd

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Approved Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
Aussie Broadband Pty Ltd
My Net Fone Australia Pty Ltd (T/a MyNetFone)
Nextgen Networks Pty Ltd
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited

Tenderers Not Approved
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited (T/a Vertel)
Wireline B and G Pty Ltd

It is recommended that Council appoint the approved tenderers for Category A3 – Data (fixed and wireless) to a panel, from which Council is required to undertake a request for quotation process.

Category A4 – Unified Communications

Unified Communications provides but is not limited to the following capabilities, technologies and services:

- IP (internet protocol) telephony
- Integration
- Voicemail and unified messaging
- Presence and instant messaging
- IP conferencing and collaboration applications
- Unified communication client applications for desktop, mobile and tablet
- Video conferencing
- Call centre solutions
- Security and access (e.g. SSO)

Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
I-Comm Australia Pty Ltd
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited

Approved Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
I-Comm Australia Pty Ltd
Telstra Corporation Limited

Tenderers Not Approved
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

It is recommended that Council appoint the approved tenderers for Category A4 – Unified Communications to a panel, from which Council is required to undertake a request for quotation process.

Category A5 – Local Government Cloud Partner

Local Government Cloud Partner provides but is not limited to the following capabilities, technologies and services:

- Overall architecture of the solution
- Security, access single sign on
- Extension and access to other cloud providers, for example public cloud data storage, applications and 3rd party cloud services
- Use of cloud to deliver other Category A services.

Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd

Approved Tenderers
Telstra Corporation Limited

Tenderers Not Approved
Australia Internet Solutions Pty Ltd (T/a AINS)
Thomas Duryea Consulting Pty Ltd

It is recommended that Council appoint the approved tenderer Telstra Corporation Limited for Category A5 – Local Government Cloud Partner.

Category B – Additional Provision

Councils will be required to undertake a request for quote process to engage with the recommended Category B service providers.

Category B1 – Hardware

Hardware provides but is not limited to the following capabilities, technologies and services:

- On-line ordering capability
- On-line access to monthly reports
- Minimum service levels
- Reports on request
- Provision and management of communications hardware
- Provision of satellite mobiles
- Hardware to include tablets as well as handsets
- Rental / lease options
- Product refresh process
- Innovation across the hardware fleet to ensure best value.

Tenderers
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Approved Tenderers
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Tenderers Not Approved
-

It is recommended that Council appoint the approved tenderers for Category B1 - Hardware to a panel, from which Council is required to undertake a request for quotation process.

Category B2 – Mobile Device Management

Mobile Device Management provides but is not limited to the following capabilities, technologies and services:

- IPv6 capable
- Usage consolidation
- 24/7 support
- Corporate network access via mobiles (e.g. micro VPN)
- Platform and hardware independence
- Potential for vendor managed services and hardware
- Council and Bring Your Own Device licensing

Tenderers
O2 Networks Pty Ltd
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd
Approved Tenderers
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd
Tenderers Not Approved
O2 Networks Pty Ltd

It is recommended that Council appoint the approved tenderers for Category B2 – Mobile Device Management to a panel, from which Council is required to undertake a request for quotation process.

Category B3 – Microwave

Microwave provides but is not limited to the following capabilities, technologies and services:

- Cost effective, reliable and flexible high speed links
- Use of licensed and/or unlicensed spectrums
- Point to point and/or point to multipoint links
- Robust connections with high availability
- Failover and/or load balancing capability

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

- Full VLAN compatibility
- Line of sight and building surveying
- Network auditing, design and engineering
- Installation and commissioning
- Scheduled and non-scheduled maintenance
- Link monitoring and support.

Tenderers
Able Wireless Pty Ltd
ATI Australia Pty Limited
Last Mile Wireless Communications Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited (T/a Vertel)
Wave1 Pty Ltd

Approved Tenderers
Able Wireless Pty Ltd
ATI Australia Pty Limited
Last Mile Wireless Communications Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited (T/a Vertel)
Wave1 Pty Ltd

Tenderers Not Approved
-

It is recommended that Council appoint the approved tenderers for Category B3 to a panel, from which Council is required to undertake a request for quotation process.

Category B4 – Video Conference Managed Service

Microwave provides but is not limited to the following capabilities, technologies and services:

- Point to point and point to multipoint service
- ISDN (Integrated Services Digital Network) access
- Minimum bandwidth
- H.323 standard compliancy
- Meeting room and desktop end point bundles
- Infrastructure hosting
- External connectivity gateways
- Installation and configuration.

Tenderers
Aussie Broadband Pty Ltd
Telstra Corporation Limited

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Approved Tenderers
Aussie Broadband Pty Ltd
Telstra Corporation Limited

Tenderers Not Approved
-

It is recommended that Council appoint the approved tenderers for Category B4 to a panel, from which Council is required to undertake a request for quotation process.

Category B5 – Voice over IP

Voice over IP provides but is not limited to the following capabilities, technologies and services:

- Reduced total cost of ownership
- Reduced equipment footprint
- Provision of geographical and physical resiliency
- Scalability across multiple buildings/sites
- Reduction in moves, additions and changes
- Product longevity
- Optimisation of support resources
- Potential cabling infrastructure savings
- Ease of capacity increases.

Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
ArchiTech Network and Communication Solutions Pty Ltd
My Net Fone Australia Pty Ltd (T/a MyNetFone)
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited

Approved Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
ArchiTech Network and Communication Solutions Pty Ltd
My Net Fone Australia Pty Ltd (T/a MyNetFone)
Telstra Corporation Limited

Tenderers Not Approved
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd

It is recommended that Council appoint the approved tenderers for Category B5 to a panel, from which Council is required to undertake a request for quotation process.

Category B6 – Cloud Services

Cloud Services provides but is not limited to Infrastructure, platform, storage and security services.

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
Nextgen Networks Pty Ltd
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd

Approved Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
Nextgen Networks Pty Ltd
TPG Telecom Limited (T/a Pipe Networks)
Optus Networks Pty Ltd / Optus Mobile Pty Ltd
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd

Tenderers Not Approved
-

It is recommended that Council appoint the approved tenderers for Category B6 to a panel, from which Council is required to undertake a request for quotation process.

Category B7 – Other

As there were no solution requirements defined for this section the tender responses were assessed on a supplier competency basis. All suppliers placed on panels for this category have already been successfully awarded other categories.

Tenderers
Australia Internet Solutions Pty Ltd (T/a AINS)
Essential Utilities Information Technology Corporation Pty Ltd (T/a EUIT)
Nextgen Networks Pty Ltd
TPG Telecom Limited (T/a Pipe Networks)
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited (T/a Vertel)

Based on the solutions presented the decision has been made to setup the following additional supplier panels.

Category B7 – Optical Fibre

Approved Tenderers
TPG Telecom Limited (T/a Pipe Networks)
Thomas Duryea Consulting Pty Ltd

It is recommended that Council appoint the approved tenderers for Category B7 – Optical Fibre to a panel, from which Council is required to undertake a request for quotation process.

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Category B7 – High Density Data Centres

Approved Tenderers
Nextgen Networks Pty Ltd

It is recommended that Council appoint Nextgen Networks Pty Ltd for Category B7 – High Density Data Centres.

Category B7 – WLAN (Smartfi)

Approved Tenderers
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited (T/a Vertel)

It is recommended that Council appoint the approved tenderers for Category B7 – WLAN (Smartfi) to a panel, from which Council is required to undertake a request for quotation process.

Category B7 – Two Way Radio

Approved Tenderers
Thomas Duryea Consulting Pty Ltd
Vertical Telecoms Pty Limited (T/a Vertel)

It is recommended that Council appoint the approved tenderers for Category B7 – Two Way Radio to a panel, from which Council is required to undertake a request for quotation process.

Category B7 – Surveillance (CCTV)

Approved Tenderers
Telstra Corporation Limited
Thomas Duryea Consulting Pty Ltd

It is recommended that Council appoint the approved tenderers for Category B7 – Surveillance (CCTV) to a panel, from which Council is required to undertake a request for quotation process.

Tender Evaluation

Tenders were evaluated by a panel appointed by the MAV which included representatives from Victorian councils.

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Corporate Responsibility	5%
Overall Solution	25%
Experience - General and Local Government	20%
Constraints - Coverage, Hardware & Software	20%
Support	15%
Training & Documentation	15%

The MAV deemed that a separate weighting scale was required specific to Category A5 – Local Government Cloud Partner, the weightings in the table below were applied to the scores of the Tender Evaluation Panel to determine the final score for each response.

Evaluation Criteria	Weighting
Corporate Responsibility	5%
Overall Solution	20%
Vision and Experience	35%
Flexible Procurement Methodology	10%
Options, Agility and Remaining Best in Class Service	25%
Marketing	5%

Council Plan/Key Strategic Activity

Goal 5 – High Performing Organisation (Leadership & Governance)

Objective – Ensure strong internal systems and processes to ensure best practice delivery of services for the community

Strategy – Commence implementation of the 2013 Information, Communications and Technology (ICT) Management Strategy.

Council employees are heavily reliant on the various modes of communication to undertake and deliver council services. Components of this contract align with Council's Information and Communication Technology Strategy, such as Video Conferencing and Cloud Services.

Risk Management

The acceptance of the recommendation does not carry any specific risks, however the implementation of initiatives would have varying degrees of risk.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Fixed Voice & Mobile - Interruption to current services	Possible	Major	High	Ensure process undertakes a business planning review
Date (Fixed & Wireless) – Interruption to current services	Possible	Moderate	Moderate	Ensure process undertakes a business planning review

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Hardware - not suitable	Possible	Moderate	Moderate	Utilise trial equipment offered by Telstra where possible
Video Conferencing – New technology with little to no internal skills held internally to manage	Likely	Moderate	Moderate	Ensure ICT Project Management is in place including business planning review, with required training to be undertaken by applicable staff
Local government cloud partner solution does not support redundancy with enabling local redeployment	Likely	Major	High	Implementation of Virtual Desktop Infrastructure would remove this risk
Financial billing may require changes due to new technologies	Possible	Minor	Low	Any changes in billing are expected to be minor and potentially require changes within internal processes to manage the risk

Policy Considerations

The tender process was undertaken in accordance with Councils Procurement Policy.

Financial Implications

It is estimated that Council will spend \$2.7 million on Telecommunication Services and Hardware over the five year contract.

	2013/2014 Approved Budget for this proposal* \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue				
Expense	539,061	529,061	(10,000)	These savings are based upon current use and current technology approaches for the remaining months of this financial year.
Net Result	539,061	529,061	(10,000)	

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

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Council's approved 2013/14 expense budget for \$539,061 which broken down into the following ledgers:

\$312,000 - Mobiles
 \$75,000 - Fixed Voice
 \$75,000 - Data (fixed and wireless)
 \$63,061 - Microwave Maintenance
 \$14,000 - Hardware
 \$539,061 - Total

Council currently incurs no expenses for the following categories, as they are either technologies or management types not currently utilised by Council:

Category A4 - Unified communications
 Category A5 - Local government cloud partner
 Category B4 - Video Conference Managed Services
 Category B5 - Voice over IP
 Category B6 - Cloud Solutions
 Category B7 - Other

The implementation of the above technologies or change in management types to existing technologies could introduce savings and/or further expense. For the remainder of 2013/14 Council is estimated to save \$10,000 within the fixed voice and mobiles budgets.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

Mobility Services is an initiative that would be further enabled through the acceptance of this reports recommendations. Mobility Services would allow for Council staff to obtain documents and required information from the field rather than needing to return to base, therefore reducing the vehicle usage and related pollutants and fuels.

Video Conferencing would introduce similar environmental benefits to the mobility services by reducing the need for vehicle usage to attend meetings internally and externally to Council. This is a technology not yet fully utilised, however the introduction of Skype and Facetime have changed the way people interact with one another.

Strategic Links

a) Greater Shepparton 2030 Strategy

Council Information Services Department supplies Council Employees with the required technologies to deliver the outcomes of the 2030 Strategy, one of which communications plays a large part of keeping in touch with the community and citizens.

b) Other strategic links

2013 - 2018 Information Communication's and Technology (ICT) Strategy

Contract 1502 Provision of Telecommunications Services and Hardware will provide opportunity to further investigate, develop, initiate or strengthen the following Information Communications and Technology initiatives.

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

ICT Initiative	
4.05	Implementation of Video Conferencing for Groups in a suitable number of locations, as well as extending the use of personal video conferencing through use of Desktop Video Conferencing tools.
4.07	Establishment of a formal approach to the use and delivery of Remote Asset Monitoring Systems functions, and implementation of Emergency Functions
4.08	Rollout of Asset Management and Monitoring to non-emergency assets and facilities.
5.01	Development of the Disaster Recovery Capability in line with overall Business Continuity Plan
5.08	Over the life of the ICT Strategy, plan to move towards more tablet computing devices.
7.01	Continuing Update and Replacement of Phone System Components.
8.02	Provision of an effective Remote Access facility that supports all forms of Remote Access requirements.
8.03	Utilisation of Mobile Devices across Council to support Mobile Workers across the organisation.
8.04	Establishment of a Communications specialist function in IT responsible for all Voice and Data Communications
8.05	Implementation of Wireless Network Infrastructure in all Council Facilities.
8.06	Deployment of a private WAN to cover Council area

Cloud services are still within its infancy within local government; however it is the recommendation of the ICT Strategy that developments within cloud solutions are monitored and considered throughout the life of the ICT strategy.

Options for Consideration

Option 1 - Withdraw from participation from tender process. Not recommended.

Positives

- no changes to current approach

Negatives

- current contract will lapse with existing fixed phone, mobiles and Data which would see Council procuring outside of the adopted council procurement guidelines.
- new technologies/initiatives would not be available to Council
- removes opportunities for innovation through tendered offerings

Option 2 – Nominate preferred supplier for Category A and adopt panel of suppliers for Category B. Not recommended.

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Positives

- Proposed recommended solutions will provide savings within current technologies utilised
- opportunity for technology advancements through such items as Video Conferencing which has been identified within the Council adopted ICT Strategy for consideration within the 14/15 Budget.
- enable Council's growth in mobility and web presence via improved pricing and technologies
- opportunity to change from outright handset purchase to a lease approach enabling Council to keep up with current technologies available.
- Opportunity to investigate additional competitively priced technologies for Category B.

Negatives

- a change in management with new technologies may have impacts on financial billing
- a change in management with new technologies may have impacts on financial billing
- growth within the communications offerings to Council may require additional resources in the future to ensure an acceptable level of service is achieved
- nominating a preferred supplier may limit Councils ability to enter into potential agreements with regional benefits

Option 3 – Do not nominate a preferred supplier from Category A and instead utilise the panel nominated within the approved tenderer tables for both Category A and Category B
Recommended

Positives

- provides opportunity to investigate additional competitively priced technologies for Category A and Category B.
- enables Council to enter into potential agreements with regional benefits not expected to be available if a preferred supplier recommendation was adopted
- opportunity for technology advancements through such items as Video Conferencing which has been identified within the Council adopted ICT Strategy for consideration within the 14/15 Budget.
- enable Council's growth in mobility and web presence via improved pricing and technologies

Negatives

- a change in management with new technologies may have impacts on financial billing
- growth within the communications offerings to Council may require additional resources in the future to ensure an acceptable level of service is achieved

Conclusion

The appointment of panels of suppliers will enable innovation within communication methods and delivery such as video conferencing, cloud services and internet management.

7. BUSINESS DIRECTORATE

7.4 Provision of Telecommunications Services and Hardware (continued)

Mobility is an area of Council that continues to grow, the new rates and methods of charging that Telstra Corporation tendered provides opportunity for significant savings potential via On-Net communications (council mobile to council mobile) not previously achievable, whilst improving on the previous standard charges.

Hardware is an additional item that Council could utilise under the recommendations of the report which provides opportunity to change the current approach of purchasing handsets, to leasing the handsets through the Category B1 Hardware approved tenderers. This change ensures Council has the latest technologies and removes the current fleet's bandwidth limitations which limit data throughput with improved handsets with greater capability and capacity.

Attachments

Nil

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.1 MAV - Hume Region Planning for Freight Pilot and RDA - Freight Directions in the Hume Region Strategy Reports

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

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

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

Council Officers involved in producing this report

Author: Strategic Transport Engineer

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

Approved by: Director Sustainable Development

Executive Summary

The purpose of this report is to inform the Council about the *Hume Region Planning for Freight Pilot* report (attachment 1) and the *Freight Directions in the Hume – summary report* (attachment 2). These studies have been respectively prepared by the Municipal Association of Victoria (MAV) and the Regional Development Australia (RDA) Hume Committee. Council officers have participated in the development of both reports through the Hume Strategy Transport Group (HSTG). The HSTG is a subgroup of the Hume Regional Management Forum and provides cross government collaboration on transport matters.

The MAV report evaluated freight impacted local road networks and established future strategic freight routes. Greater Shepparton submitted 18 freight network upgrade projects for inclusion in the regional priority list. Three of these projects have been shortlisted for a '*Rapid Appraisal*' analysis and regional funding consideration.

The *Freight Directions in the Hume Region* report provides high level strategic directions for freight in the Hume Region. It outlines key elements for further development of the transport network, infrastructure and a framework for the operation of freight and logistics to progress within the region. The utilisation of rail has been declining in Greater Shepparton. The closure of the Mooroopna rail freight terminal in January 2013 and the subsequent reopening in August highlights the need for recognition of the region's strategic hubs and for support of councils (Shepparton and Wodonga) to facilitate their role in national freight movements.

The MAV has requested that the Hume Region Local Government Network (HRLGN) regional Mayors and CEOs adopt their report and have discussions with VicRoads about submitting the program priorities to the State Government and Infrastructure Australia. As this is not a Council report it is considered more appropriate the Council endorse the report instead and provide support for the recommendations to the HRLGN. The RDA Hume Committee has also sought support from the Council and their letter states that "*Over the coming months we will liaise with you to seek your support in building the capacity of the Hume freight network in order to further develop efficient freight movement both within and through the region*".

The strategic directions provided in the strategy reports and the freight route assessment outcomes can be utilised to advocate for funding for both Greater Shepparton and the Hume Region. This discussion will be progressed in consultation with the stakeholders in the Hume Region through the Hume Strategy Transport Group.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.1 MAV - Hume Region Planning for Freight Pilot and RDA - Freight Directions in the Hume Region Strategy Reports (continued)

Moved by Cr Summer
Seconded by Cr Patterson

That the Council:

1. endorse the MAV - Hume Region Planning for Freight Pilot report and convey support for the recommendations and actions to the Hume Region Local Government Network.
2. endorse the RDA - Freight Directions in the Hume Region report and support the actions.
3. work with the Hume Region councils to advocate for the implementation of the priority initiatives recommended in the Hume Region Planning for Freight Pilot report.

CARRIED.

Background

Council has received the '*Hume Region Planning for Freight Pilot*' – strategy report (Attachment 1) from the MAV. This report lists a number of regional freight route upgrade projects (section 4.4 of report) for adoption by the 12 Hume councils. The RDA have released their '*Freight Directions in the Hume*' report (attachment 2) asking for support in building the capacity of the Hume freight network.

The MAV '*Hume Region Planning for Freight Pilot*' report, RDA '*Freight Directions in the Hume*' report and Council's '*Greater Shepparton Freight and Land Use Study*' (endorsed at Council's July meeting) have been developed in parallel.

1. MAV - Hume Planning for Freight Pilot:

The Hume Region Planning for Freight Pilot was an initiative of the 12 councils in the Hume Region (and collectively with the HSTG), working in collaboration with Municipal Association of Victoria (MAV). The project is a pilot for other local government regions in Victoria.

In August 2012 the MAV project consultant met with council officers to discuss participation in the Planning for Freight Pilot and obtain an initial understanding of freight network issues in Greater Shepparton. The objectives of the project were:

- To pilot a process for planning for freight at regional and Council level.
- To ensure councils in the Hume region nominate their preferred Performance-Based Standards (PBS) higher productivity freight vehicle (HPV) and higher mass limit routes.
- To provide templates that can be used by councils in other regions to support their capacity to manage freight movement.

The consultant (RED Strategic Planning) liaised with Council's Strategic Transport Engineer to gather data relating to:

- A list of key freight generators and transport operators.
- Strategic documents relating to industrial land developments and freight.
- Heavy vehicle road network route volumes.
- Proposals for intermodal facilities and truck parking/ fatigue management facilities.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.1 MAV - Hume Region Planning for Freight Pilot and RDA - Freight Directions in the Hume Region Strategy Reports (continued)

A list of 39 manufacturers and freight transport providers were provided. Meetings between Council's freight study consultant (AECOM) and RED Strategic Planning were facilitated.

The report recognised 18 Greater Shepparton heavy vehicle route upgrade projects. The following three projects were included as priority regional projects for 'Rapid Appraisal':

- Old Dookie Rd. (Shepparton Alternative Route – Drummond Rd.)
- Welsford St.
- Lemnos North Rd/ Central Ave. (Midland Hwy. – Katamatite-Shepparton Rd.)

The report has also listed three local roads (Welsford St, Lemnos North Rd/ Central Ave and Archer St, Shepparton), which are in fact functioning as arterial roads and should be candidates for reclassification to Arterial Roads. To achieve arterial road status a process needs to be initiated with VicRoads. In recent discussions, VicRoads have proposed that they may consider declaring Ford Road as an Arterial Road in exchange for the Council accepting New Dookie Rd. (Wyndham St.–Shepparton Alternative Route) as a local road.

GV Link is recognised as one of three freight logistics hubs for the Hume Region. The Mooropna container terminal has recently reopened to take 40 foot containers of cottonseed originating from northern NSW and containerised in a Shepparton warehouse. Council's recent submission to the Gains Logistics Task Force report has sought support for reopening the Dookie rail line in addition to the recent announcement to reopen the Toolamba – Echuca rail line.

Heavy Vehicle B-Double/ PBS Route Mapping:

To assist councils in responding to the new National Heavy Vehicle Regulator (NHVR) this project coordinated the development of a Strategic B-Double Route map (refer to attachment 4).

2. RDA - Freight Directions in the Hume Region:

This report outlines high level strategic directions for freight in the Hume Region.

The key aim of the project was *"to develop strategic directions for freight that can be used to attract investment in the Hume region."* The four key directions are:

- Building the capacity of the Hume Freight Network.
- Improving freight efficiency within the Hume Freight Network.
- Supporting development of regional freight facilities.
- Supporting a policy and planning framework that takes account of the Hume Region.

Capacity building projects include:

- Shepparton Bypass (Northern stage) linking GV Link to manufacturing and logistic facilities in east Shepparton industrial area.
- Increased access to rail by the reopening of the Toolamba–Echuca and Dookie rail lines.
- Support for consolidation of freight facilities in one location to reduce the overall number of trips in the supply chain (eg. GV Link).

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.1 MAV - Hume Region Planning for Freight Pilot and RDA - Freight Directions in the Hume Region Strategy Reports (continued)

The three Greater Shepparton projects recognised as regional priorities are identified as Short Term Strategy responses in the Greater Shepparton Freight and Land Use Study. These are important projects that will address the immediate capacity demands on council's local road network. At its last meeting the HSTG agreed to develop a matrix for prioritising the 15 regional projects.

Council Plan/Key Strategic Activity

Council Plan 2013–17:

Quality Infrastructure, Objective 2:

Ensure that the community has access to appropriate transportation infrastructure.

Strategies:

Advocate for the return of rail freight as an option for regional freight businesses.

Advocate the Federal and State Governments for a commitment for funding to enable the commencement Shepparton Bypass for the Goulburn Valley Highway.

Risk Management

The Hume Region Planning for Freight Pilot – Strategy report is an external report which supports the Greater Shepparton Freight and Land Use Study. It presents an insignificant to low risk to our council. The requirements of the National Heavy Vehicle Regulations (NHVR) will require the council to respond to new processes and noncompliance may raise moderate risks.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Non-compliance as a Road Manager under the NHVR	C	3	Moderate	Appoint a council officer to receive referrals from the NHVR.
Adverse heavy vehicle impacts on community amenity	C	3	Moderate	Develop the Arterial Road network to divert freight movements from local road network

Policy Considerations

This Strategy supports the Greater Shepparton Freight and Land Use Study outcomes that were endorsed at the 16 July 2013 ordinary council meeting. There are no apparent conflicts with council policies.

Financial Implications

The indicative costs for the Strategic Freight Network upgrade projects listed in Appendix 3 are based on preliminary assessment of the infrastructure improvements determined after applying the PBS Route assessment process. There are no current budget commitments or grants available to fund any of the projects listed in Appendix 3.

Opportunities for future state and federal funding to deliver the freight network upgrade need to be monitored.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.1 MAV - Hume Region Planning for Freight Pilot and RDA - Freight Directions in the Hume Region Strategy Reports (continued)

Legal/Statutory Implications

Officers will be limited to powers provided in the *Local Government Act 1989*, *Road Management Act 2004*, *the Transport Integration Act 2010* and *National Heavy Vehicle Regulations 2013*.

Environmental/Sustainability Impacts

Two Case Studies for Greater Shepparton are provided in the strategy report (page 48) to illustrate the impact of the changing use of warehousing/ transport depot operations in farming and non-farming zones. These illustrate the impact on residential amenity due to encroachment of residential development or change in heavy vehicle hours of operation.

The report recommends that planners in the region provide access to high quality guidance material for industrial and commercial developers. The material should provide guidance on site access controls, on-site truck marshalling, turning and parking of heavy vehicles, loading facilities, noise control, visual screening and hours of operation for freight facilities. This could be a project that delivers a DVD/on-line resource which is prepared and distributed by the development industry peak body.

Social Implications

The Strategy Report has recommended the introduction of '*Freight in Our Community*' events. These are designed to begin the process of engagement and start communication between community leaders, supply chain managers and transport/logistics businesses in the region. It is useful for school principals, chambers of commerce, emergency services and local community groups to gain an understanding of how freight benefits and impacts the community and how trucking companies are investing in safety, technology and training.

Economic Impacts

Efficient freight supply chains and road/rail networks support and foster industry development with cost effective pricing of the delivered product. This forms an essential part of the cost to customers and can support additional orders and growth. The more we can support this cycle the greater the opportunities for growth in our region.

Economic Development managers recognise the critical role that freight and logistics operations have in determining the competitiveness and sustainability of business and industry within a region.

Consultation

The Hume Region Planning for Freight Pilot report was prepared for the MAV by '*RED Strategic Planning*' who is the project consultants.

This consultant met separately with each of the 12 Hume Region councils and freight operators, attended the Hume Strategy Transport Group (HSTG) meetings and participated in the regional B-Double strategic freight route mapping workshops. Council officers attended these meetings with mapping preparation and feedback on draft reports coordinated by council's Strategic Transport Engineer.

The consultant for the Freight Directions in the Hume Region report did not directly involve council in any consultation. Opportunities for input and comments were invited at the HSTG meetings.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.1 MAV - Hume Region Planning for Freight Pilot and RDA - Freight Directions in the Hume Region Strategy Reports (continued)

No consultation was initiated, or considered to be necessary, by Greater Shepparton Council officers.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	The MAV would engage with the Hume Regional councils.	The MAV consultant initiated meetings with council officers.
Consult	Listened and sought information	Questionnaires were sent to each of the 12 councils and industry stakeholders.
Involve	Workshop freight routes	Undertook mapping workshops

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

Strategic Links

a) Greater Shepparton 2030 Strategy

The Traffic and Transport Systems section of this strategy states the following objectives and action;

Objective 1 "To promote linkages with other regional cities to cater for traffic movements which include freight movements that distribute products, particularly farm products to depots and warehouses for further distribution to markets and regional logistics centres."

Objective 2 "To improve the efficiency and safety of regional based freight handling and traffic."

Action: 2.2 "Encourage the development of freight networks that reduce the intrusion of freight transport on the local traffic network"

b) Other strategic links

Shepparton CBD Strategy – 2008:

Objective – "Manage the short-term operation of the CBD road network to redirect freight and non-local through traffic to alternative routes prior to development of the Shepparton Bypass."

The Northern Victoria Regional Transport Strategy – 2009

Industrial Land Review – 2011

Options for Consideration

1. To support the recommendations and actions contained in the Hume Region Planning for Freight Pilot and Freight Directions in the Hume Region reports and convey that support to the Hume Region Local Government Network (Preferred Option).
2. Not to support the recommendations and actions contained in the Hume Region Planning for Freight Pilot and Freight Directions in the Hume Region reports.

Conclusion

The Hume Planning for Freight Pilot report recognises 18 heavy vehicle route upgrades for Greater Shepparton. They included Old Dookie Rd, Lemnos North Road/ Central Ave link and Welsford St in a package for 'Rapid Appraisal' as priority regional local road projects. These three road upgrades are also included in the 'Short Term Strategy

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.1 MAV - Hume Region Planning for Freight Pilot and RDA - Freight Directions in the Hume Region Strategy Reports (continued)

Responses' section of the Greater Shepparton Freight and Land Use Study. They are important projects that should be advocated for in order to address the immediate capacity demands on council's local road network.

All 18 projects have had a preliminary assessment of their compliance with the national PBS standards (in accordance with the Route Assessment Tool). The total value of local road strategic freight network upgrade works required to meet B-Double (PBS class 2A) standards on Council's Strategic Freight Network is \$12.6 Million.

The report recommends that council initiates a process with VicRoads to review the role of Welsford St, Central Ave/ Lemnos Nth Rd link and Archer St for possible reclassification to Arterial Road status.

The Freight Directions in the Hume Region report provides strategic directions, with 17 actions, that can be used to attract investment in the Hume region. The actions seek to build the capacity of the Hume freight network.

The strategic directions provided in these strategy reports and the freight route assessment outcomes can be utilised to advocate for funding for both Greater Shepparton and the Hume Region. This discussion will be progressed in consultation with the stakeholders in the Hume Region through the Hume Strategy Transport Group.

Attachments

- | | |
|--|----------|
| 1. Hume Region Planning for Freight Pilot - Strategy Report | Page 559 |
| 2. RDA Freight Directions in the Hume - summary report | Page 633 |
| 3. Strategic Freight Network upgrade projects for Hume PFFP | Page 660 |
| 4. Hume Region Planning for Freight Pilot - B-Double strategic freight route mapping | Page 661 |

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.2 Adoption of Amendment C140 to the Greater Shepparton Planning Scheme (rezoning private school site to the Special Use 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: Strategic Planner

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

Approved by: Director Sustainable Development

Other: Principal Strategic Planner

Executive Summary

Amendment C140 to the Greater Shepparton Planning Scheme seeks to facilitate the development of land at 4 and 5 Waterbird Court, Kialla for a new private school.

This combined planning scheme amendment and planning permit (undertaken in accordance with Section 96A of the *Planning and Environment Act 1987*) proposes to permit the subdivision of the land, to amend the Schedule to the Rural Living Zone to create lots below the current minimum lot size for subdivision and to rezone a portion of the land to the Special Use Zone.

The Council resolved to prepare and exhibit Amendment C140 to the Greater Shepparton Planning Scheme at their Ordinary Council Meeting held on 16 July 2013.

The combined planning scheme amendment and planning permit was exhibited from 31 October 2013 to 2 December 2013. Nine submissions were received by the Council, none of which objected to the exhibited amendment.

Minor changes have been made to Condition 9 (Goulburn-Murray Water conditions) of the planning permit as a result of a submission from the proponent of this amendment. These changes have been agreed upon by all affected parties.

The Council is now required to consider the submissions and make a determination on the combined planning scheme amendment and planning permit.

RECOMMENDATION

That, in accordance with Section 96B of the *Planning and Environment Act 1987*, having considered the submissions to Amendment C140 to the Greater Shepparton Planning Scheme, which permits the subdivision of the land, amends the Schedule to the Rural Living Zone and rezones a portion of the land to the Special Use Zone, the Council:

1. Adopt the combined planning scheme amendment and planning permit with minor changes to Condition 9 (Goulburn-Murray Water conditions) of the planning permit as outlined in attachment 3 of this report; and
2. Submit the combined planning scheme amendment and planning permit to the Minister for Planning for approval.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.2 Adoption of Amendment C140 to the Greater Shepparton Planning Scheme (rezoning private school site to the Special Use Zone) (continued)

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

That, in accordance with Section 96B of the *Planning and Environment Act 1987*, having considered the submissions to Amendment C140 to the Greater Shepparton Planning Scheme, which permits the subdivision of the land, amends the Schedule to the Rural Living Zone and rezones a portion of the land to the Special Use Zone, the Council:

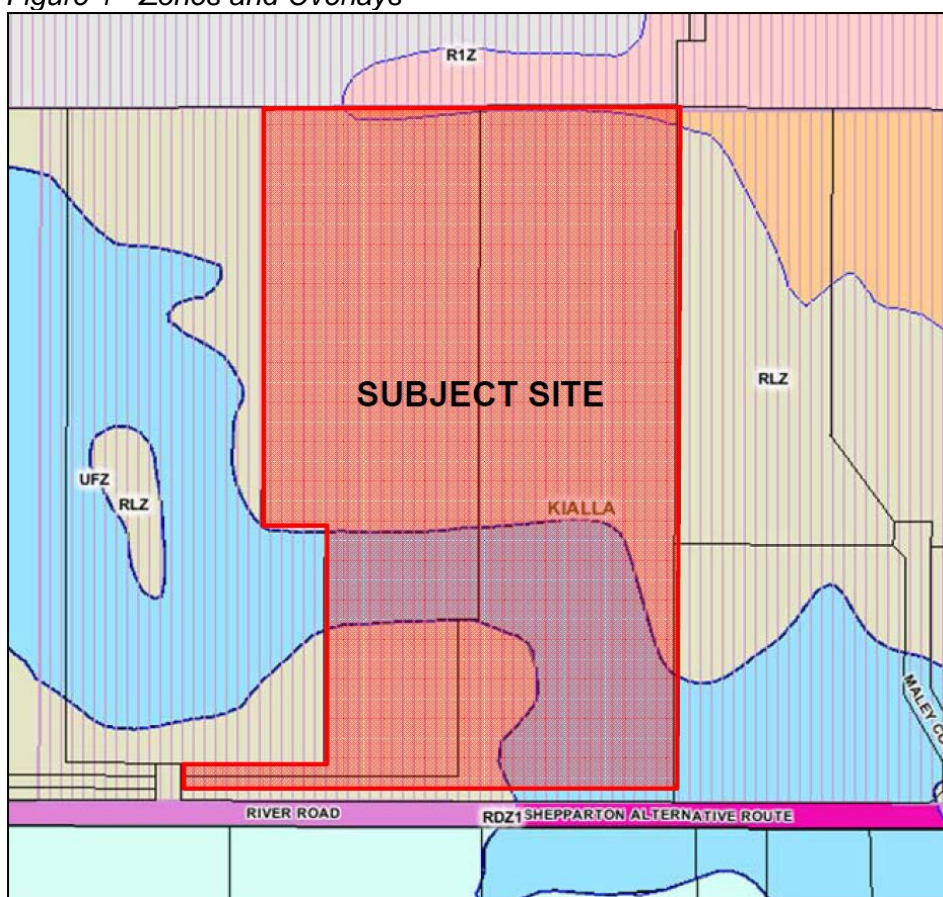
1. Adopt the combined planning scheme amendment and planning permit with minor changes to Condition 9 (Goulburn-Murray Water conditions) of the planning permit as outlined in attachment 3 of this report and amend Planning Permit No 2013-172 in attachment 4 accordingly to include the words “unless otherwise agreed in writing by G-MW” at the end of conditions 9(a) and 9(b); and
2. Submit the combined planning scheme amendment and planning permit to the Minister for Planning for approval.

CARRIED.

Background

A request for a combined planning permit and planning scheme amendment was received by the Council in April 2013. The request applies to land at 4 and 5 Waterbird Court, Kialla (see *Figure 1 – Zones and Overlays* and *Attachment 1 – July Council Report*).

Figure 1 - Zones and Overlays



8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.2 Adoption of Amendment C140 to the Greater Shepparton Planning Scheme (rezoning private school site to the Special Use Zone) (continued)

The planning permit application proposes a three lot subdivision of the land and the creation of drainage and water supply easements.

The planning scheme amendment request seeks to amend the Schedule to the Rural Living Zone (RLZ) for specified lands and to rezone part of the land to the Special Use Zone (SUZ) with a new Schedule to the SUZ (Schedule 10) to facilitate the development of a new private school.

On 16 July 2013, the Council resolved to prepare and exhibit Amendment C140 to the Greater Shepparton Planning Scheme. At this time, the Council also resolved to refer any submissions seeking changes to the exhibited documentation to an Independent Planning Panel, if required. Further details of the proposal are outlined in the July Council report (see *Attachment 1 – July Council Report*). Following exhibition of the combined planning permit and planning scheme amendment, no Independent Planning Panel was required.

Exhibition

The combined planning permit and planning scheme amendment was exhibited from 31 October 2013 to 2 December 2013. Letters were sent to all affected land owners, referral authorities and prescribed Ministers. Notice also appeared in the Victorian Government Gazette and the Shepparton News.

Submissions

During the exhibition period, no objections were received by Council. Eight submissions have been received from referral authorities, none of which raised any objections to the proposal. One submission was received from Conceptz Pty Ltd on behalf of the Catholic Education Office. This submission requested minor changes to the exhibited planning permit (see *Attachment 2 – Submissions Recorder*).

Conceptz Pty Ltd, being the consultant acting on behalf of the applicant (the Catholic Education Office), lodged a submission requesting minor changes to the exhibited documentation. Specifically, this submission requested changes to the Goulburn-Murray Water (G-MW) conditions included in the planning permit.

A meeting was held on 26 November 2013 between Council officers and representatives from G-MW, Conceptz Pty Ltd and the Catholic Education Office. The conditions in the planning permit were discussed at this meeting, and it was agreed that G-MW would revise the conditions accordingly. The planning permit conditions have been revised and circulated to all parties (see *Attachment 3 – Correspondence Regarding Submission #8* and *Attachment 4 – Final Amendment Documentation*).

The Council is now required to consider submissions and make a determination on the combined planning scheme amendment and planning permit.

Council Plan/Key Strategic Activity

Council Plan 2013-2017 and Strategic Resource Plan 2013-2023

Goal 1 – *Active and Engaged Communities (Social)*

Objective 2: Develop and implement a strategy for improving education opportunities for all ages.

Objective 4: Provide sustainable community services to our community.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.2 Adoption of Amendment C140 to the Greater Shepparton Planning Scheme (rezoning private school site to the Special Use Zone) (continued)

Council Plan 2009-2013

Strategic Objective #2 –
Key Strategic Activity #8:

Community Life

Increase education and learning opportunities for our community.

In the next four years:

Continue to work with education providers to increase the range of locally available education options to promote lifelong learning.

Risk Management

A risk assessment has been undertaken for this amendment and all risks identified are considered to be negligible. All stages in the amendment process have been undertaken in accordance with the *Planning and Environment Act 1987*.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Amendment not approved by the Minister for Planning	Unlikely	Major	Medium	The proposal is consistent with the Greater Shepparton Planning Scheme. The documentation has been prepared in accordance with the <i>Planning and Environment Act 1987</i> . All environmental, social and economic impacts have been considered and minimised.
Amendment not finalised within timelines (Ministerial Direction No 15)	Unlikely	Major	Medium	All stages of the amendment process have been completed within the timelines. Following adoption, final documentation will be sent to the Minister for Planning for approval within two weeks to ensure compliance with Ministerial Direction No 15.

Policy Considerations

This amendment does not conflict with any existing Council policy. The amendment supports existing community development principles.

Financial Implications

This amendment will not impose any unreasonable costs on the Council's resources or finances. The proponent of the permit and amendment is required to meet all costs associated with the planning permit and planning scheme amendment process.

Legal/Statutory Implications

All procedures associated with Amendment C140 comply with legislative requirements for amendment preparation, exhibition, submission consideration and adoption under the *Planning and Environment Act 1987* (the Act). The amendment is:

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

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.2 Adoption of Amendment C140 to the Greater Shepparton Planning Scheme (rezoning private school site to the Special Use Zone) (continued)

The amendment has been assessed in accordance with the Act and the Greater Shepparton Planning Scheme. This assessment is considered to accord with the *Victorian Charter of Human Rights and Responsibilities Act 2006* (the Charter). The Charter recognises that reasonable restrictions may be placed on the use and development of land, and that there may on occasion be reasonable and acceptable off-site impacts on others.

No human rights were negatively impacted upon through the amendment process, including during the exhibition, consideration of submissions and adoption stages. The rights of all individuals and groups with regard to freedom of expression, right to be heard, entitlement to participate in public life and property rights were upheld.

The combined planning scheme amendment and planning permit has been considered in accordance with the relevant parts of the *Planning and Environment Act 1987* and the Greater Shepparton Planning Scheme. It is not expected that adoption and approval of this combined planning scheme amendment and planning permit will contravene the Charter in any way.

Environmental/Sustainability Impacts

An Environmental Site Assessment (ESA) has been prepared for the lot proposed to be used for education by *Vantage Environmental Management Pty Ltd*. The report found that there was no evidence of significant contamination, and the site has a generally low potential for contamination. The ESA also investigated the likely impacts of the project on the water table and concluded that the risk from development to site groundwater would be low.

A Stormwater Management Plan (SMP) has been prepared by Chris Smith and Associates Pty Ltd. This plan states that the stormwater design will safely convey the 1 in 100 year stormwater flows from the site with velocities and depths within allowable limits.

There are no adverse environmental/sustainability impacts associated with this combined planning scheme amendment and planning permit.

Social Implications

This combined planning scheme amendment and planning permit implements the recommendations of the adopted *South Shepparton Community Infrastructure Needs Assessment 2011*, which will have positive social impacts for the wider South Kialla and South Shepparton communities.

The development of this site for a new education centre will facilitate development of community facilities in an area of identified need and provides the potential for co-located community facilities in the future. The combined planning scheme amendment and planning permit will also facilitate the provision of high quality educational facilities for the community.

There are no adverse social implications associated with this combined planning scheme amendment and planning permit.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.2 Adoption of Amendment C140 to the Greater Shepparton Planning Scheme (rezoning private school site to the Special Use Zone) (continued)

Economic Impacts

The development of a new private school will create jobs in the development industry and will provide teaching and education opportunities within the Greater Shepparton community.

An Infrastructure Provision Plan (IPP) has been prepared by Chris Smith and Associates Pty Ltd, which identifies the infrastructure and servicing requirements for the site to cater for the future development of the site as a school. The IPP identifies that the site is able to be connected to existing and future infrastructure and services.

There are no adverse economic impacts associated with this combined planning scheme amendment and planning permit.

Consultation

This combined planning scheme amendment and planning permit has been exhibited in accordance with the *Planning and Environment Act 1987*. This included:

- Direct notice to all affected land owners;
- Direct notice to all referral authorities;
- Direct notice to all prescribed Ministers;
- Notice in the Shepparton News;
- Notice in the Victorian Government Gazette;
- Documentation available on the Council's website;
- Documentation available in the foyer of the Welsford Street Council offices; and
- Documentation available on the Department of Transport, Planning and Local Infrastructure's website.

The combined planning scheme amendment and planning permit was exhibited for one month, from 31 October 2013 to 2 December 2013.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Topic: Community Life

Theme: Health and Social Services

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

b) Other strategic links

There are no other related strategic links.

Options for Consideration

1. Adopt the combined planning scheme amendment and planning permit with the changes outlined in this report and submit the relevant documentation to the Minister for Planning for approval. This is the preferred option.
2. Adopt the combined planning scheme amendment and planning permit as exhibited and submit the relevant documentation to the Minister for Planning for approval. This option is not preferred due to the wording of Condition 9 requiring revision to ensure the best planning outcome is achieved for all stakeholders.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.2 Adoption of Amendment C140 to the Greater Shepparton Planning Scheme (rezoning private school site to the Special Use Zone) (continued)

3. Abandon the combined planning scheme amendment and planning permit in accordance with Section 28 of the *Planning and Environment Act 1987*. This option is not advised as it would have a major impact on the development timeframes of the Catholic Education Office. It would also result in a poor planning outcome with the loss of important community infrastructure in an area of identified need.

Conclusion

Amendment C140 to the Greater Shepparton Planning Scheme has been prepared and exhibited in accordance with the *Planning and Environment Act 1987*. Submissions received by the Council have been considered by Council officers. Minor changes have been made to the combined planning permit and planning scheme amendment and an Independent Planning Panel is not required. The Council may now adopt the combined planning permit and planning scheme amendment, and submit the relevant documentation to the Minister for Planning for approval.

Attachments

- | | |
|---|----------|
| 1. July Council Report | Page 664 |
| 2. Submissions Recorder | Page 674 |
| 3. Correspondence Regarding Submission #8 | Page 675 |
| 4. Final Amendment Documentation | Page 681 |

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.3 Draft Boulevard Bush Reserve Environmental Management 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: RiverConnect Project Officer

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

Approved by: Director Sustainability Development

Executive Summary

An Environmental Management Plan (EMP) for Boulevard Bush Reserve is needed to provide management guidance for Greater Shepparton City Council, Parks Victoria and other key stakeholders. The intent is to preserve its environmental and recreational values and to explore options for community education.

A specialised Advisory Group, the RiverConnect Land Management Working Group, who represents agency and community experts, has guided the Draft EMP development process. The draft EMP development process has included agency and community consultation.

The Plan aims to:

1. Strengthen Council's support of community driven environmental sustainability projects
2. Increase partnership opportunities with community groups and partner agencies
3. Strengthen the community's sense of custodianship of the Reserve and therefore,
4. Enable long-term sustainable environmental, recreational and educational outcomes.

Moved by Cr Patterson

Seconded by Cr Muto

That the Council release the Draft Boulevard Bush Reserve Environmental Management Plan for public consultation

CARRIED.

Background

In 2010, Greater Shepparton City Council purchased a parcel of land in north Shepparton, commonly referred to as "Tassickers", for its high conservation significance and values (Figure 1). A range of community groups, companies and local agencies, including Shepparton Mooroopna Urban Landcare Group (SMULG), encouraged Council to purchase this land, to ensure the site was managed for its conservation values. The site also has high passive recreational values.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.3 Draft Boulevard Bush Reserve Environmental Management Plan (continued)

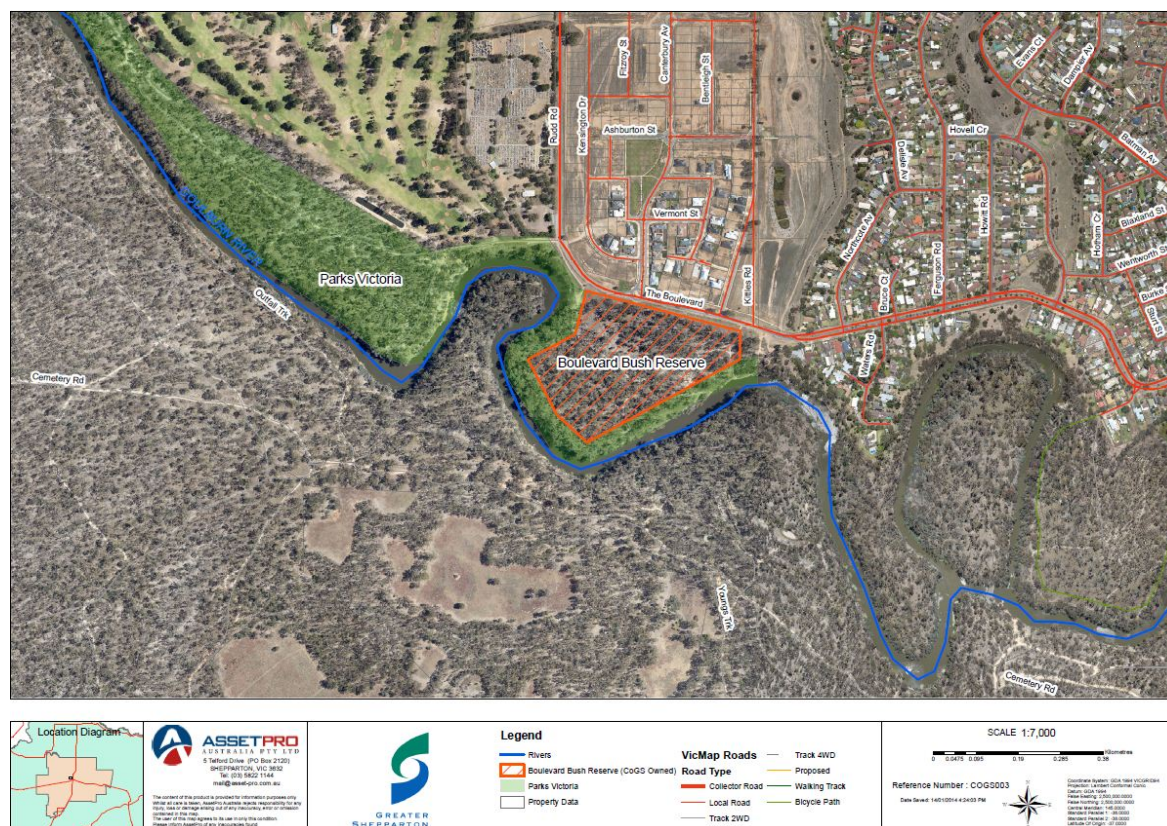


Figure 1: Boulevard Bush Reserve, North Shepparton.

The site is one of the best examples of what the bush along the Goulburn River might have looked like before European settlement. The River Red Gum Woodland has a good representation of native understorey plants and large old trees that support a large number of hollows, providing valuable habitat for hollow-nesting species. Special species such as echidna, platypus and squirrel gliders have been recorded in the Reserve.

Boulevard Bush Reserve is made up of two parcels of land, the larger of which is owned by Greater Shepparton City Council, whilst the area bordering the Goulburn River is under Parks Victoria management (Figure 1).

The first management action undertaken by Council was to engage a consultant to conduct a Flora and Fauna Assessment of the Reserve, with the intent to gain an understanding of the existing biodiversity conditions. The recommendations from this assessment identified a diverse range of native flora and fauna, community educational opportunities and appropriate passive recreational activities. This highlighted the need for an Environmental Management Plan (EMP) for the Reserve (Appendix A).

The Draft Boulevard Bush Reserve Environmental Management Plan (EMP) will provide guidance on management techniques and issues for Greater Shepparton City Council, Parks Victoria and other key stakeholders. Whilst the Plan outlines the management of both parcels of land, Greater Shepparton City Council is not responsible for the activities, infrastructure or events that occur on the Parks Victoria owned land. Likewise, Parks Victoria is not responsible for the activities, infrastructure or events that occur on Greater Shepparton City Council land.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.3 Draft Boulevard Bush Reserve Environmental Management Plan (continued)

Nominated by Council to act as the Advisory Committee for Boulevard Bush Reserve, the RiverConnect Land Management Working Group (LMWG), through the RiverConnect Implementation Advisory Committee (IAC), has overseen the Draft EMP development. The RiverConnect IAC has received bi-monthly reports on the development of the Draft EMP.

The RiverConnect LMWG is an existing group of agency and community experts, including Greater Shepparton City Council, Parks Victoria, Goulburn Broken Catchment Management Authority, Shepparton Mooroopna Urban Landcare Group, Goulburn Murray Water, Yorta Yorta Nation Aboriginal Corporation and Gemmills Swamp Working Group representatives. Council Officers investigated the best means of overseeing management of this EMP and advice from officers was to utilise existing groups where possible.

Since August 2013, a range of internal and external stakeholders have provided advice and feedback on the Draft EMP. Wider community consultation will occur once the draft Environmental Management Plan is available for community consultation. Appendix B outlines the Community Engagement Plan for all consultation regarding Boulevard Bush Reserve.

The Draft Boulevard Bush Reserve Environmental Management Plan is ready for community consultation and as such, officers are seeking Council endorsement prior to releasing it for public comment.

Council Plan/Key Strategic Activity

Council Plan 2013-2017

The Boulevard Bush Reserve Environmental Management Plan is an important 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.
- *Enhancing the environment*
 - Objective 1: Ensure that the environment is a major priority in planning for the future.
- *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.

Risk Management

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

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.3 Draft Boulevard Bush Reserve Environmental Management Plan (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Considerable community engagement has already occurred, so failure to complete the Plan would lead to community disappointment and dissatisfaction.	A	3	High	Council endorse the Draft - Boulevard Bush Reserve Environmental Management Plan for public consultation.
No management recommendations or actions take place – Conservation values of the Reserve decline due to no management.	C	3	Moderate	Council endorse the Draft – Boulevard Bush Reserve Environmental Management Plan for public consultation.
The community misunderstands Council's management roles and responsibilities.	B	3	Moderate	The Plan clarifies Council's environmental sustainability management roles and responsibilities.

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

Risks	Likelihood	Consequence	Rating	Mitigation Action
Conservation values increase and community are actively involved in environmental education.	B	3	Moderate	Council continues to endorse management plan actions.

Policy Considerations

The above recommendations do not conflict with any Council Policy.

Financial Implications

The proposed budget for the 2014-2015 financial year is \$18,050 as outlined in the Boulevard Bush Reserve EMP Action Plan (page 30–33 of draft EMP, Appendix A). The majority of these costs will come under existing Council budget with external funding for additional budget items resulting from final Management Plan Actions.

Legal/Statutory Implications

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

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.3 Draft Boulevard Bush Reserve Environmental Management Plan (continued)

Environmental/Sustainability Impacts

The management objectives outlined in the Draft Boulevard Bush Reserve Environmental Management Plan will maintain and enhance current habitat values. Educational signage will improve community awareness of key native species. The community will value the site due to an increase in use and develop an increased sense of ownership. This in turn will lead to the long-term sustainability of the area.

Social Implications

There will be improvements to community health and well-being through the creation of passive recreational opportunities as outlined in the Draft EMP. This will provide the opportunity for increased interaction of Reserve users.

Economic Impacts

The above recommendations do not have any economic impacts.

Consultation

The Boulevard Bush Reserve Environmental Management Plan development has a strong emphasis on community engagement. The Engagement Strategy (Appendix B) developed according to the guidelines and requirements of the Greater Shepparton Community Engagement Strategy and Community Engagement Toolkit, outlines various consultations undertaken to date. These include:

- Facilitated sessions at LMWG and IAC regular meetings
- Information sessions with key partners such as SMULG
- Letters to key stakeholders
- Updates on the RiverConnect website

The Boulevard Bush Reserve Environmental Management Plan Engagement Strategy also outlines the level and type of community consultation for the future development of the plan. The Engagement Strategy is revised in the below table.

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 • Presentations, information sessions, briefings • Council/RiverConnect website • Media releases • RiverConnect Newsletter
Consult	"We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision."	<ul style="list-style-type: none"> • Meetings with stakeholders • Briefings • Focus groups/workshops • Interviews with key representatives • Presentations/information sessions to stakeholders and community groups

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.3 Draft Boulevard Bush Reserve Environmental Management Plan (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
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). • Feedback/ reporting

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

Strategic Links

a) Greater Shepparton 2030 Strategy

The proposal is consistent with the Community Life and the Environment topics within the strategy, specifically Outcomes 4.3.3 A Balance of Urban Settlements and a Beautiful Rural Environment, 4.3.4 The Municipality is More Attractive, 4.3.7 The Municipality is Greener and 4.3.13 The Municipality is More Active.

b) Other strategic links

- RiverConnect Strategic Plan
- Draft Greater Shepparton City Council Environment and Sustainability Strategy (2014 – 2030)
- Greater Shepparton Public Health Plan (2009 – 2013)
- Goulburn Broken Regional Catchment Strategy (2013 – 2019)

Options for Consideration

1. Council endorse the Draft Boulevard Bush Reserve Environmental Management Plan for public consultation in accordance with the Council's Community Engagement Strategy.
2. Not adopt the Draft Boulevard Bush Reserve Environmental Management Plan.

The Draft Boulevard Bush Reserve Environmental Management Plan will provide long-term management options for Greater Shepparton City Council, partners and other key stakeholders.

The recommendations contain the preferred options.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.3 Draft Boulevard Bush Reserve Environmental Management Plan (continued)

Conclusion

The Draft Boulevard Bush Reserve Environmental Management Plan will provide direction for all landowners for the future environmental, recreation and cultural management of the Reserve. The Draft Environmental Management Plan allows for a partnered approach to meeting the short, medium and long-term management objectives of the site. This coordinated approach will enable community to strengthen their sense of custodianship with the Reserve and therefore, the natural environment as a whole leading to long-term sustainability.

Attachments

- | | |
|--|----------|
| 1. Draft Boulevard Bush Reserve Environmental Management Plan Summary Document | Page 709 |
| 2. DRAFT Boulevard Bush Reserve Environmental Management Plan | Page 711 |
| 3. Engagement Strategy Boulevard Bush Reserve Environmental Management Plan | Page 759 |

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.4 Maude Street Mall Revitalisation Study

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 Business and Industry Development

Proof reader(s): Manager Investment Attraction

Approved by: Director Sustainable Development

Executive Summary

Greater Shepparton City Council has requested Geografia to undertake a study on the revitalisation of the Maude Street Mall.

This was undertaken in response to the noticeable decline in patronage within the Mall and the comments made by a majority of retailers who have indicated to Investment Attraction their wish for the Mall to be revitalised and more specifically reopened to traffic. Interest in having the Mall reopened has been communicated via the media, direct discussion with retailers, discussions within committee meetings and a survey that was conducted by the Shepparton Chamber of Commerce and Industry in 2013.

Geografia has reviewed the circumstances surrounding the Mall and has undertaken the study with the following two key objectives:

- To investigate the relative merits of different Mall 'Improvement Packages' by identifying and quantifying the effect of variables affecting the vibrancy and visitations to the area.
- To demonstrate the effectiveness of using systems analysis to quantitatively assess social, economic and environmental parameters as a decision support tool.

The Maude Street Mall Revitalisation Study states the following within its summary:

"Taking into consideration the model results, together with the case study analysis, it is concluded that, in the absence of significant household and business investment in the Mall area (e.g. via residential development), partial reopening of the Mall may be beneficial to Mall patronage and provide a positive, albeit small, 'return on investment', not least due to its perceived positive impact on parking. However, as 'activation interventions' generate the greatest overall return, and it requires space for pedestrian activities, any plans to reopen the Mall need to carefully consider how this would impact on activation strategies. To that end, it is recommended there be:

1. A detailed investigation of the program details of bundled Mall improvement packages - activation, amenity and parking - that can be used to increase Mall visits, including design considerations and how they may be funded and rolled out.
2. Consideration of the option of a partial reopening of the Mall, in conjunction with the bundled Mall improvement package and mindful of the broader planning strategies for the CBD (including traffic management).
3. An investigation of the capacity of the model to contribute to this effort by quantitatively and transparently identifying the optimum intervention program (including budget and timing). This can be applied through a comprehensive cost benefit study."

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.4 Maude Street Mall Revitalisation Study (continued)

Moved by Cr Summer
Seconded by Cr Patterson

That the Council:

1. Note the findings within the Maude Street Mall Revitalisation Study and its recommendations
2. Abandon further consideration of the reopening of the mall to traffic having regard to the estimated costs of implementation (\$4,122,763) and return on investment as outlined in the report.
3. Instruct officers to provide options for Council consideration to both activate and improve the amenity of the Maude Street Mall.

Moved by Cr Muto
Seconded by Cr Oroszvary

That the Council:

1. Note the findings within the Maude Street Mall Revitalisation Study and its recommendations
2. Postpone further consideration of the reopening of the mall to traffic having regard to the estimated costs of implementation (\$4,122,763) and return on investment as outlined in the report.
3. Instruct officers to provide options for Council consideration to both activate and improve the amenity of the Maude Street Mall.

CARRIED.

Background

The Maude Street Mall was created in 1989 and is situated between Fryers Street and High Street.

Traders in the Maude Street Mall have reported a decline in patronage. This has been attributed to (as per the Geografia report):

- A lack of physical improvements over the last two decades;
- Competition from newly constructed suburban retail centres; and
- Perceptions of anti-social behaviour.

Online shopping, the introduction of neighbourhood centres (Riverside Plaza and Shepparton Market Place) and a general decline in retail spend in Australia may also have contributed to Mall vitality.

In response to this, the local business community (through the Shepparton Chamber of Commerce and Industry) has lobbied for action and several solutions have been discussed by the community, traders and the Council. This includes interventions to improve amenity (i.e. cleanliness, landscaping, safety and shade); activation plans (i.e. extended opening hours, more events, a broader mix of cafes/restaurants and retail

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.4 Maude Street Mall Revitalisation Study (continued)

diversity); and more affordable and/or accessible parking. Retailers have also argued for the Mall to be re-opened to vehicle traffic.

The 'Safer City Camera Network' has been developed as part of a multifaceted community safety approach to be delivered within the Shepparton CBD and will work to enhance the realities and perceptions of community safety. The area encompassing the camera network includes Shepparton's late night precinct together with the Maude Street Mall, cinema, taxi ranks and the Maude Street bus interchange. The Network aims to assist with the detection of and Victoria Police response to, anti-social behaviour, crimes against the person and property within the camera network area. The Network will take a proactive and preventative approach through an active monitoring model during peak times. Active monitoring will be used to assist with the identification of probable incidents allowing for attendance by Victoria Police prior the incident escalating. Tenders have recently closed for the Network and contractors have been appointed to deliver the camera and civil works. Works are expected to commence in December and be finalised in March 2014.

Council, in conjunction with private developers and Lascorp is currently undertaking a redevelopment of the Vaughan Street precinct, now officially named Vaughan Central.

Stage one of this project is nearing completion, with stages two and three of this project planned to develop a bus interchange in Maude Street, public space for pedestrians to socialise and rest, and connectivity between the railway station and the CBD.

Plans to further revitalise the southern end of Maude Street, leading to the Maude Street Mall, as well as the judicial precinct are also high priorities in the overall aim to revitalise the CBD. The Maude Street Mall has a critical role to play in these aspirations.

Methodology used to complete 'Maude Street Mall Revitalisation Study'

The primary output of this study was a quantitative model, or simulator, that estimates the effect of different bundles of improvements on visitor numbers, opening hours and retail spend in the Maude Street Mall.

The main tasks of the project were:

- An Investment Logic Mapping exercise with key stakeholders to identify the problem and potential solutions;
- An Influence Diagram session with stakeholders to specify the variables (and their inter-relationships) influencing the success of the Mall;
- A case study analysis of pedestrian malls;
- A telephone survey to collect data on visitations to shopping precincts, spend per visit and the probability that different Mall changes would increase visitations to the Mall;
- A business survey to collect data on the number of customers per week, turnover, number of employees, the number of customers necessary to support the extension of opening hours and the probability that opening the Mall to vehicle traffic would influence the decision to extend opening hours; and
- Construction of a dynamic systems model of these factors to simulate the costs and benefits associated with different improvement bundles.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.4 Maude Street Mall Revitalisation Study (continued)

Conclusion of the study

The study states that there is no statistical evidence that individual improvements (e.g. shade, more events or opening the Mall to traffic) will change consumer shopping preferences in the Mall. However, there is strong statistical evidence that when these individual improvements are bundled, they will increase Mall patronage sufficiently to provide a positive return on investment.

The study goes on further to state that activation (i.e. extended opening hours, events, mix of cafes/restaurants and retail diversity), followed by amenity (i.e. cleanliness, landscaping, safety and shade) consistently generate the best returns on investment in terms of increased visits, increased spend and per capita returns on infrastructure investment.

Having regard to the above, and as outlined in the executive summary the study recommends that:

- A detailed investigation and program of bundled Mall improvement packages is undertaken including design considerations, funding and timing.
- This investigation also includes consideration of a partial reopening of the Mall taking into consideration broader planning strategies for the CBD (including traffic management).

380 individuals participated in a survey and the following was identified:

Average No. Annual Visits to the Mall	26
Average No. Annual Visits to the rest of the CBD	55
Average No. Annual Visits to Mooroopna	24
Average No. Annual Visits to Market Place	31
Average No. Annual Visits to Riverside Plaza	22
Average No. of Total Annual Visits	157

Council Plan/Key Strategic Activity

The revitalising of the Maude Street Mall pertains to Goal 3, Objective 2 of the Council Plan being "Council is committed to provide assistance to the retail sector with an ultimate goal of identifying how the businesses intend to offer their products or services to consumers and how to attract optimal consumer interest." Relevant strategies include the CBD Strategy developed in 2008 and Economic Development Strategy developed in 2007.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Dissatisfaction (from traders) with Council should the status quo approach be taken.	A	3	High	Study has been conducted by Geografia highlighting results and recommendations.
Additional vacancies within Maude Street Mall (& CBD) should the status quo approach be taken.	B	2	High	Study has been conducted by Geografia highlighting results and recommendations.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.4 Maude Street Mall Revitalisation Study (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Dissatisfaction (from traders) with study	C	3	Moderate	Appropriate consultation was conducted to complete study.
Failure activating Mall with chosen method (by Council)	C	2	Moderate	Study has been conducted to determine best return on investment.

Policy Considerations

The recommendations within this report are consistent with all relevant policies.

Financial Implications

There will be financial implications associated with all options regarding revitalisation of the Mall. These options can be costed individually upon request. A report compiled by Spiire (consultants) indicated that the opening of the Mall entirely to traffic would cost an estimated \$4m (minimum). The total cost of producing the Spiire report was \$4,500. The total cost of producing the Maude Street Mall Revitalisation Study was \$23,110.

Legal/Statutory Implications

Construction/decommissioning undertaken in the Maude Street Mall will require relevant approval from building services department. Council will seek relevant advice subject to the designs and the direction taken regarding landscaping/redesigning the Maude Street Mall. Should Council recommend the Mall be opened, Vic Roads would need to provide approval given that there would be new linkages to existing roads.

Environmental/Sustainability Impacts

Council is committed to creating and ensuring a vibrant local economy. Revitalising the Maude Street Mall would assist in creating a more appealing CBD which would have positive flow on effects for the local economy including but not limited to investment and increased employment.

A revitalised Maude Street Mall will also offer the community an attractive event space and would complement Councils commitment in promoting the wellbeing of the community.

Revitalising or reopening the Maude Street Mall would not create additional negative environmental impacts.

Social Implications

Negative perceptions exist regarding safety in the Mall and also the availability of parking in the CBD. The introduction of CCTV should aid the negative perceptions regarding safety within the mall however it is expected that this will take time to occur.

The Investment Attraction department regularly experiences community pressure for action regarding CBD revitalisation and also to parking times and applicable fees.

The CBD strategy (2008) outlines that general perceptions within the community are that the mall is out-dated, there is limited use of the mall for purposes such as outdoor dining, shops within the mall are not regularly open for weekend trading and the mall requires landscaping.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.4 Maude Street Mall Revitalisation Study (continued)

Economic Impacts

Economic impacts are highlighted within the report as per the returns on investment. Each option outlines the return on investment and the results are included in the cost benefit summary table below:

Cost/Benefit	Activation	Amenity	Parking	Re-opening Mall to Traffic
Implementation Cost (2012)	\$545,000	\$2,560,000	\$2,110,000	\$4,122,763
Number additional annual visitations (2022)	523,000	485,000	394,000	302,000
Additional Total Sales	\$37.8m	\$45.8m	\$41m	\$17.5m
Extended Trading Hour Sales	\$37.1m	\$34.9m	\$33.8m	\$5.2m
Total ROI (NPV)	\$342.8m	\$340.8m	\$178.8m	\$337.5m
Per capita ROI (NPV)	\$208	\$183	\$51.3	\$6.7

Consultation

The community including traders were consulted in order to compile the attached study. As highlighted within the methodology section of the study, a telephone survey was conducted to collect data on visitations and the probability that different mall changes would increase visitations. A business survey was also conducted to collect data on the number of customers per week and the number of customers necessary to support the extension of opening hours. 380 randomly selected responses were collected within the general community providing a '95% confidence level for the results'.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	-	-
Consult	Traders and consumers	Surveys
Involve	Relevant stakeholders were involved in the development of the study.	Steering Committee Meetings
Collaborate	-	-

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Economic Development

Direction – Promote economic growth, business development and diversification, with a focus on strengthening the agricultural industry.

Theme – Retail/Commercial Centres

Objective – To develop the Shepparton CBD as a regional centre for commerce and entertainment.

8. SUSTAINABLE DEVELOPMENT DIRECTORATE

8.4 Maude Street Mall Revitalisation Study (continued)

Options for Consideration

- Status quo - No change to the Maude Street Mall.
- Proceed with conceptual design and detailed design for the reopening of the Maude Street Mall.
- Proceed with conceptual design and detailed design for the revitalising (including amenity) of the Maude Street Mall.
- Proceed with conceptual design and detailed design for the reopening and revitalisation (including amenity) of the Maude Street Mall.

Conclusion

This Maude Street Mall Revitalisation Study combined with the presentation (delivered by Geografia) will provide Councillors with an update regarding the current circumstances surrounding the mall and methods that can be implemented to revitalise.

It should be noted that it is recognised that there was a delay in submitting this report to Councillors. This delay is due to the Investment Attraction department waiting for a report which has been produced by the Chamber of Commerce and Industry detailing retailers views regarding opening of the Maude Street Mall and their request for free parking. There was a view that the findings from the Chamber of Commerce and Industry report could compliment the Maude Street Mall Revitalisation Study and its findings/recommendations.

Attachments

Maude St Mall Revitalisation Study - Geografia Page 764

9. TABLED MOTIONS

Nil Received

10. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil Received

11. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil Received

12. NOTICE OF MOTION, AMENDMENT OR RESCISSION

12.1 Notice of Motion 1/2014 - Cr Muto

Moved by Cr Muto
Seconded by Cr Oroszvary

That the Council:

1. Subject to satisfying the appropriate planning requirements enter into an agreement with the owner of the land at 3 Sobraon Street, Shepparton to lease the vacant land at that site for a period of three (3) years with a three (3) year option to use as a temporary all-day carpark and,
2. Subject then to successfully entering into the above lease, issue the planning permit and approve the provision of budget funds to carry out appropriate infrastructure works to make the site suitable for a temporary carpark as detailed in option 2 of the Council briefing discussion paper titled "Proposed temporary carpark – corner Wyndham Street and Sobraon Street, Shepparton" of 26 February 2013.
3. Authorise the Chief Executive Officer to execute the agreement to Lease.

Moved by Cr Summer

That the Council:

1. Subject to satisfying the appropriate planning requirements enter into an agreement with the owner of the land at 3 Sobraon Street, Shepparton to lease the vacant land at that site for a period of three (3) years with a three (3) year option to use as a temporary all-day carpark and,
2. Subject then to successfully entering into the above lease, issue the planning permit and approve the provision of budget funds to carry out appropriate infrastructure works to make the site suitable for a temporary carpark as detailed in option 2 of the Council briefing discussion paper titled "Proposed temporary carpark – corner Wyndham Street and Sobraon Street, Shepparton" of 26 February 2013.
3. Authorise the Chief Executive Officer to execute the agreement and conditions of the Lease.

LOST

12. NOTICE OF MOTION, AMENDMENT OR RESCISSION

Moved by Cr Muto
Seconded by Cr Oroszvary

That the Council:

1. Subject to satisfying the appropriate planning requirements enter into an agreement with the owner of the land at 3 Sobraon Street, Shepparton to lease the vacant land at that site for a period of three (3) years with a three (3) year option to use as a temporary all-day carpark and,
2. Subject then to successfully entering into the above lease, issue the planning permit and approve the provision of budget funds to carry out appropriate infrastructure works to make the site suitable for a temporary carpark as detailed in option 2 of the Council briefing discussion paper titled "Proposed temporary carpark – corner Wyndham Street and Sobraon Street, Shepparton" of 26 February 2013.
3. Authorise the Chief Executive Officer to execute the agreement to Lease.

LOST

Cr Muto called for a division.

Those voting in favour of the motion: Cr Oroszvary, Cr Muto and Cr Summer.
Those voting against the motion: Cr Ryan, Cr Patterson, Cr Polan and Cr Houlihan.

Moved by Cr Polan
Seconded by Cr Summer

That the Council prepare a briefing paper on the proposed temporary carpark at 3 Sobraon Street, Shepparton which is to include full costings and a traffic management report and further parking options in the area and all planning implications and to be presented to Council in two months.

CARRIED.

Cr Muto called for a division.

Those voting in favour of the motion: Cr Polan, Cr Patterson, Cr Ryan, Cr Houlihan, Cr Oroszvary and Cr Summer.
Those voting against the motion: Cr Muto.

Cr Muto left the room at 7:23pm

Cr Muto returned to the room at 7:24pm

12. NOTICE OF MOTION, AMENDMENT OR RESCISSION

12.2 Notice of Motion 2/2014 - Cr Summer

Moved by Cr Summer
Seconded by Cr Oroszvary

That the Council:

- Write to the Minister for Planning and Environment requesting immediate review of Section 60 of the Planning and Environment Act to clarify and define its meaning and provide guidelines on its interpretation.
- Prepare a motion for inclusion in the agenda for the MAV State Council to support and strengthen Local Governments right to refuse a planning application on the grounds that the application would be detrimental to the health, safety or social amenity of the community.

Cr Houlihan sought an extension of time for Cr Summer to speak to the motion.

GRANTED

Moved by Cr Polan

That the matter lay on the table.

LOST

The motion was put and carried.

12.3 Notice of Motion 3/2014 - Cr Summer

Cr Summer has given notice that she will move:

Moved by Cr Summer
Seconded by Cr Oroszvary

That Council officers provide a report to Councillors by 31 June on:

- The development of a strategy to address the illegal dumping of waste on Council controlled land.
- The possible partnership opportunities to address the issue on public land in the municipality.

CARRIED.

13. DOCUMENTS FOR SIGNING AND SEALING

Nil Received

14. COUNCILLOR ACTIVITIES

14.1 Councillors Community Interaction and Briefing Program

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

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

Councillors' Community Interaction and Briefing Program

From 1 December 2013 to 31 January 2014 some or all of the Councillors have been involved in the following activities:

- Wilmot Road Primary School | Student Scholarship Presentation
- GV Hockey Association | Mayor to draw Major Raffle
- Official Opening | Tatura Men's Shed by Jeff Kennett
- International Day of a Person With a Disability
- Year 9 People and Power | Notre Dame College
- Civic Reception - Council's Thank you Christmas Function
- MAV Regional Forum Meeting
- Hume Region Local Government Network Meeting
- Internal Audit [members of the Audit and Risk Management Committee Meeting]
- Audit and Risk Management Committee Meeting
- Dr Elizabeth Lavender Retirement Function
- GV Water | Appreciation Evening
- The Art Room | SAM Exhibition
- Vaughan Street – Opening Celebration Party
- Basketball Tournament Presentations
- Seven Creeks Neighbourhood Christmas Party
- Motorcycling Victoria | Australian Speedway Championships - Shepparton 2014
- 2014 Motorcycling Victoria State Senior Motorcross Championships
- GMLLEN | Annual General Meeting | Luncheon
- Shepparton Show Me | Ordinary Meeting
- Shepparton Show Me | Christmas Celebration
- Meeting with Minister Peter Ryan & Minister Jeanette Powell | Relocation of Shepparton Aerodrome
- RiverConnect Members Christmas Lunch
- RiverConnect Implementation Advisory Committee Meeting
- LEAD | Celebration Dinner
- Meeting with Barry Thomas (Stoitse) & Michael Lamperd [Tatura Milk]
- SAM Foundation Meeting
- Greater Shepparton Best Start Partnerships | Meeting
- L2P Learner Driver Mentor Program | Promo Interview
- True Colours Presentation | The McAuley Champagnat Programme
- Friends of SAM Exhibition & Christmas Party Fundraiser
- 2nd Annual Multicultural Islamic Food Festival
- FAFA | Christmas Party
- 40th Celebration of the Bunbartha Community Centre & Xmas BBQ
- Digital Enterprise Draw "Like Our Page" Competition | Drawn by the Mayor
- Shepparton High School | Official Awards Ceremony
- Shepparton East Drainage Scheme Brief
- Victoria Park Lake | Western Park - Fishing Access & Facilities | Launch with Minister Powell

14. COUNCILLOR ACTIVITIES

14.1 Councillors Community Interaction and Briefing Program (continued)

- Councillors, Executive & Partners | Xmas Dinner
- Australian Botanic Gardens Shepparton Meeting
- All Staff Christmas Party | DRC
- Disability Advisory Committee Meeting
- Shepparton Art Museum - Advisory Committee Meeting - 18 December 2013
- Carols by Candlelight | Shepparton
- Christmas for those Alone | Christmas Luncheon
- New installations at Dhurringile Prison | Hon Peter Ryan MP and the Hon Edward O'Donohue MLC, Minister for Corrections will be inspecting new installations
- Motorcycling Victoria | Australian Speedway Championships
- Motorcycling Victoria | Australian Speedway Championships | Mayoral Presentations
- Lijiang Delegation in Shepparton | Tour of SAM and Unilever
- Lijiang Delegation | Dinner at The Carrington
- Discover Your Own Backyard Winner - Mr Barry Campbell | Media Coverage
- VLGA's Essential Mayor's Weekend | Werribee [3 day Conference]
- International Dairy Week | A Planning Forum for an Australian Dairy Expo
- International Dairy Week | Jersey Show Day | Mayor to present Senior Class winner
- Australian Botanic Gardens Shepparton Meeting
- Australia Day Celebrations & Citizenship Ceremony | Shepparton
- Australia Day Celebrations | Murchison
- Australia Day Celebrations | Tatura
- Australia Day Celebrations | Mooroopna
- Australia Day Celebrations | Dookie
- River Workshop
- Meeting with The Premier - the Hon Denis Napthine | SPC Ardmona Announcement
- Meeting with Daniel Andrews | Opposition Leader | SPC Ardmona Announcement
- Town Olympics | Katandra

Councillors were also briefed on the following matters:

- Ferrari Park Master Plan
- Cooma Recreation Reserve Committee of Management
- Kialla Park Recreation Reserve Master Plan
- Strategic Planning Quarterly Update
- Maude Street Mall Revitalisation Study
- Municipal Health & Wellbeing Action Plan 2013-2014
- Roadside Memorials
- Debt Collection Services & Tyres and Batteries
- SSM Complimentary Parking request
- CT Management Briefing | Collaborative Alliance
- Committee for Greater Shepparton | Matt Nelson, David McKenzie and Peter Bicknell
- Philippine House Restoration
- Plan Melbourne
- Craigmuir Lake - Water Management Policy
- Gavin Hanlon | Goulburn Murray Water
- KidsTown - Future Direction Plan & Food Hub Concept
- Policy & CEO Directive Review
- MAV Hume Region Planning
- Industrial Land Review
- SAM | Site Selection

14. COUNCILLOR ACTIVITIES

14.1 Councillors Community Interaction and Briefing Program (continued)

- Policy and CEO Directive for Distribution of Council Grants
- Draft Boulevard Bush Reserve Environmental Management Plan
- Adoption of Amendment C140 to the Greater Shepparton Planning Scheme
- Mayor and Councillor Allowances - Annual Adjustment
- Vision for Marungi Street, Shepparton
- Adoption of the Goulburn Valley Wayfinding Strategy
- Merrigum Recreation Reserve Masterplan
- Farming Rezone Reform
- Social Media Policy
- Asset Management Policy
- 2013/2014 Mid-Year Budget Review
- Provision of Telecommunication

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

Moved by Cr Muto

Seconded by Cr Oroszvary

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

CARRIED.

Attachments

- | | |
|--|----------|
| 1. Disability Advisory Committee Meeting Minutes 18 October 2013 | Page 812 |
| 2. Record of Assembly of Councillors - RiverConnect 2013-06 | Page 815 |
| 3. Shepparton Art Museum Advisory Committee Meeting 18 December 2013 | Page 816 |
| 4. Councillor Briefing Session - 3 December 2013 | Page 817 |
| 5. Councillor Briefing Session - 10 December 2013 | Page 818 |
| 6. Councillor Briefing Session - 17 December 2013 | Page 819 |
| 7. Councillor Briefing Session - 21 January 2014 | Page 820 |
| 8. Councillor Briefing Session - 28 January 2014 | Page 821 |

15. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA

Nil Received.

16. PUBLIC QUESTION TIME

Question 1 (Robert McLean)

What steps do I need to take to initiate a conversation within this chamber to achieve the creation of community gardens on many of the small, little used mosaic of public parks throughout the City of Greater Shepparton. The city already has, I know, a few small community gardens, but they will soon be inadequate as every well-established fact clearly illustrates that the world, Australia and Shepparton faces a future in which sustainable, locally produced food will be an unmatched priority.

Response

Through the “Get Mooving, Greater Shepparton” project, Council has been involved in the setup of four community gardens. These projects have all been in partnership with the Goulburn Valley Community Gardens group.

We recommend that you contact the group to assist you with gaining the necessary community support for any additional garden and forward your detailed proposal to Council for consideration.

Question 2 (John Gray)

The disgusting proliferation of street litter (mainly cigarette butts) in Greater Shepparton’s retail shopping precincts prompts me to ask what steps council is taking to address this issue, how many council employees are ‘Authorised Officers’ within the provisions of the Litter Act 1987, together with how many Infringement Notices have been issued and the penalty income collected in the past five years?

Response

There are five Council officers who are authorised officers under the Litter Act 1987.

The number of Infringement Notices issued and the penalty income collected over the past five years, not including court awarded fees, are as follows:

	Littering Infringements Issued	Amount Collected \$
2013	32	\$1,718
2012	18	\$1,807
2011	16	\$1,100
2010	14	\$2,036
2009	6	\$583

It is important to note that reports of litter that are investigated do not all end in Infringements being issued, particularly if identifiable documentation is not found. Reports of dumped rubbish/litter include a wide variety of materials and items, including but not limited to green waste, building waste, household rubbish, furniture, business waste, cigarette butts, food waste, animal remains.

16. PUBLIC QUESTION TIME

Examples of maintenance activities by Council in retail shopping precincts include:

- Street sweeping - designated Shepparton CBD kerbs 7 days per week between the hours of 11pm and 7am.
- Sweeping of CBD pedestrian paths, e.g. Mall precinct 6 days per week (daily over festive season), other CBD every second day, Mooroopna twice per week, Tatura once per week, Murchison fortnightly.
- Manual labour litter pick up – e.g. Vaughan Central, Council staff provide manual litter collection on Monday, Wednesday and Friday.

Council is not responsible for the maintenance of all retail precincts. This includes areas such as the Shepparton Marketplace, Riverside Plaza and the Vaughan Street carpark between Maude and Wyndham Streets.

Question 3 (John Gray)

In the broad matter of municipal manners is the answering of correspondence by councillors an issue on which there is some general collegiate agreement or is the courtesy required left totally to the perceived goodwill of the individual councillor as addressed?

Response

Any correspondence received by the Council which is addressed to a Councillor is handled as per the guidelines set out in section 16.3 – Councillor Correspondence of the 'Information Manual to Councillors'.

This manual was distributed to all Councillors at the time of their induction and clearly outlines the following process:

“For any correspondence sent to a Councillor, the Council will prepare a draft reply for the Councillor’s consideration. This is done for two reasons:

- *to assist the Councillor*
- *to ensure that the reply reflects the policy of the Council.*

If a letter raises issues which affect more than one part of the Council, the Directorate that has been allocated the letter will liaise with other areas to prepare a comprehensive response”

“All correspondence addressed to Councillors at the Council Offices will be opened and processed as Council correspondence. Councillors are requested to provide copies of all correspondence they receive in their capacity as Councillors at other addresses or by email for processing”

17. CONFIDENTIAL MANAGEMENT REPORTS

17.1 Designation of Confidentiality of Information

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

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

CARRIED.

17.2 Audit and Risk Management Committee Minutes

17.3 Reopening of the Council Meeting to Members of the Public

17.4 Designation of Confidentiality of Information – Report Attachments

**Moved by Cr Oroszvary
Seconded by Cr Ryan**

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

1. Report 7.4: Provision of Telecommunications Services and Hardware. This document relates to a contractual matter, which is a relevant ground applying under section 89(2)(d) of the Act.

CARRIED.

MEETING CLOSED AT 7.44 PM