

# MINUTES

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## ORDINARY COUNCIL MEETING

HELD ON  
TUESDAY 18 OCTOBER, 2016  
AT 5.30PM

IN THE COUNCIL BOARDROOM

**COUNCILLORS:**

Cr Dinny Adem (Mayor)  
Cr Fern Summer (Deputy Mayor)  
Cr Chris Hazelman  
Cr Jenny Houlihan  
Cr Les Oroszvary  
Cr Dennis Patterson  
Cr Kevin Ryan

***VISION***

*A THRIVING ECONOMY IN THE FOODBOWL OF VICTORIA WITH  
EXCELLENT LIFESTYLES, INNOVATIVE AGRICULTURE  
A DIVERSE COMMUNITY AND  
ABUNDANT OPPORTUNITIES*



**MINUTES  
FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON  
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**CHAIR  
CR DINNY ADEM**

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## RISK LEVEL MATRIX LEGEND

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

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

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

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

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

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

**Insignificant** Operational, add treatments where appropriate

**PRESENT: Councillors Dinny Adem, Fern Summer, Chris Hazelman, Jenny Houlihan, Les Oroszvary, Dennis Patterson and Kevin Ryan.**

**OFFICERS: Peter Harriott – Chief Executive Officer  
Steve Bowmaker – Director Infrastructure  
Johann Rajaratnam – Director Sustainable Development  
Chris Teitzel – Director Business  
Kaye Thomson – Director Community  
Maree Martin – Official Minute Taker  
Peta Bailey – Deputy Minute Taker**

#### **CARETAKER STATEMENT**

The recommended decisions are not considered to be 'Major Policy Decisions' as defined in section 93A of the *Local Government Act 1989*.

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

That the Minutes of the Special Council meeting held 14 September 2016 and the Ordinary Council Meeting held 20 September 2016 as circulated, be confirmed.

**CARRIED.**

## 5. COMMUNITY DIRECTORATE

### 5.1 Section 86 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 and Cemeteries Operations Officer**

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

**Approved by: Director Community**

#### **Executive Summary**

In accordance with Greater Shepparton City Council CEO Directive 07.CEOD2, Section 86 Committees of Management (Special Committees), Section Four – Committee members can only be appointed by a formal resolution of Council.

As the term of office for the current members of the Arcadia Community Centre Committee of Management and the Ballantyne Centre Committee of Management expires on 19 November 2016, it is necessary that new committees be appointed to manage the facilities. This report recommends appointments to the Arcadia Community Centre Committee of Management and the Ballantyne Centre Committee of Management for a two year term commencing 20 November 2016.

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

#### **Seconded by Cr Houlihan**

That the Council:

1. having considered the nominations received for appointment to the Arcadia Community Centre Committee of Management, appoint the following members for a term of two years, commencing 20 November 2016:
  - Barry CRIMMINS
  - John KENNEDY
  - Janet KIRKRIGHT
  - Ros SINCLAIR
  - Mitch UNDERWOOD
  
2. having considered the nominations received for appointment to the Ballantyne Centre Centre Committee of Management, appoint the following members for a term of two years, commencing 20 November 2016:
  - Graeme DONALDSON
  - Daryl EATON
  - Sue MORETON
  - Graham PAYTEN
  - Barbara TWITE

## 5. COMMUNITY DIRECTORATE

### 5.1 Section 86 Committees of Management - Appointment of Members (continued)

3. resolve that all members (who are not Councillors or nominated Officers) of the Arcadia Community Centre Committee of Management and the Ballantyne Centre 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**

##### Arcadia Community Centre Committee of Management

At the Ordinary Council Meeting held on 18 November 2014, five applicants were appointed to the Arcadia Community Centre Committee of Management for a term of two years. As the term of appointment for members is nearing expiration, it is necessary that a new committee be appointed to manage the facility.

Applications for reappointment have been received from four past committee members and one application has been received from a member of the public.

This report recommends that a new committee be appointed to the Arcadia Community Centre Committee of Management for a two year term, commencing 20 November 2016.

##### Ballantyne Centre Committee of Management

At the Ordinary Council Meeting held on 18 November 2014, five applicants were appointed to the Ballantyne Centre Committee of Management for a term of two years. As the term of appointment for members is nearing expiration, it is necessary that a new committee be appointed to manage the facility.

Applications for reappointment have been received from all five past committee members.

This report recommends that a new committee be appointed to the Ballantyne Centre Committee of Management for a two year term, commencing 20 November 2016

##### Interest Return Exemption

In accordance with the resolutions passed at previous Ordinary Council Meetings, it is recommended that all newly appointed members of Section 86 Committees be exempt from the requirement of completing Interest Returns

#### **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 of a committee are covered by Council's public liability insurance.

## 5. COMMUNITY DIRECTORATE

### 5.1 Section 86 Committees of Management - Appointment of Members (continued)

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

All of Council's Committees of Management 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 to this committee 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.

#### **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**

A public notice was placed in the Shepparton News on Friday 26 August 2016 calling for applications from community members to join the Arcadia Community Centre Committee of Management and the Ballantyne Centre Committee of Management. In addition a flyer was provided calling for applications for placement at the facilities and letters were also sent to the all outgoing committee members inviting them to apply for a two year further term.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> <li>• Newspaper advertisements</li> <li>• Website announcement</li> <li>• Letter to outgoing committee members</li> </ul>
Consult	Informed, listen, acknowledge	Council will consult with its committees prior to making decisions that relate to the relevant facilities.
Involve	Work together. Feedback is an input into decision making.	Committees provide an important source of feedback for Council to manage 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.



## 5. COMMUNITY DIRECTORATE

### 5.1 Section 86 Committees of Management - Appointment of Members (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Empower	We will implement what the public decide.	Committees of Management have delegated powers to make decisions in relation to the day to day management of the facilities that they are responsible for.

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

No other strategic links have been identified.

#### **Conclusion**

It is recommended that the abovementioned applicants be appointed to their respective Committees of Management for the term specified.

#### **Attachments**

Nil

## 6. CORPORATE SERVICES DIRECTORATE

### 6.1 Off Leash Dog Park Advisory Committee

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

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

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

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

**Author: Manager Citizen Services**

**Proof reader(s): Team Leader Regulatory Services**

**Approved by: Director Corporate Services**

**Other: Team Leader Governance**

#### **Executive Summary**

Council established an Off Leash Dog Park trial in February 2014 at Ducats Reserve, Paterson Road, Shepparton as an initiative directly related to the delivery of the Domestic Animal Management Plan 2013-2017. With the successful trial of the park and positive feedback from the community, Council resolved at its Ordinary Council Meeting on 21 April 2015, to make Ducats Reserve, Paterson Road Shepparton a permanent Off Leash Dog Park. Capital works were undertaken and the site was handed over for community use on the 30 June 2015.

To ensure the effective use, ongoing demand and utilisation of this permanent asset, it has been determined that an Off Leash Dog Park Advisory Committee will assist in the continued development of this community asset and provide a valuable medium to provide advice and recommendations for the Ducat Reserve Off Leash Dog Park. The Committee would also provide a valuable source of community liaison for any potential site trials and permanent locations in the years to come.

Officers request that Council consider the terms of reference and resolve to proceed with the establishment of the Off Leash Dog Park Advisory Committee.

**Moved by Cr Summer**

**Seconded by Cr Oroszvary**

That the Council adopt the terms of reference for the Off Leash Dog Park Advisory Committee and that officers proceed to establish the Committee by way of advertising for nominations.

**CARRIED.**

#### **Background**

The trial of an off leash dog park commenced in February 2014 at Ducat's Reserve, Paterson Road Shepparton. This initiative was undertaken as a deliverable of the Council endorsed Domestic Animal Management Plan 2013-2017. The aim of the trial was to assess the demand and community appetite for a permanent site to be erected that would provide a designated area for off leash exercising of dogs within the municipality.

## 6. CORPORATE SERVICES DIRECTORATE

### **6.1 Off Leash Dog Park Advisory Committee (continued)**

After reviewing the trial, Council resolved at the Ordinary Council Meeting on 21 April 2015 to make Ducat's Reserve, Paterson Road Shepparton, a permanent off leash dog park. Construction works were commenced at the site and it was handed over to the community for permanent use on 30 June 2015.

Since the off leash dog park was established, patrons have worked well together to ensure the effective use of the park with only minor complaints reported to Council. These complaints have included a lack of dog faeces bags and damaged gates needing repair. Besides these small operational items, community feedback suggests that users would also like to provide greater input into the parks operation. The feedback received includes a desire for obstacles and lighting and to provide their recommendations of potential future sites and trials. Given this feedback, officers wish to establish an Off Leash Dog Park Advisory Committee to meet this community need.

Terms of Reference have been established for Council consideration and should Council adopt the Terms of Reference, officers will move to advertise for nominations by way of the public notice section of the Shepparton News before appointing representatives to the Committee.

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

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

Objective – provide sustainable community services to our community

Strategy – continue to implement the Domestic Animal Management Plan 2013 -2017

#### **Risk Management**

There are no significant risks in establishing an Off Leash Dog Park Advisory Committee.

#### **Policy Considerations**

Should Council adopt the Terms of Reference and resolve to proceed with the establishment of an Off Leash Dog Park Committee, Council would need to, in accordance with the Local Government Act 1989, follow the meeting procedures related to The Record of Assembly of Councillors.

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

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

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

- a) impose all or any of the following conditions on the presence of dogs or cats in any public place of the municipal district of Council;
  - (i) conditions as the means of restraints of dogs or cats;
  - (ii) conditions as to the times at which the presence of dogs or cats is or is not permitted;
  - (iii) any other conditions that are specified in that order.

## 6. CORPORATE SERVICES DIRECTORATE

### **6.1 Off Leash Dog Park Advisory Committee (continued)**

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

Should any further Off Leash Dog Parks be established, this would need to be taken into consideration.

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

The establishment of an Off Leash Dog Park Advisory Committee will not be detrimental to the environment and should bring an awareness of the importance of community protection for future users of our parkland and native reserves.

The Off Leash Dog Park Advisory Committee will promote responsible pet ownership and behaviour which should minimise environment impacts to reserves and open space. A concentration of use of the priority areas will mean that there should be less damage due to vandalism because of the vigilant user’s protection of the area.

#### **Social Implications**

There are no social implications associated with this report.

#### **Economic Impacts**

There are no economic impacts associated with this report.

#### **Consultation**

By way of establishing the Off Leash Dog Park Advisory Committee this would allow ongoing consultation with the community and park users, keeping the communication open and

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Better information with Committee members able to provide relevant up to date information on park development	Word of mouth / Facebook / Social Media
Involve	Committee would assist in promoting the responsible pet ownership message through advocacy	Reporting back to Council on complaints or animal welfare issues
Empower	Improve the community ownership of the site to ensure patronage guidelines and rules are followed	On site communication when using the site.

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

## 6. CORPORATE SERVICES DIRECTORATE

### **6.1 Off Leash Dog Park Advisory Committee (continued)**

#### **Strategic Links**

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

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

Appointment of the Advisory Committee would be consistent with the Greater Shepparton 2030 Strategy as the purpose of the Off Leash Dog Park is to encourage dog owners to exercise, improving the health of both humans and dogs within the Municipality. Another is to provide new networks and physical activity opportunities for communities promoting social interaction and health and social benefits. The advisory committee would enhance the community involvement in bringing this initiative to life.

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

Nil

#### **Conclusion**

Council's first permanent Off Leash Dog Park has been a very successful initiative that has seen good community support for the space and harmonious use in a residential area. The opportunity exists to develop the current site further to ensure the park is well utilised and patronised and that it delivers on the expectations of community users. As the voice of the community, the Advisory Committee will ensure that community feedback is relayed to Council to further inform decision making on further sites and future development of off leash areas in Greater Shepparton.

#### **Attachments**

Off Leash Dog Park Advisory Committee Page 32

## 6. CORPORATE SERVICES DIRECTORATE

### 6.2 Status of Contracts Advertised and yet to be Awarded - September 2016

#### **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: Contracts and Procurement Analyst**

**Proof reader(s): Manager Corporate Governance**

**Approved by: Manager Corporate Governance**

#### **Executive Summary**

To inform the Council of the status of requests for tenders that have been advertised and contracts yet to be awarded.

**Moved by Cr Hazelman**  
**Seconded by Cr Houlihan**

That the Council note the tenders that have been advertised and yet to be awarded.

**CARRIED.**

#### **Tendered Contracts Awarded under Delegated Authority by Chief Executive Officer**

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
		Nil		

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

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1718	Municipal Valuation Services 2018 and 2020	Lump sum contract for provision of Municipal Valuation Services for 2018 and 2020	Tender closed on 12 October 2016
1691	Mooroopna Recreation Reserve Main Oval Lighting	Lump sum contract for construction of Mooroopna Recreation Reserve Main Oval Lighting	Tender closed on 12 October 2016
1683	Provision of Internal Audit Services	Schedule of Rates Contract for Provision of Internal Audit Services for a period of three (3) years	Tender closed on 7 September 2016

## 6. CORPORATE SERVICES DIRECTORATE

### 6.2 Status of Contracts Advertised and yet to be Awarded - September 2016 (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1712	Renewal of Elevator Control and Hydraulic Systems	Lump Sum Contract for Renewal of Elevator Control and Hydraulic Systems	Tender closed on 21 September 2016
1709	Provision of Drainage Maintenance Services	Schedule of Rates Contract for Provision of Drainage Maintenance Services for a period of three (3) years with provision for a One (1) year extension	Tender closed on 24 August 2016
1710	Provision of Traffic Management Services	Schedule of Rates Contract for Provision of Traffic Management Services for a period of three (3) years with provision for a One (1) year extension	Tender closed on 24 August 2016
1711	Supply and Delivery of Quarry Products	Schedule of Rates Contract for Supply and Delivery of Quarry Products for a period of three (3) years with provision for a One (1) year extension	Tender closed on 24 August 2016
1699	New Shepparton Art Museum (SAM) Design Competition	Open Competition for a set financial prize as well as opportunity to progress through to be one in five participating in the select tender process for the eventual conceptual design of SAM.	EOI closed on 31 August 2016

#### **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 \$400,000 excluding 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.

## 6. CORPORATE SERVICES DIRECTORATE

### **6.2 Status of Contracts Advertised and yet to be Awarded - September 2016** **(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 Status of requests for tenders that have not yet been awarded during the period 1 September 2016 to 30 September 2016.

#### **Attachments**

Nil



## 6. CORPORATE SERVICES DIRECTORATE

### 6.3 2016/2017 Christmas Arrangements

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

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

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

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

**Author: Governance Officer**

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

**Approved by: Director Corporate Services**

#### **Executive Summary**

The main Council Office in Welsford Street closes over the Christmas and New Year period each year, with the length of closure varying slightly, depending on when each public holiday falls.

This year, Christmas Day falls on a Sunday and it is proposed the office closes from 3.00pm Friday 23 December 2016 and reopens at 8.15am, Tuesday 3 January 2017. This length of closure is consistent with previous years and has been widely accepted by staff and the community. It also takes into account the substitute days allocated as Christmas Day and New Year day fall on a weekend.

It is important to note that this closure relates mainly to Council administration, and many of Councils services will still be available during this time. Directors will make appropriate staffing arrangements to ensure that Council services and programs required to operate during this period continue to do so without interruption.

#### **Moved by Cr Houlihan Seconded by Cr Patterson**

That the Council resolve to close Council offices at 3.00pm on Friday 23 December 2016 and re-open at 8.15am on Tuesday 3 January 2017.

**CARRIED.**

#### **Background**

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

It is proposed that this year, the Council Offices close at 3.00pm, Friday 23 December 2016 and re-open at 8.15am on Tuesday 3 January 2017. This would require the majority of staff to take three days of leave, with staff involved in delivering essential services and programs continuing to operate throughout this period as required.

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

There are no direct links to the Council Plan.

## 6. CORPORATE SERVICES DIRECTORATE

### 6.3 2016/2017 Christmas Arrangements (continued)

#### **Risk Management**

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

#### **Policy Considerations**

There are no conflicts with existing Council Policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

This proposal conforms with the *Local Government Act 1989* and all other relevant legislation.

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

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

#### **Social Implications**

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

#### **Economic Impacts**

There are no economic impacts arising from this proposal.

#### **Consultation**

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Staff and public will be informed that Council is closing the offices at 3.00pm Friday 23 December 2016 and re-open at 8.15am on Tuesday 3 January 2017.	<u>External Communication:</u> <ul style="list-style-type: none"> <li>• Public Notice</li> <li>• Flyer at Welsford Street main entrance</li> <li>• GSCC Website</li> </ul> <u>Internal Communication:</u> <ul style="list-style-type: none"> <li>• Insite</li> <li>• Email from the CEO</li> <li>• ExecSpeak</li> </ul>

Council officers believe that appropriate consultation has been scheduled and the matter is ready for consideration.

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

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

## 6. CORPORATE SERVICES DIRECTORATE

### 6.3 2016/2017 Christmas Arrangements (continued)

#### **Conclusion**

This timing provides staff with an adequate break over the festive season with minimal disruption to daily business and services to the public.

#### **Attachments**

Nil

## 6. CORPORATE SERVICES DIRECTORATE

### 6.4 November Special and Ordinary Council Meetings - Change of Dates

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

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

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

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

**Author: Governance Officer**

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

**Approved by: Director Corporate Services**

#### **Executive Summary**

With the 2016 general elections being held in October this year, it is proposed that the November Ordinary Council Meeting be rescheduled to 22 November 2016, and that a Special Council Meeting be called on 15 November 2016 for the election of the Mayor and Deputy Mayor.

The holding of a Special Council Meeting and rescheduling the Ordinary Council meeting will ensure that a Mayor and Deputy Mayor can be appointed prior to the first Ordinary Council Meeting of the newly elected Council. The extended timeframe will also ensure that the required public notices can be published, and provide the new Councillors with adequate training and briefings prior to their first meeting.

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

#### **Seconded by Cr Oroszvary**

That the Council:

1. hold a Special Council Meeting for the Election of the Mayor and the Deputy Mayor at 5.30pm on Tuesday 15 November 2016 in the Council Boardroom, 90 Welsford Street, Shepparton.
2. reschedule the November Ordinary Council Meeting to 5.30pm, Tuesday 22 November 2016 in the Council Boardroom, 90 Welsford Street, Shepparton.

**CARRIED.**

#### **Background**

With the Council elections being held on 22 October 2016 and the declaration of results expected to be announced on 31 October 2016, current timeframes provide the incoming Council with extremely limited time to prepare for their first Ordinary Council meeting.

Noting that the election of the Mayor would need to take place prior to this Ordinary Meeting date, in addition to key training and briefings on all agenda items, it has been determined that the existing timeframes do not adequately provide for these processes to take place.

It is therefore proposed to hold the Election of the Mayor and the Deputy Mayor at a Special Meeting of Council on 15 November 2016, with the November Ordinary Council meeting being rescheduled to 22 November 2016.

## 6. CORPORATE SERVICES DIRECTORATE

### **6.4 November Special and Ordinary Council Meetings - Change of Dates (continued)**

This rescheduling of dates will ensure Councillors have elected a Mayor and Deputy Mayor prior to the first Ordinary Council Meeting, and provide adequate time for all Councillors to be briefed on agenda items, prior to making a decision. It will also ensure that the required public notice can be published for both meetings, as required by Councils Local Law No.2.

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

This proposal supports Strategic Goal 1 of the 2013-2017 Council Plan '*Active and Engaged Communities*'.

#### **Risk Management**

There is no risk associated with this proposal.

#### **Policy Considerations**

There are no conflicts with existing Council Policies. This report is consistent with the Conduct of Council Business CEO Directive 37.CEOD5.

#### **Financial Implications**

There are no financial implications associated with this proposal.

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

There are no legal or statutory implications arising from this proposal.

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

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

#### **Social Implications**

There are no social implications arising from this proposal.

#### **Economic Impacts**

There are no economic implications arising from this proposal.

#### **Consultation**

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	All members of the public will need to be informed of the change of dates for the Council Meetings. Additional promotional techniques will need to be utilised if Council meetings are to be changed to a different date.	<u>External Communication:</u> <ul style="list-style-type: none"> <li>• Public Notice</li> <li>• GSCC Website</li> <li>• Media Release to local papers and radio</li> <li>• Post on social media</li> </ul>

#### **Strategic Links**

##### Greater Shepparton 2030 Strategy

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

## 6. CORPORATE SERVICES DIRECTORATE

### **6.4 November Special and Ordinary Council Meetings - Change of Dates** **(continued)**

#### **Conclusion**

Officers recommend that a Special Council Meeting to elect the Mayor and Deputy Mayor should take place prior to the November Ordinary Council Meeting.

In order to allow adequate time for the new Council to undertake key training and be provided with briefings on all agenda items, it is proposed that the November Ordinary Council meeting be rescheduled to Tuesday 22 November 2016, and that a Special Council Meeting be called to elect a Mayor and Deputy Mayor on Tuesday 15 November 2016.

#### **Attachments**

Nil

## 6. CORPORATE SERVICES DIRECTORATE

### 6.5 2015-2016 Annual Report

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

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

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

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

**Author: Team Leader Marketing and Communications**

**Proof reader(s): Manager Marketing and Communications**

**Approved by: Director Corporate Services**

#### **Executive Summary**

Section 131 of the *Local Government Act 1989* requires Council to prepare an Annual Report for the financial year just completed. A copy of this report must be provided to the Minister for Local Government within three months of the end of the financial year and the Council must then consider the report at a meeting of the Council within one month of its provision to the Minister. Council's Annual Report for the Financial Year 2015-2016 was forwarded to the Minister on 29 September 2016.

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

#### **Seconded by Cr Houlihan**

That the Council receives and considers the Greater Shepparton City Council Annual Report 2015 - 2016 for the year ended 30 June 2016, including the Financial Statements and Performance Statement, as certified by the Auditor-General.

**CARRIED.**

#### **Background**

The Victorian Local Government Act (1989) requires all councils to present an Annual Report to the Minister by 30 September each year. Importantly, the Annual Report provides an account of Council's performance to our community. It details Council achievements against the goals of the Council Plan and our performance against stipulated measures. It further provides an account of council's financial management during the previous financial year.

The Annual Report is also an opportunity to acknowledge all the great activities that have been happening across the municipality and note the challenges that have marked the year.

The Annual Report 2015-2016 contains:

- A report on the operations of the Council including highlights throughout the year
- Audited Financial Statements and Performance Statement
- Other general information required by the Local Government (Finance and Reporting) Regulations 2004 and the Local Government Act

## 6. CORPORATE SERVICES DIRECTORATE

### 6.5 2015-2016 Annual Report (continued)

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

On 14 September 2016, Council resolved to approve in principle the Financial Statements and the Performance Statement for the year ended 30 June 2016, and authorised the Mayor, Cr Dinny Adem and Cr Fern Summer to sign the statements in their final form after any changes recommended or agreed to by the auditor have been made. These documents were subsequently signed by Cr Adem and Cr Summer.

The Annual Report follows an in-house design template developed for last year's report to minimise production costs and maximise its usability. A printed copy of the Annual Report will be made available to Councillors, government Ministers and the community once it is completed. It will also be uploaded to the Council website.

#### **Risk Management**

Any risks associated with this report relate to compliance with the requirements of the Local Government Act.

#### **Policy Considerations**

The Annual Report has been prepared in accordance with relevant Council policies including accounting policies and communication guidelines.

#### **Financial Implications**

The design of the Annual Report and Financial Report is an in-house cost as Council has a graphic designer on staff. This has saved council a considerable amount of money by having the design done internally rather than outsourcing.

Quotes on the printing of the Annual Report will be obtained once final sign off has been obtained from the state government. This cost forms part of the marketing and communications annual budget.

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue				
Expense	\$4000			Print quotes to be obtained
Net Total	\$4000			

<sup>1</sup> Budgets are GST exclusive

<sup>2</sup> For Contract Award reports the GST inclusive expense shall match the amount reported in the recommendation

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

Section 131 of the *Local Government Act 1989* requires Council to prepare an Annual Report for the financial year just completed. A copy of this report must be provided to the Minister for Local Government within three months of the end of the financial year and the Council must then consider the report at a meeting of the Council within one month of its provision to the Minister.

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

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



## 6. CORPORATE SERVICES DIRECTORATE

### **6.5 2015-2016 Annual Report (continued)**

#### **Social Implications**

There are no social implications associated with this report.

#### **Economic Impacts**

There are no economic impacts in relation to this report.

#### **Consultation**

The Councillors, Executive Leadership Team, Senior Leadership Group and Council officers were all consulted in the preparation of the 2015-2016 Annual Report.

Officers consider that appropriate consultation has occurred and this matter is now ready for Council consideration. No external consultation is required.

#### **Strategic Links**

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

The Annual Report is consistent with the Greater Shepparton 2030 Strategy and provides a mechanism for reporting against the achievement of strategic goals.

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

- 2013-2017 Council Plan  
This Annual Report marks the third year of the implementation of the 2013-2017 Council Plan.
- 2015/2016 Marketing Strategy

#### **Conclusion**

That Council receives and considers the Greater Shepparton City Council Annual Report 2015-2016 for the year ended 30 June 2016, including the Financial Statements and Performance Statement, as certified by the Auditor-General.

#### **Attachments**

Nil

## 6. CORPORATE SERVICES DIRECTORATE

### 6.6 September 2016 Monthly Financial Report

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

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

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

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

**Author: Team Leader Corporate Accounting**

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

**Approved by: Director Corporate Services**

#### **Executive Summary**

The report presents Council's actual financial performance compared to the budget for the three months ended 30 September 2016.

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

That the Council receive and note the September 2016 Monthly Financial Report.

**CARRIED.**

#### **Background**

The 2016/2017 Budget was adopted at the Ordinary Council Meeting held 21 June 2016. The 2016/2017 Budget provided for an operating surplus of \$13.81 million with revenue of \$130.31 million and expenditure of \$116.74 million. The 2016/2017 Budget also provided for capital works of \$45.49 million.

On 14 September 2016, Council adopted the 2016/2017 August Budget Review with an accounting surplus of \$13.1 million which is \$0.47 million less than the 2016/2017 Adopted Budget. A capital works program of \$42.03 million is forecast to be expended during the 2016/2017 financial year which is a decrease of \$3.45 million from the Adopted Budget.

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

The September 2016 Monthly Financial Report incorporates the following sections which are presented for Council's consideration:

- Operating Performance
- Capital Works Performance
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Capital Works Statement

## 6. CORPORATE SERVICES DIRECTORATE

### 6.6 September 2016 Monthly Financial Report (continued)

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

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

#### **Risk Management**

No risks have been identified in providing this financial report. **Policy Considerations**  
There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

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

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

No Environmental or Sustainability impacts have been identified.

#### **Social Implications**

No Social implications have been identified.

#### **Economic Impacts**

No Social implications have been identified.

#### **Consultation**

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

#### **Conclusion**

The report provides details of Council’s financial performance compared to the budget for three months ended 30 September 2016.

#### **Attachments**

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**7. TABLED MOTIONS**

Nil Received

**8. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES**

Nil Received

**9. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES**

Nil Received

**10. NOTICE OF MOTION, AMENDMENT OR RESCISSION**

Nil Received

**11. DOCUMENTS FOR SIGNING AND SEALING**

Nil Received

## 12. ASSEMBLIES OF COUNCILLORS

### 12.1 Assemblies of Councillors

Councillor Briefing Session – 6 September 2016		
Councillors	Cr Fern Summer, Cr Chris Hazelman, Cr Jenny Houlihan, Cr Dennis Patterson, Cr Kevin Ryan	
Officers:	Steve Bowmaker, Johann Rajaratnam, Kaye Thomson, Chris Teitzel, Greg McKenzie, Sharon Terry, Laurienne Winbanks, Tony Tranter and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Sustainability and Environment Update <ul style="list-style-type: none"> <li>- Electric Fleet</li> <li>- National Tree Day</li> <li>- RiverConnect</li> </ul>	Cr Summer (Chair) Cr Hazelman (partial) Cr Houlihan Cr Patterson Cr Ryan
2.	Shepparton Bypass	Cr Summer (Chair) Cr Hazelman Cr Houlihan Cr Patterson Cr Ryan
3.	Shepparton Art Museum	Cr Summer (Chair) Cr Hazelman Cr Houlihan Cr Patterson Cr Ryan
4.	Off Leash Dog Park Committee – Terms of Reference	Cr Summer (Chair) Cr Hazelman Cr Houlihan Cr Patterson Cr Ryan
5.	Kidstown Master Plan	Cr Summer (Chair) Cr Hazelman Cr Houlihan Cr Patterson Cr Ryan
6.	Special Council Meeting Agenda	Cr Summer (Chair) Cr Hazelman Cr Houlihan Cr Patterson Cr Ryan

## 12. ASSEMBLIES OF COUNCILLORS

### 12.1 Assemblies of Councillors (continued)

Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Councillor Briefing Session –13 September 2016		
Councillors	Cr Chris Hazelman, Cr Jenny Houlihan, Cr Dennis Patterson, Cr Kevin Ryan, Cr Oroszvary	
Officers:	Steve Bowmaker, Johann Rajaratnam, Chris Teitzel, Damian Willoughby, Belinda Collins, Amanda Tingay, Michael MacDonagh, Colin Kalms, Elke Cummins, Fiona Le Gassick, Michael Carrafa and Maree Martin (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Live Streaming Trial	Cr Hazelman Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
2.	Minutes of the ARMC Meetings	Cr Hazelman Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
3.	Strategic Planning Quarterly Update	Cr Hazelman Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
4.	MOU between Shepparton Chamber of Commerce and Industry and Council	Cr Hazelman Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
5.	Victoria Park Lake Master Plan	Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
7.	Draft Ordinary Council Meeting Agenda	Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan

## 12. ASSEMBLIES OF COUNCILLORS

### 12.1 Assemblies of Councillors (continued)

Councillor Briefing Session – 20 September 2016		
Councillors	Cr Fern Summer, Cr Jenny Houlihan, Cr Les Oroszvary, Cr Dennis Patterson, Cr Kevin Ryan	
Officers:	Chris Teitzel, Johann Rajaratnam, Kaye Thomson, Heath Chasemore, Sharlene Still, Colin Kalms, Andrew Dainton, Geraldine Christou, Michael Carrafa, Darren Buchanan and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Update on Court Hearings	Cr Summer (Chair) Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
2.	Use and Development of Land for a Caravan Park	Cr Summer (Chair) Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
3.	Audit and Risk Management Committee – Chairs Annual Report	Cr Summer (Chair) Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
4.	CBD Place Manager – Office	Cr Summer (Chair) Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
5.	Southern Section of Marungi Street	Cr Summer (Chair) Cr Houlihan Cr Oroszvary Cr Patterson Cr Ryan
6.	Community Matching Grants	Cr Summer (Chair) Cr Oroszvary Cr Patterson Cr Ryan
7.	Street Rider Night Bus	Cr Summer (Chair) Cr Oroszvary Cr Patterson Cr Ryan
8.	Port of Melbourne Authority	Cr Summer (Chair) Cr Oroszvary Cr Patterson Cr Ryan

## 12. ASSEMBLIES OF COUNCILLORS

### 12.1 Assemblies of Councillors (continued)

Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Councillor Briefing Session – 27 September 2016		
Councillors	Cr Dinny Adem, Cr Chris Hazelman, Cr Jenny Houlihan, Cr Dennis Patterson, Cr Kevin Ryan	
Officers:	Peter Harriott, Chris Teitzel, Johann Rajaratnam, Kaye Thomson, Steve Bowmaker, Belinda Conna and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Homelessness in Greater Shepparton	Cr Adem (Chair) Cr Hazelman Cr Houlihan (partial) Cr Patterson Cr Ryan
2.	2016/2017 Christmas Arrangements	Cr Adem (Chair) Cr Hazelman Cr Houlihan Cr Patterson Cr Ryan
3.	Goulburn River Valley Tourism	Cr Adem (Chair) Cr Hazelman Cr Houlihan Cr Patterson Cr Ryan
4.	Sister City Relationships	Cr Adem (Chair) Cr Hazelman Cr Houlihan Cr Patterson Cr Ryan



## 12. ASSEMBLIES OF COUNCILLORS

### 12.1 Assemblies of Councillors (continued)

Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

**Moved by Cr Hazelman**  
**Seconded by Cr Houlihan**

That the Council note the Assemblies of Councillors.

**CARRIED.**

#### **Attachments**

Nil

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

Nil

**Moved by Cr Oroszvary  
Seconded by Cr Houlihan**

I move that standing orders be suspended.

**CARRIED.**

**Moved by Cr Oroszvary  
Seconded by Cr Houlihan**

I move that standing orders be resumed.

**CARRIED.**

**THE MEETING CLOSED AT 6.36PM**