

# MINUTES

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## ORDINARY COUNCIL MEETING

HELD ON  
TUESDAY 19 SEPTEMBER, 2017  
AT 5.30PM

IN THE COUNCIL BOARDROOM

**COUNCILLORS:**

Cr Dinny Adem (Mayor)  
Cr Kim O’Keeffe (Deputy Mayor)  
Cr Seema Abdullah  
Cr Bruce Giovanetti  
Cr Chris Hazelman  
Cr Les Oroszvary  
Cr Dennis Patterson  
Cr Fern Summer  
Cr Shelley Sutton

***VISION***

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



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FOR THE  
ORDINARY COUNCIL MEETING  
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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, Kim O’Keeffe, Seema Abdullah, Bruce Giovanetti, Chris Hazelman, Dennis Patterson and Fern Summer.**

**OFFICERS: Peter Harriott – Chief Executive Officer  
Johann Rajaratnam – Director Sustainable Development  
Chris Teitzel – Director Corporate Services  
Kaye Thomson – Director Community  
Maree Martin – Official Minute Taker  
Peta Bailey – 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. PRIVACY POLICY**

This public meeting is being streamed live via our Facebook page and made available for public access on our website along with the official Minutes of this meeting.

All care is taken to maintain your privacy; however as a visitor in the public gallery, it is assumed that your consent is given in the event that your image is broadcast to the public. It is also assumed that your consent is given to the use and disclosure of any information that you share at the meeting (including personal or sensitive information) to any person who accesses those recordings or Minutes.

## **3. APOLOGIES**

**Moved by Cr O’Keeffe  
Seconded by Cr Hazelman**

That the apologies from Cr Sutton and Cr Oroszvary be noted and a leave of absence be granted.

**CARRIED**

## **4. 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.**

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**Moved by Cr Patterson**  
**Seconded by Cr Hazelman**

That the minutes of the Ordinary Council meeting held 15 August 2017 and the Special Council meeting held on 22 August 2017 as circulated, be confirmed.

**CARRIED.**



## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 Sports Facility 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: Manager Parks, Sport & Recreation**

**Proof reader(s): Manager Parks, Sport & Recreation**

**Approved by: Acting Director Infrastructure**

#### **Executive Summary**

The Sports Facility Use policy will provide a responsible, consistent, transparent and equitable process for Council managed sport facilities. The policy will apply to all sports facilities directly managed by Council, and excludes section 86 committee of management facilities.

Council has responsibility for a diverse range of sporting facilities; these responsibilities include ongoing maintenance and management for all users.

The Sports facilities policy outlines how Council will provide sporting facilities to the community. The policy aims to provide flexible and sustainable sports facilities that support elite and community sport, facilitate shared use and provide a place for community connectedness.

**Moved by Cr Summer**  
**Seconded by Cr Abdullah**

That the Council adopt the Sports Facility Use Policy 64.POL1.

**CARRIED.**

#### **Background**

Council owns an extensive network of sports fields, sports pavilions, and associated facilities for use by the local sporting community.

These facilities play a key role in the delivery of a wide range of leisure, social, cultural and educational activities which encourage active community participation, and make a valuable contribution to the general health and wellbeing of the local community.

An effective structure for the management of these facilities is integral to their long term sustainability and as a result, Council officers have developed a policy and procedure to ensure that Council owned facilities are managed and used in a safe, accessible and equitable manner.

The current processes and procedures for hiring Council facilities for use by the community vary greatly due to the diverse range of facilities available, and management structures in place. As a result, Council has developed the Sports Facilities Use Policy. The Policy contains the rational, principles and occupancy assessment process, for determining appropriate usage arrangements, and to enable consistent processes to be undertaken when hiring Council owned community facilities.

## 6. INFRASTRUCTURE DIRECTORATE

### **6.1 Sports Facility Use Policy (continued)**

This policy is supported by various standard agreements and operational guidelines i.e. seasonal & casual booking form.

The policy will be supported by a number of documents that will provide details for operational users and council. These documents will be developed in consultation with relevant users groups and sporting clubs.

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

Social objective 2.9 Public places, open space and community facilities are safe and accessible for all and presented to a high quality.

Economic objective 3.3 Greater Shepparton is a major destination for events and tourism

#### **Risk Management**

This policy has been developed in order to implement a sound management structure around the way Council manages, maintains, and utilises sports facilities & infrastructure.

#### **Policy Considerations**

No conflicts with any other policy have been identified.

#### **Financial Implications**

No identified financial implications.

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

No identified legal or Statutory implications.

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

This policy aims to provide guidance to sustainable use of council facilities.

#### **Social Implications**

Adopting a policy on the management of Sports Facilities provide ongoing social benefits to the local community. Council can ensure it does provide key outcomes that respond to the active and engaged (social) objectives of the Council Plan.

#### **Economic Impacts**

Nil economic impacts.

#### **Consultation**

The policy has been developed as an internal document. Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

#### **Strategic Links**

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

Nil

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

Sport 2050 Strategy outlines Council's commitment to sport and recreation is in recognition of the benefits it delivers to individuals and the broader community, including social, economic and health options.

## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 Sports Facility Use Policy (continued)

#### **Conclusion**

This policy provides direction on Council's management of Sports facilities and is now presented for Council consideration.

#### **Attachments**

Sports Facilities Use Policy Page 122

## 7. COMMUNITY DIRECTORATE

### 7.1 Section 86 Committees of Management - Membership Appointment

#### **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 four, members of special committees (established under Section 86 of the Local Government Act 1989), can only be appointed or removed by a formal resolution of Council.

Council has received an Application for Co-Opt Appointment from a community member to join the Kialla District Hall Committee of Management and it is recommended that Council endorse this appointment.

This report also acknowledges the contribution of a long term member of the Harston Hall Committee of Management, accepts her resignation and rescinds her membership accordingly.

**Moved by Cr Hazelman**

**Seconded by Cr Giovanetti**

That the Council:

1. having considered the application received for co-opt appointment to the Kialla District Hall Committee of Management appoint the following applicant to the existing committee, term commencing 20 September 2017 and concluding 19 May 2018:
  - Ann THOMPSON
2. acknowledge the contribution of Lola IBRHAIM to the Harston Hall Committee of Management as a committee member and Treasurer, accept her resignation and rescind her membership accordingly.
3. resolve that all members (who are not Councillors or nominated Officers) of the Kialla District Hall 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.**

## 7. COMMUNITY DIRECTORATE

### 7.1 Section 86 Committees of Management - Membership Appointment (continued)

#### **Background**

##### Kialla District Hall Committee of Management

At the Ordinary Council Meeting held on 17 May 2016 ten applicants were appointed as members to the Kialla District Hall Committee of Management for a term concluding 19 May 2018. An additional two members were appointed at the Ordinary Council Meetings held on 16 August 2016 and 20 December 2016 bringing the total membership to 12.

An Application for Co-Opt Appointment has now been received and it is recommended that this application be accepted and the community member appointed to the existing committee's term commencing 20 September 2017 concluding 19 May 2018.

##### Harston Hall Committee of Management

At the Ordinary Council Meeting held on 20 December 2016 ten applicants were appointed as members of the Harston Hall Committee of Management for a term concluding 19 February 2019.

Lola Ibrhaim has now submitted her resignation as a member of the Harston Hall Committee of Management to Council. The Council would like to recognise lola's contribution and work with the Committee of Management, particularly in her role as Treasurer for many years. It is recommended that Council accept lola's resignation and rescind her membership accordingly.

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

This proposal supports the following goals of the *Council Plan 2017-2021*:

- Leadership and Governance
  - 1.3 Council demonstrates strong leadership and sound decision making in the best interests of the community.
  - 1.7 Council advocates on issues, priorities and needs that matter to our community in partnership with key stakeholders.
  - 1.9 Service standards and service delivery models are realistic and meet community expectations and demand while being financial viable and in line with Council's core business.
- Social
  - 2.1 Our community is supported to achieve and sustain physical, emotional and spiritual health and wellbeing.
  - 2.4 Social and cultural, educational and employment opportunities are created to enable children, young people, individuals and families to actively participate in their community.
  - 2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.
  - 2.7 Public places, open space and community facilities are safe and accessible for all and presented to a high quality.
- Built
  - 4.4 Quality infrastructure is provided and maintained to acceptable standards.
  - 4.5 Assets are well managed and their renewal is being planned through long term renewal strategies.

## 7. COMMUNITY DIRECTORATE

### 7.1 Section 86 Committees of Management - Membership Appointment (continued)

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Governance risk associated with the delegation of Council powers to a committee	Possible	Major	High	The appointment and removal of members by formal resolution of Council reduces governance risks by ensuring that all members of 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 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 and rescinding of membership to Section 86 committees of management 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

The Kialla District Hall Committee of Management has been informed that Council has received an Application for Co-Opt Appointment.

The Harston Hall Committee of Management has been informed of the receipt of the resignation of one of its members by Council.

## 7. COMMUNITY DIRECTORATE

### 7.1 Section 86 Committees of Management - Membership Appointment (continued)

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

##### b) Other strategic links

*Local Government Act 1989*

#### **Conclusion**

It is recommended that the abovementioned co-opt applicant be appointed to the Kialla District Hall Section 86 Committees of Management in accordance with this report.

In addition, it is recommended that the resignation of Lola Ibrhaim from the Harston Hall Committee of Management be accepted, her contribution acknowledged and her membership rescinded in accordance with her resignation.

#### **Attachments**

Nil

## 7. COMMUNITY DIRECTORATE

### 7.2 Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2016/2017

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

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

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

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

**Author: Team Leader Community Strengthening**

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

**Approved by: Director Community**

#### **Executive Summary**

The Greater Shepparton Women's Charter Alliance Advisory Committee (GSWCAAC) was established by Greater Shepparton City Council in 2011 to promote women in leadership at all levels of decision making in Greater Shepparton. Since this time the Committee has undertaken many activities to promote women's participation. The GSWCAAC would like to present its 2016/2017 Annual Report to Council for their information.

**Moved by Cr Abdullah**

**Seconded by Cr O'Keeffe**

That the Council receive and note the Women's Charter Alliance Advisory Committee's 2016/2017 Annual Report.

**CARRIED.**

#### **Background**

The Women's Charter was first launched by the Women's Participation in Local Government Coalition in 1996. The Charter's three principles of Gender Equity, Diversity and Active Citizenship are now supported by more than 60 local governments.

Greater Shepparton City Council officially endorsed its commitment to the Women's Charter in 2010 and an action plan followed. In 2011 an advisory committee was initiated and was officially endorsed by Council in February 2012. The Committee is known as the Greater Shepparton Women's Charter Alliance Advisory Committee (GSWCAAC).

The aim of the GSWCAAC is to support and promote women in leadership roles and all levels of decision-making, including business or workplace positions, community groups or boards of management. All of the GSWCAAC's work is based around the three principles of Gender Equity, Diversity, and Active Citizenship, and is delivered through an Action Plan. In 2016/17 the GSWCAAC finalised its Action Plan 2016 - 2018. The Action Plan was endorsed by Council on 20 December 2016.

The Action Plan 2016-2018 focuses on the three principles of the Women's Charter: Gender Equity, Diversity, and Active Citizenship, and is intended to guide the activities of the GSWCAAC. This action plan details events, activities and key strategies employed by the Advisory Committee to achieve its outcomes.



## 7. COMMUNITY DIRECTORATE

### **7.2 Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2016/2017 (continued)**

In the 2016/17 financial year the GSWCAAC reached membership capacity (20) for the second year in a row, started a waiting list for potential members and currently has approximately 243 people on its 'Friends' mailing list. A review of the Terms of Reference was undertaken in 2016, with Council endorsing the agreed Terms of Reference at the 20 September 2016 Ordinary Council Meeting.

The Council endorsed GSWCAAC membership for 2016/2017 included:

- One Council Charter Champion
- Three Council members
- 16 community members
- Ten co-opted members

The 2016/17 financial year began with Councillor Dinny Adem as the Charter Champion. In December 2016 one of the GSWCAAC community members – Seema Abdullah – was elected as a Councillor for the Greater Shepparton City Council. Councillor Seema Abdullah subsequently became the GSWCAAC Charter Champion.

In the 2016/17 financial year the GSWCAAC had the following Working Groups:

- GSWCAAC Award Working Group
- International Women's Day Working Group
- Membership Working Group
- Terms of Reference Working Group.

In 2016/2017 the GSWCAAC (and its partners) held the following events:

- Queen's Gardens Honour Board 'Launch' – 15 September 2016
- Female Youth Public Speaking Award – 25 November 2016
- International Women's Day – 8 March 2017, 240 people in attendance
- Gender Equity Training – 23 June 2017, 30 people in attendance.

The GSWCAAC also partnered with Council for an event in Refugee Week (190 people in attendance), and participated in Conversations for Change focus delivered by Primary Care Connect.

The 2017 GSWCAAC Award was presented at the GSWCAAC International Women's Day event. The Award recipient was acknowledged the following day at the International Women's Day Breakfast held by Soroptimists International Shepparton Inc. The 2017 GSWCAAC Award recipient was Lisa McKenzie.

Council delivered a presentation about the work of the GSWCAAC at the 2017 LGPro Conference held in February in Melbourne, an invitation resulting from the Council and Committee winning the LGPro Award for Excellence in Organisational Diversity in 2016.

The Advisory Committee continue to implement the actions outlined in their Action Plan 2016-2018 with the support of a Committee Support Person and a Responsible Budget Officer. The Advisory Committee is very proud of their achievements throughout 2016/2017 and the positive impact the Advisory Committee has in the Greater Shepparton community, improving outcomes and opportunities for women on various levels.

## 7. COMMUNITY DIRECTORATE

### 7.2 Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2016/2017 (continued)

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

Council Plan 1. Active and Engaged Communities (Social), 1.3 Ensure liveability options are always considered in our decision making activities.

#### **Risk Management**

Officers have not identified any moderate to extreme risk associated with this report.

#### **Policy Considerations**

Officers have not identified any current policy implications associated with this report. However it may be noted that the aim of the Committee is to support and promote women in leadership roles and all levels of decision-making in Greater Shepparton, including business or workplace positions, community groups or boards of management.

#### **Financial Implications**

<b>2016/2017</b>	<b>Adopted Budget \$</b>	<b>Actual \$</b>
<b>Revenue</b>	- 1164	-950
<b>Expense</b>	17060	14390
<b>Variance</b>		<b>2670</b>

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

Officers have not identified any Legal/Statutory implications associated with this report.

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

Officers have not identified any Environmental/Sustainability implications associated with this report.

#### **Social Implications**

The aim of the Committee is to support and promote women in leadership roles and all levels of decision-making in Greater Shepparton, including business or workplace positions, community groups or boards of management. GSWCAAC has adopted a three point action plan focusing on Diversity, Active Citizenship and Gender Equity to guide the key strategic objectives of this Committee. This focus is on addressing social disadvantage and increasing women's participation.

#### **Economic Impacts**

The aim of the Committee is to support and promote women in leadership roles and all levels of decision-making in Greater Shepparton, including business or workplace positions. The GSWCAAC will continue to deliver information to the community that is aimed at informing, educating and supporting women in their pursuits – including participation in the workforce.

## 7. COMMUNITY DIRECTORATE

### 7.2 Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2016/2017 (continued)

#### Consultation

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

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Involve	Evaluation of events.	Evaluation forms were available at GSWCAAC events to gauge audience feedback.
Empower	GSWCAAC is empowered to make decisions to inform Council on the operations of the Committee.	GSWCAAC has planned, implemented and evaluated its own events through 2016/2017 with the assistance of a Council support person and responsible Budget Officer.

#### Strategic Links

No strategic links were identified with this report.

#### Conclusion

The Greater Shepparton Women's Charter Alliance Advisory Committee have compiled their 2016/2017 Annual Report to inform Council and the community of its operations throughout the previous year. The Committee has continued to undertake events to promote Diversity, Active Citizenship and Gender Equity in the community and looks forward to further opportunities to advise Council on relevant areas, where appropriate.

#### Attachments

Greater Shepparton Women s Charter Alliance Advisory Committee Annual Report 2016-2017 Page 128

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017

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

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

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

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

**Author: Community Development Coordinator**

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

**Approved by: Director Community**

#### **Executive Summary**

Greater Shepparton City Council is committed to working in partnership with community members to implement the Community Planning program. Over the past twelve months one new locality plan and one new neighbourhood plan have been endorsed by Council and two five year reviews have been completed. Another five year review is currently under development, due to be completed in December 2017.

In total, Council has endorsed Community Plans in ten small towns, four neighbourhoods and three localities.

This summary includes updates on completed projects from endorsed Community Plans, information on new locality and neighbourhood plans as well as other Community Planning and community capacity building initiatives that have been undertaken in the past 12 months.

**Moved by Cr Giovanetti  
Seconded by Cr Patterson**

That the Council :

1. note the achievements of the Greater Shepparton Community Planning groups over the 2016/2017 financial year; and
2. thank the many volunteers that contribute to Community Planning in Greater Shepparton.

**CARRIED.**

## **7. COMMUNITY DIRECTORATE**

### **7.3 Community Planning Summary 2016/2017 (continued)**

#### **Background**

A Community Plan is a written document which identifies a community's vision for the future and the priorities it has identified to achieve this vision. Currently ten small towns, four neighbourhoods and three localities have endorsed Community Plans within the municipality.

Each Community Plan has a Steering Committee or Group that meets to identify, evaluate and action priorities identified during the plans development and reviews. Community Planning is based on capacity building and therefore each Community Plan Committee or Group is responsible for driving its plans momentum with support provided by Council Officers as needed. The timing and value of projects is dependent on the committee's capacity at any given time and every effort is made to balance this with the community's needs. This summary report provides updates on completed projects from endorsed Community Plans, information on new locality and neighbourhood plans as well as other Community Planning and community capacity building initiatives that have been undertaken in the past 12 months.

#### **1. Community Planning Overview**

##### **Ramp it Up & Youth SPOTS**

The Ramp it Up Committee has continued to meet over the past 12 months to discuss the planning and implementation of the Youth SPOTS across the municipality. The Committee have continued to look for funding opportunities, fundraised in their local communities and had discussions with stakeholders in their small towns about the future use of the SPOTS. The Committee are looking to encourage other towns to join the Committee to support the collective effort of SPOTS.

##### **Action Plan Reviews**

In line with the Community Planning policy, each Community Plan group conducts an annual review of their Action Plan. Reviewing the Action Plans provide the community with an opportunity to review their achievements, determine upcoming priorities for the next 12 months and identify emerging priorities. A summary of the updated Action Plans were presented at the December Ordinary Council Meeting. The 2017 Action Plan reviews are commencing now, with a report provided to Council in December 2017.

##### **What's Happening in Your Town**

As part of the annual reviews, some small towns hosted a 'What's Happening in Your Town' event. The aim of these events is for representatives from all the community groups and committees within the town area to participate in an open forum to talk about their activities and aims for the future. The events created an opportunity to look at potential partnerships and opportunities to support each other. Feedback from the events was very valuable with many of the Community Planning groups planning their events for next year.

##### **Community Plan Celebration Dinner**

Council hosts an annual Celebration Dinner to thank the Community Plan Committees for their work and dedication to their local community for the past year. The guest speaker was Karen Corr from Make a Change. The event was held in November 2016 at the Ballantyne Centre in Tatura.

## **7. COMMUNITY DIRECTORATE**

### **7.3 Community Planning Summary 2016/2017 (continued)**

#### **It's Your Plan**

It's Your Plan is an annual skill development and networking event for Community Plan Committees. This year's event was held on 5 June at Shepparton Golf Club. This year attendees heard from Council about the Urban Forest Strategy and Community Accessibility spoke about the Access Spots coming to small towns. Current grants were also highlighted along with many successful Community Plan projects.

#### **The Messenger**

Council distributes an electronic newsletter to each Community Plan Committee member at least four times per year. The newsletter includes information about current projects Community Plan groups are working on, upcoming events and other information of relevance. Each Committee are invited to submit content for the newsletter.

#### **Capacity Building Initiatives**

Community Development Officers continue to promote other capacity building initiatives to Community Planning groups such as Council's Community Leadership Program and Grants Forums. Council's Grants Forums have also been well attended by Community Plan Steering Committee members.

### **2. New Community Plan (New Plans and 5 year reviews)**

#### **Toolamba & Murchison 5 Year Review**

Toolamba and Murchison developed their first Community Plan in 2011 with both towns making significant achievements towards their identified priorities. As the Community Plan's had reached five years, a complete review was undertaken with extensive consultation being undertaken in both towns. New priorities were identified as well as identification of key priorities that will continue from the original plan. The updated Community Plan, together with the revised action plan has provided direction for the Committee. Toolamba's new Community Plan was endorsed by Council in December 2016 and Murchison in June 2017.

Dookie's 5 year review of their Community Plan is currently being undertaken and will be presented at the November Council Meeting for endorsement.

#### **Boulevard & Golf Estate**

The Boulevard and Golf Estate Community Plan was developed through extensive consultation with the local neighbourhood. Key consultation activities included information sessions, community surveys, social media conversations, community events and a fundraising forum. This plan was endorsed by Council in December 2016.

#### **Dhurringile Community Plan**

Officers commenced engagement with the Dhurringile community to develop a Community Plan in April 2016. The Dhurringile community identified seven key goals with a number of actions and projects to achieve those goals. The plan was presented to the Council for endorsement in August 2016. The community have commenced working on the implementation of their plan.

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

#### 3. Endorsed Community Plans Update

##### **Arcadia Community Plan**

The Arcadia Community Plan was endorsed by Council in September 2014.

The Community Plan group have completed the following projects over the past 12 months:

Project	Amount	Funding Source	Status
Town Entry Sign	\$20,000	2016/2017 Council Capital Project	Completed

Other community projects they have been working on:

- Funding and advocacy for the implementation of the Recreation Reserve masterplan
- History board: ongoing design and discussion in developing the board.
- Advocate for Arcadia to be included in NBN roll out: ongoing advocacy on behalf of local community
- Plan a “what’s happening in your town” event
- Design shade structure for playground
- Successful FRRR grant application for new water tank.

##### **Boulevard and Golf Estates**

The Boulevard and Golf Estates Community Plan was endorsed by Council in December 2016.

Over the past six months the projects they have been working on are:

Project	Amount	Funding Source	Status
Christmas Event	\$533.10	2016/17 Council Operational Project	Completed

Other community projects they have been working on:

- Neighbourhood Outdoor Movie Night: Committee helped facilitate the outdoor movie night in the Boulevard and Golf Estates Neighbourhood.

##### **Congupna Community Plan**

The Congupna Community Plan was endorsed by Council in December 2013.

The Community Plan group have completed the following projects over the past 12 months:

Project	Amount	Funding Source	Status
Town Entry Signs Construction	\$ 20,000	2016/2017 Council Capital Project	Completed
Missing Links footpath extension – Congupna East Road	N/A	Design	Completed

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

Project	Amount	Funding Source	Status
Community BBQ event	\$150.00	Councils Community Plan Operational Funds 2016/17	Completed
Congupna VLine Shelter	N/A	Design	Completed

Other community projects they have been working on:

- Improvements to west side of Katamatite Road to improve water drainage and informal parking
- Advocating for maintenance of drainage in town to assist in heavy rain periods in interim between Congupna Drainage Strategy being executed
- Advocating for turning lanes along Katamatite Road to improve road safety
- Collaborating with other user groups of Memorial Reserve to develop cohesive plan for future project at Reserve
- Youth SPOT Stage 1 due for commencement 17/18
- Annual Action Plan review planned for September

#### Dookie & District Community Plan

The Dookie Community Plan was endorsed by Council in 2002 and a full review was undertaken in 2012. The Committee have commenced a five year review of the Community Plan in August 2017.

The Community Plan group have completed the following projects over the past 12 months.

Project	Amount	Funding Source	Status
Dookie Youth SPOT – Stage 1 Implementation	\$49,100	2016/17 Council Capital Project	Completed August 2017.

Other community projects they have been working on:

- Successful Small Town Festive Decorations Grant 2016 \$2000
- Successful Our Sporting Future Grant – Fitness Station
- Committee supported Council's application to the Tourism Demand Driver Infrastructure Program Grant for Stage 2 Rail Trail.
- Overnight RV Parking: ongoing investigation into location and viability
- Winner of several Tidy Town Awards categories
- Sewerage: ongoing advocacy to receive sewerage within Dookie
- Aged housing: ongoing advocacy to bring aged housing options to Dookie



## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

#### **Dhurringile Community Plan**

The Dhurringile Community Plan was endorsed by Council in December 2016.

Over the past six months the projects that they have been working on are:

Project	Amount	Funding Source	Status
Town Entry Sign Design	\$ 2,500	Council Community Plan Operational Funds 2016/17	Completed

Other community projects they have been working on:

- Dhurringile draft Recreation Reserve masterplan
- Planning for the new BBQ shelter for Reserve
- New town entry sign – finalisation of design and installation in 2017/2018

#### **Katandra West Community Plan**

The Katandra West Community Plan was endorsed by Council in March 2013.

The Community Plan group have completed the following projects over the past 12 months:

- Ongoing advocacy and support of the Community Centre project, now completed
- Participation in Ramp it Up Committee and implementation of the SPOTS
- Improved mobile reception: advocacy for inclusion in black spot program
- Improving footpaths in the town: ongoing advocacy for inclusion in Missing Links Program
- Advocating for improvements to roads: ongoing advocacy for improvements to identified roads
- Advocacy and support for the establishment of the Katandra West Men's Shed.

#### **Kialla Lakes Neighbourhood Plan**

The Kialla Lakes Community Plan was endorsed by Council in October 2014.

The Community Plan group have completed the following projects over the past 12 months:

Project	Amount	Funding Source	Status
Barbeque and shelter – Ganaway Reserve	\$31,400	2016/17 Council Capital Project	Completed
Christmas event	\$250	2016/17 Council Operational Budget	Completed

Other community projects they have been working on:

- Tree planting: Committee has engaged in tree planting days within Kialla Lakes
- Interpretive (wildlife) signage around lakes: Committee is investigating sign design and costs
- Responsible dog ownership: Committee is investigating potential options to address this issue
- Speed Reduction in Kialla Lakes: Committee has met with Council and Victoria Police to address speeding concerns. Actions being implemented.

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

#### **Merrigum Community Plan**

The Merrigum Community Plan was first endorsed by Council in 2006 and a full review was undertaken in 2012.

The Community Plan group have completed the following projects over the past 12 months:

Project	Amount	Funding Source	Status
Netball Court Upgrade	\$12,574.55	Council's Community Plan Implementation Fund	Completed

Other projects they have been working on:

- Supported Council's application to Sport and Recreation Victoria for funds for the Splash Park project
- Merrigum Committee will commence the consultation for the five year review in October.

#### **Mooroopna Community Plan**

The Mooroopna Community Plan was endorsed by Council in 2010, with the revision endorsed by Council in October 2015.

Over the past 12 months the group have been working on the following projects:

Project	Amount	Funding Source	Status
Ferrari Park Shade over playground	\$57,000	2016/17 Council Capital Project	Completed
Stevens Crescent Park community engagement events & basketball ring	\$2845	Council's Community Plan Implementation Fund	Completed – June, February, July

Other community projects that they are working on are:

- Supporting Stevens Crescent Community BBQ
- Water fountain for Ferrari Park
- Contribution towards the development of the McLennan Street masterplan
- Advocacy with V/Line and VicTrack for safer pedestrian access to the Mooroopna Railway Station
- Support the development of a Business Traders Working group
- Participating in Ramp it Up Committee and the development of Council's Youth Recreation Spaces Strategy.

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

#### **Murchison and District Community Plan**

The Murchison Community Plan was endorsed by Council in 2011. A 5 year review of the Community Plan was undertaken in 2017.

Over the past 12 months the group have been working on the following projects:

Project	Amount	Funding Source	Status
Murchison Playground Shade Sail	\$57,000	2016/17 Council Capital Project	Completed
Missing Links footpath construction – Station Street	N/A	Design Department	Completed

Other community projects they have been working on:

- Rail Trail Stage 2: Committee continuing to advocate for this project. A quote for a bridge assessment is currently being sourced
- Murchison Youth SPOT: Committee and Ramp It Up Committee continuing to advocate (Stage 1 Youth SPOT included in 17/18 Council budget)
- Recreation Reserve Masterplan: Committee working with Recreation Reserve Committee to secure funding for masterplan development
- Business Evening: Committee working with Council to facilitate business evening in Murchison
- Murchison Iconic Town Entrances: Committee working with Council to investigate potential design options.

#### **Seven Creeks Neighbourhood Plan**

The Seven Creeks Community Neighbourhood Plan was endorsed by Council in May 2013.

Over the past 12 months the group have been working on the following projects:

Project	Amount	Funding Source	Status
Shelter	\$36,000	2016/2017 Capital Project	Completed
Neighbour Day Community BBQ	\$967.10	Councils Community Plan Operational Funds 2016/17	Completed
Christmas Party	\$1,000	Council Community Plan Operational Funds 2016/17	Completed

Other community projects they have been working on:

- Extension of walking tracks around the park land
- Labyrinth design for area
- More community events.

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

#### **Shepparton East Locality Plan**

The Shepparton East Locality Plan was endorsed by Council in December 2015.

Over the past 6 months the group have been working on the following projects:

<b>Project</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Status</b>
Community Noticeboard	\$4,430	2016/17 Council Operational Project	Completed
Town Entry Sign Design	\$2,500	2016/17 Council Capital budget	Completed

Other community projects they have been working on:

- Ongoing advocacy for the inclusion of the Walking Track along Midland Highway in the capital budget
- Shepparton East Town Entry Signage: community voted on preferred signage designs. Signage to be constructed in 2017/18
- Sealing of school carpark: committee continuing to advocate
- Walking path at Kindergarten: committee continuing to investigate and advocate
- Development of Cook Drive bus area: committee investigated and advocating
- CEO and Mayor Catch up: Committee facilitated discussion with the Mayor and CEO to discuss projects relevant to Shepparton East.

#### **St George's Road Neighbourhood Plan**

The St George's Road Neighbourhood Plan was endorsed by Council in December 2015.

Over the past 12 months the group have been working on the following projects:

<b>Project</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Status</b>
St Georges Road Drive in Movie Night	\$4,381	Councils Community Plan Operational Funds 2016/17	Completed

Other community projects they have been working on:

- Advocate for inclusion in the Councils public toilet policy
- Progress wall mural project
- Planning for a project to decorate shopping precinct i.e. Welcome sign
- Investigate Flexible Learning Centre partnership to engage local youth
- More community events
- Furphy Park Shade Structure – Successful grant through Department of Health and Human Services – will be constructed in 17/18.

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

#### **Tallygaroopna Community Plan**

The Tallygaroopna Community Plan was endorsed by Council in August 2013.

Over the past 12 months the group have been working on the following projects:

<b>Project</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Status</b>
Tallygaroopna Walking Track (Stage 1)	\$52,000	2016/17 Council Capital Project	First stage completed in 16/17. Remaining stage to be completed in 17/18
Outdoor Movie Night	\$2,585.60	2016/17 Council Operational Project	Completed
Planning – Subdivision Tallygaroopna Men's Shed	\$6500	Council's Community Plan Operational Funds 2017/18	Completed

Other community projects they have been working on:

- Tallygaroopna Mens Shed – Successful funding application to construct the Mens Shed – Construction will occur in 2017/18
- Community noticeboard: Committee is currently investigating a suitable location for the noticeboard
- Old Time Dances: Committee has facilitated Old Time Dances at the Memorial Hall
- Silo Art: Committee has contacted Juddy Roller Artists to investigate painting of the silos.

#### **Tatura Community Plan**

The Tatura Community Plan was endorsed by Council in 2010, with the revision being presented to Council for endorsement in October 2015.

Over the past 12 month the group have been working on the following:

<b>Project</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Status</b>
Lake Bartlett Walking Path	\$150,000	2016/2017 Council Capital Project	Completed
Event Signs	\$8660	Council's Community Plan Implementation Fund (CPIF) and Economic Development & Tourism	Completed
Mactier Park - Lions Club BBQ	\$5,000 Council \$11,465 community	CPIF and Lions Club of Tatura, Tatura RSL and Tatura Milk Industries	Completed
Tatura Business Breakfast	\$1885	CPIF and Economic Development Department	Completed

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

Project	Amount	Funding Source	Status
Tatura Library/Community Centre complex concept design	\$10,000	CPIF	Completed
What's Happening in Your Town 2016	\$300	CPIF	Completed
End of Year Community Celebration	\$300	CPIF	Completed

Other community projects that they have been working on are:

- Continue to advocate for the implementation of the Mactier Park Master Plan specifically negotiations with Council and VicTrack re the contaminated land
- Advocate for the Speed restriction to be reduced in Ross Street
- Working with Recreation and Parks and community representatives regarding Joe Ford Drive Play Space - currently included in Council's 2017/18 capital budget
- Hosted the End of Year Celebration for Community Plan Committees
- Advocacy regarding the Tatura Precinct Plan
- Hosted a Community Transport Forum.

#### Toolamba and District Community Plan

The Toolamba and District Community Plan was endorsed by Council in 2011. The group completed a 5 year review of their Community Plan in 2016.

The group have been working on the following projects this year:

- Toolamba Community Plan 5 Year Review: Committee completed a full review of their plan in 2016/17
- Advocacy and planning regarding a Walking Path between Toolamba and Old Toolamba
- History sign in Old Toolamba: Committee is investigating and sourcing quotes for a history sign in Old Toolamba
- Colaura Gardens Play Space: Committee is investigating options for a play space in Colaura Gardens
- Toolamba Bridge: Committee began advocacy campaign for medium and long-term works to the Toolamba Bridge.

#### Undera Community Plan

The Undera Community Plan was endorsed by Council in August 2009, with the revision being presented to Council for endorsement in September 2014.

Over the past 12 months the group have been working on the following projects:

Project	Amount	Funding Source	Status
Undera Youth SPOT	\$20,285	2016/17 Council Capital Project	Completed
Undera Christmas Event	\$500	2016/17 Council Operational Project	Completed

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

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

This summary is intrinsically linked to the Council Plan 2017 – 2021, in particular the following objectives:

Social:

- 2.1 - Greater Shepparton is a welcoming, inclusive and safe place for all
- 2.2 - Our community is supported to achieve and sustain physical, emotional and spiritual health and wellbeing
- 2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.

#### **Risk Management**

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

#### **Policy Considerations**

This summary report supports existing Council policies including but not limited to Council's Community Planning Policy and Procedure.

#### **Financial Implications**

Community Planning is set within the Council context of existing financial constraints. Community Planning priorities were assessed through the existing Community Planning Implementation budget, external government departments, philanthropic trusts and / or community fundraising. For some of these priorities, Community Plan Steering Committees may provide in kind support to the implementation of these initiatives. An expense on operational priorities for the 16/17 financial year was \$102,406.

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

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

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

This summary report does not have any environmental impacts.

#### **Social Implications**

Community Planning is a bottom up approach to planning for the future of an area that is led by the community themselves. The Community Planning process in Greater Shepparton is underpinned by the asset base community development (ABCD) approach which is a large global movement that considers local assets as the primary building blocks of sustainable communities.

#### **Economic Impacts**

Where possible, local purchases are made and used locally. Of note, some items completed this financial year will attract out of town interest and trade.

#### **Consultation**

There has been many varied consultation that have been undertaken with the Community Plan groups throughout the past 12 months. Community Plan Steering Committees meet regularly in each of the small towns, neighbourhoods and localities supported by Council Officers. Each Community Plan project has also included further consultation with key stakeholders and the wider community. The annual reviews are undertaken every year and include extensive consultation with the wider community through surveys and local community events.

## 7. COMMUNITY DIRECTORATE

### 7.3 Community Planning Summary 2016/2017 (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed about community plan activities	Media releases Surveys Flyers
Consult	Discuss achievements and priorities	Consultation events
Involve	Feedback is important to contribute to decision making	Forums / events for Committees to build their capacity.
Collaborate	Feedback will be incorporated into decision making to the maximum level possible	Partnerships between Council and Community Plan groups and the wider community
Empower	The communities have ownership of this plan and continue to actively drive the implementation of the priorities within it.	Plans are endorsed, not adopted by Council thus creating ownership

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

#### **Strategic Links**

a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

b) Other strategic links

Greater Shepparton City Council – Community Development Framework

Greater Shepparton City Council – Community Engagement Strategy

Greater Shepparton City Council – Community Plan Implementation Policy

#### **Conclusion**

This summary report contains the achievements made in the Community Planning program over the past 12 months. Community Plan Steering Committees/ Groups have successfully completed many community projects resulting in fantastic outcomes for their communities. Committees have also continued to plan and scope for upcoming projects and advocate on behalf of their communities. Council Officers have facilitated a number of events to build the capacity of the Committees and acknowledge the fantastic work residents do for their local communities.

#### **Attachments**

Nil



## 7. COMMUNITY DIRECTORATE

### 7.4 Volunteer Strategy and Action Plan 2014-2018 Year 3 update

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

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

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

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

**Author: Community Development Officer**

**Proof reader(s): Coordinator Community Development,**

**Team Leader Community Strengthening, Manager Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

The Greater Shepparton Volunteer Strategy and Action Plan 2014-2018 was adopted by Council in August 2014. The third year of implementation of the Volunteer Strategy and Action Plan 2014-2018 is now complete and a review has been undertaken of the activities and actions carried out. Officers in partnership with internal and external volunteer managers/coordinators have been working collaboratively to deliver these actions. This Strategy continues to strengthen the partnerships that further enhance the volunteer sector in Greater Shepparton.

**Moved by Cr O'Keeffe**

**Seconded by Cr Patterson**

That the Council note the achievements of the third year of the Greater Shepparton Volunteer Strategy and Action Plan 2014-2018.

**CARRIED.**

#### **Background**

Volunteering is an essential community resource which promotes active citizenship and social inclusion. The Greater Shepparton Volunteer Strategy and Action Plan provides a framework for the promotion, recruitment/retention, recognition and celebration of Council's volunteers at a local level and encourages a responsive and supportive environment for all volunteers. Council's adoption of the Volunteer Strategy recognises, where there is a vibrant culture of volunteering, communities are stronger due to the inclusiveness volunteering promotes in the community.

The Greater Shepparton Volunteer Strategy and Action Plan 2014-2018 highlights the actions that Council will undertake to support the volunteer sector and strive for best practice for the volunteers in Greater Shepparton. The action plan consists of identified activities Council and Volunteer Managers/Coordinators will undertake during 2014-2018 based on four strategic directions:

1. Promotion
2. Recruitment
3. Supporting volunteers
4. Celebrate and Recognise

## 7. COMMUNITY DIRECTORATE

### 7.4 Volunteer Strategy and Action Plan 2014-2018 Year 3 update (continued)

Highlights of the reporting period include:

#### **Key Strategic Direction 1: Promotion**

- The acknowledgement of Traditional Owners is included in the Quick Reference Guide to Volunteering. This guide is available in hardcopy, on Council's website and distributed via the Volunteer Managers Network organisations. Two new organisations have been included into the Quick Reference Guide to Volunteering; The Community Fund and Connect GV.

#### **Key Strategic Direction 2: Recruitment**

- Council adopted its first Volunteer Policy and Managing Volunteers Procedure in April 2016, this policy was reviewed in July 2017.
- To streamline the process of recruiting volunteers, an Expression of Interest form to volunteer in Council departments has been placed on Council website. There has been 57 people register interest in becoming a volunteer in a Council program so far in 2017.

#### **Key Strategic Direction 3: Supporting Volunteers**

- Two surveys were developed and distributed throughout the municipality to those that volunteer and those that do not. The results of the surveys have allowed us to gather data on how we can best support and recognise our current volunteers and also how to increase volunteerism in the municipality through those that don't volunteer. This survey has not been done at a local level before. The next annual survey will be distributed in October 2017.

#### **Key Strategic Direction 4: Celebrate and Recognise**

- In December, Council held its first Volunteer Recognition event for their internal Volunteers. This event was to formally recognise all those volunteers that volunteer in Council programs. This event was held at the Shepparton Senior Citizens with a thank you from the Mayor given. Supper and entertainment were supplied with approximately 60 volunteers attending.
- The Volunteer Recognition Awards were held during National Volunteer Week in May 2017. Approximately 200 people attended the event with 34 people nominated for awards across 7 categories. This year Moira Kelly – Human Rights Activist was our Guest Speaker for the evening. It was moving to hear Moira's journey and how important volunteers are in the community in which we live. She was well received by those that attended. The invitation was extended to all those who volunteer, not just nominees. The Shepparton News also featured an article about the winners of the Awards.

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

Council Plan 2017 – 2021

Social - 2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.

#### **Risk Management**

There are no high risk or extreme risks identified with this report.

#### **Policy Considerations**

This report supports existing Council policies.

## 7. COMMUNITY DIRECTORATE

### 7.4 Volunteer Strategy and Action Plan 2014-2018 Year 3 update (continued)

#### Financial Implications

	2016/2017 Budget \$	Comments
Revenue	0	There was no revenue associated with the Volunteer Strategy and Action Plan 2014-2018
Expense	\$11,346.11 Funds spent throughout 16/17 financial year	

#### Legal/Statutory Implications

There has been no legal/statutory implications in the past 12 months and at this stage none in the foreseeable future.

#### Environmental/Sustainability Impacts

There has been no environment/sustainable impacts in the past 12 months and at this stage none in the foreseeable future.

#### Social Implications

Greater Shepparton City Council recognises the pivotal role that volunteers play within the community. Many community organisations, programs, clubs and sports would simply not exist without the dedication of volunteers; Volunteering is an essential community resource which promotes active citizenship and social inclusion. Volunteering extends value to our communities to make them safe, robust, inclusive and culturally rich as volunteers come from all walks of life and come together to achieve a common goal.

Volunteering provides a vehicle for individuals or groups to address human, environmental and social needs and increase community participation. The Volunteer Strategy and Action Plan reflects this.

#### Economic Impacts

No economic impacts have been assessed in the compilation of this report.

#### Consultation

Throughout the last 12 months of implementing the Greater Shepparton Volunteer Strategy and Action Plan 2014-2018 consultation has been undertaken to achieve the deliverables set out in the Action Plan.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed	Media Releases Social Media Flyers Council Website Emails
Consult	Capture community feedback/opinion	Face to Face meetings Email
Involve	Feedback is important input into decision making	Face to Face Meetings Emails Working Groups

## 7. COMMUNITY DIRECTORATE

### 7.4 Volunteer Strategy and Action Plan 2014-2018 Year 3 update (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Collaborate	Work collaboratively with stakeholders to develop, plan and manage deliverables	Meetings held with internal and external Volunteer Managers/Coordinators
Empower	Not Applicable	Not Applicable

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Objective 2 – Community Life – To encourage and implement activities that will strengthen community spirit

##### b) Other strategic links

Council Plan 2017 – 2021

Social

2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.

Community Development Framework

Community Engagement Strategy

Cultural Diversity and Inclusion Strategy

Municipal Health and Wellbeing Action Plan

#### **Conclusion**

The third year of implementation of the Greater Shepparton Volunteer Strategy and Action Plan 2014-2018 is now complete and a review has been undertaken of the activities and actions carried out. Many positive outcomes have been achieved over the past 12 months. Officers in partnership with internal and external volunteer managers/coordinators have been working collaboratively to continue to move forward to build on and deliver these strategy actions. The strategy will be reviewed annually to note and recognise achievements moving forward.

#### **Attachments**

Volunteer Strategy Key Strategic Directions - Year 3 Review Page 152

## 7. COMMUNITY DIRECTORATE

### 7.5 Community Leadership Program Evaluation

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

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

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

**Author: Community Development Officer**

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

**Approved by: Director Community**

#### **Executive Summary**

The Community Leadership Program is a grassroots and skill based Community Leadership Program that aims to build the leadership potential of existing and emerging leaders within the Greater Shepparton municipality. The Community Leadership Program has run annually from 2014 and is currently in its 4<sup>th</sup> year. Since the program's inception, 77 Participants have successfully graduated from the program and 16 community projects have been implemented. Yearly evaluation of the program has enabled the program to grow and evolve, meeting the needs of the participants. The Community Leadership Program is seen as an integral stepping stone for participants to become involved in their community, increasing civic participation. It is recommended that Council commit to the ongoing delivery of the Community Leadership Program at one program per year for the next three years.

**Moved by Cr Abdullah**  
**Seconded by Cr O'Keeffe**

That the Council:

1. note the achievements of the Community Leadership Program to date
2. continue ongoing support of the Community Leadership Program for the next three years.

**CARRIED.**

#### **Background**

##### **Community Leadership Program Review:**

The Community Leadership Program is a grassroots and skill based Community Leadership Program. The aims and objectives of the program are to:

- Build the leadership potential of existing and emerging leaders within the local community
- Provide a well-designed, skills based program with practical application that utilises the new skills and builds experience in hands on community projects
- Provide education and training on a range of topics  
Instil confidence in participants while providing them with the tools necessary to have a positive impact in their communities.
- Encourage growth in personal and professional development.

## 7. COMMUNITY DIRECTORATE

### **7.5 Community Leadership Program Evaluation (continued)**

Following a pilot in 2014, Council committed to running one program per year for 3 years (2015-2017) by engaging an external facilitator to deliver the Community Leadership Program within the Greater Shepparton area.

All Greater Shepparton residents are eligible to apply for the program. The program runs for 6 months from April to October, with fortnightly sessions undertaken.

Since program inception, 77 Participants have successfully graduated from the program. Participants have been from a range of backgrounds and demographics. The range of ages has been from young people in year 12 to active retirees. Many participants have been from a range of diverse cultures. Participants have been involved in a diverse range of community groups and organisations in their professional capacity and volunteer roles. Participants resided in a range of towns across the municipality. Expressions of interest are also sought from Council employees to participate in the program. This enables Council employees to gain benefit of liaising with the community sector and create networks specific to their roles.

*“I think it is a valuable program that enables Participants and Mentors to share knowledge, insights and foster leadership skills.” – CLP Evaluation Survey*

*“Giving community members the opportunity to explore new ideas, empower them to do something for their community.” – CLP Evaluation Survey*

#### **Mentors:**

A mentor is provided to each participant for the duration of the program. Mentors are recruited annually and matched with a participant to provide one to one guidance and support. The Mentor role is pivotal in the learnings of the program for participants. Mentors are current community leaders including Council officers or past participants that are ready to take on the mentor role.

*“Mentors provide a great support to mentees.” – CLP Evaluation Survey*

#### **Community Projects:**

A key component of the program is the delivery of a group project. The participants identify a project that they would like to deliver and work within groups to achieve the outcomes. It is an opportunity for the participants to apply their program learning. Each project needs to be linked with the objectives of the Council Plan. Participants are required to complete an Expression of Interest and a Grant Application to apply for Council funds of up to \$750 to complete their project. Since the inception of the program in 2014, 16 community projects have been successfully delivered into the community.

*“The projects give participants a chance to utilise their learnings in a hands on way, with a benefit for the community being the outcome.” – CLP Evaluation Survey*

*“Having the opportunity to learn how they are done from start to finish and the process of developing it was very valuable.” – CLP Evaluation Survey*

*“The opportunity to engage with local communities and to learn about community leadership” – CLP Evaluation Survey*

## 7. COMMUNITY DIRECTORATE

### 7.5 Community Leadership Program Evaluation (continued)

2014: 5 projects

- Kitchen Gardens – raised garden beds in Maude St Mall
- Multicultural Mural – collated pictures highlighting diversity
- Youth Street Art – mural on Star Bowl wall
- Public Piano's – painted piano's for use in community locations
- Sports Equipment Library – borrowing sporting equipment

2015: 4 projects

- Are You Job Ready Resource – resource to help unemployed people get back to work
- Women's Shed – How to document – Handy hint resource aimed at women
- Multicultural Film Festival – Event showcasing movies from other countries
- Love Where You Live Campaign – Anti litter campaign

2016: 3 projects

- GV Star Weavers – Weaving stars to combat violence in the community
- Faces of Shepparton – Photo display of people in our community
- Many Hands 4 Mental Health – Resource showcasing mental health organisations

2017: 4 projects (*in progress*)

- The Meeting Place – a seat linked to Wi-Fi to increase social activity
- Shepp Health – dental and optical general information for young people
- People's Picnic – a community event showcasing our community and diversity
- Children's Story Book – Ask the Cows – story book for school aged children.

#### **Key Events:**

Throughout the program, there are three key events:

**Launch** – Launch of the program with past and present participants and mentors, Councillors, Council staff and organisations linked with the program.

**Network Dinner** – this event enables participants to showcase their project ideas via a presentation to community leaders and organisations, to assist them with their projects and gain knowledge and ideas through open dialogue.

*“The Network Dinner is invaluable, giving people the opportunity to mix and network with others” – CLP Evaluation Survey*

**Graduation** – an auspicious event for those participants graduating from the program. It is an opportunity to celebrate the achievements of the participants throughout the year. Councillors, mentors and those involved in the program throughout the year, including family members are invited to attend this celebration. Participants are presented with signed certificates from the Mayor and gifts. Mentors are also given gifts to acknowledge their contribution throughout the year.

#### **Program Evaluation:**

At the end of each program year, the facilitators complete an evaluation of the program with feedback provided from participants and mentors. Reports are generated and supplied to Council for feedback and suggested improvements for the next year's program. Through this feedback, each year, the program has continued to grow and evolve to meet the needs of participants.

## 7. COMMUNITY DIRECTORATE

### 7.5 Community Leadership Program Evaluation (continued)

In July 2017 Council Officers have undertaken an evaluation of the past three years of the program. A general survey was developed and distributed to all past and present participants and mentors of the program via email and hard copy. This survey was distributed to 164 people. This feedback has provided the basis for this report, with key quotes from the participants included in italics throughout this summary report.

*“Thanks for providing this excellent grass roots leadership program. It is very valuable and helps our future community oriented leaders.” – CLP Evaluation Survey*

*This is a great opportunity for people of all ages, abilities and cultures, thank you!” – CLP Evaluation Survey*

*“Well done, excellent programme. Great vision from Council to support and encourage the programme.” – CLP Evaluation Survey*

#### **Outcomes / Achievements/ Highlights:**

<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
24 Participants graduated	18 Participants graduated	17 Participants graduated	18 Participants currently enrolled in program
5 community projects delivered	4 community projects delivered	3 community projects delivered	4 community projects currently being delivered

Since completing the program participants have:

- Joined new community groups and organisations – Community Plan Committees, Women’s Charter Alliance Committee and other groups such as sports and service clubs.
- Returned to study
- Continued their leadership journey through subsequently completing the Fairley Leadership program
- Co-facilitated a leadership program for women with disabilities
- Applied for grants to continue their community project
- One participant has become a Councillor

*“Since completing CLP, I have gone on to co-facilitate a leadership program for women with disabilities in the local area.” – CLP Evaluation Survey*

*I have continued to be involved in community matters and found amazing friends and well wishers in my community.” – CLP Evaluation Survey*

*“It improved my leadership skills and my grant application skills, all of which I use regularly in my role.” – CLP Evaluation Survey*

*“I got a lot of new skills from being involved in the Community Leadership Program and upgraded the skills that I already have.” – CLP Evaluation Survey*



## 7. COMMUNITY DIRECTORATE

### 7.5 Community Leadership Program Evaluation (continued)

#### **Future Direction:**

Based on feedback provided throughout the program 2015-2017 and the recent Evaluation Survey distributed by Council Officers, it is recommended that Council continue to provide a grass roots, skill based Community Leadership Program for existing and emerging community leaders. It is recommended that Council commit to providing one program per year for the next three years.

Significant demand for the program has been demonstrated throughout the program and shows that Council is meeting a community need and contributing to increased social capital in the community.

The program model will continue on the strong foundations of the first four years of the program, taking on many recommendations that have been provided. A diverse group of participants will continue to be sought, ranging in ages, gender, cultural background, geographical location and community involvement and experience.

It is recommended that:

- The Community Leadership Program runs annually for the next three years with the continued support of Council.
- The delivery of each annual program is subject to adequate participant numbers
- The Launch, Workshop sessions, Network Dinner and Graduation are all essential elements of the Program
- The community project component is essential for practical learning for the participants
- The facilitators complete an evaluation of the program on a yearly basis and update the program to reflect any relevant feedback.
- An alumni of previous graduates and mentors is established through an E-newsletter and other means of communication
- An annual stand-alone workshop or forum on a key leadership topic is delivered as a part of the contract. This workshop / forum would be an opportunity to engage with the alumni, current program participants and broader community. This may be an opportunity to engage with those interested in participating in the program in the future.

Council continues to work in partnership with a variety of community leaders such as Community Plan Steering Committees (small towns, neighbourhoods and localities), Neighbourhood Houses, Volunteers, Section 86 Committees, service clubs, sporting clubs who are able to support recruitment of mentors and participants for the program.

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

The Community Leadership Program is intrinsically linked to the Council Plan 2017-2021, in particular the following objectives:

Social 2.3 – Lifelong learning is valued and fostered in our community.

Social 2.4 – Social, cultural, educational and employment opportunities are created to enable children, young people, individuals and families to actively participate in their community.

#### **Risk Management**

There are no moderate to extreme risks identified for this project.

## 7. COMMUNITY DIRECTORATE

### 7.5 Community Leadership Program Evaluation (continued)

#### Policy Considerations

The Community Leadership Program will support existing Council policies.

#### Financial Implications

Funding required to deliver this program is within current budget allocations for the Neighbourhoods Department. Operational budget to deliver this program in the 2017/2018 financial year has been included within the current Council budget. Ongoing support of the Community Leadership Program for the next three years will demonstrate Council's commitment to the program.

	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	N/A	0	0	There is no revenue associated with the Community Leadership Program
Expense		\$80,500 (1 Year) 241,500 (3 years)	0	88,550 (1 year) 265,650 (3 years)
Net Total	0		0	

<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

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

#### Environmental/Sustainability Impacts

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

#### Social Implications

The Community Leadership program will build capacity, skills and confidence in emerging community leaders. The program will encourage participants to be actively engaged in their community. Community Leadership programs provide valuable skills and networks that will continue to grow the graduates and provide positive impact in their communities over the years. The program is a long term investment into the social capital of the community.

#### Economic Impacts

The Community Leadership Program will not have any economic impacts.

## 7. COMMUNITY DIRECTORATE

### 7.5 Community Leadership Program Evaluation (continued)

#### **Consultation**

Lifelong learning is valued and fostered in our community is a key objective of the Council Plan 2017-2021 and this program directly aligns with this objective.

Council officers have consulted with past and current participants and mentors of the program to gain feedback in the evaluation of the leadership program. The survey was distributed via email and hard copy to 164 Alumni members of the program. The annual participation survey results have also been used to inform this report.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed	Advertising for expressions of interest via print and social media and website.
Consult	Capture community opinion	Survey developed and distributed to all past and current participants and mentors to assist with evaluation of the program from 2014-2017
Involve	Feedback is important input into decision making	Participants and mentors have been strongly encouraged to participate in the evaluation of the program each year.
Collaborate	Feedback will be incorporated into decisions to the maximum level possible	The project element of the Leadership Program will assist in collaborative skill development.
Empower	The Community Leadership Program will empower participants to continue their leadership journey into the future.	Skill development and application.

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

#### **Strategic Links**

a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

b) Other strategic links

Greater Shepparton City Council - Community Development Framework

## 7. COMMUNITY DIRECTORATE

### 7.5 Community Leadership Program Evaluation (continued)

#### **Conclusion**

The Community Leadership Program has had 77 participants successfully complete the program and has seen 16 community projects implemented within the community. The program continues to grow and evolve to meet the needs of the participants and the wider community. The program was effective in meeting the aims and objectives and therefore it is recommended that Council continues to offer a grass roots, skill based Community Leadership Program. It is recommended that Council note the achievements of the program and commit to deliver one program per year for the next three years as the program is a long term investment into the social capital of the community.

#### **Attachments**

Nil

## 7. COMMUNITY DIRECTORATE

### 7.6 Small Town Festive Decorations Grant 2017

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

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

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

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

**Author: Small Towns Festive Decorations Grant Officer**

**Proof reader(s): Community Development Coordinator,**

**Team Leader Community Strengthening, Manager Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

The Small Town Festive Decorations Grant program provides communities with a population of less than 10,000 people the opportunity to apply for a grant of up to \$2,000.

The grant is aimed at creating a festive atmosphere within their own town, by purchasing and installing sustainable festive decorations.

#### **Moved by Cr Giovanetti**

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

That the Council approve the allocation of \$10,161.86 (GST inclusive) of funding under the Small Town Festive Decorations Grants Program 2017 to the following applicants:

Applicant	Township	Application amount	Recommended for approval (*GST inclusive)
Dookie & District Development Forum	Dookie	\$2,000	\$2,200*
Mooroopna Men's Shed	Mooroopna	\$2,000	\$2,200*
The Toolamba Lions Club	Toolamba	\$2,000	\$2,000
Dhurringile Recreation Reserve	Dhurringile	\$1,853.82	\$1,561.86*
Tatura Community House	Tatura	\$2,000	\$2,200*

**CARRIED.**

#### **Background**

The Greater Shepparton City Council has an annual Small Town Festive Decorations Grant.

#### **Acquittal Small Town Festive Grant 2016**

In 2016 there were a total of five grants awarded, and all recipients have successfully completed their acquittal process and provided the required receipts and documentation.

## 7. COMMUNITY DIRECTORATE

### **7.6 Small Town Festive Decorations Grant 2017 (continued)**

A summary of the Small Towns Festive Decorations Grant 2016 is below:

#### Dookie and District Development Forum – Light up the Dookie Memorial Hall

The outcome of this project has been that the Dookie Memorial Hall now has a light outline of the building which is hard wired into the electricity of the hall and can be used at any time during the year for festive occasions. The lights beautify the outlook of the Memorial Hall. Currently this switch is on a timer and is lit up for three hours a night during the festive season.

#### Mooroopna Men's Shed – Mooroopna Christmas Lights Project

Leading up to Christmas the Mooroopna Men's Shed (MMS) lit up the gum tree, opposite the Police station in McLennan Street, with colored lights. The MMS installed LED colour change flood lights under existing cages, on the gum tree. These will be removed for storage and reinstalled each Christmas.

#### Toolamba Christmas Decorations – Toolamba Christmas Decorations

The project through the community consultation process identified that even though the current street decorations emphasized the Christmas festive season there was a need for an 'active' Christmas theme that would encompass the Toolamba children and young families in the Christmas festive season. Hence; the Santa's Mailbox theme was decided upon and further enhanced to include 'Christmas Gates' and a 'Christmas Park' Clever and remedial work on the old decorations were able to get an extra year's utilisation but replacement decorations will be required for the 2017 Christmas season. The Santa's Mailbox and the Christmas gates at the entrance were well received by the Toolamba community and will be a central theme to the Toolamba Christmas Festivals for many years to come.

#### Tatura Community House – Christmas Decorations

The Christmas Tree and decorations have been used to bring a festive feel to the community house. The Santa suit has been offered to organisations for Santa events.

#### Undera Community Development Group – Town Christmas Decorations

Present stock and LED lights purchased and used to decorate the Community main street over the Christmas period. Setting up was assisted with community members. It gave the community a talking point and people advised they appreciated the care taken in their town. We continue to grow our supplies and continue to incorporate both old and new into the project.

### **Small Town Festive Decoration Grant 2017**

The Greater Shepparton City Council Small Town Festive Decorations Grants 2017 program provides a total allocation of \$15,000 funding which is made available to townships with a population of less than 10,000 people. To ensure a consistent allocation of funds a limit of \$2,000 applies to each grant application.

Following a review of the guidelines, the program funding is limited to the purchase and installation of festive decorations and associated costs. Events and activities cannot be funded by this program, alternatively they can apply for Councils Festive Events Grants. The majority of grant funds are required to be allocated to the purchase of decorations in an effort to increase the township's stock of decorations.

## 7. COMMUNITY DIRECTORATE

### 7.6 Small Town Festive Decorations Grant 2017 (continued)

Applications for the Small Town Festive Decorations Grant opened on 26 June 2017. Advertisements were placed within the Shepparton News, on Greater Shepparton City Council's website and various social media pages.

The Neighbourhoods department handed out information sheets and verbally promoted the Small Towns Festive Decorations Grant at various small town community meetings throughout the application timeframe.

The program was also promoted via an electronic mail-out to a database of contacts for community organisations located in small towns within the Greater Shepparton region. This database was accessed through the Neighbourhoods department. Applications closed on 31 July 2017 and a total of five eligible applications were received. Details are as follows:

Applicant	Township	Application amount	Recommended for approval (*GST Inclusive)
Dookie & District Development Forum <i>Completion of the 2016 plan to light up the Dookie Memorial Hall with permanent lighting around the outside and on the roof</i>	Dookie	\$2,000	\$2,200*
Mooroopna Men's Shed <i>Light up selected trees in McLennan Street with changing coloured flood lights</i>	Mooroopna	\$2,000	\$2,200*
The Toolamba Lions Club <i>Bollard corflute signage placed around power poles and trees in the main streets for high visibility</i>	Toolamba	\$2,000	\$2,000
Dhurringile Recreation Reserve <i>Handmade bauble decorations, solar lights and banners to hang around the Recreation Reserve</i>	Dhurringile	\$1,853.82	\$1,561.86*
Tatura Community House <i>Festive statues to be created from recycled metal farm tools and mechanical parts. To be decorated with lights and from part of a Christmas scene outside the Community House.</i>	Tatura	\$2,000	\$2,200*

Applications were assessed by a panel of Council Officers from the Neighbourhoods, Parks, Sport and Recreation and Economic Development areas.

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

## 7. COMMUNITY DIRECTORATE

### 7.6 Small Town Festive Decorations Grant 2017 (continued)

#### Council Plan/Key Strategic Activity

Social – Develop resilient, inclusive, healthy communities that make Greater Shepparton a safe and harmonious place to live, work, learn and play.

2.1 Greater Shepparton is a welcoming, inclusive and safe place for all.

2.5 Creativity and participation in arts and culture is nurtured and encouraged.

2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.

#### Risk Management

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

#### Policy Considerations

There are no identified conflicts with Council policies.



## 7. COMMUNITY DIRECTORATE

### 7.6 Small Town Festive Decorations Grant 2017 (continued)

#### Financial Implications

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

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST inclusive
Revenue	Nil	Nil	Nil	
Expense	\$15,000	\$9,853.82		\$10,161.86
Net Result	\$15,000	\$9,853.82		\$10,161.86

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

#### Legal/Statutory Implications

This proposal conforms with relevant legislation.

#### Environmental/Sustainability Impacts

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

#### Social Implications

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

#### Economic Impacts

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

#### Consultation

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

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

## 7. COMMUNITY DIRECTORATE

### **7.6 Small Town Festive Decorations Grant 2017 (continued)**

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

#### **Strategic Links**

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

Topic:

Community Life

Theme: Health and Social services

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

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

No other strategic links have been identified.

#### **Conclusion**

It is proposed that Council approve all five applications for funding through the Small Town Festive Decorations Grants program at a total cost of \$10,161.86 (GST included).

#### **Attachments**

Small Town Festive Grant 2017 - Guidelines Page 157

## 8. CORPORATE SERVICES DIRECTORATE

### 8.1 Records and Information 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 Information Management**

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

**Approved by: Director Corporate Services**

#### **Executive Summary**

The Records and Information Management Policy has been developed to establish a Council wide consistency in managing corporate information. This is in the form of records, both hard copy and electronic in order to meet legislation requirements and good governance accountabilities. The policy has been reviewed and is now ready for adoption.

**Moved by Cr Hazelman**

**Seconded by Cr Summer**

That the Council adopt the Records and Information Management Policy 49.POL1.

**CARRIED.**

#### **Background**

Information Management and recordkeeping are fundamental to transparent and accountable governance. It is the responsibility of the Greater Shepparton City Council to ensure it facilitates the sound management of its records and information. This policy sets out how this will occur and forms the framework to more efficient, effective and compliant management of records and information within the organisation.

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

Sound and comprehensive recordkeeping practices support all areas of the Corporate Plan. Particularly Leadership and Governance, enabling sound decision making in the interests of the community.

#### **Risk Management**

Poor recordkeeping poses significant risks to the organisation and violations of this policy may contravene the many acts that the council must comply with.

Beaches or non-compliances of Public Records Act 1973, Crimes (Document Destruction) Act 2006, Evidence Act 1958, Freedom of Information Act 1982, Health Records Act 2001, Information Privacy Act 2000 and the Local Government Act 1989 could result in significant risks to the Council.

## 8. CORPORATE SERVICES DIRECTORATE

### 8.1 Records and Information Management Policy (continued)

The importance of establishing a good recordkeeping framework is to reduce the risk to the Council by effectively managing all hardcopy and electronic copy records in a manner that meets legislative requirements. Poor recordkeeping practices contribute to organisational inefficiencies, affect the ability of staff to make reliable and informed business decisions and weakens the organisations accountability.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Failure to Capture Complete & Accurate Records of Council	Likely	Moderate	Moderate	Adopted Policy Staff Training Adopted Corporate Procedures
Failure to Control Access, Store, & Dispose of Records Appropriately	Likely	Moderate	Moderate	Adopted Policy Staff Training Adopted Corporate Procedures
Failure to Manage Records Strategically	Likely	Moderate	Moderate	Adopted Policy Staff Training Adopted Corporate Procedures

#### **Policy Considerations**

Recommendations from Council's MAV STEP Audit, and Public Record Office Victoria (PROV) standards and guidelines have been incorporated into the updated Policy.

#### **Financial Implications**

No financial/budget implications associated with the report.

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

This policy meets the recommendations made by the Victorian Auditor General, the MAV STEP Audit Program, and the Public Record Office Victoria (PROV). It ensures we address our legal and statutory obligations under the relevant acts that apply to recordkeeping and information management.

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

The focus of the Policy is on Council working to increase and improve our electronic capture and storage of records and information, resulting in reduced paper reliance and storage

#### **Social Implications**

Accountability to our ratepayers and residents through informed decision making. Also through the capture and protection of our corporate and community history.

#### **Economic Impacts**

The Policy has been development in consultation with Information Management staff, Manager Corporate Services, and the Director Corporate Services.

## 8. CORPORATE SERVICES DIRECTORATE

### 8.1 Records and Information Management Policy (continued)

#### Consultation

The Policy has been developed in consultation with Information Management Staff, Manager Corporate Services and the Director Corporate Services.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensure Council staff are aware of their recordkeeping responsibilities.	IM Team Meetings – Staff Newsletters – Attendance at Team Meetings across Council - IntraNet
Consult	Seek feedback with regard to IM services	IM Team – Attendance at Team Meetings across Council
Involve	Encourage conversation about process improvement	IM Team – Attendance at Team Meetings across Council
Collaborate	Encourage feedback from Council Departments and offer assistance with process improvement	Attendance at Team Meetings across Council
Empower	Ensure all staff are aware of their responsibilities and are confident in the use of the EDRMS,	Individual & Team Training

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

Leadership and Governance

##### b) Other strategic links

There are no other strategic links associated with this report

#### Conclusion

That Council adopt the updated Records & Information Management Policy and support the continued progression towards improved compliance with relevant legislation and audits.

#### Attachments

Records & Information Management Policy Page 162

## 8. CORPORATE SERVICES DIRECTORATE

### 8.2 Protected Disclosure 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: Governance Officer**

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

**Approved by: Director Corporate Services**

#### **Executive Summary**

The Protected Disclosure Act 2012 (Act), forming part of the statutory regime for Victoria's integrity reforms, commenced operation on 10 February 2013 and replaced the former Whistleblowers Protection Act 2001.

Council adopted the Protected Disclosure Policy in May 2016, which outlines Councils procedures for facilitating the making of disclosures and the handling of disclosures, in accordance with the Act and the Independent Broad-Based Anti-Corruption Commission (IBAC) Guidelines.

Following local Council elections on 22 October 2016, an organisation wide review of all Council policies commenced. As a result of this review, the following policy has been revised with minor administrative amendments proposed.

**Moved by Cr Giovanetti**  
**Seconded by Cr Patterson**

That the Council adopt the Protected Disclosure Policy 37.POL9.

**CARRIED.**

#### **Background**

The *Protected Disclosure Act 2012* aims to encourage and assist a person wishing to make an allegation of improper conduct against staff of Victorian government authorities including councils.

Any person can make a report or allegation about improper conduct by public officers and public bodies. The Greater Shepparton City Council is committed to the aims and objectives of the Act. It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

The Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

The Council will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

## 8. CORPORATE SERVICES DIRECTORATE

### **8.2 Protected Disclosure Policy (continued)**

Any person can submit an allegation or complaint, and this Policy has been developed to clearly outline the process involved in the making of, and handling of Protected Disclosures, and what each party may expect, and be responsible to do throughout this process.

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

This Policy is consistent with Leadership and Governance, in particular, objective 1.3. Council demonstrates strong leadership and sound decision making in the best interest of the community.

#### **Risk Management**

No risks have been identified with respect to the adoption of this Policy. It has been developed to ensure all officers and members of the community are aware of their rights and responsibilities in relation to Protected Disclosures.

#### **Policy Considerations**

Any disclosures deemed not to be a Protected Disclosure will be addressed through Councils Complaints Policy which is also currently under review.

#### **Financial Implications**

There are no financial implications associated with the adoption of a Protected Disclosure Policy.

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

In accordance with Section 58 (1) of the Act, Council must establish procedures to facilitate the making of disclosures, and for the handling of disclosures. Officers believe that these processes would be best documented and communicated in the format of Council Policy, which is consistent practice across other Victorian Councils.

#### **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**

This Policy has been developed in accordance with the Act and the IBAC Guidelines. 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.

## 8. CORPORATE SERVICES DIRECTORATE

### **8.2 Protected Disclosure Policy (continued)**

#### **Conclusion**

The Protected Disclosure Policy has been reviewed in accordance with all current legislation and best practice guidelines, and will provide clear guidance to members of the public and staff. It is therefore recommended that it be adopted by Council.

#### **Attachments**

Protected Disclosure Policy 37.POL9 Page 171



## 8. CORPORATE SERVICES DIRECTORATE

### 8.3 Privacy 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: Governance Officer**

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

**Approved by: Director Corporate Governance**

#### **Executive Summary**

With the enactment of the *Privacy and Data Protection Act 2014* (previously the *Information Privacy Act 2000*) and the *Health Records Act 2001*, Victorian councils are required to comply with the privacy principles set out in the Acts and adopt policies on the management and handling of personal and health information of individuals.

The purpose of this Policy is to explain how we will collect, store, use and disclose personal and health information of individuals. The policy also provides direction on how individuals can gain access to their personal information, correct any potential inaccuracies, and sets out the complaint process in the event a suspected breach was to occur. This policy applies to all Councillors, officers and contractors of the Greater Shepparton City Council.

**Moved by Cr Summer**  
**Seconded by Cr O'Keeffe**

That the Council adopt the Privacy Policy 37.POL12.

**CARRIED.**

#### **Background**

To undertake the provision of services, Council is required to collect and use personal and health information of individuals. It is Council's responsibility to balance the rights of an individual to ensure that the appropriate information is available for services to operate and function effectively.

Both the Privacy and Data Protection Act 2014 and the Health Records Act 2001 require all Victorian Councils to comply with a series of privacy principles that are tailored for the collection and use of personal and / or health information.

This policy ensures compliance with the information privacy principles (IPPs) and health privacy principles (HPPs) in relation to the management and handling of personal and health information within the public sector.

There are 10 Information Privacy Principles (IPPs) relevant to the Privacy and Data Protection Act 2014 and 11 Health Privacy Principles (HPPs) relevant to the Health Records Act 2001 which regulate the handing of such Information (See summary in Appendix I & II of the attached Policy).

## 8. CORPORATE SERVICES DIRECTORATE

### **8.3 Privacy Policy (continued)**

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

Council policies provide the guidance to achieve the priorities and actions within the Council Plan and strategic activities.

This Policy is consistent with Council Plan Objective 1.3: *Council demonstrates strong leadership and sound decision making in the best interests of the community.*

#### **Risk Management**

There are no identified risks associated with this policy. It is anticipated that the adoption of the Privacy Policy will raise further awareness of Councils current obligations and reduce the risk of any non-compliance.

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications associated with this report.

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

Both the Privacy and Data Protection Act 2014 and the Health Records Act 2001 require all Victorian Councils to comply with the privacy principles. This implementation of this policy aims to raise awareness and compliance with these principles.

#### **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 implications 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**

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

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

Nil

## 8. CORPORATE SERVICES DIRECTORATE

### **8.3 Privacy Policy (continued)**

#### **Conclusion**

This policy provides direction on Council's requirement in the management of personal and health information. This ensures the responsible handling of personal information and is a key aspect of democratic governance.

Council is strongly committed to protecting an individual's right to privacy and officers recommend the adoption of this Policy to ensure Council continues to meet this statutory obligation.

This policy has been drafted in accordance with legislative requirements and is now presented for Council consideration.

#### **Attachments**

Privacy Policy - 37.POL12 Page 184

## 8. CORPORATE SERVICES DIRECTORATE

### 8.4 August 2017 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 Management 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 two months ended 31 August 2017.

**Moved by Cr Giovanetti**  
**Seconded by Cr Summer**

That the Council receive and note the August 2017 Monthly Financial Report.

**CARRIED.**

#### **Background**

The 2017/2018 Budget was adopted at the Ordinary Council Meeting held 20 June 2017. The 2017/2018 Budget provided for an operating surplus of \$7.2 million with revenue of \$127.92 million and expenditure of \$120.72 million. The 2017/2018 Budget also provided for capital works of \$39.38 million.

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

The August 2017 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

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

The report is consistent with the leadership and governance goal "High Performing Organisation" as included in the *Council Plan 2017-2021*.

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

The report is consistent with the leadership and governance goal "High Performing Organisation" as included in the *Council Plan 2017-2021*.

#### **Risk Management**

There are no risks identified in providing this financial report.

## 8. CORPORATE SERVICES DIRECTORATE

### **8.4 August 2017 Monthly Financial Report (continued)**

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

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

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

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 implications in providing this financial report.

#### **Consultation**

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

#### **Conclusion**

The report presents Council's actual financial performance compared to the budget for the two months ended 31 August 2017.

#### **Attachments**

August 2017 - Monthly Financial Statements Page 196

## 8. CORPORATE SERVICES DIRECTORATE

### 8.5 Contracts Awarded Under Delegation and Status of Contracts Advertised and yet to be Awarded - August 2017

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

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

**Council Officers involved in producing this report**  
**Author: Team Leader Contracts and Procurement**  
**Proof reader(s): Manager Corporate Governance**  
**Approved by: Director Corporate Services**

#### **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 O'Keeffe**  
**Seconded by Cr Patterson**

That the Council note the publicly advertised contracts awarded under delegated authority and tenders that have been advertised but not yet awarded.

**CARRIED.**

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

<b>Contract Number</b>	<b>Contract Name</b>	<b>Contract details, including terms and provisions for extensions</b>	<b>Value inclusive of GST</b>	<b>Awarded to</b>
1715	Construction of Numurkah Rd Works Access into Greater Shepparton Sport Precinct - Civil Works	Lump sum contract for the construction of Numurkah Rd Works Access into Greater Shepparton Sport Precinct - Civil Works	\$280,612.45	Mawson Constructions Pty Ltd

#### **Tendered Contracts Awarded under Delegated Authority by Directors**

<b>Contract Number</b>	<b>Contract Name</b>	<b>Contract details, including terms and provisions for extensions</b>	<b>Value inclusive of GST</b>	<b>Awarded to</b>
1806	Aquamoves Splash Park Equipment Renewal	Lump sum contract for the Renewal of the Aquamoves Splash Park Equipment	\$55,031.90	Farley Pools Australia Pty Ltd
1791	Provision of Condition Survey, Sealed Road Seal and Pavement	Lump sum contract for the provision of Condition Survey, Sealed Road Seal and Pavement	\$91,737.36	Infrastructure Management Group Pty Ltd

## 8. CORPORATE SERVICES DIRECTORATE

### 8.5 Contracts Awarded Under Delegation and Status of Contracts Advertised and yet to be Awarded - August 2017 (continued)

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

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1785	Cosgrove 3 Cell 1, Leachate Ponds and Cosgrove Clay Pit Rehabilitation	Lump sum contract for the Cosgrove 3 Cell 1, Leachate Ponds and Cosgrove Clay Pit Rehabilitation	Tender closed on 21 June 2017. Tenders currently under evaluation.
1805	Lease & Proposal for the Solar Farm Site Part of GV Link and being Part of 250 Toolamba Road Mooroopna Victoria 3629	Select Tender resulting from the Public EOI (1762).	Tender closed on 28 July 2017. The tender is being considered as part of the September Council meeting agenda.
1808	Welsford St upgrade Stage 3 - Knight Street intersection, Shepparton.	Lump sum contract for the Welsford St upgrade Stage 3 - Knight Street intersection.	Tender closed on 23 August 2017. Tenders currently under evaluation.
1818	Cosgrove 2 Cell 4 Lift 3 and 4 Construction of Clay Liner	Lump sum contract for the Construction of Clay Liner Lift 3 and 4 at Cosgrove 2.	Tender currently advertised. Tender closing on 20/09/2017.
1747	Provision of a Division 5 Asbestos Register Review – All Buildings	Select Quote for the provision of Division 5 Asbestos Register Review – All Buildings	Tender currently advertised. Tender closing on 20/09/2017.
1789	Provision of Heavy Plant & Equipment Hire (Wet & Dry Hire) Services	Schedule of Rates Panel Contract for the Provision of Heavy Plant & Equipment Hire (Wet & Dry Hire) Services	Tender currently advertised. Tender closing on 20/09/2017.

#### 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.

## 8. CORPORATE SERVICES DIRECTORATE

### **8.5 Contracts Awarded Under Delegation and Status of Contracts Advertised and yet to be Awarded - August 2017 (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 under delegated authority and the status of requests for tenders that have not yet been awarded during the period 1 August to 31 August 2017.

#### **Attachments**

Nil



## 8. CORPORATE SERVICES DIRECTORATE

### 8.6 Financial Statements and Performance Statement for Year Ended 30 June 2017

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

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

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

**Author: Manager Finance and Rates**

**Proof Reader: Manager Finance and Rates**

**Approved by: Director Corporate Services**

#### **Executive Summary**

The report presents the final financial statements and performance statement for the financial year ending 30 June 2017 for in principle approval by the Council prior to submission to the Victorian Auditor-General and the Minister in accordance with the *Local Government Act 1989*.

The Act also requires that the Council authorise two Councillors to certify the financial statements and to approve the performance statement in their final form, after any changes recommended, or agreed to, by the auditor have been made.

It should be noted that the Manager Finance and Rates will be signatory to the financial statements as Principal Accounting Officer.

**Moved by Cr Giovanetti  
Seconded by Cr Summer**

That the Council:

1. approve in principle the financial statements and performance statement for the financial year ended 30 June 2017;
2. authorise the Mayor, Cr Dinny Adem, the Deputy Mayor, Cr Kim O’Keeffe and the Chief Executive, Peter Harriott, to certify the financial statements and to certify the performance statement in their final form after any changes recommended or agreed to by the auditor, have been made.

**CARRIED.**

#### **Background**

In accordance with the *Local Government Act 1989* (the Act), the Council is required to prepare financial statements and a performance statement at the end of each financial year.

The Act requires Council to approve in principle the final financial statements and performance statement prior to submission to the Victorian Auditor-General and the Minister.

## 8. CORPORATE SERVICES DIRECTORATE

### **8.6 Financial Statements and Performance Statement for Year Ended 30 June 2017 (continued)**

The Act also requires that the Council authorise two Councillors to certify the financial statements and to certify the performance statement in their final form, after any changes recommended, or agreed to, by the auditor have been made.

At its special meeting on 13 September 2017 the Council's Audit and Risk Management Committee reviewed the statements in conjunction with the Victorian Auditor-General's Appointed Auditor and formally recommended that the Council approve in principle the financial statements and performance statement for the financial year ended 30 June 2017.

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

The report is consistent with the Leadership and Governance key theme contained in the Greater Shepparton Council Plan 2017-2021.

#### **Risk Management**

Council has addressed any risks associated with the preparation of the reports by applying accepted accounting standards, where applicable.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Risk of material misstatement	Possible	Major	High	Strong internal controls and external audit by LD Assurance.
Council does not approve the Statements in principle	Rare	Major	Moderate	Statements also reviewed by Council's Audit and Risk Management Committee
Signed Statements not submitted to the Minister by 30 September 2017	Unlikely	Major	Moderate	Established process to ensure target date is achieved

#### **Policy Considerations**

The Financial Statements have been prepared in accordance with accounting policies as detailed in note 1 of the Financial Statements.

#### **Financial Implications**

The financial implications are detailed within the financial statements and performance statement for the year ended 30 June 2017.

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

This proposal is consistent with sections 131 and 132 of the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014 Part 4 Divisions 2 and 3.

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

No environmental or sustainability impacts have been identified.

## 8. CORPORATE SERVICES DIRECTORATE

### 8.6 Financial Statements and Performance Statement for Year Ended 30 June 2017 (continued)

#### **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.

Level of public participation	Promises to the public/stakeholders	
Inform	Keep informed	Council's Annual Report

#### **Strategic Links**

No Strategic Links have been identified in relation to this report.

#### **Conclusion**

The report presents the final financial statements and performance statement for the financial year ending 30 June 2017 for in principle approval prior to submission to the Victorian Auditor-General and the Minister in accordance with the *Local Government Act 1989*.

#### **Attachments**

Nil

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West**

#### **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: Senior Statutory Planner**

**Proof reader(s): Team Leader Statutory Planning, Manager Building and Planning**

**Approved by: Director Sustainable Development**

#### **Executive Summary**

This application seeks planning permission for a 50 metre high lattice telecommunication tower (tower) at 501 Minchin Road, Mooroopna North West (the land) to service the Optus network.

The land is within the Farming Zone 1 (FZ) and partially affected by the Land Subject to Inundation Overlay (LSIO).

Officers advertised the application and 21 objections to the proposal have been received by the Council.

The applicant agreed to a reduction in height of the tower to 50 metres from the originally proposed 60 metres as a result of the objections.

The area of the proposed tower is not within an area of cultural heritage significance, therefore the proposal does not trigger the need for a Cultural Heritage Management Plan.

State Planning Policy seeks to facilitate telecommunication development that protects the environment from adverse impacts.

Council's local planning policy encourages the provision of telecommunication services across all areas of the municipality. There is clear direction that the community should be provided with more coverage by multiple carriers so that consumers have a choice of telecommunication provider.

The most significant concern associated with this application is the visibility of the tower which is a common theme raised by the objections received to this application. It should be acknowledged that a tower of 50 metres in height is going to be visible within a rural environment. However the siting of the tower within an existing stand of established trees minimises the visual impacts on nearby residential properties and allows an acceptable planning outcome to be achieved.

No trees are proposed to be removed from the land as part of this proposal.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)

Officers recommend that a notice of decision to grant a permit issue.

**Moved by Cr Summer**  
**Seconded by Cr Patterson**

In relation to Planning Application 2015-64, on the basis of the information before Council and having considered all relevant matters as required by the *Planning and Environment Act 1987*, Council resolves to issue a notice of decision to grant a planning permit subject to the following conditions:

**1. Layout Not Altered**

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

**2. Construction Phase**

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

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

**3. Rural Vehicle Crossing**

Before the use of the tower, the existing vehicle crossing providing access to the site from Minchin Road must be upgraded at a location and of dimensions and standard to the satisfaction of the responsible authority. Vehicle crossing(s) must be constructed at the owner's/developer's expense.

The vehicle crossing must be

- a) no less than 5 metres in length and the pavement is to be sealed where it abuts an existing sealed road;
- b) include a pipe of a diameter suitable to accommodate the actual volume/flow (having a minimum diameter of (375) mm);
- c) Culverts located in the clear zone shall be installed with trafficable end walls (refer IDM standard drawing SD 255);
- d) The final location of the crossing is to be approved by the responsible authority via a 'Works within the Roads Reserve' (Road Opening)' permit.

**4. Rural Drainage**

Before the operation of the telecommunication facility, all stormwater and surface water drainage from the land, buildings and works must be connected to the legal point of discharge or retained on site to the satisfaction of the responsible authority.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)

#### 5. Cessation of use

Should the use of the land for a telecommunication facility cease the tower and all associated infrastructure must be removed and the site area reinstated to its original state within three months of the use ceasing to the satisfaction of the responsible authority.

#### 6. Time for Starting and Completion

This permit will expire if one of the following circumstances applies:

- a) the development is not started within **two (2) years** of the date of this permit;
- b) the development is not completed within **four (4) years** of the date of this permit.

#### Notations

##### Native Vegetation Control

A planning permit is required to remove, destroy or lop native vegetation on the land, except in accordance with an exemption specified in the Planning Scheme. It is recommended that you contact Council's Planning Officers prior to the removal of any native vegetation, even if seeking to utilise an exemption.

**CARRIED.**

#### Property Details

Land/Address	501 Minchin Road, Mooroopna North West
Zones and Overlays	Farming Zone Pt. Land Subject to Inundation Overlay
Why is a permit required	Buildings and works for a telecommunication tower under 52.19-2. No permit was required by the LSIO, with the Schedule exempting telecommunication towers.

#### Proposal in Detail

The planning application proposes the installation of a new 50 metre high lattice telecommunication tower, with 1 panel antenna, 15 radio remote units, 1 radio communication dish and ancillary equipment. A security fence around the perimeter of the compound area and associated equipment shelter at the base of the facility will also be provided.

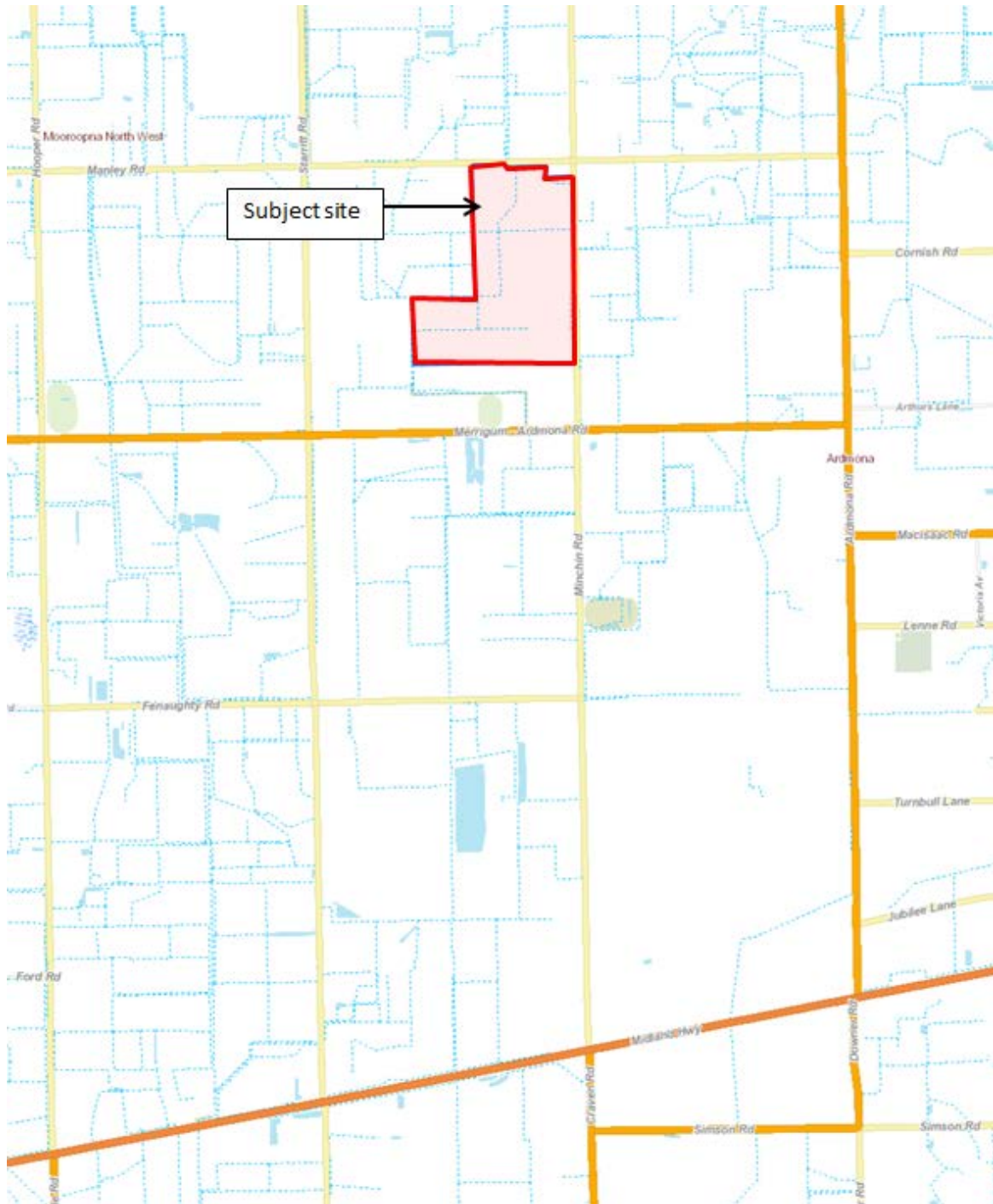
The application consisted of:

- Planning report prepared by Metasite
- Planning drawings
- Environmental Electromagnetic Energy report



## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)





## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)



#### Summary of Key Issues

- The application seeks planning permission to develop the land for a 50 metre high telecommunication tower to service the Optus network.
- The application has been advertised and 21 objections were lodged. Grounds of objection relate to potential impacts on health, visual intrusion, setback from dwellings and not co-locating with other nearby telecommunication towers.
- The applicant has agreed to reduce the height of the tower from 60 metres to 50 metres with amended plans submitted to show this.
- An officer's assessment of the application including consideration of these objections has found that the objections do not support a refusal of the application.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)**

- State Planning Policy at 19.03-4 seeks to facilitate telecommunications infrastructure and identifies the need to protect the environment from adverse impacts. Officers are satisfied that both the natural and built environments are not adversely impacted on by this tower.
- Council's local planning policy at 21.07-2 includes an objective to provide telecommunications facilities available to all areas of the municipality. Based on this policy direction officers recommend that a notice of decision to grant a permit should issue.
- Clause 52.19 of the planning scheme includes a particular provision for Telecommunication Facilities. The provision encourages the development of towers with minimal impact on the amenity of the area. Officers are satisfied that the location of the tower within the Farming Zone, the tower being setback approximately 150 metres from the closest dwelling and the use of existing vegetation on the land minimises visual impacts on the area. Therefore it is recommended that the application be supported.
- Officers have assessed that application against the four principles of the Code of Practice for Telecommunication Facilities in Victoria being siting, co-location, health standards and construction management. Officers having undertaken this assessment find that the application achieves compliance with the four principles.

#### **Background**

The application was made with Council on 4 October 2016.

Public notice of the application was given on 20 October 2016 which resulted in 21 objections being lodged.

An open consultation/mediation session was held on the 16 March 2017. The session was attended by eight objectors, a representative of the applicant and council planning officers. The consultation was mediated by an expert mediator. No objections were withdrawn as a result of this consultation.

#### **Assessment under the Planning and Environment Act**

A telecommunication tower application must be considered against four principles identified in the Code of Practice for Telecommunication Facilities in Victoria being, visual impact, co-location opportunities, health standards and construction management.

#### **Visual Impact**

The development of the land for a telecommunications generally involves a tower of significant height, meaning it will be visible from certain viewpoints.

The proposed tower will be visible from the surrounding properties. However the views from the closest properties at 490, 500 and 535 Minchin Road will be partially obstructed by existing vegetation both on the subject land and the land on which the dwellings are located.

The locality is one which has been impacted upon by a number of structures including large agricultural sheds, frost fans, dwellings and a high transmission powerline approximately 1950 metres to the south. The proposed tower can therefore not be considered the first manmade structure to intrude on the surrounding landscape.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)**

Additionally the site and surrounding area has not been identified under any heritage or significant landscape overlays.

In *Hutchinson 3G Australia v Casey City Council* (2002) VCAT 247 the members remarked:

*We preface our findings by commenting that minimising an adverse impact on visual amenity does not mean that a telecommunications pole must be sited so that it cannot be seen by most or many people. Visibility cannot be equated to adverse visual impact.*

As set out above, in this circumstance, there is no doubt that the tower will be visible from neighbouring properties and the wider locality. However as the Tribunal noted above, just because the tower is visible it does not automatically follow that the application should be refused.

The tower is located in the Farming Zone and is not located in or near any site which have been identified as historically or visually significant with the appropriate planning controls. It is considered by officers that the visual impact is acceptable given the use of existing mature tree screening on and in abutting lands.

Furthermore officers find that the net community benefit lies with improved telecommunication services and choice for Mooroopna North and Ardmona as a whole.

#### Co-Location

The applicant has identified that there are no co-location opportunities within close proximity of the site. The closest possible site is approximately 3.5 km to the south east, being a 30 metre NBN tower. This NBN tower and another Telstra tower to the south east do not provide coverage of the area targeted by Optus, therefore a new tower is proposed.

#### Health Standards

The applicant has provided a report which was prepared for the site to predict the maximum level of electromagnetic energy surrounding the proposed tower.

The report concluded the emissions will be 0.2% of the public exposure limit, established by the Australian Government Agency in the Health and Aging Portfolio.

VCAT in *Mason v Geelong (Red Dot)* (VCAT 2057 2013) considered EME radiation from telecommunication towers. VCAT made the following comments:

*The amount of electromagnetic radiation emitted by a telecommunications facility may well be a legitimate issue of public concern. However, VCAT is not a forum for addressing all issues of social or community concern, nor is it an investigative body.*

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)

*It cannot give great weight to unsupported assertions about public health concerns in the context of an individual planning application, particularly in relation to matters outside its own expertise or beyond the limited ambit of its statutory role or discretion in relation to that application. Accordingly, VCAT is not the appropriate forum where generalised opposition to telecommunications facilities based on public health concerns can or should be raised. It is a waste of the parties' and the Tribunal's resources as, ultimately, VCAT is essentially bound to apply the ARPANSA standard.*

*Allowing objectors to continue to air their concerns about electromagnetic radiation at a VCAT hearing creates false expectations about the role of VCAT and the ambit of its discretion, and the extent to which it can realistically deal with such issues.*

#### Construction Management

To address this principle of *disturbance and risk to siting and construction should be minimised*, officers recommend that a permit condition be included relating to the construction phase of the tower which seeks to manage off site impacts during construction activities.

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

Under 'Our Competitive Advantage' within the Council plan the statement below is made.

*Access to a high standard of telecommunications and IT infrastructure*

The need to improve telecommunications infrastructure within the municipality is encouraged by the Council plan.

#### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Incorrect notification	A	5	Low	The application has been properly advertised which allowed objections to be lodged with the Council. Those objections have been considered as part of the assessment process and objectors will be informed of Council's decision on the application.

#### **Policy Considerations**

The application has been considered against the policies contained within the Greater Shepparton Planning Scheme and found to achieve unacceptable planning outcomes.

#### **Financial Implications**

This planning application has no significant financial implications on Council.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)

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

Should either the applicant or objector be dis-satisfied with Council's decision an application for review can be lodged at VCAT.

#### **Cultural Heritage**

The *Aboriginal Heritage Act 2006* provides protection for all Aboriginal places, objects and human remains in Victoria, regardless of their inclusion on the Victorian Aboriginal Heritage Register or land tenure.

The *Aboriginal Heritage Act 2006* introduces a requirement to prepare a Cultural Heritage Management Plan (CHMP) if all or part of the activity is a listed high impact activity, resulting in significant ground disturbance, and all or part of the activity area is an area of cultural heritage sensitivity, which has not been subject to significant ground disturbance.

The 'Area of Cultural Heritage Sensitivity in Victoria' does not include the land within an area of cultural heritage sensitivity; therefore the proposed use does not trigger the need for a CHMP.

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

The use has no detrimental impact on the environment, with no native vegetation is proposed to be removed and the applicant has responded to concerns about flora and fauna by informing that they have erected similar facilities in areas of environmental significance where the impact on flora and fauna has not been seen as determining factor on the impacts of the application.

#### **Social Implications**

Section 60(1)(f) of the Act states the following:

*Before deciding on an application, the responsible authority must consider,*

- *Any significant social effects and the economic effects which the responsible authority considers the use or development may have.*

The proposed application to develop a 50 metre high telecommunication tower is not considered to raise any significant social or economic effects as assessed under the above guidelines. No Social concerns were raised, with the economic impact identified by objectors relating to land values, which is established as not being a planning decision guideline.

#### **Economic Impacts**

This application has no substantial economic impacts in terms of job creation or investment into Greater Shepparton.

#### **Referrals/Public Notice**

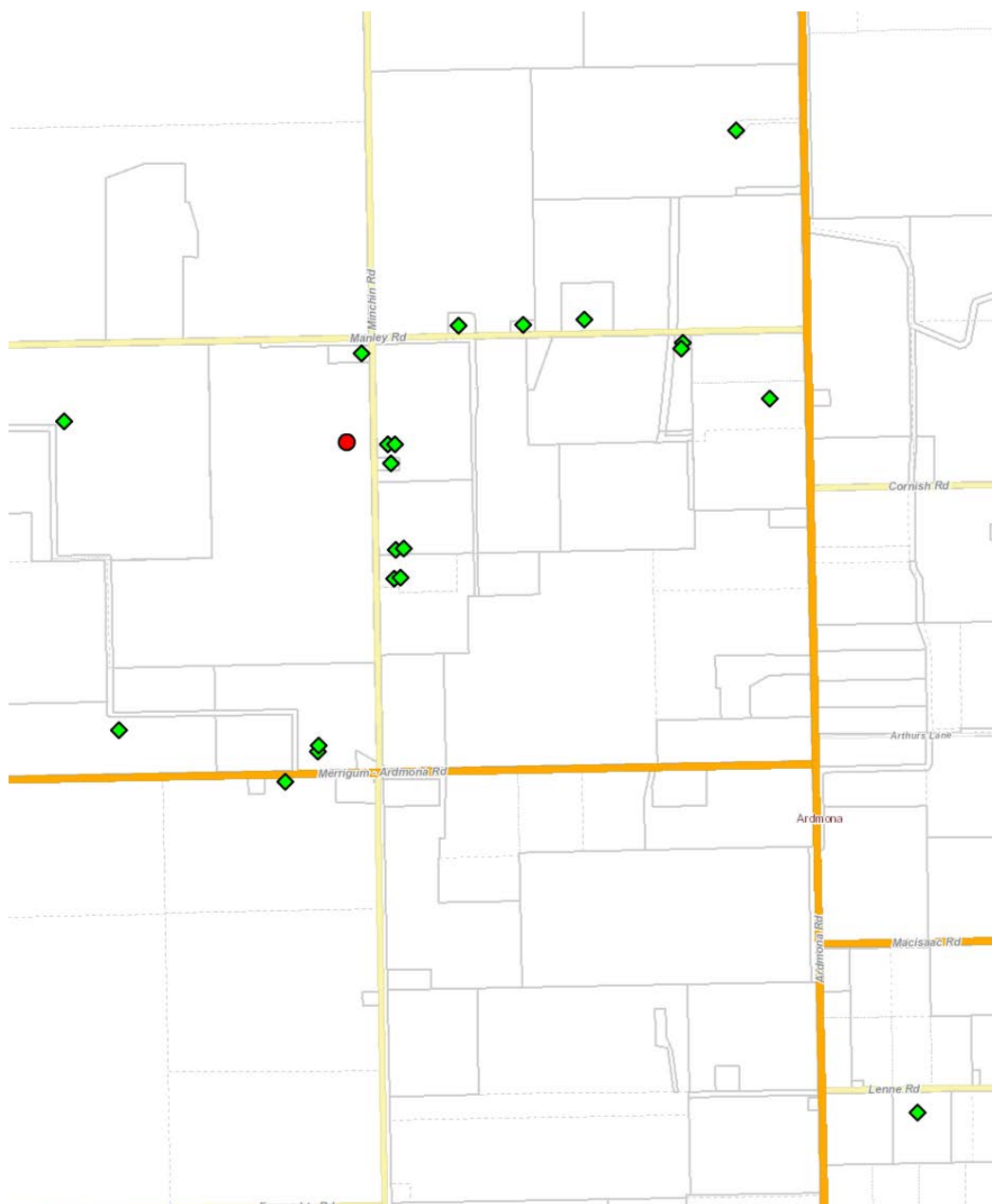
The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Sending notices to the owners and occupiers of adjoining land.
- Placing a sign on site.
- Notice in the Shepparton News

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)

The Council has received 21 objections to date. The plan below shows the approximate locations of the residences of objectors below as relevant. Objectors are designated with a green diamond and proposed facility designated with a red dot.



All objectors were issued with an acknowledgment letter. Additionally the permit applicant's written response to the objections was provided to objectors on 27 April 2015.

An open consultation/mediation session was held on the 16 March 2017 and attended by eight objectors, a representative of the applicant and council planning officer. The consultation was mediated by an expert mediator and ex-VCAT member.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)

The consultation/mediation session assisted the objectors in understanding the application and the applicant and officers the objectors concerns in detail and it was agreed that the applicant would investigate the proposed location to the north of Manley Road. The applicant has since informed that this would not be possible.

No other resolutions were made as a result of this consultation/mediation session.

The key issues that were raised in the objections are as follows:

Ground of Objection	Officer's Response
De-valuation of land	Property de-valuation as a result of planning applications is not a relevant planning consideration.
Visual impact of the tower and increase setback of the tower from the towns boundary	<p>It is acknowledged that the tower will be visible in the flat landscape. Despite this the tower is setback from Minchin Road and is not located within a residential zone. The tower is setback approximately 160 metres from the nearest dwelling and partially screened with existing vegetation.</p> <p>The applicant investigated the relocation of the proposed tower to the north of Manley Road away from dwellings. The landowner of the proposed land did not agree. Based on this, Optus have decided to pursue the application for the land.</p> <p>The applicant has agreed to reduce the height of the tower from 60 metres to 50 metres.</p>
Towers impact on health	<p>VCAT in <i>Mason v Geelong (Red Dot)</i> (VCAT 2057 2013) considered EME radiation from telecommunication towers. VCAT made the following comments:</p> <p><i>The amount of electromagnetic radiation emitted by a telecommunications facility may well be a legitimate issue of public concern. However, VCAT is not a forum for addressing all issues of social or community concern, nor is it an investigative body.</i></p> <p><i>It cannot give great weight to unsupported assertions about public health concerns in the context of an individual planning application, particularly in relation to matters outside its own expertise or beyond the limited ambit of its statutory role or discretion in relation to that application. Accordingly, VCAT is not the appropriate forum where generalised opposition to telecommunications facilities based on public health concerns can or should be raised. It is a waste of the parties' and the Tribunal's resources as, ultimately, VCAT is essentially bound to apply the ARPANSA standard.</i></p> <p><i>Allowing objectors to continue to air their concerns about electromagnetic radiation at a VCAT hearing creates false</i></p>

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)

Ground of Objection	Officer's Response
	<p><i>expectations about the role of VCAT and the ambit of its discretion, and the extent to which it can realistically deal with such issues.</i></p> <p>Based on this VCAT decision and given that the tower complies with the Commonwealth's emission requirements it is not considered reasonable to refuse the application on health grounds.</p>
Tower should be co-located with other facilities	The applicant have investigated co-location opportunities however have found that to achieve Optus's coverage objectives a new tower is required at 501 Minchin Road.
Impact on native flora and fauna	<p>The proposed application will not require the removal of any native vegetation, with the surrounding mature trees to provide a partial screen for the proposed facility.</p> <p>The applicant has responded that they have erected similar facilities in areas of environmental significance where the impact on flora and fauna has not been seen as determining factor on the impacts of the application.</p>
Impact of construction and ongoing maintenance of tower on roads	<p>As identified in this report, the construction management, including offsite impacts of the tower will be addressed through a condition of the permit.</p> <p>The applicant has addressed the concern that the ongoing maintenance of the tower will impact on the quality of roads will be minimal with maintenance envisaged to occur infrequently at a timeframe of every six months.</p>
There is no need for additional telecommunications facilities	<p>The applicant has provided the following response:</p> <p><i>Optus has identified the need to service this locality within the greater network to provide critical communications infrastructure for regular business to business and residential customer connection.</i></p>

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Under section 5 (Urban and Rural Services) the following key objective is listed.  
*To provide telecommunications facilities and services available to all areas of the municipality.*

A strategy of this objective is to:

*Proactively support the development of and access to competitive leading edge telecommunication facilities and services.*



## **9. SUSTAINABLE DEVELOPMENT DIRECTORATE**

### **9.1 Planning Permit Application 2016-406, Telecommunications Facility - 501 Minchin Road, Mooroopna North West (continued)**

Clearly policy direction with GS2030 is for applications for telecommunication facilities to be supported through the planning system.

#### **Conclusion**

Officers having undertaken an assessment of the application have decided that the application achieves acceptable planning outcomes when assessed against the relevant considerations of the Greater Shepparton Planning Scheme and therefore a planning permit should issue.

Officers deem that the application produces a net community benefit by increasing telecommunication coverage in Ardmona and Mooroopna and allows more choice of carriers for the Mooroopna North and Ardmona residents and businesses.

#### **Attachments**

Nil

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Calder Woodburn Memorial Avenue Advisory Committee - Appointment of Community Representatives

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

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

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

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

**Author: Team Leader Strategic Planning**

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

**Approved by: Director Sustainable Development**

#### **Executive Summary**

Council authorised the formation of the Greater Shepparton Calder Woodburn Memorial Avenue Advisory Committee (the Advisory Committee) at the Ordinary Council Meeting on 20 June 2017. The primary purpose of the Advisory Committee is to act as an advocate for the future conservation of the Calder Woodburn Memorial Avenue.

The Terms of Reference for the Advisory Committee allow for the appointment of three community representatives.

Advertisements calling for community representative nominations for membership of the Advisory Committee were placed in the Shepparton News on Friday, 26 May 2017 and Friday, 2 June 2017, and the Tatura Guardian on 30 May 2017. Five nominations were received.

On 11 August 2017, the Advisory Committee assessed all nominations against the selection criteria outlined in the Terms of Reference. Given the calibre of nominations, the Advisory Committee agreed to request that Council appoint four nominees for a two year term ending on 18 September 2019.

**Moved by Cr O'Keeffe**  
**Seconded by Cr Summer**

That the Council:

1. adopt the revised Terms of Reference for the Calder Woodburn Memorial Avenue Advisory Committee; and
2. appoint the following community representatives to the Calder Woodburn Memorial Avenue Advisory Committee for a two year term commencing on 20 September 2017 and concluding on 18 September 2019:
  - Jan BRAHAM;
  - John HAMMOND;
  - Julie Marilyn JACKSON;
  - Collier Wyatt MCCRACKEN

**CARRIED.**

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Calder Woodburn Memorial Avenue Advisory Committee - Appointment of Community Representatives (continued)

#### **Background**

Council authorised the formation of the Calder Woodburn Memorial Avenue Advisory Committee (the Advisory Committee) at the Ordinary Council Meeting held on the 20 June 2017. As part of the resolution, Council adopted Terms of Reference (TOR) to guide the future operation of the Advisory Committee and to appoint Cr Sutton as Council's representative to the Advisory Committee.

The membership of the Advisory Committee consists of the following voting members:

- Two (2) Councillors, being:
  - One (1) representative from Greater Shepparton City Council; and
  - One (1) representative from Strathbogie Shire Council;
- One (1) representative from the Goulburn Valley Environment Group;
- One (1) representative from the Goulburn Broken Catchment Management Authority;
- One (1) representative from Heritage Victoria;
- One (1) representative from the Shepparton RSL;
- Up to two (2) representatives from VicRoads;
- One (1) representative from the Greater Shepparton Heritage Advisory Committee; and
- Up to three (3) community representatives.

Advertisements calling for community representative nominations for membership of the Advisory Committee were placed in the Shepparton News on Friday, 26 May 2017 and Friday, 2 June 2017, and the Tatura Guardian on 30 May 2017. Five nominations were received.

On 11 August 2017, the Advisory Committee assessed the nominations received against the selection criteria included in the Terms of Reference. The selection criteria are:

- Demonstrated interest in conservation of environmental or heritage assets,
- Experience and success in applying for grants or funding streams; and
- The ability to access historical or conservation networks and stakeholder groups.

Given the calibre of nominations, the Advisory Committee agreed to request that Council revise the Terms of Reference to allow for four community representatives to be appointed to the Advisory Committee and to appoint the following nominees to the Advisory Committee for a two year term ending on 18 September 2019: Jan Braham, John Hammond, Julie Marilyn Jackson and Collier Wyatt McCracken.

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

This proposal is consistent with the *Greater Shepparton Council Plan 2017-2021*:

- Leadership and Governance - provide strong civic leadership, advocacy and good governance in the operation of Greater Shepparton City Council.
- Objective 1.7 Council advocates on issues, priorities and needs that matter to our community in partnership with key stakeholders.
- Social - develop resilient, inclusive, healthy communities that make Greater Shepparton a safe and harmonious place to live, work, learn, and play.
- Objective 2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.2 Calder Woodburn Memorial Avenue Advisory Committee - Appointment of Community Representatives (continued)**

- Built - provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.
- Objective 4.3 Greater Shepparton's heritage places, cultural landscapes, and objects are protected and conserved for future generations.
- Environment - enhance and protect the clean, green environment that makes Greater Shepparton the unique place it is.
- Objective 5.1 Greening Greater Shepparton has created an attractive, vibrant and liveable place with well-connected green spaces that are valued by the community.

#### **Risk Management**

Council considerably reduces the governance risks associated with the operation of the Advisory Committee by ensuring that members are appointed in accordance with the *Local Government Act 1989*.

Failure to appoint community representatives to the Advisory Committee would fail to meet Council's obligations under the *Local Government Act 1989*.

#### **Policy Considerations**

Appointing new community representatives to the Advisory Committee does not conflict with existing Council policies.

#### **Financial Implications**

There are no costs associated with the appointment of new community representatives to the Advisory Committee.

Council may choose to allocate a budget to assist in the maintenance or conservation of the Memorial Avenue in the future.

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

There are no legal or statutory implications associated with resolving to appoint new community representatives to the Advisory Committee.

The appointment of members to the Advisory Committee accords with the *Victorian Charter of Human Rights and Responsibilities Act 2006*. No human rights were negatively impacted upon through the advertisement and consideration of the appointment of the community representatives to the Advisory Committee. It is not foreseen that the appointment of community representatives will impact upon 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.

The Advisory Committee is not a Section 86 Committee under the *Local Government Act 1989*. This proposal is consistent with the provisions of the *Local Government Act 1989*.

The appointment of community representatives is in accordance with the Advisory Committee's revised Terms of Reference, which were adopted by Council at the Ordinary Council Meeting held on 20 June 2017.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.2 Calder Woodburn Memorial Avenue Advisory Committee - Appointment of Community Representatives (continued)**

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

There are no environmental or sustainability impacts associated with the appointment of community representatives to the Advisory Committee. The Advisory Committee will seek to maintain, enhance and protect an important place of Victorian cultural heritage significance.

#### **Social Implications**

There are no social impacts associated with the appointment of community representatives to the Advisory Committee.

#### **Economic Impacts**

There are no economic impacts associated with the appointment of community representatives to the Advisory Committee.

#### **Consultation**

Advertisements calling for community representative nominations for membership of the Advisory Committee were placed in the Shepparton News on Friday, 26 May 2017 and Friday, 2 June 2017, and the Tatura Guardian on 30 May 2017. Five nominations were received.

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

#### **Strategic Links**

##### **a) Greater Shepparton 2030 Strategy 2006**

Topic: Community Life

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: Environment

Objective 1: To identify, protect and enhance sites and areas of recognised historic significance.

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

Nil

#### **Conclusion**

Council authorised the formation of the Greater Shepparton Calder Woodburn Memorial Avenue Advisory Committee.

The Terms of Reference for the Advisory Committee, adopted by Council at the Ordinary Council Meeting held on the 20 June 2017, allows for the appointment of three community representatives.

Advertisements calling for community representative nominations for membership of the Advisory Committee were placed in the Shepparton News on Friday, 26 May 2017 and Friday, 2 June 2017, and the Tatura Guardian on 30 May 2017. Five nominations were received.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.2 Calder Woodburn Memorial Avenue Advisory Committee - Appointment of Community Representatives (continued)**

On 11 August 2017, the Advisory Committee assessed all nominations against the selection criteria outlined in the Terms of Reference. Given the calibre of nominations, the Advisory Committee agreed to request that Council revise the Terms of Reference to allow for four community representatives to be appointed to the Advisory Committee and to appoint the following nominees to the Advisory Committee for a two year term ending on 18 September 2019: Jan Braham, John Hammond, Julie Marilyn Jackson and Collier Wyatt McCracken.

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

#### **Attachments**

Terms of Reference - Calder Woodburn Memorial Avenue Advisory Committee

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## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road

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

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

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

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

**Author: Statutory Planners**

**Proof reader(s): Team Leader Statutory Planning, Manager Buildings and Planning**

**Approved by: Director Sustainable Development**

#### **Executive Summary**

The application seeks planning approval to use and develop land at 600 Turnbull Road, Ardmona (the land) for a dwelling associated with a thoroughbred broodmare farm.

The land is within the Farming Zone and is affected by the Land Subject to Inundation Overlay.

The application was notified to surrounding properties and one objection was received. On 25 June 2017 the objection was withdrawn. Officers spoke with the objector who alleged that the objection was withdrawn due to threats from the applicant. Other than the allegation by the objector that threats were made by the applicant, the objector provided limited detail as to the nature of the alleged threats, which are unable to be confirmed and may be both untrue and denied by the applicant. However, the fact remains that the objection has been withdrawn, and so for the purpose of the planning assessment of this application, officers have treated the objection as withdrawn.

Despite this, officers are mindful of the wider context whereby officers should not be seen to endorse the withdrawal of an objection in circumstances where an objector claims to have been threatened (albeit that these claims are untested and unverified). In light of this, officers have decided to refer this file to Council for a decision with the intent of demonstrating the most transparent decision making process and in the hopes that shedding light on the issue will send a message to the development industry that threats to objectors are not appropriate.

Issues regarding threats aside, officers have undertaken professional merits based review of the application. This assessment has found that a planning permit should issue. The reasons for this will be explained within the report.

The application was referred to Goulburn-Murray Water and Goulburn Broken Catchment Management Authority. Neither authority objected to the proposal, subject to compliance with conditions.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.3 Planning Application 2017-66, 600 Turnbull Road (continued)**

Officers are of the opinion that the proposal would achieve compliance with the provisions of the Planning Scheme for the following reasons:

- the use and development of the land in conjunction with a Thoroughbred Broodmare Farm comprises of an appropriate agricultural justification for the need for a dwelling on a small constrained lot in the Farming Zone
- the context of the land and its surrounds including the proximity of Ardmona School means the land is lost to intensive agricultural land uses such as horticulture
- The proposed equine use is relatively non-intrusive and should operate without impacting on the operations of the Ardmona School

Officers recommend that Council issue a Planning Permit.

**Moved by Cr Patterson**

**Seconded by Cr Summer**

1. In relation to Planning Application 2017-66, on the basis of the information before the Council and having considered all relevant matters as required by the *Planning and Environment Act 1987*, Council resolves to issue a Planning Permit subject to the following conditions:

#### **Amended Plans Required**

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

- a) The site plan to show the relocation of the dwelling to a position adjacent to the northern boundary of the site.

#### **Layout Not Altered**

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

#### **Broodmare facility infrastructure**

Prior to the commencement of works of the dwelling all infrastructure required for the operation Thoroughbred Broodmare Farm must be constructed and completed to the satisfaction of the responsible authority in accordance with the endorsed plans and reports.

#### **Section 173 Agreement**

Prior to the commencement of works the owner must enter into an agreement with the responsible authority, pursuant to Section 173 of the Planning and Environment Act 1987. This agreement must be registered on the title to the land pursuant to Section 181 of the Planning and Environment Act 1987. The owner must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement. The agreement must provide that:

- b) *The owner acknowledges that the development and continued use of the rural dwelling in the Farming Zone has been permitted on the basis of that the dwelling is reasonably required for the operation of a Thoroughbred Broodmare Farm*



## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

*conducted on the land in accordance with the documentation supplied with the application and the dwelling will only be used on that basis.*

- c) *That the development and use of the property must be undertaken generally in accordance with the endorsed plans and reports for a Thoroughbred Broodmare Farm or as amended by the responsible authority.*
- d) *The dwelling may not be subdivided from the lot in the future, and the lot may not be subdivided to increase the number of lots, by excision or otherwise, unless each lot created complies with the minimum lot size required for the zone at that time.*
- e) *That the owner acknowledges and accepts the possibility of nuisance from adjoining agricultural operations including animal husbandry, spray drift, agricultural machinery use, pumps, trucks and associated hours of operation.*

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

#### **Connection to Services**

Prior to the occupation of the dwelling:

- a) Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles. All bridges and crossings must be designed and constructed to carry a vehicle weighing a minimum of 15 tonnes and be a minimum of 3 metres in width.
  - b) The vehicle crossing must be no less than 5 metres in length and include a pipe of a diameter suitable to accommodate the actual volume/flow (having a minimum diameter of (375) mm). Culverts located in the clear zone shall be installed with trafficable end walls (refer IDM standard drawing SD 255). The final location of the crossing is to be approved by the responsible authority via a 'Works within the Roads Reserve' (Road Opening)' permit.
  - c) All stormwater and surface water drainage from the land, buildings and works, must be retained on site or directed to the legal point of discharge to the satisfaction of the responsible authority and Goulburn Murray Water. Effluent and/or polluted water must not be discharged to Council's stormwater drainage system from the land.
  - d) The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire fighting purposes.
  - e) The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.
- (c) to the satisfaction of the Responsible Authority.

#### **Construction Phase**

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

- a) Avoiding the transport of mud onto roads;

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

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

#### Health Requirements

Prior to the commencement of works for the proposed dwelling the owner must lodge with the Council an application to Install a Septic Tank System in accordance with the Code of Practice – Onsite Wastewater Management, Publication 891.3, February 2013.

The application to Install a Septic Tank System must include:

- 1) The application form provided by the Council completed, signed and dated by the owner.
- 2) A floor plan of the proposed dwelling.
- 3) A site plan indicating the location of the effluent disposal area / reserve area.
- 4) The design of the effluent disposal system including instructions for installation and working drawings.
- 5) The current application fee.

#### Goulburn Broken Catchment Management Authority Requirements

The finished floor level of the proposed dwelling must be constructed at least 450 millimetres above the general ground surface level, or higher level deemed necessary by the responsible authority.

#### Goulburn Murray Water Requirements

- 1. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
- 2. All wastewater from the proposed dwelling must be treated and disposed of using an EPA approved system, installed, operated and maintained in compliance with the relevant EPA Code of Practice and Certificate of Approval to the satisfaction of council's Environmental Health Department.
- 3. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed

#### Time for Starting and Completion

This permit will expire if one of the following circumstances applies:

- a) the development and use are not started within **two (2) years** of the date of this permit;
- b) the development is not completed within **four (4) years** of the date of this permit.

**CARRIED.**

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

#### Property Details

Land/Address	600 Turnbull Road
Zones and Overlays	Farming Zone (Schedule 1) Land Subject to Inundation Overlay
Why is a permit required	35.07-1 Use of the land for a dwelling 35.07-4 Buildings and works for a dwelling in the Farming Zone 44.04-1 Buildings and works for a dwelling in the Land Subject to Inundation Overlay.

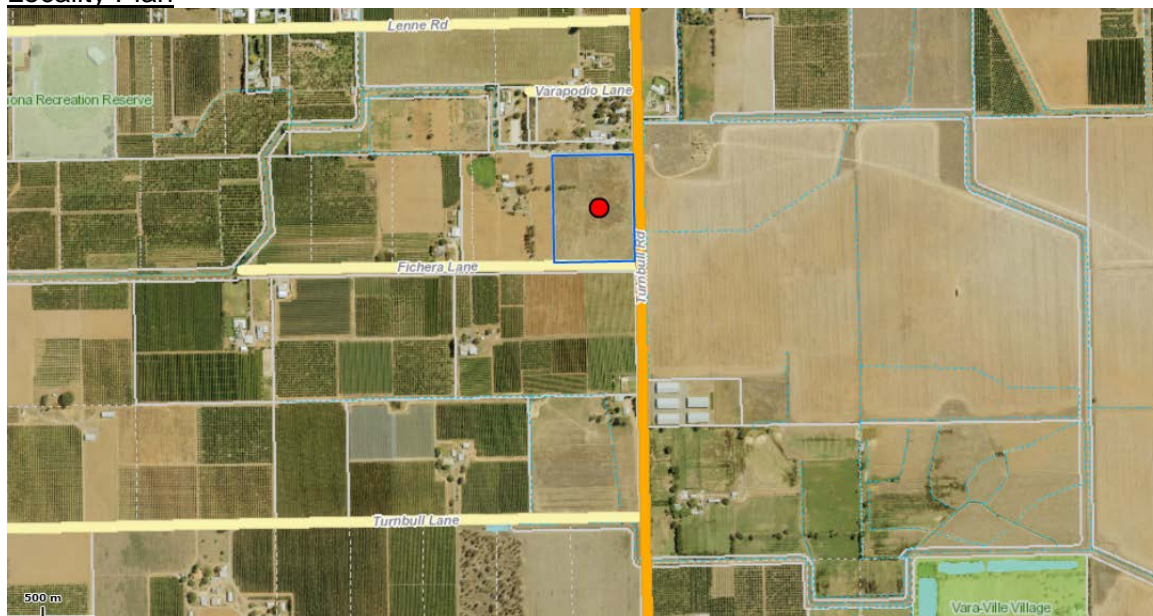
#### Proposal in Detail

The application made to Council is described as “*use and development of the land for the construction of a dwelling*”. It is noted that the application states that the dwelling is required in association with a thoroughbred broodmare facility.

The application includes an Integrated Land Management Plan for a Thoroughbred Broodmare Farm. The details of the proposal are summarised as follows:

- A dwelling to the centre of the land (approximately 65m to the west of Turnbull Road) with cross over to Turnbull Road;
- A separate garage to the south of the proposed dwelling;
- 7 separate paddocks;
- 1 round yard
- 4 yards to the north of paddock 4.

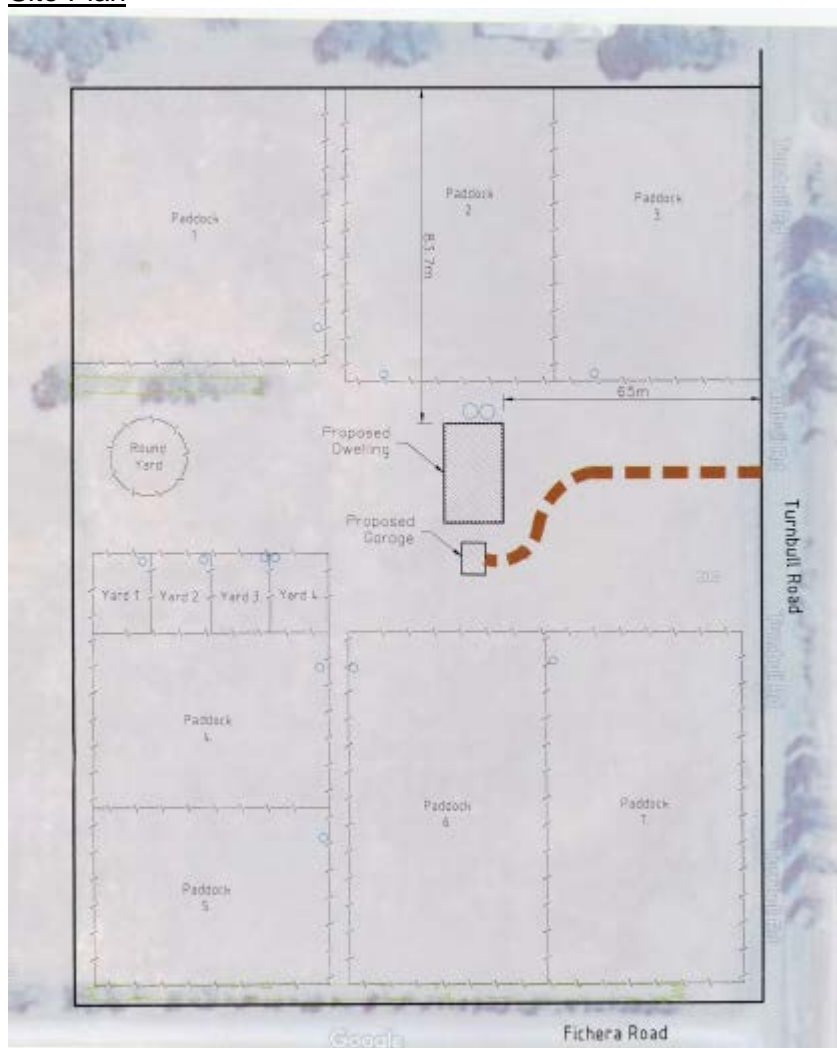
#### Locality Plan



## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

#### Site Plan



#### Summary of Key Issues

- The application seeks planning permission for the use and development of the land for a dwelling associated with a Thoroughbred Broodmare Farm;
- The application was notified to Goulburn Broken Catchment Management and Goulburn-Murray Water, neither authority objected to the proposal, subject to compliance with conditions;
- When advertised, the application received an objection but this was subsequently withdrawn.
- Planning officers are of the opinion that the proposal achieves an acceptable planning outcome when assessed against the provisions of the Farming Zone, State Planning Policy Framework (Clauses 11.10-1, 14.01-1 and 14.02-2) and Local Planning Policies (Clauses 21.06-1 and 21.06-3).

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

#### **Background**

The planning application was lodged with Council on 1 March 2017.

The application has been assessed based on the relevant provisions within the Greater Shepparton Planning Scheme.

In May 2016 an application was made on the same land for the use and development of the land for a dwelling with no agricultural justification for the need for a dwelling.

This application was considered by the Development Hearings Panel in December 2016 and the application was refused.

Planning officers are of the opinion that the application currently being considered responds to the reasons for refusal for the previous application by providing an agricultural justification for the need for a dwelling on the land.

Further to this, it is considered that the proposal would provide an appropriate buffer between the existing school and intensive agriculture (orchards).

#### **Assessment under the Planning and Environment Act**

The land is within the Farming Zone, an assessment against the decision guidelines in the Farming Zone is set out below.

The purposes of the Farming Zone are:

- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

Decision Guideline	Officers Response
<b>35.07-6 General Issues</b>	
The capability of the land to accommodate the proposed use or development, including the disposal of effluent	<p>It is considered that the land is capable of accommodating the proposal.</p> <p>The land is within an area which has intensive agriculture as well as less intensive agricultural and community uses (school)</p> <p>It is considered that the use of the land would sit comfortably within in this context and would provide an appropriate agricultural buffer between the school and more intensive agricultural uses (orchards) In light of the above, it is considered that the land is not capable of accommodating the proposed use and development.</p>

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

Decision Guideline	Officers Response
<b>35.07-6 General Issues</b>	
How the use of the land or development relates to sustainable land management	The proposal is for a dwelling associated with a thoroughbred broodmare farm. The applicant has provided an agronomic assessment of the land which demonstrates that the land can accommodate the proposal. It is therefore considered that the proposal would provide for sustainable land management.
Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby uses.	The land is large enough to accommodate the proposal.  It is considered that that proposal constitutes an agricultural use and is compatible with surrounding agricultural uses.
<b>Agricultural issues and the impacts from non-agricultural uses.</b>	
Whether the use or development will support and enhance agricultural production.	It is considered that the proposal would provide an agricultural use commensurate with the size of the land.
Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.	The proposal would not have any impact on soil quality and would not permanently remove land from agricultural production.
The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.	The proposal would not limit the operation or expansion of agricultural uses in the area. It is noted that the land is separated from other agricultural parcels by roads on the southern and eastern sides of the block and by a school to the north.  The land would be similar to existing uses to the west.  It is therefore considered that the proposal would not inhibit the expansion of adjoining or nearby uses.
The capacity or the site to sustain the agricultural use	The application includes an agronomic assessment which has demonstrated that the land can sustain the proposal.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

<b>Environmental issues</b>	
The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality	It is considered that the proposal would not have any impact on any natural features or resources in the area.
The impact of the use or development on the flora and fauna on the site and its surrounds	The proposal does not seek the removal of any native vegetation.
The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.	The proposal would not lead to the removal of any native vegetation.
The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation	The application was referred to Council's Environmental Health Department who required that the applicant provide lodge an application to install a Septic Tank on the land. This is included in the conditions set out in the recommendation.
<b>Design and siting issues</b>	
The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.	The proposed dwelling and associated garage would be located to the centre of the site.  The location of the dwelling and garage is considered to be appropriate.
The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.	The proposal would have an acceptable design and it is considered that the proposal would not have a detrimental impact on the amenity of the area.
Stormwater discharge	The application has not provided any information on stormwater discharge. A condition in the reports recommendation requires that the dwelling and building be retained in site or directed to the legal point of discharge. This is considered to be an acceptable outcome.

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

Council Plan 2017-2021

#### Section 4 Built

Section 4 of the Council Plan seeks to provide and support relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.

Of relevance to this application is Objective 4.2 which states:

*Urban and rural development is sustainable and prosperous.*

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Incorrect notification	A	5	High	The application has been properly advertised.

#### Policy Considerations

The application has been considered against the policies contained within the Greater Shepparton Planning Scheme and found to achieve unacceptable planning outcomes

#### Financial Implications

This planning application has no significant financial implications on Council.

#### Legal/Statutory Implications

##### Title Details

The title does not contain a Section 173 Agreement.

##### **Cultural Heritage**

The land is not within an area identified as having Aboriginal Cultural Heritage Sensitivity.

#### Environmental/Sustainability Impacts

The use has no detrimental impact on the environment subject to the inclusion of appropriate drainage conditions should it be decided to grant a permit.

#### Social Implications

Section 60(1)(f) of the Act states the following:

*Before deciding on an application, the responsible authority, if the circumstances appear to so require, must consider—*

- *Any significant social effects and the economic effects which the responsible authority considers the use or development may have.*

This application does not raise any significant social issues.

#### Economic Impacts

There are no Economic Impacts for Council.

#### Referrals/Public Notice

The application was notified to surrounding properties and one objection was received and subsequently withdrawn. For completeness officers have identified the concerns of the neighbour and an officers assessment is below:



## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.3 Planning Application 2017-66, 600 Turnbull Road (continued)

Grounds of Concern	Officers Response
<p>Proposal not consistent with the Farming Zone</p>	<p>The purpose of the Farming Zone is to encourage the retention of agricultural land and ensure that non-agricultural uses including uses do not adversely affect the use of the land for agriculture.</p> <p>Officers acknowledge that this application is for a dwelling on a small lot in the Farming Zone. However it is considered that the application provides an appropriate agricultural justification for the need for a dwelling in conjunction with a Thoroughbred Broodmare Facility.</p> <p>It is further considered that the proposal would provide an appropriate buffer between the existing school and surrounding intensive agricultural uses.</p>
<p>If this is to be a bona fide 'Thoroughbred Broodmare' operation where is the stabling &amp;/or housing facilities for the horses. My impression is that the paddocks on the plan follow the placement of subdivision for housing on the previous permit application very closely.</p>	<p>Officers are of the opinion that stables are not required for breeding mares and their offspring based on review of guidelines for thoroughbred mare facilities.</p> <p>With regard to the layout, it is considered that the paddock layout is appropriate.</p> <p>The application being considered is for a dwelling associated with a Thoroughbred Broodmare Farm, not for a residential subdivision.</p> <p>A residential subdivision would be prohibited in the Farming Zone.</p>
<p>I feel that any kind of intensive horse farming so near to a primary school is putting the children at risk. Firstly from the increased numbers of flies associated with the waste from the animals but also from tetanus.</p>	<p>Planning officers consider that the proposal would provide for an appropriate buffer between the school and surrounding intensive agricultural operations (orchards)</p> <p>In light of this, it is considered that the proposal would have a positive outcome for the school.</p>

The application was notified to Goulburn Broken Catchment Management Authority and Goulburn-Murray Water and neither authority objected.

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

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.3 Planning Application 2017-66, 600 Turnbull Road (continued)**

#### **Strategic Links**

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

The Greater Shepparton 2030 strategy (GS2030) is a reference document in the planning scheme under 21.09.

A reference document is described by Practice Note 13 Incorporated and Reference Document as:

*Reference documents provide background information to assist in understanding the context within which a particular policy or provision has been framed.*

*Reference documents have only a limited role in decision-making as they are not part of the planning scheme. They do not have the status of incorporated documents or carry the same weight.*

#### *Section 5 Housing*

Section 5 of Greater Shepparton 2030 Strategy sets out goals for housing within the municipality as set out below:

- managing residential growth and urban expansion
- maintaining an appropriate supply of residentially zoned land;
- providing an appropriate residential mix for the forecast population;
- managing change in established areas;
- applying sustainable development principles to planning and development for both individual buildings and towns.

#### *Objective 3:*

*To provide a restricted amount of land for rural residential purposes, without impacting on the long-term growth potential of urban centres and productive agricultural land.*

Clearly the policy and objectives of GS2030 provides support for appropriately located dwellings within the rural area which would not have a detrimental impact on agricultural land.

#### **Greater Shepparton Housing Strategy 2011**

The Housing Strategy is a reference document in the planning scheme under 21.09. The Housing Strategy was implemented into the scheme by way of C93. The preparation of the Housing Strategy was undertaken in accordance with direction from the GS2030.

These two reference documents have been used as the basis of planning scheme amendments to update local policy under C69 and C93.

#### **Conclusion**

Officers having reviewed the supplied information including a site inspection, the planning scheme and have formed the view that the application achieves an acceptable planning outcomes and should be supported by Council.

#### **Attachments**

Nil

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017**

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

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

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

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

**Author: Senior Strategic Planner**

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

**Approved by: Director Sustainable Development**

#### **Executive Summary**

This report provides the findings of a recent study on the Shepparton-Melbourne Rail Corridor. *A Guide to Proposed and Planned Infrastructure Projects, July 2017* (the Guide) was prepared by John Hearsch Consulting Pty Ltd and submitted to Council on 26 July 2017 (see *Attachment 1 – The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017*). The Guide details a logical sequence for the implementation of rail infrastructure projects that are relevant to the Melbourne-Shepparton rail corridor.

Shepparton is now served by four return rail services to Melbourne on weekdays and three on weekends (as of August 2017) with an average journey time of two and a half hours. This service level is considerably below what Shepparton needs and is well below that which is provided on all other regional rail corridors in Victoria.

The State Government has identified the Shepparton line as a long haul destination despite being a comparable distance from Melbourne as other regional Victorian cities that have a much higher level of service. As such, it should be identified as an intercity/commuter service to a growth centre like Bendigo, Ballarat, Traralgon, etc.

The Rail Futures Institute highlighted Shepparton as having potential to support a population of 150,000 if incentivised by a much improved passenger rail services, both in terms of frequency and reduced travel time. Although currently categorised as a long distance rail service, Shepparton should be seen as a special case because it is only 182km from Melbourne and the corridor, if upgraded, has the potential to offer a sub two-hour journey time to Melbourne.

The Guide highlights that rail passenger services to Shepparton are highly constrained by the current and future additional metropolitan services on the growing northern outskirts of Melbourne. Increases to these services means that, without significant investment in infrastructure, no satisfactory regional passenger services will be possible around 2026 as the infrastructure will need to be shared with an intensively operated metropolitan service.

The Guide provides a program of short, medium and long term infrastructure investments along the Shepparton-Melbourne rail corridor to completely resolve these regional-metropolitan passenger rail conflicts.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 (continued)**

In June 2017, Council wrote to the Minister for Infrastructure and Transport, the Hon. Darren Chester, to welcome the announcement of a \$30 million plan for a study to develop a rail link between Melbourne (Southern Cross) and Melbourne Airport. In this letter, Council highlighted the importance of routing Shepparton-Melbourne trains through a rail link via the Melbourne Airport and requested that the scope of the proposed study consider a long term route solution for the Shepparton rail line to address the consequences of increasing metropolitan congestion.

In addition, Council has now met with Mitchell, Moira and Strathbogie Shire Councils to increase lobbying efforts for immediate infrastructure upgrades for the Shepparton-Melbourne rail corridor (Southern Cross-Seymour and Seymour-Shepparton).

Council has also written to the Minister for Transport, the Hon. Jacinta Allan to request that the state Government takes the necessary steps to ensure that the rail upgrade project is ready for capital funding in the 18/19 State budget.

It is recommended that Council note and endorse the Guide, and utilise it as a document for continued lobbying for improved passenger and freight rail services into the future.

#### **RECOMMENDATION**

That the Council:

1. note the contents of the *Guide to Proposed and Planned Infrastructure Projects, July 2017, John Hearsch Consulting Pty Ltd*;
2. endorse the findings of the *Guide to Proposed and Planned Infrastructure Projects, July 2017, John Hearsch Consulting Pty Ltd*, as a basis for continued lobbying for improved passenger and freight rail services;
3. call for immediate upgrade of the Shepparton-Melbourne rail corridor to achieve eight VLocity services with a journey time of two hours and ten minutes, including the following immediate actions:
  - a. endorse the entering into of a Memorandum of Understanding with Mitchell, Moira and Strathbogie Shire Councils to advocate for improved passenger rail services for the whole of the Melbourne-Shepparton rail corridor and authorise the Chief Executive Officer to sign such a Memorandum of Understanding on behalf of Council;
  - b. on behalf of the four Councils, write to the Minister for Transport, the Hon. Jacinta Allan requesting additional budget to undertake the necessary level crossing, track and signalling upgrades for VLocity services;
  - c. in partnership with the three Councils, undertake a further economic benefits assessment for the Shepparton- Seymour-Melbourne rail corridor.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 (continued)

**Moved by Cr Summer**  
**Seconded by Cr Giovanetti**

That the Council:

1. note the contents of the *Guide to Proposed and Planned Infrastructure Projects, July 2017, John Hearsch Consulting Pty Ltd*;
2. endorse the findings of the *Guide to Proposed and Planned Infrastructure Projects, July 2017, John Hearsch Consulting Pty Ltd*, as a basis for continued lobbying for improved passenger and freight rail services;
3. call for immediate upgrade of the Shepparton-Melbourne rail corridor to achieve eight VLocity services with a journey time of two hours and ten minutes, including the following immediate actions:
  - a. work with Moira, Mitchell and Strathbogie Shire Councils to enter into a Memorandum of Understanding to advocate for improved passenger rail services for the whole of the Melbourne-Shepparton rail corridor and authorise the Chief Executive Officer to sign such a Memorandum of Understanding on behalf of Council;
  - b. write to the Minister for Transport, the Hon. Jacinta Allan requesting additional budget to undertake the necessary level crossing, track and signalling upgrades for VLocity services;
  - c. undertake a further economic benefits assessment for the Shepparton-Seymour-Melbourne rail corridor.

**CARRIED.**

#### **Background**

Shepparton is a growing regional city with potential for further growth as a major economic centre for regional Victoria. With a population of 67,000, Greater Shepparton serves a wide hinterland of over 230,000, including a catchment that stretches into southern New South Wales. Shepparton's population is set to continue to grow and, with investment in services such as the expanded Goulburn Valley Base Hospital, Shepparton Law Court, Shepparton Art Museum and the continuing expansion of GOTAFE and LaTrobe University, its role as a regional service centre will increase into the future. By contrast, the current passenger rail service is a serious impediment to accessing these key services and a barrier to stronger links with metropolitan Melbourne for our community.

The State Government has identified the Shepparton line as a long haul destination but it is the fourth largest regional centre in the state and is a comparable distance from Melbourne as other regional Victorian cities. As such, it should be identified as an intercity/commuter service to a growth centre like Bendigo, Ballarat, Geelong, etc.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 (continued)**

In their report “InterCity: How regional rail can re-balance population growth and create a “state of cities” in Victoria”, July 2016, the Rail Futures Institute highlighted Shepparton as having potential to support a population of 150,000 by mid-century. However, this is subject to much improved passenger services, both in terms of frequency and reduced travel times. In addition, the current V/Line speed restrictions significantly limit the usability and performance of the Shepparton-Melbourne rail corridor. There is an urgent need to upgrade five level crossings. This would improve safety to a level to allow speed increases – current service times are slower than they were over twenty years ago.

The Rail Futures Institute report stated that, although currently categorised as a long distance rail service, Shepparton should be seen as a special case because it is only 182km from Melbourne and the rail corridor, if upgraded, has the potential to offer a sub two-hour journey time to Melbourne. As Shepparton continues to grow, and its importance as a regional centre is strengthened, the need for increased rail passenger capacity will continue to grow.

The Shepparton-Melbourne (and Seymour) rail corridor is the only regional rail corridor in Victoria that was not part of the former Regional Fast Rail (RFR) project (2002-2006). Along with additional significant investment through the Regional Rail Link project, RFR brought major service improvements and consequential growth to Geelong, Ballarat and Bendigo. The Shepparton and wider Goulburn Valley region has, therefore, been disadvantaged relative to these comparable regional centres.

The State Government committed \$43.5 million in the 2017/18 budget towards improved passenger rail, including \$33 million for capital works (infrastructure upgrades including the new passing loop and overnight stabling). This provides an important step towards enabling VLocity trains on the Shepparton-Melbourne rail corridor. However, there is no budget allocated for additional works required to actually run VLocity trains or achieve adequate journey times, such as level crossing, track and signalling upgrades.

At the Ordinary Council Meeting held on 18 April 2017, Council resolved to note and endorse the findings of two important documents, being the *Shepparton Passenger Services Project Report, GHD Australia Pty Ltd and John Hearsch Pty Ltd*, and the *Shepparton Passenger Rail Improvements Economic Impacts Study, SGS Australia Pty Ltd* (see Attachment 2 – Minutes Extract from Ordinary Council Meeting held on 18 April 2017). These documents underpin Council’s ongoing work advocating for improved passenger rail services between Greater Shepparton and Melbourne.

In particular, the economic benefits study demonstrated that upgrades to rail services result in significant financial and non-financial benefits to both Shepparton and the wider Hume region. The Cost-Benefit Analysis showed that an increase in passenger numbers of 150% by 2025 would provide a financial benefit-cost ratio of 0.85.

John Hearsch Consulting Pty Ltd has prepared *The Shepparton-Melbourne Rail Corridor - A Guide to Proposed and Planned Infrastructure Projects, July 2017* (the Guide). The Guide sets out a logically-staged sequence of integrated passenger and freight rail infrastructure projects. This seeks to ultimately provide for the progressive enhancement of Shepparton passenger rail services, and improved freight rail competitiveness and growth on the Goulburn Valley regional rail corridor.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 (continued)**





In summary, the Guide assesses and prioritises the proposed infrastructure projects for the Shepparton-Melbourne rail corridor. It goes on to itemise each project identifying, as relevant, scope, potential timing, indicative costs, potential funding sources, benefit and implications for each infrastructure project.

The Guide seeks to provide some order and rationale to the array of projects identified in Local, State and Federal Government commitments. The Guide focuses on the direct Shepparton-Melbourne corridor (and connecting lines) as well as those in the metropolitan area that interact with or impact upon this important regional corridor.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 (continued)

The Guide includes an indicative project sequencing program as shown below:

Timelines	Projects
2017  2021	<ul style="list-style-type: none"> <li>• Essendon – Buckley Street level crossing removal</li> <li>• Glenroy – Glenroy Road level crossing removal</li> <li>• Craigieburn to Seymour – provision of Automatic Block signalling</li> <li>• Wallan and Donnybrook – station upgrading</li> <li>• Interim Wallan turnback facility</li> <li>• Seymour – track and signalling alterations</li> <li>• Seymour - Shepparton –upgrading of 32 level crossings</li> <li>• Mangalore - Shepparton – track upgrade Class 3 to Class 2</li> <li>• Seymour - Shepparton – Automatic Block Signalling to replace Train Orders safeworking system</li> <li>• Tabilk – new 1500m crossing loop</li> </ul>
2021  2026	<ul style="list-style-type: none"> <li>• Shepparton – VLocity stabling and servicing facility</li> <li>• Shepparton – expanded train crew facilities</li> <li>• Inland Rail – lowering of rail track levels under overline structures Melbourne-Mangalore for double stacking</li> <li>• New connection Albion to Truganina for access to proposed WIFT facility</li> <li>• New Western Interstate Freight Terminal (WIFT) facility at Truganina</li> <li>• Lockerbie – new station</li> <li>• Beveridge – new station</li> <li>• Essendon – turnback facility</li> <li>• Melbourne Metro completion</li> <li>• Upfield line diversion comprising:               <ul style="list-style-type: none"> <li>• Signalling upgrading North Melbourne-Upfield for express services</li> <li>• Gowrie-Upfield duplication</li> <li>• Relocation of Upfield stabling facilities</li> <li>• Upfield-Roxburgh Park rehabilitation and duplication</li> <li>• Roxburgh Park –grade separated junction</li> <li>• Roxburgh Park – Craigieburn quadruplication</li> <li>• Craigieburn – additional platforms</li> </ul> </li> </ul>
2026  2031	<ul style="list-style-type: none"> <li>• Craigieburn – Wallan electrification</li> <li>• Wallan Interchange facility and metro train stabling</li> <li>• Southern Cross – Melbourne Airport railway</li> <li>• Wallan – Seymour track upgrade to Class 1 using gauge convertible sleepers</li> <li>• Dysart - Seymour – duplication of Goulburn River bridge</li> <li>• Wallan – Seymour – Shepparton gauge conversion</li> <li>• Shepparton – Tocumwal and (if reopened) Dookie gauge conversion</li> <li>• Toolamba – Echuca – Deniliquin gauge conversion</li> </ul>
2031  2036	<ul style="list-style-type: none"> <li>• Melbourne Airport – Oaklands Junction link</li> <li>• Oaklands Junction – Wallan link (via OMR)</li> </ul>



## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 (continued)**

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

The work is in accordance with the *Greater Shepparton Council Plan 2017-2021* and helps delivery key infrastructure and economic improvements identified. These are:

Key Theme: Built – Provide and support appearing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.

Objective 4.5 – Assets are well managed and their renewal is being planned through long term renewal strategies.

Objective 4.7 – Reliable, safe, more frequent and connected local and broader transport system supporting the connection of people within, across and outside of Greater Shepparton.

Objective 4.8 – Freight and logistics infrastructure is developed to accommodate future growth.

#### **Risk Management**

The recommendations in this report will not result in any adverse risks to Council.

#### **Policy Considerations**

This work supports existing Council policy, including the *Greater Shepparton Council Plan 2017-2021*.

#### **Financial Implications**

The recommendations in this report will not result in any financial implications for Council. The cost of the study, being \$9,540 plus GST, was funded by Council. Further Council funding will be required to undertake further economic impact assessment for Shepparton rail corridor in conjunction with the other partner Councils.

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

The recommendations in this report will not result in any legal or statutory implications for Council.

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

The recommendations in this report will not result in any negative environmental or sustainability impacts for Council. The ultimate reduction of carbon dioxide and emissions resulting from a reduction in car journeys will achieve indirect positive environmental outcomes for the community.

#### **Social Implications**

The recommendations in this report will not result in any negative social implications for Council. Improvements to rail infrastructure and services will provide social benefits to those experiencing transport disadvantage. Improved access to education and health services, particularly for those who do not have consistent access to a private vehicle, will result in health and social benefits for the Shepparton community and wider catchment area.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 (continued)**

#### **Economic Impacts**

Economic benefits of improved passenger rail services has already been considered in the *Shepparton Passenger Rail Economic Impact Study Report, SGS Australia Pty Ltd*, which was noted and endorsed by Council at the Ordinary Council Meeting held on 18 April 2017.

The Economic Impact Study Report found that an increase in passenger numbers of 150% by 2025 would provide a financial benefit-cost ratio of 0.85. The recommendations in this report will not result in any negative economic impacts for Council.

#### **Consultation**

The Guide collates and utilises information from various studies and reports on passenger and freight rail infrastructure projects. It does not conflict with existing studies or policies and, therefore, no consultation was required. The matter is now ready for Council consideration.

#### **Strategic Links**

##### **a) Greater Shepparton 2030 Strategy, 2006**

Topic: Infrastructure – the provision and restructure of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth

Theme: Traffic and transport systems

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

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

Objective 4: To provide effective and efficient rail services for freight and passengers

Strategy 4.1: Promote the use and development of the rail links through the municipality

Strategy 4.2: Support and encourage the investigation of a fast train link

Strategy 4.3: Promote the upgrading of the rail line to Shepparton to a standard gauge line to allow domestic linkages across Australia

Actions: Lobby for improvements to regional passenger and freight rail systems

GSCC to contribute to regional lobbying for a standardised gauge

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

Development of passenger rail services to Shepparton is supported by Infrastructure Victoria and Department for Economic Development, Jobs, Transport and Resources as part of strategic economic development of regional Victoria.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.4 The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 (continued)**

#### **Conclusion**

*A Guide to Proposed and Planned Infrastructure Projects, July 2017* (the Guide) was prepared by John Hearsch Consulting Pty Ltd. The Guide assesses and prioritises the proposed infrastructure projects for the Shepparton-Melbourne rail corridor.

The Guide provides a program of short, medium and long term infrastructure investments along the Melbourne-Shepparton rail corridor to completely resolve these regional-metropolitan passenger rail conflicts.

It is recommended that Council note and endorse the Guide, and utilise it as a document for continued lobbying for improved passenger and freight rail services into the future.

#### **Attachments**

- |   |          |
|---|----------|
| 1. The Shepparton-Melbourne Rail Corridor: A Guide to Proposed and Planned Infrastructure Projects, July 2017 | Page 209 |
| 2. Minutes Extract from Ordinary Council Meeting held on 18 April 2017  | Page 251 |

## 10. TABLED MOTIONS

Nil Received

## 11. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil Received

## 12. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil Received

## 13. NOTICE OF MOTION, AMENDMENT OR RESCISSION

Nil Received

## 14. DOCUMENTS FOR SIGNING AND SEALING

### 14.1 Documents for Signing and Sealing

#### **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.

The following documents have been presented for signing and sealing:

- Variation and Renewal of Lease between Council and Girl Guides Association of Victoria for part of VE Vibert Reserve, Archer Street, Shepparton;
- Agreement to recover outstanding debt of \$130,850 plus interest at a rate of 7.5% from Not Daddy's Money Pty Ltd.

**Moved by Cr Patterson**

**Seconded by Cr Hazelman**

That the Council authorise the Chief Executive Officer to sign and seal the following documents:

- variation and renewal of lease between Council and Girl Guides Association of Victoria for part of VE Vibert Reserve, Archer Street, Shepparton;
- agreement between Greater Shepparton City Council and Not Daddy's Money Pty Ltd to recover an outstanding public open space contribution debt.

**CARRIED.**

## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program

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

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

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

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

From to 1 August 2017 to 31 August 2017, some or all of the Councillors have been involved in the following activities:

Oshu City | Visit and Gift Exchange  
 Shepparton High School | Japanese (Toyoake) Visitors - Dinner  
 Japanese Toyoake Students – Visit  
 Shepparton Squash international announcement  
 Off Leash Dog Park Committee Meeting  
 Greater Shepparton Sports Hall of Fame | Official Inductee Reception  
 Greater Shepparton Sports Hall of Fame - Inaugural Induction Ceremony  
 'Friends' of the Australian Botanic Gardens Shepparton – Annual General Meeting  
 S86 Information Session | Welcome by Mayor  
 Heritage Advisory Committee Meeting  
 Aquamoves | 20 Years Celebration  
 Committee for Greater Shepparton [C4GS] | Members Breakfast - Steve Whan  
 Deakin Reserve Committee Meeting  
 Shepparton Aerodrome Advisory Committee  
 Disability Advisory Committee Meeting  
 VicHealth Filming - KidsTown Café  
 'Driving Economic Growth' with Justin Hanney  
 Greater Shepparton Positive Ageing Advisory Committee Meeting  
 Community Tree Planting Event | Seven Creeks Reserve  
 Announcement: 2019 Australian Seniors Teams Carnival and Individual Championships  
 Influencing Childhood Obesity Prevention in Shepparton  
 Urban Forest Launch | Tree Planting Event – Mooroopna  
 Australian Botanic Gardens Special Committee Meeting  
 RiverConnect shared paths extension - Kidstown - Gemmill Swamp  
 MOU | Council & La Trobe University Official Signing  
 C4GS luncheon with LaTrobe University  
 Goulburn Valley Highway Shepparton Bypass Action Group Meeting  
 Horses for Hope Demonstration for Industry Professionals  
 Vietnam Veterans | Commemoration and celebration of Australia's involvement  
 Annual Fairleys SUPA IGA Cheque Presentation | Slot 2 and 3  
 Passenger Rail Meeting  
 Goulburn Valley Waste & Resource Recovery Group board meeting  
 Transition Tatura | Communities Shaping the Future  
 Tatura Fire Brigade Presentation Dinner  
 Shepparton Show Me Ordinary Committee Meeting  
 RiverConnect Implementation Advisory Committee meeting  
 Meeting | the Hon John Eren - Minister for Tourism, Major Events, Sport and Veterans  
 Murchison Business Event  
 Tatura Area Map Launch  
 RCV Annual Forum

## 15. COUNCILLOR ACTIVITIES

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

Kaiela Arts scholarship morning tea  
WW1 Centenary Exhibition Women of Empire 1914-1919 Exhibition  
Greater Shepparton Women's Charter Alliance Advisory Committee meeting  
Official Opening | Changing Places - Fraser Street Toilets  
International Day of People with a Disability Steering Committee meeting  
Sports Hall of Fame Committee Meeting  
Official Opening - Resolution: New Indigenous Photomedia  
Squash International presentations  
Shepparton Education Plan  
AGM and 2018 Shepparton Festival Theme Launch  
Dookie Community Plan 5 Year Review - Prioritising Evening  
'Announcement' | Asian Football Confederation [attended by Hon John Eren, Minister for Tourism, Major Events & Sport]  
Opening | AFL Office, Kialla Recreation Reserve & Announcement - 'Free Footy Festival' by The Hon John Eren  
Goulburn River Valley Tourism Lunch with The Hon. John Eren - Minister for Tourism and Events  
Discover Military History In The Heart of Victoria - The Hon John Eren  
2017 Goulburn Regional Assembly  
'Grow Female Talent' with NAWO in the Goulburn Valley!  
"The Turning of the Sod" - Doutta Galla Aged Services  
Greater Shepparton Visitor Centre | 2017 Annual Volunteer Dinner

**Moved by Cr Giovanetti**  
**Seconded by Cr O'Keeffe**

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

**CARRIED.**

### **Attachments**

Nil

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors

Greater Shepparton Women's Charter Alliance Advisory Committee 28 July 2017		
Councillors:	Cr Seema Abdullah	
Officers:	Emma Hofmeyer, Michelle Bertoli, Lisa Kubeil, Joel Board, Rachael Duncombe	
Matter No.	Matters discussed	Councillors Present at Discussion
5	Correspondence in/out	Cr Abdullah
6	Media	Cr Abdullah
8	Committee memberships	Cr Abdullah
9	Budget	Cr Abdullah
10	Welcome to new members	Cr Abdullah
11	Conduct principles	Cr Abdullah
12	Community Safety Strategy – prevention of violence against women	Cr Abdullah
13	Women's Charter Annual Report draft	Cr Abdullah
14	International Women's Day 2018	Cr Abdullah
15	Women's Charter Award	Cr Abdullah
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	Nil

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

CEO and Councillor Catch up – 11 July 2017		
Councillors	Cr Adem, Cr O’Keeffe, Cr Abdullah, Cr Giovanetti, Cr Patterson, Cr Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Tenders Close <ul style="list-style-type: none"> <li>- Maude Street Mall</li> <li>- Solar Farm</li> </ul>	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Patterson Cr Sutton
2.	Alliance Position	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Patterson Cr Sutton
3.	Outdoor Dining Review	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Patterson Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	Nil

Councillor Briefing Session – 1 August 2017	
Councillors	Cr Dinny Adem, Cr Kim O’Keeffe, Cr Bruce Giovanetti, Cr Dennis Patterson, Cr Shelley Sutton and Cr Seema Abdullah
Officers:	Peter Harriott, Chris Teitzel, Mike Freeman, Kaye Thomson, Johann Rajaratnam, Tony Tranter, Belinda Conna, James Nolan, Dylan Hesselberg, Matthew Jarvis and Rebecca Good



**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
1.	Sporting Chance – Program Overview	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Patterson Cr Sutton
2.	Capital Performance Update	Cr Adem (Chair) (partial) Cr O’Keeffe Cr Abdullah (partial) Cr Giovanetti Cr Patterson Cr Sutton
3.	Waste Strategy – Tip vouchers	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Patterson Cr Sutton
4.	Outdoor Dining - Guidelines - Smoking Ban	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Patterson Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

**Shepparton Art Museum Advisory Committee Meeting  
 Wednesday 2 August 2017**

Councillors:	Cr Chris Hazelman
Officers:	Rebecca Coates, SAM Director Jessica Solty, SAM Administration

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies for this August meeting	Cr Hazelman
2	Conflict of interest items on agenda	Cr Hazelman
3	Confirmation of previous Meeting Minutes	Cr Hazelman
4	Acquisitions	Cr Hazelman
5	SAM Director Report	Cr Hazelman
6	Friends of Shepparton Art Museum President Report	Cr Hazelman
7	Other Matters	Cr Hazelman
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Councillor Briefing Session – 8 August 2017	
Councillors	Cr Dinny Adem, Cr Kim O’Keeffe, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson, Cr Shelley Sutton and Cr Seema Abdullah
Officers:	Peter Harriott, Chris Teitzel, Mike Freeman, Kaye Thomson, Johann Rajaratnam, Colin Kalms, Andrew Dainton, Michael MacDonagh, Geraldine Christou, Michael Carrafa, Tim Russel, Elke Cummins, Darren Buchannan, Heath Chasemore, Mel Sporry, Matthew Jarvis, Janelle Bunfield, Claire Barnes, Delene Drayton, Natarlie Phillips and Rebecca Good

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
1.	Use and Development of land for a cool store and packing shed at 20 Jubilee Lane, Ardmona	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
2.	Ford Road and Wanganui Road Investigation Study	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
3.	Contract 1796 Maude Street Mall Concept Options - Tender Award	Cr Adem (Chair) (partial) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
4.	Shepparton Swans - Our Sporting Future Grant	Cr Adem (Chair) (partial) Cr O'Keeffe (partial) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
5.	Recovery of Unpaid Rates (Section 181 Local Government Act)	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
6.	Changes to Rates Payment Options	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
7.	Minutes of ARMC Meetings - September and October 2016 and February 2017	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
8.	Review of Draft Agenda	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
9.	Outdoor Dining Policy Review	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
3	Cr O'Keeffe	Yes

### Councillor Briefing Session – 15 August 2017

Councillors	Cr Dinny Adem, Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson, Cr Fern Summer and Cr Shelley Sutton
Officers:	Peter Harriott, Chris Teitzel, Mike Freeman, Johann Rajaratnam, Natarlie Phillips, Bev Bell, Laurienne Winbanks and Rebecca Good

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
1.	Records and Information Management Policy	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
2.	Paid Parking in the CBD	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

CEO and Councillor Catch up – 15 August 2017	
Councillors	Cr Adem, Cr O'Keeffe, Cr Abdullah, Cr Giovanetti, Cr Hazelman, Cr Patterson and Cr Sutton
Officers:	Peter Harriott

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
1.	Obesity	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
2.	LaTrobe MOU	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
3.	Rates Notices	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
4.	Better Local Government Group – Invite to Briefing	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors (continued)

Councillor Briefing Session – 22 August 2017		
Councillors	Cr Dinny Adem, Cr Kim O’Keeffe, Cr Seema Abdullah, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson, Cr Fern Summer and Cr Shelley Sutton	
Officers:	Peter Harriott, Chris Teitzel, Mike Freeman, Johann Rajaratnam, Kaye Thomson, Sally Rose, Amanda Tingay, Rachael Duncombe, Michael Carrafa, Tim Russell, Hillary Grigg, Geraldine Christou, Anthony Nicolaci, Heath Chasemore, Tim Zak, Colin Kalms, Tim Watson, Sarah Van Meurs and Rebecca Good	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Presentation – The Lighthouse Project	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
2.	Festive Decorations Workshop	Cr Adem (Chair)(partial) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
3.	Proposal for Victoria Park Lake	Cr Adem (Chair)(partial) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
4.	Sports Facility Use Policy	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
5.	Planning Permit Application 2016-406 Telecommunications Facility – 501 Minchin Road, Mooroopna North West	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
6.	Protected Disclosure Policy	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
7.	2017/2018 Rates	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

**Greater Shepparton Women's Charter Alliance Advisory Committee  
25 August 2017**

Councillors:	Cr Seema Abdullah
Officers:	Emma Hofmeyer, Michelle Bertoli, Lisa Kubeil, Rachael Duncombe



**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present at Discussion
1.	Correspondence in/out	Cr Abdullah
2.	Media	Cr Abdullah
3.	Committee memberships	Cr Abdullah
4.	Budget	Cr Abdullah
5.	GSWCAAC role	Cr Abdullah
6.	International Women's Day 2018	Cr Abdullah
7.	Women's Charter Award	Cr Abdullah
8.	Budget Working Group update	Cr Abdullah
9.	Terms of Reference Review	Cr Abdullah
10.	Youth Public Speaking event	Cr Abdullah
11.	The use of referees	Cr Abdullah
12.	Kaiela Arts Education Scholarship update	Cr Abdullah
13.	Global Sisters update	Cr Abdullah
14.	Terminology on Council forms regarding gender	Cr Abdullah
15.	Her Place exhibition	Cr Abdullah
16.	Change of support person and meeting schedule	Cr Abdullah
17.	NAWO event in Shepparton	Cr Abdullah

**16. ASSEMBLIES OF COUNCILLORS**

**16.1 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 O'Keeffe  
Seconded by Cr Patterson**

That the Council note the record of Assemblies of Councillors.

**CARRIED.**

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

Cr Summer advised that she would like to table a letter that is supportive of Council's adoptive position in relation to support of marriage equality.

**Moved by Cr O'Keeffe**  
**Seconded by Cr Summer**

That this item be tabled in urgent and other business.

**CARRIED.**

## 18. PUBLIC QUESTION TIME

### **Rod Schubert (Question One)**

Is there any consideration given to the inconvenience, timing and loss of revenue caused to businesses due to major roadworks? For example, Welsford Street have incurred roadworks for Stage 1 since March 1st?

### **Response**

Council acknowledges the inconvenience that major roadworks cause to the community however major roadworks remain a necessary undertaking as part of Council's statutory duties.

With a view to mitigating the impacts, consideration is given to timing of the works and wherever possible, projects are scoped and designed to have the minimum possible impact in terms of construction period and level of disruption. Furthermore, where achievable, Council's contractor is encouraged to work a 6-day shift each week to ensure that construction time, and hence disruption/inconvenience to the public, is reduced.

Additionally, in an effort to keep the community and businesses abreast of project progress, all of Council's major roadwork projects are subject to advanced notifications to affected stakeholders by means of information letters and most often face to face advice. Community information sessions are also held to ensure that the necessary information does reach the wider community. This service provides an opportunity for the potentially affected stakeholders to plan their affairs around the roadworks, consider upfront what impact the work might have on their business (if any), and provide comment to Council in this regard.

During construction of major roadworks, Council's website is frequently updated to reflect the most current project information on hand so that interested parties are aware of the project's progress throughout its delivery. Council also send regular project updates via email to interested parties who have provided their details to Council.

Notwithstanding the explanation above, Council actively strives to continuously improve its levels of customer service and community liaison and can always do better in this area.

## 18. PUBLIC QUESTION TIME

### **Rod Schubert (Question Two)**

What is the process and/or how does Council measure the “inconvenience” caused to Ratepayers/ Businesses within the Greater Shepparton City due to roadworks?

### **Response**

Council gauge the level of inconvenience by understanding the nature of the construction, time frame for works, need for traffic isolation, noise, dust and access restrictions which may be needed.

These matters are considered by the project control group and mitigation measures determined prior to communication with affected property owners and business operators. Further mitigation measures can be adopted following consultation.

### **John Gray (Question Three)**

Back in May 2016, the Council of the day adopted the Terms of Reference for what was described as the “Goulburn Valley Highway Bypass Action Group”. Can you explain the use of the term “Highway” rather than the term “Freeway”?

### **Response**

The previous Advisory Committee was originally known as “Goulburn Valley Highway Shepparton Bypass Action Group”. It subsequently became known as the “Goulburn Valley Freeway Shepparton Bypass Action Group”. However, following Council’s adoption of the staged approach to the realisation of the Bypass including a single lane carriageway in the initial stages, it was considered inappropriate to refer to “Freeway” in the name of the Action Group.

### **John Gray (Question Four)**

Still on the topic of the “Freeway” Bypass Action Group, bearing in mind the Terms of Reference mentioned in Question 1, Purpose 1(b) viz. states to “Provide a forum to update the community and stakeholders on the project process”. What is the current updated project progress information for the interested community and stakeholder audience?

### **Response**

The Action Group contains a Chairperson, a representative of the Committee for Greater Shepparton, councillors from all participating councils and six community representatives. The Action Group’s quarterly meetings are intended to act as a forum to provide Action Group members with an update on the status of the Bypass and other related issues. This includes, where necessary, project updates from Council officers, VicRoads’ personnel, etc. With this knowledge, Action Group members are tasked with disseminating the status of the project to the community and other stakeholders.

As you know, VicRoads has received \$10.2million in the recent State Budget to progress Stage 1 of the Bypass. The details of what this funding will be allocated to are still being decided. When this is known, the Action Group, Council and VicRoads will inform all stakeholders.

**19. CONFIDENTIAL MANAGEMENT REPORTS**

**19.1 Designation of Confidentiality of Information**

**Moved by Cr Giovanetti  
Seconded by Cr O'Keeffe**

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

**CARRIED.**

**19.2 Victoria Park Lake Proposal**

**19.3 Proposed Solar Farm Site, Part of GV Link and being Part of 250 Toolamba Road, Mooroopna, Victoria 3629**

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

**THE MEETING CLOSED AT 7.16PM**