

AGENDA

FOR THE
GREATER SHEPPARTON CITY COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD ON
TUESDAY 15 MAY, 2018
AT 5.30PM

IN THE COUNCIL BOARDROOM

COUNCILLORS:

Cr Kim O’Keeffe (Mayor)
Cr Seema Abdullah (Deputy Mayor)
Cr Dinny Adem
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*

**A G E N D A
FOR THE
ORDINARY COUNCIL MEETING
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**CHAIR
CR KIM O'KEEFFE**

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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 (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5) Would be expected to occur in most circumstances (daily/weekly)	LOW	MEDIUM	HIGH	EXTREME	EXTREME
Likely (4) Could probably occur in most circumstances (i.e. Monthly)	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
Possible (3) Reasonable probability that it could occur (i.e. over 12 months)	LOW	LOW	MEDIUM	HIGH	HIGH
Unlikely (2) It is not expected to occur (i.e. 2-5 years)	LOW	LOW	LOW	MEDIUM	HIGH
Rare (1) May occur only in exceptional circumstances (i.e. within 10 years)	LOW	LOW	LOW	MEDIUM	HIGH

- Extreme** Intolerable – Immediate action is required to mitigate this risk to an acceptable level. Event/Project/Activity is not to proceed without authorisation
- High** Intolerable – Attention is needed to treat risk.
- Medium** Variable – May be willing to accept the risk in conjunction with monitoring and controls
- Low** Tolerable – Managed by routine procedures

PRESENT:

1. ACKNOWLEDGEMENT

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

2. PRIVACY NOTICE

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

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

RECOMMENDATION

That the minutes of the Ordinary Council meeting held 17 April 2018 and the Special Council Meeting held 24 April 2018 as circulated, be confirmed.

6. PUBLIC QUESTION TIME

7. INFRASTRUCTURE DIRECTORATE

7.1 Adoption of Terms of Reference for Shepparton Regional Saleyards Advisory Committee

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

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

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

Council Officers involved in producing this report

Author: Property Officer, Coordinator Property

Proof reader(s): Acting Manager Strategic Assets

Approved by: Director Infrastructure

Executive Summary

The Shepparton Regional Saleyards has an Advisory Committee and requires contemporary Terms of Reference. Draft Terms of Reference have now been developed and Council is being asked to adopt those Terms of Reference.

RECOMMENDATION

That the Council:

1. adopt the Terms of Reference for the Shepparton Regional Saleyards Advisory Committee; and
2. publicly advertise for expressions of interest for the Community Representative on the Shepparton Regional Saleyards Advisory Committee.

Background

The Shepparton Regional Saleyards Advisory Committee provides advice and recommendations to Council in relation to the operation of the Shepparton Regional Saleyards. The Committee meets four times per year to discuss any issues that have occurred, to plan forthcoming capital and renewal works, discuss budgets and general operational issues.

While the Advisory Committee has been in existence for many years, it should have contemporary Terms of Reference, and this report seeks to address that by having Council adopt the Terms of Reference attached.

The Committee has consisted of one Councillor Representative, one member of Council's Property Department, the manager/s of the Saleyards and one representative from the Goulburn Valley Stock Agents Association. The new Terms of Reference proposes to add a community member to that Committee. Council will call for nominations to fill the community position following Council's adoption of the Terms of Reference.

Council Plan/Key Strategic Activity

The Shepparton Regional Saleyards Advisory Committee Terms of Reference links to the following strategic goals outlined in the Council Plan 2017 – 2021.

7. INFRASTRUCTURE DIRECTORATE

7.1 Adoption of Terms of Reference for Shepparton Regional Saleyards Advisory Committee (continued)

Leadership & 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.

Economic:

- 3.5 Shepparton is the regional city centre supported by well-planned and designed existing and emerging commercial activity centres.

Built:

- 4.4 Quality infrastructure is provided and maintained to acceptable standards

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
The Advisory Committee continuing to operate without current Terms of Reference in place	Low	Low	Low	Adoption of the Terms of Reference
Appointing a community representative that is not suitable for the position	Low	Low	Low	Ensure the person appointed fulfils the criteria of the Terms of Reference

Policy Considerations

The proposal to adopt the Terms of Reference is consistent with Council's Advisory Committee CEO Directive.

Financial Implications

The adoption of the Terms of Reference will be at no cost to Council.

Legal/Statutory Implications

The establishment of the Shepparton Regional Saleyards Advisory Committee does not conflict with the *Local Government Act 1989* or any other relevant legislation.

Environmental/Sustainability Impacts

There is no environmental/sustainability impact, however as part of the Committee's roles and responsibilities, they are working towards a more environmentally efficient saleyards.

Social Implications

The appointment of a member of the public on the Advisory Committee will provide an additional avenue for community representation and feedback.

Economic Impacts

As the positions on the Advisory Committee are voluntary, there are no economic impacts.

7. INFRASTRUCTURE DIRECTORATE

7.1 Adoption of Terms of Reference for Shepparton Regional Saleyards Advisory Committee (continued)

Consultation

The Terms of Reference have been presented to the Advisory Committee which has approved the document.

Officers believe that no additional consultation is required and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

This report does not conflict with this Strategy.

b) Other strategic links

Nil

Conclusion

That Council should adopt the Shepparton Regional Saleyards Advisory Committee Terms of Reference and advertise for a community representative.

Attachments

Shepparton Regional Saleyards Advisory Committee - Terms of Reference

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7. INFRASTRUCTURE DIRECTORATE

7.2 Road Closure of Crown Roads Abutting Pine Lodge Cemetery

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: Coordinator Property

Proof reader(s): Acting Manager Strategic Assets

Approved by: Director Infrastructure

Executive Summary

There are three crown road reserves abutting the Pine Lodge Cemetery. Two of these reserves are not used as roads and the third is used as the main access into the cemetery and has a sealed pavement over part. The discontinuance of the road status of these reserves would result in the land being declared unreserved crown land which will then be combined with the balance of the cemetery land. The three areas are currently being maintained by the cemetery trust as part of the cemetery.

RECOMMENDATION

That the Council:

1. in accordance with Clause 3 of Schedule 10 and Section 206 and 223 of Local Government Act 1989 (the Act), give public notice in the Shepparton News of the Council's intention to discontinue the three crown roads that abut the Pine Lodge Cemetery at 1600 Midland Highway, Pine Lodge and to return those three roads to the Crown and that the public notice must stipulate that persons may make submissions on the proposed road discontinuance in accordance the Act;
2. authorise the Chief Executive Officer to undertake the administrative procedures necessary to carry out the functions under Section 223 of the Act in relation to this matter;
3. in the event that submissions are received under Section 223 of the Act:
 - a) hold a special meeting of the Council to hear from any person or persons who request to be heard in support of a Section 223 written submission and, if required, a special council meeting be held at a time and date to be determined in the Council Offices at 90 Welsford Street, Shepparton, and
 - b) a report on any Section 223 submissions received by the Council, along with a summary of any hearings held, be provided to the ordinary council meeting;
4. In the event that no submissions are received within the prescribed period, resolve to formally discontinue the three crown roads and return ownership of the land to the Crown without further resolution of the Council and authorise the Chief Executive Officer to sign all documentation to enable the transfer of the discontinued roads to the Crown.

7. INFRASTRUCTURE DIRECTORATE

7.2 Road Closure of Crown Roads Abutting Pine Lodge Cemetery (continued)

Background

The Pine Lodge Cemetery has been established for many years at 1600 Midland Highway, Pine Lodge. Abutting and surrounding the cemetery are three crown road reserves on the south, east and west of the current cemetery land. The reserves to the south and the west are not made or used as roads. This land has effectively been incorporated into the surrounding areas and is currently maintained as part of the cemetery land. The road reserve to the east has a paved access road situated on part of the land and is used as the primary access point into the cemetery.

As these road reserves are effectively incorporated into the cemetery land and used by the cemetery, it is sensible to discontinue the road status and return them to unreserved crown land so they can be formally incorporated into the cemetery land.

Council Plan/Key Strategic Activity

This proposal does not conflict with anything in Council's plan.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Leave the roads as they are.	Low	Low	Low	Ensure that the roads are discontinued and returned to the Crown.
Crown fails to appoint a trustee and adjoining land owners complain.	Low	Low	Low	Advice sought from the Cemetery Trust indicates they will become trustee.

Policy Considerations

This proposal does not conflict with any Council policies.

Financial Implications

There will be no financial implications for Council. The road status will be removed and the roads will be handed back to the crown and will form part of the cemetery reserve.

Legal/Statutory Implications

The road discontinuance and transfer to the Crown will be conducted in line with the *Local Government Act 1989* and all other relevant legislation.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts that need to be considered in this instance.

Social Implications

There are no social implications that need to be considered in this instance.

Economic Impacts

There will be no economic impacts on the Council or its budget in line with this proposal.

7. INFRASTRUCTURE DIRECTORATE

7.2 Road Closure of Crown Roads Abutting Pine Lodge Cemetery (continued)

Consultation

All of the service Authorities have been contacted and there are no services located in these reserves. Council staff involved in the operations and maintenance of the Cemetery has been consulted and raised no issues. Council is currently in negotiations with Remembrance Park Cemetery Trust regarding the future management of the Cemetery and they are fully supportive of the proposal. Consultation has also been held with the Cemetery Sector Governance Officer who is also supportive of the proposal and has agreed that the land will be amalgamated into the balance of the cemetery land for future management.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

This proposal has no links to the Council's 2030 Strategy

b) Other strategic links

Nil

Conclusion

That Council consider the closure of the three roads that surround the Pine Lodge Cemetery Trust.

Attachments

Plan for Proposed Road Closure Page 62

7. INFRASTRUCTURE DIRECTORATE

7.3 Contract 1837 - Concrete Services and Associated Works

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: Project Manager

Proof reader(s): Manager Projects

Approved by: Director Infrastructure

Executive Summary

This contract is for the provision of concreting, kerbing and associated works within the Greater Shepparton municipality. The services required are predominantly for concrete renewal projects and consist of the removal, disposal of existing works, preparation and construction of new kerb and gutter, footpath and associated works.

The contract period will be 2 years with an option for 2 x 2 year extensions. Works renewal programs are established based on condition and funding allocation through the annual budget process. The total estimated value of works under the contract are based on the full liability under the contract over six (6) years, which is estimated to be \$6,600,000 (GST exclusive).

Council advertised for Concrete Services via Tendersearch and the Shepparton News. The tender request was for companies to form a panel of supplies for these works. This provides Council an efficient and competitive method of delivering its concrete renewal program. Two tender submissions were received by close of the tender period.

RECOMMENDATION

That the Council:

1. accept the tenders submitted by Cleaves Earthmoving & Drainage Pty Ltd and Tactile Australia Pty Ltd TA One Stop Civil for Contract No.1837 Concrete Services and Associated Works;
2. authorise the Chief Executive Officer to award the initial contract for a contract period of two (2) years (with optional extension periods of two (2) by two (2) years);
3. authorise the Chief Executive Officer to sign and seal the contract documents.

Contract Details

The works to be delivered comprise the construction of concrete kerbs, and kerb and channel of various cross sections, mower strips and edging, vehicle crossings, pram crossings, concrete footpaths and driveways. Works will be delivered at various locations in the Greater Shepparton Municipality in accordance with Councils annual concrete renewal program.

7. INFRASTRUCTURE DIRECTORATE

7.3 Contract 1837 - Concrete Services and Associated Works (continued)

Council sought submissions to undertake the construction of concrete works as required with the intention of establishing a panel of contractors. Council received two tender submissions at the close of the tender period.

The Evaluation panel is satisfied that both tenders have the resources and capability to complete works as required and recommends that both be awarded the contracts for Concrete Services and Associated Works.

The contract period will be 2 years with an option 2 x 2 year extensions. The Contract is a schedule of rates contract.

Tenders

Tenders were received from:

Tenderers
Cleaves Earthmoving & Drainage Pty Ltd
Tactile Australia Pty Ltd TA One Stop Civil

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager Projects	Projects
Project Manager	Projects
Project Manager	Projects
Team Leader Contracts and Procurement	Procurement

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50%
Capability (Personnel and equipment)	15%
Environmental Sustainability	10%
Benefit to the local region	10%
OH&S	5%
Project experience	5%
Quality Management and methodology	5%

Council Plan/Key Strategic Activity

Council Plan 2017-2021

Quality Infrastructure (Built)

We will provide and maintain urban and rural infrastructure to support the development and liveability of our communities.

7. INFRASTRUCTURE DIRECTORATE

7.3 Contract 1837 - Concrete Services and Associated Works (continued)

2. Ensure that the community has access to appropriate transportation infrastructure.	Council, through the understanding that the need for appropriate drainage and footpath infrastructure is a key to the health and wellbeing of the community will continue to advocate for and strive to deliver the appropriate level of service across Greater Shepparton to serve the community.
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Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Traffic, Pedestrian and Buses /Trucks management during construction	Likely	Moderate	Moderate	Traffic management and work methodology to provide for vehicle and pedestrian access
Accident or injury to public or contractor staff.	Possible	Moderate	Moderate	Site inductions, Safe Work Method Statement, Job Safety Analysis's and OH&S management Safety Management during construction –compulsory use of traffic control and “spotters” for overhead lines
Damage to assets owned by other Authorities	Likely	Moderate	Moderate	Consult with relevant authority to identify the proposed lines. Relocate assets prior to works

Policy Considerations

There are no conflicts with Council Policy

Financial Implications

	Approved Budget Estimate for this proposal ¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive ² \$
Revenue				
Expense	6,600,000	6,600,000		7,260,000
Net Total	-6,600,000	-6,600,000		-7,260,000

¹ Budgets are GST exclusive

² For Contract Award reports the GST inclusive expense shall match the amount reported in the recommendation

7. INFRASTRUCTURE DIRECTORATE

7.3 Contract 1837 - Concrete Services and Associated Works (continued)

The average annual value of this contract is estimated to be \$1,100,000.00 (GST exclusive). Financial estimates in the above table are based on Councils full liability under the contract over 6 years. Works programs and budgets will be established by Councils Assets Department utilising condition data and long term modelling and the annual expenditure subject to budget provisions.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

Companies were evaluated on their experience in managing, and commitment to, environmental sustainability. Companies were asked to supply to Council their environmental management Plan (EMP) and demonstrate the implementation of their EMP.

Strategic Links

a) Greater Shepparton 2030 Strategy

Infrastructure – The provision and restructure of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth.

b) Other strategic links

Council's CBD Strategy 2008 and the Greater Shepparton Freight and Land Use Study 2013

Asset Management Strategy 2007

Infrastructure

Greater Shepparton will provide urban and rural infrastructure to enhance the performance of the municipality and facilitate growth.

- Maintain the Council's major asset categories, such as roads, footpaths, kerb and channel, drainage and buildings to meet specified levels of service

Conclusion

The Evaluation panel is satisfied that Cleaves Earthmoving & Drainage Pty Ltd and Tactile Australia Pty Ltd TA One Stop Civil offer the best value and both have the resources and capability to complete the works as required under the contract. It therefore recommends that they both be awarded contracts on the panel for Concrete Services and Associated Works.

Attachments

Nil

8. COMMUNITY DIRECTORATE

8.1 Section 86 Special Committees - Kialla District Hall Committee of Management Memberships

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 the Greater Shepparton City Council Section 86 Special Committees Community Facilities and Recreation Reserves Corporate Procedure 07.PRO5 section three, 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.

As the term of appointment of the Kialla District Hall Committee of Management is nearing completion a new committee must be appointed to ensure continuity in the management and operation of the facility.

RECOMMENDATION

That the Council,:

1. having considered the Application for Appointments to the Kialla District Hall Committee of Management received, appoint the following members for a four year term commencing 20 May 2018 and concluding 20 May 2022:
 - Glenys BURDEKIN
 - Susan DANIEL
 - Cheryl GARNHAM
 - Max HYLAND
 - Roger PROVAN
 - Zena PROVAN
 - Peter TACEY
 - Roger TACEY
 - David VEAL
2. having considered the Application for Co-Opt Appointment to the Kialla District Hall Committee of Management received, appoint Annette HUNT for a four year term commencing 20 May 2018 and concluding 20 May 2022:
3. acknowledge the significant contribution of Dorothy GODWILL and Moira BOSCHETTI to the Kialla District Hall Committee of Management after many years of committed service as a member of the committee

8. COMMUNITY DIRECTORATE

8.1 Section 86 Special Committees - Kialla District Hall Committee of Management Memberships (continued)

4. 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*.

Background

Kialla District Hall Committee of Management

At the Ordinary Council Meeting held on 17 May 2016 ten applicants were appointed to the Kialla District Hall Committee of Management for a term of two years concluding 19 May 2018. Three further applicants were appointed at Ordinary Council meetings held on 16 August 2016, 20 December 2016 and 19 September 2017. A further co-opt member was appointed at the Ordinary Council meeting held on 20 February 2018. Two applicants resigned during their term and their memberships were subsequently rescinded on 19 December 2017 and 10 February 2018. These changes have resulted in the total number of committee members being twelve.

Nine Applications for Appointment have been received from past committee members and one Application for Co-Opt Appointment has also been received. It is recommended that all Applicants be appointed for a term of four years.

Dorothy Godwill and Moira Boschetti have been members of the Kialla District Hall Committee of Management for many years. Dorothy has been associated with the hall since it was built by the community and Moira has been representing the dance group which regularly uses the facilities for many years. Dorothy and Moira have both decided to not apply for a further term of appointment on the Kialla District Hall Committee of Management after many years of involvement with the management and operation of the facility. Council would like to thank Dorothy and Moira for their work and commitment and wish them well for the future.

Interest Return Exemption

It is recommended that all newly appointed members of Section 86 Special Committees be exempt from the requirement of completing Interest Return in accordance with Section 81(2A) of the *Local Government Act 1989*.

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.

8. COMMUNITY DIRECTORATE

8.1 Section 86 Special Committees - Kialla District Hall Committee of Management Memberships (continued)

- 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.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
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.
Exemption of all special committees from submitting primary and ordinary returns	Possible	Major	High	Restricted powers outlined in the Instrument of Delegation and Guidelines to these committees ensures that this risk is minimal. Committees are also required to declare any conflicts of interest at the start of each committee meeting

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this report.

Legal/Statutory Implications

All of Council's Committees of Management responsible for halls, community centres and recreation reserves 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 memberships to Section 86 special committees by formal resolution of the Council ensures that the powers, functions and duties delegated to these committees are able to be exercised legally.

Environmental/Sustainability Impacts

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

8. COMMUNITY DIRECTORATE

8.1 Section 86 Special Committees - Kialla District Hall Committee of Management Memberships (continued)

Social Implications

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

Economic Impacts

There are no economic impacts arising from this report.

Consultation

A public notice was placed in the Shepparton News on 9 March and 16 March 2018 calling for applications from community members to join the Kialla Hall Committee of Management. Letters were sent to outgoing members of the committee inviting them to apply for a further term with posters also provided for display around the facility. A notice was also provided to the Kialla Central Primary School for inclusion in the school's newsletter promoting the call for Applications on this committee.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> • Newspaper advertisements. • Website announcement. • Letters to incoming and outgoing committee members. • Communication with committee officer bearers.
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.

8. COMMUNITY DIRECTORATE

8.1 Section 86 Special Committees - Kialla District Hall Committee of Management Memberships (continued)

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 abovenamed applicants be appointed to the Kialla District Hall Committee of Management for the term specified and that Council recognises two long standing members who are not running for a further term of appointment.

Attachments

Nil

9. CORPORATE SERVICES DIRECTORATE

9.1 Adoption of Fraud and Corruption Policy 15.POL1

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 Risk and Assurance

Proof reader(s): Manager Corporate Governance

Approved by: Director Corporate Services

Other: People and Development Consultative Committee,
Audit and Risk Management Committee

Executive Summary

The risk team have developed a Fraud & Corruption Policy to help GSCC manage fraud and corruption risk.

The Fraud & Corruption Policy is a high level document, designed to:

- Promote Council's commitment to protecting Council's assets and reputation through the effective management of Fraud and Corruption risk;
- Summarise responsibilities and expectations of stakeholders;
- Ensure the reporting and investigation process for fraud and corruption are fair and consistent.

This document is being submitted for Council approval.

RECOMMENDATION

That the Council adopt the Fraud and Corruption Policy 15.POL1.

Background

Council currently have a very brief Fraud Policy. The introduction of a more informative Fraud & Corruption Policy is part of Council's new 5 step approach to managing fraud. In particular, these two documents help with "Communicating the Intent" of Council.

Council Plan/Key Strategic Activity

Fraud and Corruption management relates to the Leadership and Governance pillar of the Council Plan 2017 -2018. Specifically, it relates to Objective 1.4 "Financial management is responsible..." It also relates to Objective 4.5 "Assets are well managed..."

9. CORPORATE SERVICES DIRECTORATE

9.1 Adoption of Fraud and Corruption Policy 15.POL1 (continued)

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Fraud and Corruption may not be well managed by Council. Specifically it may not be detected, or potential instances may not be dealt with in a fair and competent manner.	Likely	Major	High	Develop and implement a fraud policy and fraud control plan. Follow the 5 stages of fraud management outlined in the fraud control plan.

Policy Considerations

Once the Councillors approve the Fraud and Corruption Policy, this document will replace the 2009 Business Ethics and Fraud Policy.

Financial Implications

Fraud and Corruption may result in misuse of Council's financial assets. The Fraud and Corruption Policy and the Fraud Control Plan are designed to help manage this risk.

Legal/Statutory Implications

Committing fraud and in some instances corrupt behaviour, is against the law. Council have committed to notifying relevant enforcement agencies where an instance of potential fraud/corruption has been investigated and appears to have substance.

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts related to this recommendation.

Social Implications

There are no social implications to the report recommendation.

Economic Impacts

There are no economic impacts related to the report recommendation.

Consultation

The Fraud Policy was presented to the People and Development and Consultative Committee in 2016. Committee representatives sought feedback from staff and suggestions from the Committee have been incorporated into the Policy.

The Fraud Policy was also presented to the Audit and Risk Management Committee in February 2018 and minor suggestions for improvement have been incorporated.

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

9. CORPORATE SERVICES DIRECTORATE

9.1 Adoption of Fraud and Corruption Policy 15.POL1 (continued)

Conclusion

The implementation of the Fraud and Corruption Policy will be a good step forward in demonstrating Council's commitment to managing this area of risk and will help to ensure Council is proactive in this space.

Attachments

Fraud and Corruption Policy 15.POL1 Page 64

9. CORPORATE SERVICES DIRECTORATE

9.2 Contracts Awarded Under Delegation

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

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

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

Council Officers involved in producing this report

Author: Acting Team Leader 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 awarded under delegation and those that have been publicly advertised but are yet to be awarded.

RECOMMENDATION

That the Council note the publicly advertised contracts awarded under delegated authority and tenders that have been advertised but yet to be awarded.

Tendered Contracts Awarded under Delegated Authority by the CEO

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

Tendered Contracts Awarded under Delegated Authority by a Director

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1827	Replacement of Eastbank Boilers	Lump Sum Contract for the Replacement of Eastbank Boilers	\$146,746	Zeerust Gas & Plumbing Pty Ltd
1841	Construction of Coles K-Mart Carpark Extension & Associated Works	Lump Sum Contract for the Construction of Coles K-Mart Carpark Extension & Associated Works	\$124,358	Jarvis Delahey Pty Ltd
1851	Construction of Dhurringile Road Shared Path and Drainage	Select Request for Quote & Lump Sum Contract for the Construction of Dhurringile Road Shared Path and Drainage	\$100,765	Jarvis Delahey Pty Ltd

9. CORPORATE SERVICES DIRECTORATE

9.2 Contracts Awarded Under Delegation (continued)

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1798	Construction of Kialla Park Recreation Reserve Oval Lighting	Lump Sum Contract for Construction of Kialla Park Recreation Reserve Oval Lighting	\$247,291	Watter's Electrical
1852	Design and Construction of Locky's Bridge replacement, Riverview Drive, Shepparton.	Lump Sum Contract for the Design and Construction of Locky's Bridge replacement, Riverview Drive, Shepparton.	\$377,853	DC Projects Pty Ltd
1834	Detailed Design of Cosgrove 3 Infrastructure	Lump Sum Contract for the Detailed Design of Cosgrove 3 Infrastructure	\$72,985	PLC Consulting Pty Ltd

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1819	Construction of GMW Drain Crossing & Associated Civil Works, Da Vinci Drive	Lump Sum Contract for Construction of GMW Drain Crossing & Associated Civil Works, Da Vinci Drive	Tender currently advertised. Closed on 9 May 2018.
1820	Provision of Centre Road Parking & Installation of Street Trees, Nixon St.	Lump Sum Contract for Provision of Centre Road Parking & Installation of Street Trees, Nixon St.	Tender currently advertised. Closed on 4 May 2018.
1857	Construction of Cosgrove 2 Cell 4 Clay Liner Lift 4&5	Lump Sum Contract for Construction of Cosgrove 2 Cell 4 Clay Liner Lift 4&5	Tender closed on 11 April 2018. Tender currently being evaluated
1837	Provision of Concrete Services and Associated Works	Schedule of Rates Contract for the Provision of Concrete Services and Associated Works	Tender closed on 28 February 2018. The tender forms part of the May Ordinary Council Meeting Agenda.

9. CORPORATE SERVICES DIRECTORATE

9.2 Contracts Awarded Under Delegation (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1838	Provision Of Powerline Tree Pruning Services	Schedule of Rates Contract for the Provision Of Powerline Tree Pruning Services	Tender closed on 21 February 2018. Tender currently being evaluated
1839	Provision of Tree Maintenance Services	Schedule of Rates Contract for the Provision Of Tree Maintenance Services	Tender closed on 9 May 2018. Tender currently being evaluated

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 \$500,000 including GST.

The Council through the *Exercise of Delegations Policy* has delegated authority to the Directors to approve a contract up to the value of \$150,000 for goods and services and \$200,000 for works.

Legal/Statutory Implications

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

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

Conclusion

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

Attachments

Nil

9. CORPORATE SERVICES DIRECTORATE

9.3 April 2018 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: Manager Finance & Rates

Proof Reader: Manager Finance & Rates

Approved by: Director Corporate Services

Executive Summary

The report presents Council's actual financial performance compared to the budget for the ten months ended 30 April 2018.

RECOMMENDATION

That the Council receive and note the April 2018 Monthly Financial Report.

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.

On 17 October 2017, Council adopted the 2017/2018 Q1 Forecast Review with an accounting surplus of \$6.14 million which is \$1.06 million less than the 2017/2018 Adopted Budget. The capital works program of \$40.33 million is forecast to be expended during the 2017/2018 financial year which is an increase of \$0.94 million from the Adopted Budget.

On 20 February 2018, Council adopted the 2017/2018 Q2 Forecast Review with revenue of \$128.3 million, expenditure of \$120.96 million and an accounting surplus of \$7.34 million. The forecast increase in accounting surplus of \$1.2 million was mainly due to \$1 million increase in non-cash Gifted Assets from Developers at Jammjack and Kialla Lakes Estates. The 2017/2018 Q2 Adopted Forecast also included \$39.57 million in capital works, which is a slight decrease of \$761,691 from the Q1 Adopted Forecast.

On 17 April 2018, Council adopted the 2017/2018 Q3 Forecast Review with revenue of \$129.9 million, expenditure of \$119.6 million and an accounting surplus of \$10.35 million. The forecast increase in accounting surplus of \$3.01 million was mainly due to \$2.45 million increase in non-cash developer gifted assets along with savings in Employee Costs and Materials and Services. The 2017/2018 Q3 Adopted Forecast also included \$35.11 million in capital works, a decrease of \$4.45 million from the Q2 Adopted Forecast. \$3.18 million of this reduction will be considered for re-budgeting in future financial years.

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

9. CORPORATE SERVICES DIRECTORATE

9.3 April 2018 Monthly Financial Report (continued)

The April 2018 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.

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.

9. CORPORATE SERVICES DIRECTORATE

9.3 April 2018 Monthly Financial Report (continued)

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 ten months ended 30 April 2018.

Attachments

April 2018 - Monthly Financial Statements Page 71

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Shepparton Showgrounds Advisory Committee - Membership

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: Events Facilities Coordinator

**Proof reader(s): Acting Team Leader Tourism and Events,
Acting Manager Economic Development**

Approved by: Director Sustainable Development

Executive Summary

The Shepparton Showgrounds Advisory Committee is a committee that was appointed by Council at the 16 June 2015 Ordinary Council Meeting.

The Shepparton Showgrounds Advisory Committee will make recommendations to Council on their procedures, rules, conditions of use, future strategic planning and proposed capital works which are necessary for the proper management of Shepparton Showgrounds, and any specific issues which may arise from time to time.

The outgoing Advisory Committee expired on 1 November 2017 with notification calling for appointment made in November, however insufficient applications were received to form a Committee.

Applications were duly reopened and officers have sought committee members, with this report seeking to formally appoint these members.

The terms of reference indicate that the Committee must include between five and ten members representative of the Greater Shepparton community including two representatives from the Shepparton Agricultural Society and up to two Councillors, appointed by resolution of the Council.

RECOMMENDATION

That the Council, having considered the nominations received for appointment to the Shepparton Showgrounds Advisory Committee, appoint the following seven members for a two year term commencing on 15 May 2018 and concluding on 14 May 2020:

- Lloyd OHLIN (Shepparton Agricultural Society)
- Mark PARKER (Shepparton Agricultural Society)
- David EARLE
- Ross GRAHAM
- Lloyd HEALEY
- Morry MCKELLAR
- Brendan WEBB

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Shepparton Showgrounds Advisory Committee - Membership (continued)

Background

The Shepparton Showgrounds Advisory Committee is an established committee since endorsement in 2015. The Terms of Reference state that the Committee shall comprise of between five and ten members representative of the Greater Shepparton community including two representatives from the Shepparton Agricultural Society and up to two Councillors, appointed by resolution of the Council.

An advertisement calling for applications to fill positions on the Committee was placed in the Shepparton News. Seven applications have been received as listed below:

- Lloyd OHLIN (Shepparton Agricultural Society)
- Mark PARKER (Shepparton Agricultural Society)
- David EARLE
- Ross GRAHAM
- Lloyd HEALEY
- Morry MCKELLAR
- Brendan WEBB

Officers are seeking Council endorsement for the appointment of all seven applicants to the Shepparton Showgrounds Advisory Committee for a term of two years.

Council Plan/Key Strategic Activity

Economic - Objective 3.1: The Greater Shepparton economy is prosperous, high-value and a focus of choice for business, investment and employment.

Economic - Objective 3.3: Greater Shepparton is a major destination for events and tourism.

Built - Objective 4.4: Quality infrastructure is provided and maintained to acceptable standards

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

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Lack of communication between the committee and Council	Possible	Minor	Low	Up to two Councillors are representative members of the committee to provide a communication channel and directions.
Advisory Committee Members not covered under Council's Insurance Policy	Possible	Minor	Low	Any recommendations made by the committee are referred to Council for final decision.
Non-compliance with Assemblies of Councillors requirements under the <i>Local Government Act 1989</i> .	Possible	Minor	Low	Minutes of all meetings of the committee are submitted to Council in accordance with the <i>Act</i> .

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Shepparton Showgrounds Advisory Committee - Membership (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

The proposal is consistent with the *Local Government Act 1989* and necessary to ensure compliance with this *Act*.

In accordance with section 80A of the *Local Government Act 1989* an Assemblies of Councillors record shall be kept for any meeting of the Committee which has at least one Councillor in attendance. A copy of the Assemblies of Councillors record must be submitted to Council within 14 days of the date of the meeting for inclusion in the next Ordinary Council Meeting agenda and minutes.

Environmental/Sustainability Impacts

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

Social Implications

Appointing community members to the Shepparton Showgrounds Advisory Committee will help to build a sense of community as it increases stakeholder participation and pride in their local facilities.

Economic Impacts

There are no economic impacts arising from this proposal.

Consultation

Advertisements calling for nominations for applicants, including two members of the Shepparton Agricultural Society, to fill between five and ten positions on the Shepparton Showgrounds Advisory Committee were placed in the Shepparton News on Friday 6 October 2017, along with notification and request made to the existing Committee. Only one application was received.

Applications were reopened with notification placed in the Shepparton News on Friday 23 March 2018. Again letters and emails were sent out to current user groups encouraging them to be part of this Committee.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> • Newspaper advertisements • Consultation with committee members
Involve	Work together. Feedback is an input into decision-making.	<ul style="list-style-type: none"> • Council to consult with the committee in relation to management of the facility.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Shepparton Showgrounds Advisory Committee - Membership (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Collaborate	Feedback and advice received from the Committee will be incorporated into decisions the maximum level possible.	<ul style="list-style-type: none"> • Advisory Committee consisting of community members to be appointed. • Councillor appointees to the committee enable ongoing collaboration between the committee and the Council.
Empower	Council will give due consideration to implementation of the committee's recommendations.	<ul style="list-style-type: none"> • Council will agree to funding requests where possible to enable the committee to undertake desired projects.

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 strategic links to the *Greater Shepparton 2030 Strategy*.

b) Other strategic links

There are no other strategic links.

Conclusion

It is recommended that Council appoint all seven applicants to the Committee to ensure that the Committee is able to play a vital role in assisting Council with the operation and future planning of the facility.

Attachments

Nil

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Maude Street Mall Concept Options

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: Place Manager

**Proof reader(s): Team Leader Business & Industry,
Acting Manager Economic Development**

Approved by: Director Sustainable Development

Executive Summary

Spiire Australia have delivered the contracted conceptual design options in relation to the redevelopment of the Maude Street Mall area. The designs have been completed as per Contract 1796.

The designs outline several options for a redevelopment of the Mall area incorporating:

- Reintroduction of two-way traffic and on-street car parking between Fryers and High Street
- Introduction of one-way traffic and on-street car parking entering from Fryers Street and High Street and exiting at Stewart Street.
- Retention of the Mall as a pedestrianised open space with new urban design elements and infrastructure upgrades
- Introduction of one-way traffic between Fryers Street and Stewart Street with additional off-street parking in the south, accessed from High Street.

The designs have been delivered with associated costings and traffic impact assessments.

The designs have been completed taking into account stakeholder feedback throughout the process including a stakeholder workshop, targeted engagement with specific representative groups, regular meetings with Council's internal project group and ongoing consultation with stakeholder groups.

It is recommended that the completed conceptual designs be released for public consultation in order to gather feedback from the community to assist Councillors in determining the future of the Maude Street Mall area and progressing to detailed design for a particular option.

This report outlines the proposed plan for the consultation period. A full consultation plan is also attached to this report.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Maude Street Mall Concept Options (continued)

RECOMMENDATION

That the Council:

1. note and endorse the package of conceptual designs completed by Spiire as per Contract 1796 – Concept Design of Maude Street Mall Redevelopment;
2. release the four conceptual designs for public consultation in accordance with the associated Consultation Plan – Maude Street Mall Concept Options for a period of six weeks commencing on 16 May 2018 and concluding on 30 June 2018.

Background

At the March 2017 Ordinary Council Meeting, Councillors resolved to: Refer to the 2017/2018 budget for consideration an amount of \$250K to obtain conceptual designs, estimates and funding models of the following options for the Maude Street Mall as a long term vision to activate and revitalise the area as per the Commercial Activity Centre Strategy:

- reintroduction of two-way traffic from Fryers to High Street
- development of additional car parking facilities with connecting one-way access from High and/or Fryers Streets exiting at Stewart Street
- retention of the Mall as a pedestrianised public open space and introduction of urban design measures to increase amenity and usability of the precinct.

In accordance with this resolution and following a procurement process Spiire Australia were appointed to undertake the scope of works outlined in Contract 1796.

Following presentations from stakeholder groups, conceptual and detailed design of a trial of traffic and parking between Fryers Street and Stewart Street were included within the scope of works for this contract.

Following stakeholder consultation during the conceptual design process a fourth redevelopment option was developed by Spiire for consideration by Council which incorporated feedback obtained throughout the consultation process. This option consists of a mixture of one-way traffic, public space as well as on-street and off-street car parking.

Subsequent to receiving costings for the completed conceptual design of a trial of traffic and parking, Councillors were presented with a recommendation from Spiire to not proceed with the trial on the basis of it being \$988,241 and to concentrate on the longer term options. Subsequently four options were presented to Councillors.

On 17 April 2018 Spiire delivered a package of works consisting of completed conceptual design options for a redevelopment of the Maude Street Mall, traffic impact assessment and associated costings for each of the options. The package of works is attached to this report.

A table has also been included in the Financial Implications section within this report which outlines the cost estimates for each option. It should be noted that these costs are only at a conceptual level and contain relevant contingencies and cost escalations. Updated costs will be available after detailed design and construction tendering stages of the project.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Maude Street Mall Concept Options (continued)

The four designs were completed in consultation with key stakeholders through a workshop, targeted engagement, regular meetings with Council's internal working group and ongoing consultation with stakeholder groups. A stakeholder consultation report is included within the package of deliverables from Spiire.

The Maude Street Mall has been a particularly challenging issue for Council and the community for an extended period of time and there are a number of different stakeholders and sentiments that are relevant to the Maude Street Mall.

It is hoped that a redeveloped area can function as a feature of the Shepparton CBD which meets the needs of the general public, shoppers, local businesses, landlords and prospective investors. This goal is established in numerous strategic documents such as CBD Strategy 2008, Commercial Activity Centre Strategy 2016, Economic Development Tourism and Major Events Strategy 2017-2021, Council Plan 2017-2021 and the Draft Movement and Place Strategy.

In order to work towards this aspiration it is recommended that the completed conceptual designs be taken to a comprehensive public consultation process in order to gather feedback from the community before any decision is made by Councillors to progress an option to detailed design. The attached report outlines the plan for a public consultation in relation to the provided options.

The consultation will be based around the opportunity for participants to rank the designs in order of their preference. Respondents will be encouraged to provide feedback as to the reasons behind their rankings and the elements of the provided options that they like or dislike. This will indicate the elements of the respective plans that resonate with the community and provide some guidance to Councillors in determining the preferred option to progress to detailed design.

The consultation will take place across four weeks and be undertaken primarily through an electronic survey which will be available online on Council's website and in specific locations for those who require assistance with accessing the survey. This will ensure that the process is fair and legitimate. The consultation will be widely advertised and promoted through various media channels.

Officers will also co-ordinate specific briefings and information sessions for stakeholders to find out more information regarding the concepts and to provide feedback. Included within this will be walk-throughs of the space to discuss the concepts on-site and contextualise the various proposals within the plans. The 'Think CBD' office will be utilised as a consultation hub throughout the period with plans on display and opportunities to complete the survey.

Affected property owners will be notified via mail and encouraged to take part in the consultation in order to capture their feedback in addition to stakeholders based locally.

In order to assist Council decision making a report will be prepared which takes into account the factors that have come out of the consultation process.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Maude Street Mall Concept Options (continued)

Council Plan/Key Strategic Activity

Council Plan 2017-2021 - *Shepparton is the regional city centre supported by well-planned and designed existing and emerging commercial activity centres.*

CBD Strategy 2008 - *Consolidating the CBD as the principal retail centre in the region and creating an active, vibrant and safe CBD.*

Commercial Activity Centre Strategy 2016 - *Consider Options for the Maude Street Mall to include shared pedestrian-vehicle space (potentially north of Stewart Street)*

Economic Development Tourism and Major Events Strategy 2017-2021- *Revitalize the Maude Street Mall to reinvigorate the space and attract customers back to the Mall*

Risk Management

The most significant risk associated with this recommendation relates to ensuring the integrity of the findings of the consultation and providing as accurate a picture as possible of community sentiment and feedback regarding the future of the Maude Street Mall area.

Care must be taken throughout the consultation to ensure that the ranking process is not compromised by any of the various specific interest groups.

This will primarily be managed by restricting the survey to an electronic portal where participants can be verified via providing a valid email address to avoid duplicate or improper entries into the consultation. Access to the process will be maintained by having locations where participants can complete the survey with assistance from Council officers if required.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Interest groups attempt to influence the consultation by providing improper entries	Possible	Moderate	Medium	Conducting survey through an electronic survey to verify submissions

Policy Considerations

Community Engagement Policy 2009 - Greater Shepparton City Council recognises that community engagement enables Council to best meet the needs of the community by ensuring that planning and decision making is based on an understanding of the needs and aspirations of the community.

Financial Implications

The following table outlines the cost estimates for each option. It should be noted that these costs are only at a conceptual level and contain relevant contingencies and cost escalations. Updated costs will be available after detailed design and construction tendering stages of the project.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Maude Street Mall Concept Options (continued)

Option	Description	Cost Estimate
Option One	Reintroduction of two-way traffic and on-street car parking between Fryers and High Street	\$15.8m
Option Two	Introduction of one-way traffic and on-street car parking entering from Fryers Street and High Street and exiting at Stewart Street	\$15.9m
Option Three	Retention of the Mall as a pedestrianised open space with new urban design elements and infrastructure upgrades	\$18.4m
Option Four	Introduction of one-way traffic between Fryers Street and Stewart Street with additional off-street parking in the south, accessed from High Street	\$16.4m

The below table outlines the current expenditure for this project.

Budget Allocation (March 2017 OCM)	\$250,000
Original Contract Amount	\$179,530
Provisional Items (graphical fly-throughs)	\$18,000
Approved variation CV01 (Option 4)	\$13,500
Unclaimed funds (from Trial Detailed Design)	(\$21,625)
Additional Graphical flythrough	\$8,000
Additional Presentation to ELT / Council	\$2,200
Additional Presentation to Stakeholders	\$2,400
Additional Meeting / Consultation Costs	\$3,085.50
Consultation Cost	\$18,441.94
Balance	\$26,461.56

Each of the provided options has associated costings attached to them. These costings will be released as part of the consultation in order for the community to provide informed feedback regarding their preference for the future of the Maude Street Mall area.

The consultation process will incur costs for items such as printed collateral and other promotional material to attract participation in the consultation. The total cost of the consultation is outlined in the below table and a full budget is provided in the attached Consultation Plan.

Legal/Statutory Implications

There are no legal or statutory implications associated with this recommendation.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Maude Street Mall Concept Options (continued)

Environmental/Sustainability Impacts

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

The designs take into account best practise in sustainable design and water sensitive design.

Social Implications

There are a large number of stakeholders that hold a view in relation to the Maude Street Mall and the issue has been a divisive one amongst different community groups. Care should be taken to ensure the integrity of the consultation process and that the consultation is open and accessible for all to participate in.

Economic Impacts

Each of the provided designs have associated costings attached for consideration.

It is anticipated that a completed redevelopment of the Maude Street Mall will attract new visitors and shoppers to the space in order to experience the new features and urban design elements provided. This increased visitation will provide opportunity for local businesses to leverage more trade and provide incentive for new business and property investment in the space.

It is anticipated that any redevelopment of the Mall will be accompanied by associated impacts on access and business for the duration of construction. Given that this project is only at conceptual design stage and there are a number of unknowns with regards to the scope of construction works – the timeline for construction for each of the provided options could be up to 12 months. Further work through detailed design will provide more detail regarding the scope of construction works such as staging and timeframes.

Further detail regarding project staging and the scope of works required will be available once detailed design has been undertaken for one of the concept options.

Consultation

Stakeholders have been consulted throughout the process of developing the conceptual designs. A full stakeholder consultation report is attached to the package of works delivered by Spiire.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Broadly publicise the completed designs and communicate the different elements that each option provides	Newspaper spread and editorial content Stakeholder briefings
Consult	Allow community to provide their preferred option and feedback on the elements of each plan	Digital survey Stakeholder briefings / walkthroughs
Involve	Ensure that all relevant stakeholder groups are encouraged to participate	Promote through Council's advisory committees and network of stakeholder groups

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Maude Street Mall Concept Options (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Collaborate	Obtain constructive feedback on options to inform subsequent detailed design processes	Use consultation feedback as part of procurement process for any future design work
Empower	Communicate clearly that feedback will be presented to Councillors in a report to assist them in forming a decision on the future of the Mall area.	Release the consultation report to provide evidence of community involvement in decision making.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Direction 5 - *The provision and restructure of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth*

b) Other strategic links

Nil

Conclusion

The designs completed by Spiire outline a series of options for a redevelopment of the Maude Street Mall area. The options are outlined through four conceptual designs of different configurations for a redeveloped and revitalised Mall area. Each of these designs have an attached cost and have been developed in consultation with stakeholder groups and in line with a traffic impact assessment.

In order to assist Councillors in determining a final resolution on the next steps in relation to the proposed redevelopment of the Maude Street Mall area, officers are recommending a public consultation be undertaken in order to gather feedback on the provided options. This feedback will be collated and presented back to Council as an indication of community preference for the format of a redeveloped Maude Street Mall. This consultation process will aim to capture feedback from the broad range of stakeholders that relate to the Maude Street Mall area and provide the most accurate representation possible of the community's response to the completed designs.

In order to achieve this officers have prepared a consultation plan which is attached to this report. The plan outlines the method and format of the consultation as well as steps taken to mitigate risks associated with the recommendation.

It is the aim of this process to provide Councillors with community feedback in order to assist with their final determination regarding the preferred format of a redeveloped Maude Street Mall. This feedback will be considered alongside other factors for the proposed redevelopment such as cost, feasibility and associated traffic impacts.

Attachments

1. Concept Plans- Maude Street Mall Concept Options Page 81
2. Consultation Plan - Maude Street Mall Concept Options Page 85

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

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 Building and Planning Support
Proof reader(s): Manager Building and Planning
Approved by: Chief Executive Officer

Executive Summary

The Chief Executive Officer (CEO) has delegated powers to appoint Council officers as Authorised Officers under various pieces of legislation to ensure appropriate appointments can be made efficiently and without significant delay. However, under the *Planning and Environment Act 1987*, the Council cannot delegate the provision to authorise officers for the purposes of enforcing the *Planning and Environment Act 1987* to the CEO. This can only be done by Council.

To this end, Council has resolved to appoint Authorised Officer under Section 147(4) of the *Planning and Environment Act 1987*. The following staff are no longer employed by Greater Shepparton City Council or within a position requiring authorisation and appointments must be formally revoked by Council:

- Johann Rajaratnam
- Timothy Murray Watson
- Elke Gilbert Cummins
- Anna Katrina Janson (Feldtmann)
- Samuel Dangelo-Kemp
- Edwina Breen

Similarly, a number of replacement staff have commenced employment in the Planning Department and/or within a relevant position and they are required to be Authorised Officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act by Council.

- Geraldine Mary Christou
- Tracey Maree Mercuri
- Michelle Edwards
- Mitchell Stoter

This report seeks to revoke officers that are no longer employed by Council or within a position requiring authorisation and authorises officers who have now commenced work with the organisation and/or within a relevant position requiring authorisation.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (continued)

RECOMMENDATION

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

1. the Instrument of Appointment and Authorisation conferred to Johann Rajaratnam, Timothy Murray Watson, Elke Gilbert Cummins, Anna Katrina Janson (Feldtmann), Samuel Dangelo-Kemp and Edwina Breen be revoked;
2. Geraldine Mary Christou, Tracey Maree Mercuri, Michelle Edwards and Mitchell Stoter be appointed and authorised as set out in the Instrument of Appointment;
3. the Instrument comes into force immediately upon the Common Seal of Council being affixed to the Instrument and remain in force until Council determines to vary or revoke the Instrument; and
4. the Common Seal of Council be affixed to the Instrument as attached.

Background

Council subscribes to a delegations and authorisations service provided by the legal firm Maddocks Lawyers Pty Ltd. This documentation is generally updated twice per year based upon any legislative changes and specific issues raised by councils.

Council Plan/Key Strategic Activity

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

Risk Management

Only Authorised Officers are able to undertake various functions under the *Planning and Environment Act 1987*. This process ensures that officers have the correct authorisation in place. There is a minor risk of this occurring.

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

Policy Considerations

There are no conflicts with existing Council policy.

Financial Implications

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

Legal/Statutory Implications

The proposal is consistent with the *Planning & Environment Act*, in that officers must be authorised to perform duties under the *Planning & Environment Act*.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (continued)

Environmental/Sustainability Impacts

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

Social Implications

No social implications have been identified.

Economic Impacts

No economic impacts have been identified.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy 2006

No strategic links have been identified to the *Greater Shepparton 2030 Strategy 2006*.

b) Council Plan

This proposal supports Council Plan Priorities and Actions of the *Council Plan 2017-2021*:

- Instrument of Appointment and Authorisation relates to the Leadership and Governance pillar of the Council Plan 2017 -2021. Specifically, it relates to Objective 1.4 “Financial management is responsible...”

c) Other strategic links

No other strategic links have been identified.

Conclusion

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

Attachments

- | | |
|---|---------|
| 1. Staff package instrument of appointment authorisation - Council Meeting Attachment - Mitchell John Stoter | Page 91 |
| 2. Staff package instrument of appointment authorisation - Council Meeting Attachment - Michelle Larrae Edwards | Page 93 |
| 3. Staff package instrument of appointment authorisation - Council Meeting Attachment - Geraldine Mary Christou | Page 95 |
| 4. Staff package instrument of appointment authorisation - Council Meeting Attachment - Tracey Maree Mercuri | Page 97 |

11. TABLED MOTIONS

Nil Received

12. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil Received

13. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil Received

14. NOTICE OF MOTION, AMENDMENT OR RESCISSION

Nil Received

15. DOCUMENTS FOR SIGNING AND SEALING

Nil Received

16. COUNCILLOR ACTIVITIES

16.1 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 1 April 2018 to 30 April 2018, some or all of the Councillors have been involved in the following activities:

- Aboriginal Street Art Launch
- Executive Director, Climate Change & Waste and Resource Recovery Group Chairs Meeting
- Shepparton Aerodrome Meeting
- Sports Hall of Fame Advisory Committee Meeting
- Community Safety and Crime Prevention Information Session Mooroopna
- Morning Glory Event
- Katandra West Small Town Meeting
- Development Hearing Panel
- Opening of Shepparton Square Event – Federation Square Melbourne
- Heritage Advisory Committee
- GO TAFE Announcement – Mr Mark Gepp MP, Member for Northern Victoria
- Deakin Reserve Committee
- Taking a Liveability Approach – Greater Shepparton's Public Health Planning
- Greater Shepparton Safe Communities Advisory
- Shepparton Italian Festa
- Goulburn Environment Group Book Launch – Joining the Dots
- Roundtable Discussion – Mooroopna Railway Station
- La Trobe University Graduation and Prize Ceremony
- Celebrating Katandra West Men's Shed
- RiverConnect Implementation Advisory Committee Meeting
- Shepparton Square VIP night – Federation Square Melbourne
- Best Start Early Years Partnership Meeting
- Australian Local Government Women's Association Meeting
- Goulburn Valley Grammar School Anzac Day Service
- 2018 Greyhound of the Year Dinner Dance
- Liberal Government Announcement – Shepparton Passenger Rail Services
- Greater Shepparton Women's Charter Alliance Advisory
- Special Council Meeting – Draft Budget 2018/2019
- Anzac Day Services – Shepparton, Mooroopna, Tallygaroopna, Tatura and Dookie
- 2018 Careers Day Out
- Launch - Community Leadership Program
- Goulburn Valley Waste and Resource Recovery Group Board Meeting
- Goulburn Valley Regional Library Board Meeting
- Rail Freight Alliance General Meeting
- Aerodrome Relocation Sub Committee Meeting

16. COUNCILLOR ACTIVITIES

16.1 Councillors Community Interaction and Briefing Program (continued)

- Goulburn Murray Credit Union & The Advisor “Shopper Giveaway” Draw
- Goulburn Valley Bowls Division Presentation Night
- Shepparton Show Me Committee Meeting

RECOMMENDATION

That the summary of the Councillors’ community interaction and briefing program be received.

Attachments

Nil

17. ASSEMBLIES OF COUNCILLORS
17.1 Record of Assemblies of Councillors

CEO and Councillor Catch up – 27 March 2018		
Councillors	Cr O’Keeffe, Cr Abdullah, Cr Giovanetti, Cr Hazelman, Cr Patterson, Cr Summer and Cr Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Shepparton Square	Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
2.	Councils Municipal Building Surveyor (MBS)	Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
3.	Vic Road Project Information Session	Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
4.	Sports Stadium	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	Nil

17. ASSEMBLIES OF COUNCILLORS

17.1 Record of Assemblies of Councillors (continued)

Councillor Briefing Session – 27 March 2018		
Councillors	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, Geraldine Christou, Phillip Hoare, Kaye Thomson and Chris Teitzel Laurienne Winbanks, Matt Jarvis, Chris Molyneaux, Sharlene Still, Natarlie Phillips, Greg McKenzie, Michael MacDonagh, Grace Docker, Mitchell Stoter, Anthony Nicolaci, Michael Carrafa, Rohan Sali, Fiona Le Gassick and Jacinta Rennie	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Provincial Site Visit 'Residential'	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
2.	Economic Development Department update	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
3.	Adoption of Amendment C202 to the Greater Shepparton Planning Scheme	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
4.	Adoption of Goulburn Broken Regional Floodplain Management Strategy 2018-2028	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton

17. ASSEMBLIES OF COUNCILLORS
17.1 Record of Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
5.	Draft Fraud Policy and Fraud Control Plan	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
6.	Appointment of Independent Member to the Audit and Risk Management Committee(*)	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
7.	Surveillance Policy	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
8.	Draft 2018/2019 Capital Budget	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
9.	Parking Infringement Review Process	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
10.	Shepp Square (Federation Square) update	Cr O’Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton

17. ASSEMBLIES OF COUNCILLORS
17.1 Record of 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	Nil

SAM Shepparton Art Museum Advisory Committee meeting 28 March 2018		
Councillors:	Councillor Chris Hazelman (Chair)	
Officers:	Anna Briers – SAM Senior Curator, Kerry Miller – SAM Administration	
Matter No.	Matters discussed	Councillors Present for Discussion
4	Acquisitions	Cr Hazelman
5	SAM Senior Curator's Report (in lieu of SAM Director's report)	Cr Hazelman
6	Friends of Shepparton Art Museum Inc. President's Report	Cr Hazelman
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

17. ASSEMBLIES OF COUNCILLORS
17.1 Record of Assemblies of Councillors (continued)

CEO and Councillor Catch up – 3 April 2018		
Councillors	Cr O’Keeffe, Cr Abdullah, Cr Adem, Cr Giovanetti, Cr Hazelman, Cr Patterson, Cr Summer and Cr Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	C199	Cr O’Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
2.	North Shepparton Sub-Division	Cr O’Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
3.	Fees and Charges briefings	Cr O’Keeffe (Chair) Cr Abdullah Cr Adem 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	Nil

17. ASSEMBLIES OF COUNCILLORS

17.1 Record of Assemblies of Councillors (continued)

Development Hearing Panel – Friday 6 April 2018		
Councillors:	Cr Hazelman	
Officers:	Colin Kalms, Jonathan Griffin, Sarah Van Meurs, Tim Watson, Deborah Kemp, Veronica Schilling (Benalla Rural City Council), Cameron Fraser (Strathbogrie Shire Council)	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Planning Application 2018-180 – 410 Wet Lane Murchison. Seeking permission to build two sheds for agricultural use and a temporary dwelling.	Cr Hazelman
2	Planning Application 2017-377 – 10 Station Street Murchison. Seeking permission for two lot subdivision.	Cr Hazelman
3	Planning Application 2018-68 – 3/228-234 High Street Shepparton. Seeking permission for erection of an electronic promotional sky sign.	Cr Hazelman
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Heritage Advisory Committee Monday 9 April 2018		
Councillor:	Cr Abdullah	
Officers:	Michael MacDonagh, Mitchell Stoter, Simone Wood	
Matter No.	Matters discussed	Councillors Present for Discussion
3	Position of Deputy Chairperson	Cr Abdullah
4	Items to be raised during 'Agenda Item 17 General or other Business'	Cr Abdullah
5	Confirmation of Meeting Minutes of 5 March 2018	Cr Abdullah

17. ASSEMBLIES OF COUNCILLORS
17.1 Record of Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
6	Sub-Committees	Cr Abdullah
7	Heritage Lecture	Cr Abdullah
8	Terms of Reference	Cr Abdullah
9	Annual Report	Cr Abdullah
10	Heritage Strategy 2018-2022	Cr Abdullah
11	Information Purposes: Report from Michael MacDonagh	Cr Abdullah
12	Information Purposes: Report from Deborah Kemp	Cr Abdullah
13	Bus Tour / Site Visits	Cr Abdullah
14	Update on Planning Permit Applications within the Heritage Overlay	Cr Abdullah
15	Reports from member organisations	Cr Abdullah
16	Short Discussion Session – SDS (Standing Item)	Cr Abdullah
17	General or other business	Cr Abdullah
Conflict of Interest Disclosures		
Matter No.	Nil	

17. ASSEMBLIES OF COUNCILLORS

17.1 Record of Assemblies of Councillors (continued)

Councillor Briefing Session – 10 April 2018		
Councillors	Cr Seema Abdullah, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson and Cr Shelley Sutton	
Officers:	Peter Harriott, Geraldine Christou, Phillip Hoare, Kaye Thomson and Chris Teitzel, Jim Andreadis, Carrie Donaldson, Mike Ruzzene, Bonnie McIntosh, Rachael Duncombe, Amanda Tingay, Matthew Jarvis, Jacalyn Thatcher, Colin Kalms, Elke Cummins, Michael McDonagh, Jon Griffin, Mitchell Stoter, Anthony Nicolaci, Michael Carrafa and Maree Martin.	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Shepparton Truck and Transport Museum Business Case	Cr Abdullah (Chair) Cr Adem (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton
2.	Water Update and Brief	Cr Abdullah (Chair) Cr Adem (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton
3.	Kialla West and Pine Lodge Cemetery Trust Meeting	Cr Abdullah (Chair) Cr Adem (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton
4.	2017/2018 Q3 Forecast Review	Cr Abdullah (Chair) Cr Adem (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton

17. ASSEMBLIES OF COUNCILLORS
17.1 Record of Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
5.	Submission to Amendment C118 Shepparton North East Precinct Structure Plan	Cr Abdullah (Chair) Cr Adem (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton
6.	Amendment C199	Cr O’Keeffe (Chair) 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	Nil

CEO and Councillor Catch up – 10 April 2018

Councillors	Cr Abdullah, Cr Giovanetti, Cr Hazelman, Cr Patterson and Cr Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Planning Matters	Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
2.	Reconciliation Action Plan	Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton

17. ASSEMBLIES OF COUNCILLORS

17.1 Record of Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
3.	Agenda Discussion	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	

Councillor Briefing Session – 24 April 2018

Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Oroszvary, Cr Dennis Patterson, Cr Summer and Cr Shelley Sutton	
Officers:	Peter Harriott, Geraldine Christou, Phillip Hoare, Kaye Thomson and Chris Teitzel, Suzanna Sheed, Karen Dexter, Tim Russell, Michael Carrafa, Darren Buchannan, Brett Keele, Lauren, and Maree Martin (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Independent Member Shepparton District Suzanna Sheed	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton

17. ASSEMBLIES OF COUNCILLORS
17.1 Record of Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
2.	Proposed Sale 17 Wanganui Road, Shepparton	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem (partial) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton
3.	Return of Land Development Victoria at Parkside Gardens	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton
4.	Maude Street Mall Concept Options	Cr Abdullah (Chair) Cr Adem Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
4.	Cr O'Keeffe	Yes

17. ASSEMBLIES OF COUNCILLORS
17.1 Record of Assemblies of Councillors (continued)

CEO and Councillor Catch up – 10 April 2018		
Councillors	Cr O’Keeffe, Cr Abdullah, Cr Adem, Cr Giovanetti, Cr Hazelman, Cr Oroszvary, Cr Patterson, Cr Summer and Cr Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Budget	Cr O’Keeffe Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
2.	Murray Darling Association	Cr O’Keeffe Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
3.	Ford Road Update	Cr O’Keeffe Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
4.	CFA Station	Cr O’Keeffe Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton

17. ASSEMBLIES OF COUNCILLORS

17.1 Record of 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	Nil

RECOMMENDATION

That the Council note the record of Assemblies of Councillors.
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18. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA

19. CONFIDENTIAL MANAGEMENT REPORTS

19.1 Designation of Confidentiality of Information – Report Attachments

RECOMMENDATION

In accordance with section 77(2)(b) of the *Local Government Act 1989* (the Act) the Council designates as confidential all documents used to prepare the following agenda item:

1. Report 7.3: Contract 1837 Concrete Services and Associated Works designated by the Chief Executive Officer in writing as confidential under section 77(2) (c) of the Act. This document relates to a contractual matter, which are relevant grounds applying under sections 89(2)(d) of the Act.

19.2 Designation of Confidentiality of Information

RECOMMENDATION

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

19.3 Chief Executive Officer Performance Review

19.4 Reopening of the Council Meeting to Members of the Public