

# MINUTES

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## ORDINARY COUNCIL MEETING

HELD ON  
TUESDAY 21 MAY, 2019  
AT 5.30PM

IN THE COUNCIL BOARDROOM

**COUNCILLORS:**

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

***VISION***

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





**MINUTES  
FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON  
TUESDAY 21 MAY, 2019 AT 5.30PM**

**CHAIR  
CR KIM O'KEEFFE**

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GREATER  
SHEPPARTON

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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)
<b>Almost Certain (5)</b> Would be expected to occur in most circumstances (daily/weekly)	LOW	MEDIUM	HIGH	EXTREME	EXTREME
<b>Likely (4)</b> Could probably occur in most circumstances (i.e. Monthly)	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
<b>Possible (3)</b> Reasonable probability that it could occur (i.e. over 12 months)	LOW	LOW	MEDIUM	HIGH	HIGH
<b>Unlikely (2)</b> It is not expected to occur (i.e. 2-5 years)	LOW	LOW	LOW	MEDIUM	HIGH
<b>Rare (1)</b> 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:** Councillors Kim O’Keeffe, Shelley Sutton, Seema Abdullah, Dinny Adem, Chris Hazelman and Dennis Patterson.

**OFFICERS:** Peter Harriott – Chief Executive Officer  
Phillip Hoare – Director Infrastructure  
Geraldine Christou – Director Sustainable Development  
Karen Liversidge – Acting Director Corporate Services  
Kaye Thomson – Director Community  
Tiffany Jenner – Official Minute Taker  
Rebecca Good – Deputy Minute Taker

## **1. ACKNOWLEDGEMENT**

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

## **2. PRIVACY POLICY**

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

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

## **3. APOLOGIES**

**Moved by Cr Patterson**  
**Seconded by Cr Abdullah**

That the apologies for Cr Giovanetti, Cr Oroszvary and Cr Summer be noted, and a leave of absence be granted.

**CARRIED UNOPPOSED**

## **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.**

**Chief Executive Officer Peter Harriott declared a direct conflict of interest in relation to item 17.2 - Chief Executive Officer Performance Review.**

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

**Moved by Cr Adem**  
**Seconded by Cr Sutton**

That the minutes of the Ordinary Council meeting held 16 April 2019 and the Special Council Meeting held 23 April 2019, as circulated, be confirmed.

**CARRIED UNOPPOSED.**

## **6. PUBLIC QUESTION TIME**

Nil Received.

## 7. INFRASTRUCTURE DIRECTORATE

### **7.1 Review of the Waste and Resource Recovery Management Strategy 2013-2023**

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

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

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

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

**Author:** Team Leader - Waste

**Proof reader:** Manager Works and Waste

**Approved by:** Director Infrastructure

#### **Executive Summary**

In 2013, Greater Shepparton City Council adopted the 2013-2023 *Waste and Resource Recovery Management Strategy* and action plan to deliver waste and recycling services that achieve a balance between accessibility, affordability and sustainability. The 10 year strategy provided for a midterm review. That review has been undertaken resulting in a revised document that has been out for public consultation and it is now presented for Council adoption.

The purpose of the consultation process was to seek feedback from the community and stakeholders on the proposed changes, including a number of key initiatives, identified for consideration in the review of the waste strategy. The feedback received has allowed Council staff to finalise the revised strategy with amended/updated actions for adoption by Council and implementation over the remaining period.

This revised strategy continues with the broad strategic goals adopted in the 2013-2023 document in that waste is managed in a reliable and sustainable manner for future generations.

**Moved by Cr Abdullah**

**Seconded by Cr Adem**

That the Council adopt the Waste and Resource Recovery Management Strategy 2013 – 2023.

**CARRIED.**

#### **Background**

In 2013, Greater Shepparton City Council adopted the 2013-2023 Waste and Resource Recovery Management Strategy (strategy) and action plan. The aim of the strategy was to deliver waste and recycling services that achieved a balance between accessibility, affordability and sustainability. It also aimed to reduce waste to landfill, reduce greenhouse gas emissions and increase reuse and recycling.

Consultation on the Draft Waste and Resource Recovery Management Strategy (Revised in 2018) ended on 1 February 2019. A total of 105 submissions were received during the exhibition of the Draft Waste Strategy.

A summary of feedback from the consultation process is outlined as follows;

## 7. INFRASTRUCTURE DIRECTORATE

### **7.1 Review of the Waste and Resource Recovery Management Strategy 2013-2023 (continued)**

*Table 1: Submission details*

<b>Number of Submissions</b>	<b>Participation rate</b> (compared with total residential ratepayers currently receiving council waste services)
105	0.477 %

*Table 2: Feedback - Top 5 response categories*

<b>Key Initiatives</b>	<b>Number of submissions</b>	<b>Percentage</b> (compared with total residential ratepayers receiving council waste services)
Hard rubbish Collection (2 per annum)	50	0.227%
Free Tip vouchers (2 per annum)	29	0.132%
Weekly rubbish (red lid bin) and recycling (yellow lid bin) collection	34	0.155%
Weekly green lid bin collection	25	0.114%
Keep weekly rubbish (red lid bin) collection	24	0.109%

The majority of submissions received were in support of the Revised Waste Strategy mainly citing the environmental benefits of a three bin system (including FOGO) and current services available at the Resource Recovery Centres. A small number of submissions indicated that more efforts should be given on waste education to encourage community engagement and the self-responsibility aspect of sorting waste at home.

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

Development of the revised strategy considers the federal, state and local government strategic and policy framework. It is based on the waste management hierarchy, which is included in the Environment Protection Act 1970 and is the underlying principle of waste management policies in Victoria.

Strategic actions outlined in the Waste strategy are aligned with objectives of the Goulburn Valley Waste and Resource Recovery Group (GVWRRG) and the Goulburn Valley Waste and Resource Recovery Implementation Plan. The GVWRRG works in partnership between six member councils, Sustainability Victoria, EPA and other state departments and agencies.

#### **Risk Management**

The risks associated with the strategies incorporated within this document are considered as follows:



## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Review of the Waste and Resource Recovery Management Strategy 2013-2023 (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Economic – the cost to deliver waste services exceeds income generated resulting in a financial loss to Council	Possible	Major	High	Undertake whole of life cost modelling that balances affordability with providing waste services that are accessible and sustainable in the longer term and meet the needs and expectations of the community.
Environmental – negative environmental impacts resulting from a waste related incident	Possible	Major	High	Operation and development of facilities that are compliant with the relevant EPA and other regulatory requirements.
Social – not meeting with needs of the community. Failure to provide adequate waste services. Dissatisfied community.	Possible	Major	High	Increased community engagement and education to ensure expectations are met and waste services meet with the agreed levels of service.

#### **Policy Considerations**

The revised Waste Strategy does not conflict with any existing Council policy but supports Council's general commitment to using resources wisely and minimising waste going to landfill.

#### **Financial Implications**

Income generated from waste services covers all expenditure and associated provisions for all waste management activities. The initiatives and actions identified in this strategy are subject to annual budget allocations.

The strategy may be used to support funding applications for infrastructure or other initiatives which support the strategic actions set out within the document.

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

The Strategy conforms with the *Local Government Act 1989*, *Environment Protection Act 1970* and all other relevant legislation.

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

The waste strategy provides Council with a long-term plan towards meeting improved waste and recycling options for a sustainable future.

## **7. INFRASTRUCTURE DIRECTORATE**

### **7.1 Review of the Waste and Resource Recovery Management Strategy 2013-2023 (continued)**

With the revision of the waste strategy, positive environmental impacts will be achieved through the following.

- Increased diversion of waste from landfill.
- The potential to reduce greenhouse gases.
- Increased rates of recycling and reuse of existing waste products.

#### **Social Implications**

The development of the Strategy has incorporated Council Plan objectives to ensure that the community and relevant stakeholders have opportunities to contribute to the overall outcomes from effective waste management.

#### **Economic Impacts**

There are minimal economic impacts with the implementation of the revised strategy.

#### **Consultation**

A comprehensive public consultation process has been undertaken as part of the mid-term review and developing the revised strategy. Council has also consulted with representatives from both the GVWRRG and Sustainability Victoria along with our current contractors and local commercial waste operators as part of this process.

#### **Strategic Links**

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

Topic: Environment

Theme: Best Practice land management

Objective 4: To reduce greenhouse gas emissions by local actions

Collection and processing of organics will reduce greenhouse gas emissions.

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

The State Government Waste and Resource Recovery Policy "*Getting Full Value*", published in April 2013. This is the strategic document for Victoria for addressing the Federal Government's National Waste Policy: Less Waste, More Resources.

State environment protection policies (SEPPs) are subordinate legislation made under the provisions of the Environment Protection Act 1970 to provide more detailed requirements and guidance for the application of the Act to Victoria.

#### **Conclusion**

The revised Waste Strategy aims to drive sustainable waste minimisation decision making by identifying opportunities to improve Council's current waste management practices. This updated Strategy will guide the achievement of environmental and waste management goals and objectives as outlined in the Council plan 2017-2021 and Victorian government policies and legislation.

#### **Attachments**

Waste and Resource Recovery Strategy Page 105

## **7. INFRASTRUCTURE DIRECTORATE**

### **7.2 Draft Central Park Master Plan - Approval for Public Exhibition**

#### **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: Sporting Clubs Officer**

**Proof reader(s): Team Leader Sports Development & Strategic Planning and Manager Parks, Sport & Recreation**

**Approved by: Director Infrastructure**

#### **Executive Summary**

The Central Park Recreation Reserve is located approximately 10km from the centre of Shepparton to the south east, near the townships of Shepparton East and Orrvale and is part of the Shepparton East catchment area.

The Central Park Recreation Reserve draft Master Plan has been developed to provide Greater Shepparton City Council with a vision for supporting the future use, development, management and maintenance of Central Park which addresses current and future community need.

Consultation has taken place with key stakeholders in developing the Master Plan. The stakeholders have included the Central Park user groups, Council officers, peak sporting associations, CFA and State Government. Consultation included a survey to all user groups, face to face discussions, workshops and also phone conversations.

A detailed background report has been prepared including a Landscape Master Plan summarising the key priorities for the recreation reserve which include:

- Upgrade of existing netball courts
- Redesign Recreation Reserve entry
- Short to medium term use of Scout Hall for netball change rooms
- Fig Tree investigation – Caretakers residence house
- Investigate issues with cricket pitch

The draft Master Plan identifies key priorities with the highest being the redevelopment of two netball courts. A successful Country Football Netball Program funding application has allowed for the development of two new netball courts to be underway, which will see the achievement of this priority by June 2019.

Other key priorities may also be addressed under normal operational budgets however others will be subject to capital allocations and/or grants.

Council officers are seeking endorsement to place the draft documents on public exhibition. Council will seek feedback on the draft Master Plan including draft Landscape Master Plan through a community engagement process involving media releases, social media posts and Council's website. Feedback will also be sought from relevant State Sporting Associations.

## 7. INFRASTRUCTURE DIRECTORATE

### 7.2 Draft Central Park Master Plan - Approval for Public Exhibition (continued)

**Moved by Cr Hazelman**  
**Seconded by Cr Sutton**

That the Council:

1. release the draft Central Park Master Plan for public exhibition and comment for a period of 28 days, commencing on 22 May 2019 and concluding on 19 June 2019;
2. note that a summary of all submissions received will be provided to the Council for consideration;
3. note that the final version of the Central Park Master Plan will be presented to a future Council meeting for adoption.

**CARRIED UNOPPOSED.**

#### **Background**

Central Park Recreation Reserve plays a pivotal role in the provision of open space, sport, recreation, community and event opportunities for the local community.

Council has identified the need to develop a Master Plan to provide a current and detailed strategic framework for the future planning, development and management of sport and recreation opportunities, open space and preservation of natural environment for residents.

The document considers the needs and expectations of the local community, Council's priorities for improving liveability of the Greater Shepparton community and the condition and functionality of the reserve.

A detailed background report has been prepared including a Landscape Master Plan summarising the key priorities for the recreation reserve which include:

- Upgrade of existing netball courts
  - A successful Country Football Netball Program funding application has allowed the development of two new netball courts to be built. The project is currently underway
- Redesign Recreation Reserve entry
  - Revisit the entry design to ensure safety of entry and exit. This may include shifting the ticket box further back into the reserve
- Short to medium term use by Netball club of Scout Hall for change rooms
  - Investigate possible short to medium term lease of Scout hall facilities for the Netball Clubs use as change rooms
  - Initial discussions have been held with the Scouts and Netball club and this option can be accommodated.
- Fig Tree investigation – Caretakers residence house
  - Inspect the caretakers dwelling and provide advice relating to maintenance of the Fig Tree.
- Investigate issues with cricket pitch
  - Investigate issues with the cricket pitch area and provide direction to resolve flooding issues which may include building up wicket area or a full wicket upgrade

## 7. INFRASTRUCTURE DIRECTORATE

### **7.2 Draft Central Park Master Plan - Approval for Public Exhibition (continued)**

Council Officers are seeking Council support to place the draft Master Plan on public exhibition for a period of four weeks.

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

The proposal directly aligns with the following objectives of the Council Plan:

##### *Theme 2: Social*

Objective 2.2 Our community is supported to achieve and sustain physical, emotional and spiritual health and wellbeing.

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

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

Objective 2.10 Council demonstrates strong regional and local partnership efforts across health and wellbeing.

##### *Theme 3: Economic*

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

#### **Risk Management**

There are no adverse risks anticipated from releasing the draft Master Plan for public consultation.

#### **Policy Considerations**

All consultation associated with the draft Master Plan will be undertaken in accordance with Council's *Community Engagement Strategy 2009*.

#### **Financial Implications**

The recommendation to release the draft Master Plan for consultation does not have any financial or budgetary implications for Council, other than the direct costs associated with advertising and staff time. However, the future implementation of the recommendations will be subject to individual detailed investigations and funding allocations.

Should the draft Master Plan be ultimately endorsed by Council, funding for implementation, where Council contribution is required, will be subject to Council's normal capital budget process.

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

All procedures associated with the draft Master Plan comply with relevant legislative requirements.

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

The recommendation to release the draft Master Plan for public comment will not result in any adverse environmental or sustainability impacts.

#### **Social Implications**

The recommendation to release the draft Master Plan for public comment will not result in any adverse social impacts.

#### **Economic Impacts**

It is not expected that the recommendation to release the draft Master Plan for public comment will have any adverse economic impacts.

## **7. INFRASTRUCTURE DIRECTORATE**

### **7.2 Draft Central Park Master Plan - Approval for Public Exhibition (continued)**

#### **Consultation**

Council officers recommend that Council endorse the draft Master Plan and release it for public consultation.

Initial stakeholder consultation has been undertaken with the user groups of the reserve, Council officers and peak sporting associations.

The public consultation associated with the draft Master Plan will be undertaken in accordance with Council's *Community Engagement Strategy 2009*.

Following consultation, Council officers will review all feedback, comments and submissions during public consultation and make recommendations to Council. Council officers will provide a report to Council on the feedback received when seeking final adoption of the Master Plan.

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

#### **Strategic Links**

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

*Direction 2: Community Life* – Enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability with a greater range of public open spaces, and recreation and community services.

*Vision 4.3.5 Different New Residential Development* – A priority on an active community with walking and cycle networks linked to major attractions as a major consideration

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

Greater Shepparton Municipal Health and Wellbeing Plan – Priority 14 – Physical Activity

#### **Conclusion**

Council officers intend to release the draft Master Plan formally for public consultation. Any feedback received during this consultation phase will be considered prior to consideration of a final document. It is recommended that Council endorse the draft documents and release them for public consultation.

#### **Attachments**

Draft Central Park Master Plan Page 160

## 7. INFRASTRUCTURE DIRECTORATE

### **7.3 Sir Murray Bouchier Memorial 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: Team Leader Sports Development and Strategic Planning**

**Proof reader: Manager - Parks, Sport and Recreation**

**Approved by: Director Infrastructure**

**Other: Team Leader Governance**

#### **Executive Summary**

The Sir Murray Bouchier Memorial Advisory Committee was formerly established as an advisory committee of Council at the Ordinary Council Meeting held on 18 June 2013 and three community representatives were appointed, with Russell Parker resigning from the Committee in July 2013. This report has been prepared for Council to formally accept the resignations of Darren Linton and Marshall Richards, who were instrumental in the early stages of this Committee but have not had any involvement in recent times.

This report also recommends the formal appointment of Jeanette Powell as a community representative, who was previously unable to be appointed until after her retirement from Parliament. Rodney Davidson and John Harrington will also be appointed due to their military history knowledge ensuring the accuracy of the statue.

This project has been successful in obtaining funding from the Federal Government in the sum of \$170,000 which will now enable to creation of a life size sculpture of Sir Murray on his horse. The updated Terms of Reference does not include the reference to a public expression of interest process for nominations for community representatives due to the history of this project and it now reaching the point of being delivered in the next one to two years. Following completion of the life size statue, the Sir Murray Bouchier Advisory Committee will be disbanded.

#### **Moved by Cr Sutton**

#### **Seconded by Cr Adem**

That the Council:

1. Adopt the amended Terms of Reference for the Sir Murray Bouchier Memorial Advisory Committee.
2. Accept the resignations of Darren Linton and Marshall Richards and formally acknowledge and thank them for their valuable contribution to the Sir Murray Bouchier Memorial Advisory Committee.
3. Appoint the following representatives to the Sir Murray Bouchier Memorial Advisory Committee for the remainder of the project life:
  - Jeanette Powell (community representative)
  - Peter McPhee (Shepparton RSL representative)

## 7. INFRASTRUCTURE DIRECTORATE

### **7.3 Sir Murray Bouchier Memorial Advisory Committee (continued)**

- Peter Martin (Shepparton RSL representative)
- Robert Wilkie (Shepparton RSL representative)
- Rodney Davidson (Militaria Collector)
- John Harrington (Member of Northern Victorian Arms Collectors Guild)
- Cr Shelley Sutton
- Director Infrastructure
- Team Leader Sports Development and Strategic Planning
- Member of the Bouchier family

**CARRIED UNOPPOSED.**

#### **Background**

Sir Murray Bouchier was a renowned local pastoralist, soldier and statesman. Bouchier's family held considerable land selections in the Tocumwal and Strathmerton districts and he was a distinguished Light Horseman during the First World War. After the War, Bouchier became a member of the Victorian Legislative Assembly, holding ministerial appointments and the deputy premiership during the 1920's and 1930's. Bouchier was appointed as Victoria's Agent General in London in 1936 and died there the following year. He is buried along with his wife in the Shepparton Cemetery.

A working group consisting of representatives from the Returned and Services League (RSL), Council and community members was established in 2010 to explore the possibility of establishing a suitable memorial for Sir Murray Bouchier. In 2013 the Sir Murray Bouchier Memorial Advisory Committee was established to assist with the design and location determination for the memorial of Sir Murray Bouchier, along with identifying and pursuing external funding opportunities to assist with the establishment of the memorial.

In 2013 an expressions of interest process was undertaken to receive designs as a first stage in the project. Submissions received were evaluated by the working group and shortlisted artists were to produce a maquette of their proposals for evaluation.

From expressions of interest received, four shortlisted designers who successfully met the evaluation criteria were commissioned to provide maquettes. Each artist was given \$2,500 towards the cost of producing the maquette for public consultation. Sculptor Paul Smits' design won and was awarded \$5,000.

Progression beyond this stage was dependent on the capacity of the advisory committee to raise the level of funding required to meet the estimated cost of construction of the accepted design.

The total estimated cost of the project is \$289,000. With the Federal Government grant of \$170,000, \$50,000 committed from the RSL and Council funding the balance, the project will now proceed.

Given how far the project has now progressed with the current members, the updated Terms of Reference does not include the reference to a public expression of interest process for nominations for community representatives. Following completion and installation of the life size statue, the Sir Murray Bouchier Advisory Committee will be disbanded.



## 7. INFRASTRUCTURE DIRECTORATE

### 7.3 Sir Murray Bouchier Memorial Advisory Committee (continued)

#### Council Plan/Key Strategic Activity

The operation of the Sir Murray Bouchier Advisory Committee is consistent with the following goals and objectives outlined in the *Greater Shepparton City Council Council Plan 2017-2021*:

Leadership and Governance

1.3 – Council demonstrates strong leadership and sound decision making in the best interests of the community.

Social

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

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

Built

4.3 – Greater Shepparton's heritage places, cultural landscapes, and objects are protected and conserved for future generations

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Lack of communication between the committee and the Council	Possible	Minor	Low	Appointing a Councillor as a member of the committee will provide a communications 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 Act.
Community members unhappy with not being able to join committee	Possible	Minor	Low	Explanation as to reasoning should be made public and explained in detail

#### Policy Considerations

Councils Advisory Committee Corporate Procedure recommends undertaking an expression of interest process for the appointment of all Advisory Committee members. Given the advanced stage of this project, officers propose that Council reappoint the existing members of this Committee without undertaking this expression of interest process, as it would not be beneficial to introduce new members to the project at this time.

## **7. INFRASTRUCTURE DIRECTORATE**

### **7.3 Sir Murray Bouchier Memorial Advisory Committee (continued)**

#### **Financial Implications**

There are no financial implications arising from this proposal. The Federal Government has committed \$170,000 (GST exclusive) to the project and the Shepparton RSL has committed \$50,000. Council may assist with the funding and/or installation of the memorial once it has been completed. A funding proposal will be considered as part of the Council's budgetary process at the time that the statue is complete.

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

The proposal conforms with all relevant legislation.

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

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

#### **Social Implications**

There are no direct social impacts associated with this proposal.

#### **Economic Impacts**

There are no economic impacts arising from this proposal.

#### **Consultation**

Significant consultation has taken place throughout the life of this project, including the Committee, RSL memorabilia experts and historians to ensure the sculpture is an accurate depiction of Sir Murray Bouchier.

During the design competition phase of this project, the community were able to vote on the three designs with the winning design selected by the community.

At the establishment of the advisory committee a public notice was placed in the Shepparton News on 3 May 2013 and Friday 10 May 2013 calling for any members of the public who were interested in joining the committee. No applications were received so the three community representatives who were already serving on the working group were appointed.

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

#### **Strategic Links**

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

No strategic links have been identified.

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

No other strategic links have been identified.

#### **Conclusion**

It is recommended that the Council to resolve to adopt the amended Terms of Reference, and update the Committee membership as outlined in the recommendation.

#### **Attachments**

Sir Murray Bouchier | Terms of Reference Page 200

## **7. INFRASTRUCTURE DIRECTORATE**

### **7.4 Contract 1889 Balaclava - Verney Road Intersection Upgrade**

#### **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 Engineer**

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

**Approved by: Director Infrastructure**

#### **Executive Summary**

The upgrade of the intersection at Balaclava Road, Verney Road, New Dookie Road and Hawdon Street (Balaclava-Verney intersection) from a roundabout to a signalised intersection is part of Council's 2018/19 capital program and has a total estimated cost of \$5,280,074 with expenditure scheduled over the 18/19, 19/20 and 20/21 financial years.

The works under this contract, Contract No. 1889, relate to road and drainage construction works for the signalised intersection and the approaches. The Procurement plan was approved by ELT on 5 November 2018 with an engineer's estimate of \$3,300,000 ex. GST.

Following community consultation before and during the tendering phase, additional works associated with the provision of on-street parking were identified. These include indented parking bays on the south side in New Dookie Road and Balaclava Road.

Final design review comments from VicRoads / Regional Roads Victoria (RRV) were also received during the tendering phase. Those comments included a preference from VicRoads /RRV to upgrade the road pavement throughout the intersection and additional pavement construction on approaches.

In anticipation of potential changes that may be requested by VicRoads/RRV the Rates for Variation schedules included in the tender documentation requested rates based on estimated volumes to incorporate a number of items, including deep lift asphalt. The inclusion of these items was to secure competitive market rates if needed and ensure equity between tenderers in the event of scope change following design review.

Only one (1) tender was received before closing of tenders, that being the tender of Jarvis Delahey Contractors Pty Ltd for a lump sum of \$2,608,468.47 ex. GST

In agreement with Council's Procurement department, the evaluation panel requested the preferred tenderer to price the above mentioned additional works based on the variation rates tendered. The costs for the additional works submitted is \$451,497.17 (ex GST), which subsequently revises lump sum fee to \$3,059,965.64 (ex. GST). This sum is still within the original engineer's estimate.

Jarvis Delahey Contractors Pty Ltd has a good track record in delivering civil projects for Council and has submitted a quality conforming tender. Therefore it is recommended that Council award Contract No. 1889 to the preferred tenderer, Jarvis Delahey Contractors Pty Ltd.

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1889 Balaclava - Verney Road Intersection Upgrade (continued)

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

That the Council:

1. accept the tender submitted by Jarvis Delahey Contractors Pty Ltd of Orrvale for Contract No. 1889 Balaclava Road, New Dookie Road and Verney Road intersection upgrade, Shepparton for the Lump Sum price of \$2,869,315.32 (including GST).
2. authorise the Chief Executive Officer to sign and seal the contract documents
3. endorse the variation of \$496,646.88 (incl. GST) reflecting the negotiated scope of work following the award of the tender.

**CARRIED UNOPPOSED.**

#### **Contract Details**

The upgrade of the intersection at Balaclava Road, Verney Road, New Dookie Road and Hawdon Street (Balaclava-Verney intersection) from a roundabout to a signalised intersection is part of Council's 2018/19 capital program and has a total estimated cost of \$5,280,074 with expenditure scheduled over 18/19, 19/20 and 20/21 financial years.

The works under this contract, Contract No. 1889, relate to road and drainage construction works for the signalised intersection and the approaches. The Procurement plan was approved by ELT on 5 November 2018.

The engineering cost estimate for the works under this contract was \$3,300,000 (excluding GST).

Balaclava Road Verney Road Intersection, Shepparton upgrade will be a lump sum contract for:

- Preliminaries
- Clearing, grubbing of site
- Excavate and re-shape the existing road pavement
- Construction of crushed rock pavement
- Construction of deep lift asphalt pavement (intersection)
- Concrete kerb and footpath
- Indented car parking bays
- Compaction and preparation for sealing
- Primer seal and asphaltting
- Backfilling and shaping of roadsides
- Supply & installation of signage and line-marking
- Supply and installation of traffic signals
- Granitic sand infill in medians and nature strips
- Reinstatement of line-marking, signs, furniture and driveways to private properties.
- Tidy road reserve and nature strips.
- Any other works as detailed in the plans and specification.

Following community consultation before and during the tendering phase, additional works associated with the provision of on-street parking were identified. These include indented parking bays on the south side in New Dookie Road and Balaclava Road.

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1889 Balaclava - Verney Road Intersection Upgrade (continued)

Final design review comments from VicRoads / Regional Roads Victoria (RRV) were also received during the tendering phase. Those comments included a preference from VicRoads /RRV to upgrade the road pavement throughout the intersection and additional pavement construction on approaches.

In anticipation of potential changes that may be requested by VicRoads/RRV the Rates for Variation schedules included in the tender documentation requested rates based on estimated volumes to incorporate a number of items, including deep lift asphalt. The inclusion of these items was to secure competitive market rates if needed and ensure equity between tenderers in the event of scope change following design review.

#### Tenders

The invitation to tender was publicly advertised in the Shepparton News, Tendersearch website and Council's website on Friday, 15 December 2018. Tender submissions closed at 4:00pm on Wednesday, 23 January 2019.

Tenders were received from:

Tenderers
Jarvis Delahey Contractors Pty Ltd (JDC)

#### Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager	Projects
Contracts and Procurement Advisor	Procurement
Design Officer	Projects
Project Engineer	Projects

#### Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50
Prices supplied for additional works	5
OH&S System and implementation	5
Environmental Sustainability	10
Previous relevant experience, corporate capability, relevant personnel and equipment.	5
Project delivery methodology, Works Program	10
Integrated management system (i.e. Quality, Risk, HR, Environmental Mgmt. Systems) and financial capability	5
Benefit to local region	10

JDC has a good track record in delivering similar sized projects for Council, including the adjacent Verney Road upgrade works. Their experience in delivering those works means

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1889 Balaclava - Verney Road Intersection Upgrade (continued)

they will have an excellent understanding of the local issues requiring management during the construction phase, in particular relating to traffic diversions.

JDC has submitted a high quality conforming tender, with a particularly good methodology that demonstrated a strong understanding of the project and its environment.

Post-tender negotiations were undertaken with JDC to value the variations associated with the amended scope of works reflecting RRV and community consultation outcomes. JDC were instructed to:

- Retain the same unit rates as the original tender, unless justification can be provided;
- Unit rates applied to the “Additional Items” schedules for stage 1 & 2 should correlate with the most relevant Rates for Variation item submitted with the original tender. JDC were to note which corresponding Rates for Variation item is being applied in each case.

JDC has revised the schedules appropriately and provided acceptable justification for all changes. The initial variation amount to reflect the changes is \$451,497.16 (ex. GST). The Superintendent would award the variation immediately following contract award.

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

This procurement is consistent with the strategic objective in the Council Plan for 2017-2021, to “provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.”

#### **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 access
Damage to existing/proposed electric lines and electrocution	Likely	Major	High	Consult with Powercor to identify the proposed lines. Safety Management during construction – use of warning equipment / “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 Safety Management during construction

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1889 Balaclava - Verney Road Intersection Upgrade (continued)

#### Policy Considerations

There are no conflicts with Council Policy

#### Financial Implications

These works are a component of an overall project. The total estimated cost for the entire project is \$5.28 million, which is intended to be funded over the 2018/19 and 2019/20 financial years.

	Approved 18/19 Budget for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	Comments
Expenditure Budget for upgrade works:	\$2,404,074			Estimated expenditure - Part of Adopted budget of \$2,404,074 - Work Order 4406
Current Commitments		\$1,178,218		Water main contract, Gas main relocation, Design fees
<b>Expense - Contract lump sum</b>		<b>\$2,608,468.47</b>		<b>CN1889 - Proposed award amount</b>
<b>Expense - Contract variation</b>		<b>\$451,497.17</b>		<b>CN1889 - Proposed variation amount</b>
Expense – Addition to contract CN1889		\$590,000		Water main relocations – separate procurements
Expense		\$379,700		Vicroads / RRV review fees, Powercor relocations
<b>Sub-total</b>	<b>\$2,404,074</b>	\$5,207,883.54	<b>-\$2,803,809.54</b>	(a further \$2,876,000 allocated for later financial years)

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

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

The overall cost for the intersection upgrade project is estimated to be \$5,280,074, which aligns with the projected total budget requirement in the 18/19 approved budget and the 19/20 draft budget. Council will receive significant external income towards cost of the project expected to cover approximately 50% of the cost from other stakeholders. It is anticipated that GVW will contribute \$200,000 to \$800,000 towards water main works. The actual contribution is determined based on condition of the asset replaced. A grant of \$1.25M towards the project has also been approved under the Federal Government Roads to Recovery fund. Council has also applied for up to \$1.5 million funding from RRV under the Fixing Country Roads round 2 funding towards the project.

## **7. INFRASTRUCTURE DIRECTORATE**

### **7.4 Contract 1889 Balaclava - Verney Road Intersection Upgrade (continued)**

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

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

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

There are no environmental or sustainability impacts anticipated from this proposal. The contractor has standard requirements under the contract to ensure appropriate environmental measures are in place to manage environmental aspects during the works.

#### **Strategic Links**

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

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

##### **b) Other Strategic Links**

Asset Management Strategy 2007 (page 12)

#### **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**

Jarvis Delahey Contractors Pty Ltd has submitted the only conforming tender. The tender submission was comprehensive and included detailed methodology, traffic management plans, works schedule and relevant information. JDC has provided details for the completion of various components of the upgrade demonstrating a thorough understanding of the site and the design. The rates for variations submitted were priced at reasonable market rates and the post-tender negotiated variation price is consistent with the original tendered rates and rates for variation.

JDC Pty Ltd is a local contractor who has completed several high profile civil projects for Council, including: Verney Road Stage 3 upgrade, Coles K-mart carpark extension, Pine Lodge Cemetery car park, Aquamoves Car Park and Raftery Road construction.

Subsequently, the panel is satisfied that JDC Pty Ltd has the experience, capability and resources to complete this project within the time period stipulated.

Therefore, Jarvis Delahey Contractors Pty Ltd is recommended as the preferred tenderer for Contract No. 1889.

#### **Attachments**

Nil



## 8. COMMUNITY DIRECTORATE

### 8.1 Community Arts Grants Round 2 - 2018/2019

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

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

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

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

**Author:** Team Leader Business Development, Riverlinks Venues

**Proof reader(s):** Manager Performing Arts & Conventions

**Approved by:** Director Community

**Other:** Grants Co-ordinator, Cultural Development Public Programs Officer, Place Manager

#### **Executive Summary**

The intentions of the Community Arts Grant funding are to facilitate projects which achieve some or all of the following objectives:

- Enhance the wellbeing of the community through artistic activities and pursuits which create cultural wealth.
- Encourage participation in arts and cultural activities for individuals, groups and the broader community.
- Encourage, support and promote innovation and skill development in the arts.
- Celebrate local and emerging culture and identity.
- Promote and encourage enduring and sustainable arts activities including those which may generate cultural tourism or income generating opportunities for artists.

All applicants are encouraged to discuss their applications with the Grant administrator prior to submitting their application.

Five applications were received in Round Two of the 2018/2019 Greater Shepparton Community Arts Grants. All applications were considered for eligibility using the Smarty Grants assessment process. Four applications met the objectives of the Community Arts Grant guidelines and were deemed eligible. One application received was for Capital Works for a local arts organisation, which falls outside the scope of the Community Arts Grants guidelines and was deemed ineligible. The assessment panel subsequently met to determine eligibility in order of priority, the available funds to meet applications received and to make recommendations for each application. The eligible applications were considered for partial or full funding dependent on the extent to which the applications met the criteria.

**Moved by Cr Adem**

**Seconded by Cr Patterson**

That the Council:

1. Receives the acquittals for the previously completed Community Arts Grants projects.
2. Approve the allocation of \$8,878.00 (inclusive of GST) of funding under Round 2 of the Community Arts Grants Program 2018/2019 to the following Community Groups:

## 8. COMMUNITY DIRECTORATE

### 8.1 Community Arts Grants Round 2 - 2018/2019 (continued)

Applicant	Project	Application Amount Excluding GST	Recommended for approval Including GST (* Not registered for GST)
Toolamba Craft Group Auspiced by Lions Club of Toolamba	Toolamba Community Quilt	\$1,128.00	\$1,128.00*
36 Degrees South Choir	Electronic piano for Chapel on Maude	\$2,500.00	\$2,500.00*
Kaiela Arts Shepparton	Freshwater People: Short Film Project	\$2,500.00	\$2,750.00
Shepparton Malayalee Association	SHEMA Traditional Music and Arts Exhibition 2019	\$2,500.00	\$2,500.00*
	<b>TOTAL</b>	<b>\$8,628.00</b>	<b>\$8,878.00</b>

**CARRIED UNOPPOSED.**

#### Background

##### Community Arts Grants 2017/2018 - Acquittals

2017/2018 there was a total of 11 grants awarded, and all recipients have successfully completed their acquittal process and provided the required receipts and documentation.

The following is a summary of the Community Arts Grant 2017/2018 projects as provided by the community organisations.

Projects funded in Round 1 2018/2019 are currently being undertaken and due to be acquitted in June 2019.

##### Shepparton Theatre Arts Group – Dookie The Musical

Production of an original musical by Stag in partnership with the GV Concert Orchestra and Riverlinks to take place as part of the commemoration of ANZAC Day. The musical was performed on ANZAC Day 2018 and for a further three performances on the following weekend to sell out audiences. The production was a complete success. It was produced on budget, on time and about 1600 people attended the show and the audience ranged from 10 - 94 years of age. The show was deemed a great success as most of the performances received a standing ovation and audience feedback was very positive

##### Westside Circus – Altitude: Elevate

This funding was focused on the creative development process with young people from Shepparton Ace College, however it also made possible a second creative development session with young people from Africa House through piggybacking the two activities onto each other and a single trip by Westside Circus artists to Shepparton. Participants were selected to take part in the show making as a result of their involvement in previous Westside Circus activities – either during the January school holidays or in previous years.

## **8. COMMUNITY DIRECTORATE**

### **8.1 Community Arts Grants Round 2 - 2018/2019 (continued)**

The creative development process at Shepparton Ace College involved five young people and included a film making component with a short film created and screened alongside their performance at the Shepparton Festival Shep Shorts event. The show was created over a total of 5 sessions in the Youth hall at Shepparton Ace College with participants aged 14-21yrs and experiencing disadvantage. They performed to an audience of approximately 200.

The second creative development process occurred over 10 sessions in partnership with African House with a total of 10 participants aged 4-14 predominantly from CALD backgrounds and experiencing disadvantage, and culminating in a performance as part of the Converge at Shepparton Festival to a culturally diverse an audience of approximately 400 people. Networking occurred with local artists within the African community however unfortunately they were unable to participate in the final show.

#### **Awaken Dance Theatre Company – Voyage**

A new group called Awaken Dance Theatre Company was formed to produce a local dance theatre work called "Voyage". This was performed as a part of the Shepparton Festival, 2018 at the McIntosh Centre, Shepparton on 16th-17th March, with two sell out performances and a huge sense of achievement and endorsement from various members of the community.

The creation process began with 4 whole day intensives in January 2018 with 18 young dancers. The cast met over an 11 week period to create and rehearse the dance material. The dancers took part in an Indigenous based silk arts workshop where they painted their stories which were also danced and the silks were both worn as costumes and used as props.

#### **St Pauls Lutheran Church – Concerts in the Chapel – Inventi Ensemble Plays Symphonies**

There was a workshop and performance of the Inventi ensemble was on the 13 March 2018. The event included: a flagship performance by 5 professional musicians - 1 hour program; an Orchestral Internship; and Side by side program where 17 local musicians (students and adults) played side by side the professional musicians; and Meet the players after the event. The success of the program was very high for the students and adults working with the professional musicians. The attendance at the music recital was good but not as high as we would have liked. Those who attended were overwhelmed by the standard of the ensemble and had a great opportunity to meet with the musicians

#### **South Shepparton Community Centre – Find Your Creativity**

The program was split into three components; Mini-Art Journal workshops; Card making 2 day Workshop; and Plein Aire Painting & exhibition. Everyone involved in the Project received a benefit from it; the students gained new knowledge of their particular interest so generously shared by the tutor. The participants meet people away from their own friendship and family circles which expanded their understanding of how others live and friendships were made. The SSCC increased the visitor numbers by those who came to view the exhibition and at the Award event, many of these people had not attended the Centre before.

#### **Shepparton Access – People, their Culture and Journey**

Eight key cultures were identified and focused on during this project. The activities included bringing together a diverse range of people from a diverse range of cultures; sharing of stories and struggles from people who are recent arrivals to Australia; the

## **8. COMMUNITY DIRECTORATE**

### **8.1 Community Arts Grants Round 2 - 2018/2019 (continued)**

completion of mosaic panels which reflect the diversity of culture of people participating in the project; and the sharing of stories to be published in a brochure. The project has been a great success due to the enthusiasm and determination of participants to complete the project, their continued attendance and willingness to expand their skills in drawing, painting, mosaicking, and writing stories.

#### **Murchison and District Historical Society – Children's Picture Story Book**

The book Sam's Meteorite was launched on Sunday, 7th October, at the Murchison Heritage Centre, by Mrs Lorna Ward, Teaching and Learning Consultant, and was well attended. The launch itself focused on making children aware of the importance of the world-famous Murchison meteorite. There will be book readings by Margaret Lock at Murchison Pre-School, Murchison Primary School and Avenel Primary School. Greater Shepparton Library ordered 5 copies and about 100 books have been sold to date. Books are available at Collins Booksellers in Shepparton, Shepparton Information Centre, Nagambie Information Centre, Murchison and District Historical Society Inc. and Murchison Post Office.

#### **Filipino-Australian Friends Association – Philippine Festival Dances**

The group of dancers comprised of 10 adults and 8 children. Dance practices were held at the Philippine House during the weekends. Performances participated in were: 1) 120th Philippine Independence Day celebration on Saturday, 16 June 2018 held at St Mel's School hall; 2) 36th Anniversary of F.A.F.A. on Saturday, 15 Sept. 2018 held at the GV Hotel in Shepparton; 3) St. George's Road Food Festival, Shepparton on Sunday, 28 Oct. 2018 and 4) F.A.F.A. Christmas party on Saturday, 8 Dec. 2018 at St Mel's School hall. They are continuing to achieve recognition of their cultural dances as our contribution to multicultural events in the greater community; they will endeavor to continue with dancing for physical exercise as an ongoing activity in our community; This activity is a form of social interaction not just within our community but to the rest of the diverse communities in the Goulburn Valley region.

#### **Shema Malayalee Association – SHEMA Art Exhibition 2018**

SHEMA has conducted art day celebration on 03/09/2018 at Riverlinks Westside. There was much live music and Bollywood dance performance on the day. The community got a chance to experience talented art performance. On 24/11/18 the association conducted a cultural evening celebration at St Augustines parish hall. The kids and adults in the community got a chance to perform classical and Bollywood dances and live music. The original proposed date was 23/06/2018, but instead the project was held in September and November 2018. They originally planned to do only one day, but could successfully do the project in two days.

#### **Mooroopna Education & Activity Centre – Community Art**

The project included a trip to Rochester, Elmore and Bendigo. Six murals were viewed and discussed by those involved in the excursion. A short pottery class was delivered to participants in Bendigo. The trip was to seek inspiration and a greater understanding of what could be achieved and how the mural was and could take shape. This day was really enjoyed by participants in this project and gave them all a chance to meet and integrate as well as to continue to brainstorm the development of the project. As part of this exploration trip participants were asked to freestyle draw, this led to the development of a concept that was adopted. A member of the art group and a service user at Shepparton Access helped shape the eventual idea of the mural his drawing of a 'Road' inspired the group to develop the mural around the notion of a 'road'. GV Health's Drug and Alcohol project became involved as did other members of the MEAC

## 8. COMMUNITY DIRECTORATE

### 8.1 Community Arts Grants Round 2 - 2018/2019 (continued)

community. These changes did not affect the outcome but enhanced it with other people contributing and this mural that had not been initially expected.

#### **Tatura Community House – Monday Art Group Workshop**

Some very beautiful work was produced and it was wonderful to give locals the opportunity to experience a range of workshops. There were social benefits achieved by bringing people together in a warm environment to share the experience of making of art and sitting down to lunch. The art workshops attracted participants who would usually not visit the community house, so this was a great opportunity to introduce them to other programs as well. Tatura Community House looks forward to offering some more art workshops in 2019 and invite the artists back.

#### **Community Arts Grants Round 2 2018/2019 - New Applications**

The Community Arts Grant was established as part of the 2014/2015 Council budget to enhance community wellbeing and the development of skills and innovation through artistic pursuits and participation. Prior to the 2014/2015 Council budget it was known as the Arts in the Community Fund.

Funding projects must be able to demonstrate that they are inclusive, have wide community support, and where appropriate, are sustainable following Council's funding. Funding may be used to conduct arts events, festivals, establish or develop artistic or cultural projects and workshops, build artistic capacity, enable artistic development and innovation or promote excellence in the arts.

The assessment panel reviews each application based on given criteria and recommends that grants be provided in full or part, or not at all if the criteria are not met. Details on each project and a summary of the extent it met selection criteria are provided here:

Organisation	Toolamba Craft Group Auspiced by Lions Club of Toolamba
Project	Toolamba Community Quilt
Project Description	The Toolamba Community Quilt, "Small Town, Big Heart", was completed in 2018 with photographs and ideas contributed by many individuals and community groups in Toolamba. Toolamba Craft Group plan to install the quilt in the Toolamba Community Hall, to enable all community members to have access to the quilt. The quilt will be unveiled in its new location with a community event. They will also create postcards of the quilt. The event will be a true celebration of Toolamba and the people who call it home.
Who will benefit from the project	Toolamba community; Toolamba Craft Group and the Local Craft Community
Amount Requested	\$1,128 NO GST
Recommendation	Full funding \$1,128 NO GST
Reasoning	This is a grass roots project, and there is a clear need, it will preserve and celebrate the artistic achievements of its community. It has a broad reach and leaves a good legacy.
Organisation	36 Degrees South Choir
Project	Electronic Piano for Chapel on Maude
Project Description	Chapel on Maude is a new exciting arts space that is a partnership between 36 Degrees South Choir, GV Concert

## 8. COMMUNITY DIRECTORATE

### 8.1 Community Arts Grants Round 2 - 2018/2019 (continued)

	Orchestra and Shepparton Brass and Wind. The relocation for all three groups has meant they no longer have access to Shepparton High Schools instruments including their piano. For a choir this is a vital piece of equipment and they will struggle to rehearse without access to a good quality instrument.
Who will benefit from the project	The choir members, Goulburn Valley Concert Orchestra and Shepparton Brass and Wind. Other arts groups in Greater Shepparton, and community members attending the concerts.
Amount Requested	\$2,500 NO GST
Recommendation	Full funding \$2,500 NO GST
Reasoning	The project meets the community needs and will provide an ongoing benefit to at least three community groups.

Organisation	Kaiela Arts Shepparton
Project	Freshwater People: Short Film Project
Project Description	This is a film based community art project that will document artistic processes involved in design and making of screenprints. Tracing conceptual and expressive skills and development undertaken by eight participating Kaiela Arts artists, the film will enable secondary, primary, Aboriginal and other education communities of the Goulburn Valley the opportunity to understand the nature of creative endeavour and practice of each artist. The film will consist of artist interviews, narration and on-site recordings of studio processes. Lead by independent filmmaker Cecelia Hedditch.
Who will benefit from the project	Eight aboriginal artists, and staff. Over 90 members artists and 22 arts members. Regional schools and adult education providers in the region, as well as Aboriginal community groups within regional and metropolitan areas.
Amount Requested	\$2,500+GST
Recommendation	Full funding \$2,500 PLUS GST
Reasoning	The documentation of this project has multiple outcomes, including being a tool for education, marketing and digital exhibition. The legacy of this documentary is good.

Organisation	Shepparton Malayalee Association
Project	SHEMA Traditional Music and Arts Exhibition 2019
Project Description	The SHEMA Traditional Music and Arts Exhibitions is a public performance event, showcasing cultural music and dance. In 2018 it was held at Riverlinks Westside. The 2019 event will be a confluence of different world cultures. It is an opportunity for the communities younger generation to touch base with the Malayalee culture and traditions even though they are miles away from their homeland.
Who will benefit from the project	Approximately 300 people from across Shepparton, Mooroopna, Kialla, Melbourne, Bendigo, Kyabram, Benalla and Cobram.
Amount Requested	\$2,500 NO GST
Recommendation	Full funding \$2,500 NO GST

## 8. COMMUNITY DIRECTORATE

### 8.1 Community Arts Grants Round 2 - 2018/2019 (continued)

Reasoning	This is the second year this project has been funded, and final year this project can be funded under the Arts Grant Guidelines. It meets objectives of participation, supporting emerging cultures and strengthening wellbeing through artistic activities. Food is a large component of the budget, although food is seen to be an integral part of many cultural groups.
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Applicants receiving grants will be informed of the amount of the grant and the reason full or partial funding was provided.

The ineligible applicant has been informed and the reason for ineligibility.

All grant recipients will be required to provide an acquittal of their project.

#### Council Plan/Key Strategic Activity

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

(Objective 2.7) Greater Shepparton is valued for cultural celebrations, inclusion and engagement of our diverse communities.

#### Risk Management

Considerations have been given to risk management issues during the assessment of all applications for funding support.

#### Policy Considerations

This report and its recommendations comply with existing Council grants policy and guidelines.

#### Financial Implications

The total budget for Community Arts funding under this scheme in the current financial year is \$20,000.

	Budget <sup>1</sup>	Previously committed in 2018/2019 Financial Year	Requested in current grant round GST Exclusive	Recommendations in this proposal GST Exclusive	Recommendations in this proposal GST Inclusive
Expense	\$20,000	\$5,243.54	\$8,628.00	\$8,628.00	\$8,878.00

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

#### Legal/Statutory Implications

There are no known legal or statutory implications for Council. Applicants are required to hold suitable public liability insurance for the duration of the project.

#### Environmental/Sustainability Impacts

Where applicable, environmental and/or sustainable impacts have been considered by the applicants.

#### Social Implications

These projects support positive social outcomes.

## 8. COMMUNITY DIRECTORATE

### 8.1 Community Arts Grants Round 2 - 2018/2019 (continued)

#### Economic Impacts

Minor economic benefits are expected from projects where indicated.

#### Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Grants information is easily accessible through councils external website and public information sessions were conducted	Media releases Flyers, newsletters Websites Information sessions – including Creative Victoria and Regional Arts Victoria grant sessions Social Media
Consult	Council staff available to consult, in person, via telephone and email to all community groups.	Information sessions and follow up advice for applications as required
Involve	Grants involve community participation by their nature and scope	Approved projects include community participation as a required outcome
Collaborate	Community groups will be responsible for the planning and implementation of projects	Successful applicants will drive their own initiatives
Empower	Community groups will be responsible for the planning and implementation of projects	Community groups drive and deliver their projects

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

#### Strategic Links

a) Greater Shepparton 2030 Strategy

Community Life: Encouraging Arts in the Community, City of Greater Shepparton

b) Other strategic links

Council Plan 2017-2021 as outlined above

#### Conclusion

The applications for funding through the Community Arts Grant Round Two 2018/2019 were reviewed by an internal assessment panel. Four projects meet eligibility requirements for grants under the initiative. Accordingly, the panel recommends that the above applications be funded.

#### Attachments

Nil



## 8. COMMUNITY DIRECTORATE

### **8.2 Community Matching Grants Round 2 - 2018/2019**

#### **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 Administration Officer

**Proof reader(s):** Grants Coordinator,

**Acting Community Development Coordinator,**

**Acting Manager Neighbourhoods**

**Approved by:** Acting Director Community

#### **Executive Summary**

Greater Shepparton City Council offers the Community Matching Grants Scheme to support the development and implementation of community projects and activities as a part of Council's Community Development Framework.

The Community Matching Grants Scheme has a total budget of \$75,000 for the 2018/2019 financial year. Round Two brings the total number of community projects funded since the Scheme was introduced in 2011 to 229, with an investment from Council of \$505,104.

It is pleasing to see Council has reached the milestone of investing more than half a million dollars directly into projects which are conceived and implemented by the community itself. It also illustrates the community is willing to match Council's investment with its own monetary and/or in kind contributions. The Community Matching Grant program is an example of successful capacity building.

Round Two 2018/2019 opened on Thursday 1 November 2018 and closed on Monday 4 February 2019. A total of 19 applications were assessed by an internal Grant Review Panel.

There are 13 projects recommended for funding in the Community Matching Grants Scheme Round Two 2018/2019.

It is requested that Council note the success of the trial which saw the increase of the grant available from \$2500 to \$5000, and continue to offer \$5000 for Community Matching Grants.

#### **Moved by Cr Patterson**

#### **Seconded by Cr Hazelman**

1. That the Council approve the recommendation of the Grant Review Panel to fund 13 projects as detailed below, to the value of \$41,012.91 (GST inclusive) representing Round Two for 2018/2019:

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

Organisation	Project	Allocation Excluding GST	Allocation Including GST
Shepparton Access	Native Fauna and Flora Lane	\$4900	\$5390
Westside Circus	Altitude Pathways Program - Training & Delivery Component	\$4000	\$4400
Shepparton Region Reconciliation Group Inc.	Walking Together: community conversations - a pilot	\$3000	\$3000
Goulburn Valley West Group of The Country Women's Association of Vic Inc.	Creative Arts Exhibition	\$1000	\$1000
St Georges Road Community Planning Group	St Georges Road Community Drive-In	\$3200	\$3200
Undera Football Netball Club	Netball Court Pole Pads	\$256.55	\$282.21
Shepparton Theatre Arts Group	Providing a defibrillation Machine to Shepparton Theatre Arts Group	\$1300	\$1430
Kiwanis Club of Shepparton Sunrisers	KidsTown Outdoor Classroom	\$3300	\$3300
Multicultural Arts Victoria	Heard Instinct Open Mic Nights	\$4200	\$4620
Catholic Care Sandhurst	One Village App	\$4520	\$4972
Greater Shepparton Basketball Association	Wheelies Uniforms	\$725	\$797.50
Mooroopna Community Plan Steering Group	Reactivating Mooroopna Pool	\$5000	\$5000
St John Ambulance Australia Victoria	Essential Volunteer Equipment Upgrade	\$3292	\$3621.20
<b>TOTAL</b>		<b>\$38693.55</b>	<b>\$41012.91</b>

2. Approve a maximum of \$5000 per Community Matching Grant permanently.

**CARRIED UNOPPOSED.**

#### Background

Greater Shepparton City Council launched the Community Matching Grants Scheme in September 2011. Community Matching Grants are designed to support projects from the Greater Shepparton community which:

- Build new social connections and partnerships within communities, or reinforce those that already exist
- Allow participation in a community activity, at all stages of the project from planning to completion
- Enable community members to acquire or develop a new skill

## 8. COMMUNITY DIRECTORATE

### **8.2 Community Matching Grants Round 2 - 2018/2019 (continued)**

- Create, renew or revitalise places and spaces within the community.

The 2018/19 financial year was the first time grants were available for up to \$5000. Prior to this, grants were available for up to \$2500. The fact that 16 of the 19 applicants in this round applied for more than \$2500 illustrates the community supports the increase, and are still willing to match the funding.

Each project is required to provide a matching component of the total project cost, either through a cash or in-kind (material or labour) contribution. The scheme aims to be as flexible as possible regarding matching funding so there are no concrete rules about the size of the matching contribution. As a guide, however, it is anticipated that the group applying will contribute around half of the total project cost, with no more than half of the applicant's contribution being in-kind. The ability of an organisation to provide financial and in-kind support to a project is taken into account during the review process to ensure a fair distribution of grant funds.

This round of Community Matching Grants has been promoted in the following ways:

- Social media
- Two advertisements in the Shepparton News
- Email to all previous applicants
- Through the Small Town, Neighbourhoods, and Localities Community Plan Groups
- To multicultural communities through Council's 'Culture Chat' Facebook page
- The Visitor Information Centre's tourism newsletter
- The Business Centre newsletter
- Council's external website

In addition, Council held seven 'drop in' sessions from December to February to enable community members to speak to a Council Officer about the Community Matching Grants program, and how their ideas for potential funding may fit.

The internal Grants Working Group facilitated by the Grants Coordinator continues to collaborate to improve access for community organisations across the different grant programs within Council. This group aims to work together to continuously improve Council's grant programs.

Round Two 2018/2019 opened on Thursday 1 November 2018 and closed on Monday 4 February 2019 with 19 applications received. In total the applicants applied for \$73,995.55 – well over the allocated budget. Grants were submitted via the online application process, Smartygrants.

The applications were evaluated and scored against the funding criteria by a panel of internal staff. The applications were assessed taking the following factors into consideration:

- Applications meet some or all of the objectives of the Scheme
- The intended project meets an objective within the Council Plan
- Community benefit
- Project feasibility
- Matching component
- Evidence of community support.

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

The applications were ranked in order of score with a cut-off point determined by the amount of funding available as per the Grant Distribution Policy. Final recommendations were determined at a meeting of the Grant Review Panel on Monday 25 February 2019. The panel have recommended 13 projects be funded, with the remaining 6 programs not receiving funding based on the Grant Review Panels assessments and increased subscription to this funding round. It must be noted that of the 13 projects recommended to receive funding, six will receive a reduced amount than originally requested.

All of the recommended projects meet eligibility requirements and all aim to build or strengthen the Greater Shepparton community.

#### Recommended Projects

Organisation	Shepparton Access		
Project	Native Fauna and Flora Lane		
Short project description	<p>Revitalise and renew an underutilised walk space, at the rear of the Shepparton Mechanics Institute, into a vibrant community space.</p> <p>The grant will be utilised to subsidise a collaboration of ideas to create an environmentally friendly community space focusing on the Shepparton Access philosophy of promoting a healthy and sustainable environment.</p>		
Requested Council Contribution	\$4900	Organisation Cash/in-kind	\$7852/\$8310
Recommendation from the Assessment panel	Recommended \$4900		

Organisation	Westside Circus		
Project	Altitude Pathways Program - Training and Delivery Component		
Short project description	<p>Westside Circus (WSC) will deliver one professional development Circus Training Workshop for staff at the Education First Youth Foyer (The Foyer), and five subsequent Circus Skills Workshops for young people who are resident there.</p> <p>The Foyer is an initiative of Berry Street and Beyond Housing Network in partnership with GOTAFE. It provides secure housing for young people in Shepparton, to support their engagement in education and build pathways to sustainable futures.</p> <p>Altitude uses circus arts to support greater success for disadvantaged youth, foster more cohesive communities and increase artistic vibrancy for young people who are either homeless, living in out-of-home care or at risk of disengaging with education pathways.</p>		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$6100/\$2290
Recommendation from the Assessment panel	Reduced amount recommended \$4000		

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

Organisation	Shepparton Region Reconciliation Group Inc.		
Project	Walking Together: community conversations - a pilot		
Short project description	<p>We want to pilot and then evaluate several approaches to determine the most effective way to extend an understanding of Aboriginal and Torres Strait Islander history in individuals/groups in the community that have small, limited or no knowledge of the importance of recognising Aboriginal and Torres Strait Islander history. With this project there will be a focus on local history of the Murray and Goulburn Valleys.</p> <p>There will be a mix of one-on-one, small group and medium size groups and a mix of ways of doing this - talking to existing community groups, bringing together groups of people in various ways. For example: discussions over food, school groups, conversations with young adults involved in an existing group, film nights.</p>		
Requested Council Contribution	\$4029	Organisation Cash/in-kind	\$1504/\$2525
Recommendation from the Assessment panel	Reduced amount recommended \$3000		

Organisation	Goulburn Valley West Group of The Country Women's Association of Vic Inc.		
Project	Creative Arts Exhibition		
Short project description	<p>The Creative Arts Exhibition is held annually and is an exhibition of hundreds of handmade items. Last year there were 710 entries from the seven branches that make up the Goulburn Valley West Group and from our Junior Branch members.</p> <p>The Exhibition attracts the public from many surrounding areas and also tourists passing through the Goulburn Valley. The Exhibition showcases the work of the women of our community and encourages women of all ages to become involved with the CWA.</p>		
Requested Council Contribution	\$1000	Organisation Cash/in-kind	\$1880.50/\$8350
Recommendation from the Assessment panel	Recommended \$1000		

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

Organisation	St Georges Road Community Planning Group		
Project	St Georges Road Community Drive-In		
Short project description	The St Georges Road Community Plan committee would like to hold a family friendly event at Victory Park on Saturday 17th August 2019. The event will be an outdoor drive-in movie night to enhance social connections in an inclusive family-friendly environment. We also wish to encourage visitors to the area and sample food that is available within the St Georges Road businesses.		
Requested Council Contribution	\$4635.50	Organisation Cash/in-kind	Nil/\$2325
Recommendation from the Assessment panel	Reduced amount recommended \$3200		

Organisation	Undera Football Netball Club		
Project	Netball Court Pole Pads		
Short project description	The Undera Football Netball Club have recently upgraded its facilities and this has allowed for a second netball court. The court is ready to play on although, to meet regulations, the Netball goal posts require correct padding. We are hoping to fund the project for these pad poles. In having two playing courts under regulations allows us to introduce another team and allow an extra 14 ladies to be involved in sport.		
Requested Council Contribution	\$256.55	Organisation Cash/in-kind	\$256.55/Nil
Recommendation from the Assessment panel	Recommended \$256.55		

Organisation	Shepparton Theatre Arts Group		
Project	Providing a defibrillation Machine to Shepparton Theatre Arts Group		
Short project description	Shepparton Theatre Arts Group are looking to fund a defibrillator that can be kept on the Shepparton Theatre Arts Group site and within the Blackbox theatre. Shepparton Theatre Arts Group have various activities on site that involve high exercise and activity that increases heart rate especially when auditioning, rehearsing and performing shows. We are also a working theatre and may have vulnerable people attending shows, for example those over the age of 70 and those who may have a disability. Having access to a defibrillator will allow us to provide what could be life-saving intervention should we have someone experiencing a heart-attack.		
Requested Council Contribution	\$1300	Organisation Cash/in-kind	\$1365/\$1000
Recommendation from the Assessment panel	Recommended \$1300		

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

Organisation	Kiwanis Club of Shepparton Sunrisers		
Project	KidsTown Outdoor Classroom		
Short project description	<p>The project aims to create and develop an outdoor classroom adjacent to the Healthy Lifestyle Garden at the rear of KidsTown in Shepparton.</p> <p>The grant will be used towards the purchase and erection of two large shade sails. One to shade the classroom seating. The other to provide shelter over the entrance to the onsite shipping container in which supplies, tools, equipment and ongoing educational projects can be stored, as well as providing an additional undercover learning space.</p> <p>Activity stations/work tables and an outdoor chalkboard will be installed. Signage depicting themes such as: health and wellbeing, local environment, conservation and Indigenous culture designed by the nine Kiwanis Sunrisers Terrific Kids Schools will be attached to fence panels.</p>		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$1900/\$1250
Recommendation from the Assessment panel	Reduced amount recommended \$3300		

Organisation	Multicultural Arts Victoria		
Project	Heard Instinct Open Mic Nights		
Short project description	<p>Heard Instinct Open Mic Nights is a new initiative co-designed by Multicultural Arts Victoria and a group of young creatives from diverse cultural backgrounds living in Shepparton including Lasi Simaika, Patrick Chaudary, Vincent Kitungano, Sifa Mireye and Aaron Stephanus (1/6). Heard Instinct is by and for young artists from diverse cultural backgrounds who listen to, love and create urban styles of music including hip hop, rnb, soul and stretching all the way to gospel.</p> <p>Starting on April 26 2019, 8 open mic nights will be held every second Thursday at Shingo's Coffee Lounge from 6pm – 10pm and will be alcohol/ smoke free and open to any young artists from 14 years to 25 years of age to come along and perform.</p>		
Requested Council Contribution	\$4200	Organisation Cash/in-kind	\$1000/\$5500
Recommendation from the Assessment panel	Recommended \$4200		

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

Organisation	Catholic Care Sandhurst		
Project	One Village App		
Short project description	<p>The One Village App will serve as a local services directory, specifically designed for Aboriginal &amp; Torres Strait Islander (ATSI) families needing to engage with services such as Kindergartens, supported playgroups, Maternal and Child Health services, primary schools and other relevant universal support options for their families.</p> <p>It will list the members of the One Village collaboration and support options available (but not limited to), which will give confidence to individuals and families that they will receive care and support in a culturally safe and supported way.</p>		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$5000/\$3040
Recommendation from the Assessment panel	Reduced amount recommended \$4520		

Organisation	Greater Shepparton Basketball Association		
Project	Wheelies Uniforms		
Short project description	<p>The Greater Shepparton Basketball Association runs a Wheelies program for interested participants with weekly training sessions and regular basketball tournaments. The program has been operating for about five years.</p> <p>At present, for tournaments, the participants use old Junior Gators uniforms that have been used in our Junior Gators program but are no longer required and have been replaced by a new design. The GSBA would like to have a set of playing tops that could be used by the Wheelies program that are the same as the rest of our athletes that represent the GSBA. We would also like to provide a couple of basketballs for the program.</p>		
Requested Council Contribution	\$725	Organisation Cash/in-kind	\$270.96/Nil
Recommendation from the Assessment panel	Recommended \$725		



## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

Organisation	Mooroopna Community Plan Steering Group		
Project	Reactivating Mooroopna Pool		
Short project description	<p>The project will engage the children who swim at Mooroopna Pool, to produce murals on the pool surrounds. The project builds on activities already established by the Kiwanis Club of Mooroopna, together with a group of Aboriginal Elders and children who attend the Pool. A new partnership is developing with Rumbalara Aboriginal Cooperative.</p> <p>A series of sessions, including refreshments, will be held during the pool's off-season, when artists will involve the children in designing and making a contribution to the art itself. This will engender a pride and sense of ownership in the pool as a community space. The sessions will include visitors who will share with the children their knowledge of the history of the pool: the pool built on community initiative, swimming achievers, Aboriginal culture, pool dedicated to memory of WW2 service men and women.</p>		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$1000/\$5000
Recommendation from the Assessment panel	Recommended \$5000		

Organisation	St John Ambulance Australia Victoria		
Project	Essential Volunteer Equipment Upgrade		
Short project description	<p>The Goulburn Valley Division urgently requires additional radios, signage and an oxygen response kit to ensure the continued safety of the community at planned events.</p> <p>The grant money will be used to purchase additional radios, an oxygen response kit and additional signage. This equipment is vital for our volunteers when attending events to ensure a quick response to a medical emergency is met. This allows the Volunteers to have multiple first aid posts set up at planned events and also additional equipment ready in case of bush fires and other natural disasters.</p>		
Requested Council Contribution	\$3292	Organisation Cash/in-kind	\$1251/\$1900
Recommendation from the Assessment panel	Recommended \$3292		

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

#### Not Recommended

Organisation	Tatura Italian Social Club		
Project	Solar Power: Solar Saver		
Short project description	<p>TISC will install the best 10 kW solar energy system available to reduce the ever increasing electrical running costs and ensure the Club's long term sustainability.</p> <p>Lowering power costs will make membership affordable to all comers.</p>		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$5000/Nil
Recommendation from the Assessment panel	Not Recommended		

Organisation	Murchison and Historical Society Inc.		
Project	Revitalisation of Meteorite Park Murchison		
Short project description	<p>We are going to revitalise Meteorite Park in Stevenson Street, Murchison in readiness for the 50th Anniversary celebrations of the fall of Murchison Meteorite (Mm):</p> <ul style="list-style-type: none"> <li>• Renovate existing features.</li> <li>• Re-location of the board to open up the full view of Meteorite Park.</li> <li>• Paint woodwork of small display board containing local information.</li> <li>• Labyrinth to be installed featuring the solar system to provide a reflective and meditative space for all age groups.</li> <li>• Interpretive Panel beside labyrinth to explain the connection of Mm to our solar system and planet earth, importance of Mm and from where it originated.</li> </ul>		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$5000/Nil
Recommendation from the Assessment panel	Not recommended		

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

Organisation	Katandra West Recreation Reserve Committee of Management		
Project	Renew Katandra West Rec Reserve and community access		
Short project description	<p>Now that the new community centre is established, we as a committee wish to focus some attention to areas alongside and surrounding the centre, to continue the renewal of this fantastic precinct and improve community access.</p> <p>The first part of the project is an extension to the fencing that separates the community centre and the football oval.</p> <p>The second part of the project is to install sprinklers to a garden bed which currently houses the 'paver plaques' that were purchased by the community to raise funds for the building of the Community Centre.</p>		
Requested Council Contribution	\$2500	Organisation Cash/in-kind	\$1372/\$1500
Recommendation from the Assessment panel	Not recommended		

Organisation	Mooroopna Men's Shed		
Project	Replace patio roofing		
Short project description	Replace rusted and worn out patio roofing with environmentally sound material that has 50mm of insulation, along with a skylight to provide adequate natural lighting to our bicycle assembly and repair section.		
Requested Council Contribution	\$3157.50	Organisation Cash/in-kind	\$1317.50/\$1840
Recommendation from the Assessment panel	Not recommended		

Organisation	Tatura Community Cubby House (Tatura Community House Inc.)		
Project	The Cubby		
Short project description	<p>Purchase new furniture for The Cubby Occasional Care to replace original old and very worn children's furniture. The current table and chairs are thought to be around 30 years old!</p> <p>This project forms one part of the Occasional Care business plan developed in 2017.</p>		
Requested Council Contribution	\$4062	Organisation Cash/in-kind	Nil/\$275.00
Recommendation from the Assessment panel	Not recommended		

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

Organisation	Kialla Golf Club		
Project	Sprinkler replacement final stage		
Short project description	A sprinkler replacement program commenced in 2012 with Council funding and currently there are 60 sprinklers required to complete the task.		
Requested Council Contribution	\$4938	Organisation Cash/in-kind	\$3938/\$1000
Recommendation from the Assessment panel	Not recommended		

Organisation	Codgers Capers Mens Group		
Project	1. Learn to Draw & Paint Workshop. 2. Leather-craft Workshop. 3. Rejuvenating a Community Asset.		
Short project description	<p>1. A paid Tutor will teach class participants the basis of how to draw and extend these lessons into how to paint with Watercolours and Oil Paints.</p> <p>2. A paid Tutor will provide skilled instruction in the art of Leather-craft and how to make items useful for day to day use.</p> <p>3. Codgers Members will assist in the installation of a Disabled Toilet at the Church of Christ which will be used by both Codgers Members, the Church Congregation and other Community Groups using the premises and the public. Codgers Members will assist in the building of new Storage Cupboards.</p>		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$200/\$2745
Recommendation from the Assessment panel	Not recommended		

#### Council Plan/Key Strategic Activity

The endorsement of the Community Matching Grants recommendations is linked to the Council Plan 2017 – 2021. The majority of applicants have identified that their project meets one or more of the Council Plan objectives:

#### Social:

- Lifelong learning is valued and fostered in our community
- Social and cultural, educational and employment opportunities are created to enable children, young people, individual and families to actively participate in their community
- Creativity and participation in arts and culture is nurtured and encouraged.
- Volunteering is promoted and encouraged along with other measures to improve community resilience.
- Greater Shepparton is valued for cultural celebrations, inclusion and engagement of our diverse communities
- Public places, open space and community facilities are safe and accessible for all and presented to a high quality.

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

#### Built:

- Greater Shepparton heritage places, cultural landscapes and objects are protected and conserved for future generations.

#### Risk Management

Insignificant to low risks have been identified and will be addressed at the operational level. All grant recipients will be required to consult fully with Council representatives prior to, and during their projects to identify any potential adverse consequences, and to devise a strategy to minimise any risks.

Applicants have been asked to confirm they have the necessary public liability insurances for projects where activities are being undertaken by the Grantees themselves. This will be confirmed prior to the release of any funds.

The risk of conflict of interest to the Review Panel Members has been addressed with the inclusion of a Conflict of Interest Declaration on the Grant Assessment Form.

#### Policy Considerations

Approval of the Community Matching Grant recommendations supports existing Council policies including, but not limited to, the Grants Distribution Policy 43.POL1.

#### Financial Implications

Council has allocated a total of \$75,000 for the 2018/2019 financial year for the Community Matching Grants Scheme. \$40,387 (GST inclusive) has already been allocated to Round One for the 2018/2019 financial year for 11 projects.

It is recommended that \$41012.91 (GST inclusive) is approved for the 13 recommended projects for Round Two 2018/2019. The total cash/in-kind support from the recommended applicants is estimated at \$70870. Eight of the recommended applicants were registered for GST.

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue	NA	NA	NA	There is no revenue associated with the Community Matching Grant Scheme
Expense	2018/2019 Round two \$38693	\$38693.55	55 cents	\$41012.91
Net Total	\$38693	\$38693.55	55 cents	\$41012.91

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

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

#### Legal/Statutory Implications

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

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Matching Grants Round 2 - 2018/2019 (continued)

#### Environmental/Sustainability Impacts

The approval of the recommendations for this round of the Community Matching Grant Scheme will not have any negative environmental impacts.

#### Social Implications

The grant applications submitted for approval in Round Two are projects that will benefit individuals and groups across a range of ages and stages of life. Many of the projects encourage active participation. All applications are predominately driven by volunteers. In the process of delivering the recommended projects social connections and partnerships within communities are built and enhanced.

#### Economic Impacts

The economic impacts of the Community Matching Grants program will see many of the applicants purchase equipment, materials and services which will support local businesses.

#### Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensure that the information about the application process was widespread	Media Release Website Social Media Email lists and networks
Consult	'Drop in' information sessions	Seven throughout December, January, and February
Involve	Community Development and Grants Officers provide assistance to community groups	Consultation on an individual basis during the application process.
Collaborate	Successful community groups/members will be responsible for the implementation of their projects which will provide the opportunity for community capacity building.	Successful applicants will drive their own community initiatives
Empower	Whilst decision making regarding successful grant applications is made by Council, community groups will be responsible for the delivery of projects.	Community groups will drive the delivery of their projects

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

##### b) Other strategic links

- Council Plan 2017 – 2021

## **8. COMMUNITY DIRECTORATE**

### **8.2 Community Matching Grants Round 2 - 2018/2019 (continued)**

- Greater Shepparton City Council – Community Development Framework
- Greater Shepparton City Council – Community Engagement Strategy
- Greater Shepparton City Council – Community Plan Implementation Policy
- Municipal Health and Wellbeing Plan 2017-2021
- Universal Access and Inclusion Plan
- Cultural Diversity and Inclusion Strategy
- Greater Shepparton Environmental Sustainability Strategy 2014-2030
- Greater Shepparton Volunteer Strategy and Action Plan 2014-2018
- Mooroopna Community Plan
- St Georges Road Community Plan

#### **Conclusion**

The applications for funding through the Community Matching Grants Round Two 2018/2019 have been reviewed by an internal Grant Review Panel in line with the Grant Distribution Policy of Council and the Guidelines of the Community Matching Grant Scheme. The Grant Review Panel have recommended 13 projects to be funded. All of these projects meet eligibility requirements and aim to both build and strengthen connections in the Greater Shepparton community.

#### **Attachments**

Community Matching Grants - Grant Guidelines 2018-2019 Page 204

## **8. COMMUNITY DIRECTORATE**

### **8.3 Greater Shepparton Municipal Emergency Management Plan**

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

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

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

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

**Author: Emergency Management Coordinator**

**Proof reader(s): Director Community, Municipal Emergency Manager**

**Approved by: Director Community, Municipal Emergency Manager**

#### **Executive Summary**

The Greater Shepparton Municipal Emergency Management Planning Committee (the Committee) is appointed by the Greater Shepparton City Council (Council) pursuant to Section 21 (3) of the Emergency Management Act, 1986.

Membership of the Committee includes representatives of the emergency services as well as local community groups and organisations with a role in emergency management. The committee operates as a planning committee and not as a reporting committee.

One of the responsibilities of the Committee includes the preparation of a Draft Municipal Emergency Management Plan (the Plan) for the prevention of, response to, and recovery from emergencies within the municipality. It details the actions that all agencies will take in the response to and recovery from emergencies in the municipality.

In accordance with Section 21A of the Emergency Management Act, Council submits the Plan to the Victoria State Emergency Service for audit every three years. The next audit is scheduled for September 2019.

On 21 March 2019 the Committee recommended the Draft Plan for consideration by Council.

**Moved by Cr Hazelman**

**Seconded by Cr Adem**

That the Council adopt the updated Greater Shepparton Municipal Emergency Management Plan as recommended by the Greater Shepparton Municipal Emergency Management Planning Committee.

**CARRIED UNOPPOSED.**

#### **Background**

Part 4 of the *Emergency Management Act 1986* Act specifies the responsibilities of municipal councils in connection with emergency management. These include Council establishing a Municipal Emergency Management Planning Committee (the Committee). The function of this Committee is to prepare a Draft Municipal Emergency Management Plan (the Plan) for consideration by Council. In developing the Plan, the Committee is required to give effect to any guidelines or directions issued by the Minister for Emergency Services. The Committee and Plan is administered by Council.



## **8. COMMUNITY DIRECTORATE**

### **8.3 Greater Shepparton Municipal Emergency Management Plan (continued)**

On 21 March 2019 the Committee reviewed the Draft Plan and recommended that it be considered by Council.

Pursuant to Section 21A of the *Emergency Management Act* 1986, Council is required to submit the Plan to the Victoria State Emergency Service for audit every three years. The next audit for this Plan is due in September 2019 (at the time of preparing this report a date has not been set).

The Plan documents the outcomes of the planning process conducted by the Committee. It is the overarching emergency management plan for the municipality and provides information to emergency services, other organisations and the community on how risks will be dealt with and the management arrangements for emergencies, to promote community safety.

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

The Draft Plan and recommendation is consistent with and links to Strategic Objective 1.3 of the Council Plan – *Council demonstrates strong leadership and sound decision making in the best interests of the community.*

#### **Risk Management**

The municipal emergency management process includes a risk management process. As per the Victorian emergency management arrangements this is a responsibility of the Committee.

The risk assessment process identifies analyses, evaluates and prioritises the emergency-related risks faced within the municipal district, and identifies possible treatment and/or controls.

The Committee uses a risk management process consistent with the Australian/New Zealand Standard ISO 31000:2009 Risk management – Principles and guidelines.

The risk assessment process is detailed in Part 4 of the Draft Plan. The Draft Plan also includes sub-plans and arrangements specific to hazards and risks.

#### **Policy Considerations**

The ongoing development and maintenance of both the Draft Plan and Committee is consistent with Council Policies. There are no known conflicts with current Council policies.

#### **Financial Implications**

There are no additional financial implications to Council and the ongoing support to the Plan and Committee will be in accordance with existing budget arrangements.

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

The Draft Plan has been reviewed and developed to be consistent with the requirements of the *Emergency Management Act* (1986 & 2013), the *Emergency Management Manual Victoria* and, as appropriate, other state and regional emergency management arrangements and plans.

In terms of the legislative requirement associated with the Draft Plan being recommended by the Committee to Council for consideration, this is determined by the *Emergency Management Act* 1986 S.21(4).

## **8. COMMUNITY DIRECTORATE**

### **8.3 Greater Shepparton Municipal Emergency Management Plan (continued)**

It is consistent with the *Local Government Act* and other relevant legislations.

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

The Draft Plan includes reference to both the impact of climate change and the Greater Shepparton City Council Climate Change Adaptation Plan.

There are no known negative impacts on the environment in supporting the recommendation.

#### **Social Implications**

There are no known social implications in supporting the recommendation.

#### **Economic Impacts**

The Draft Plan has an emphasis on community resilience through shared responsibility where all organisations, businesses and community work together to understand and manage the risks in the municipality that may affect them. The benefits of building community resilience include:

- Safer communities
- Less demand on emergency services for assistance
- Less damage to property and infrastructure
- Faster recovery
- Reduction in overall costs to the economy (impact and recovery)

#### **Consultation**

The development of the Draft Plan has been a progressive process and includes recommendations from the 2016 Audit report, internal consultation with representatives from Council Departments as appropriate, via Council's Emergency Management Coordination Group, and ongoing review by the Greater Shepparton Municipal Emergency Management Planning Committee.

On 15 March 2019 the Draft Plan was approved and recommended by Council's Municipal Emergency Manager to be released to the Greater Shepparton Municipal Emergency Management Planning Committee.

On 21 March 2019 the Draft Plan was released to and reviewed by the Committee. The review included discussion on the need to circulate the Draft for further comment. The Committee resolved that this was not required. The Committee approved the Draft Plan and recommended it to Council for consideration.

When completed the Plan is published and distributed to emergency management partners at municipal and regional level. This is managed by the Municipal Emergency Management Planning Committee and a distribution list as an Appendix to the Plan. An edited version is also displayed on Council's website. There is also a legislative requirement for a copy to be lodged at the State Library of Victoria. All of this is consistent with the Emergency Management Manual Victoria.

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

#### **Strategic Links**

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

The recommendation is consistent with and links to Objective 3.2 of the Greater Shepparton 2030 Strategy – Ensure Compliance with the recommendations and

## 8. COMMUNITY DIRECTORATE

### **8.3 Greater Shepparton Municipal Emergency Management Plan (continued)**

requirements of strategies such as the Council's Development Manual, the Floodplain Management Plan and the Regional Catchment Strategy.

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

The Draft Plan and recommendations are consistent with the Victorian Emergency Management Capability Blueprint 2015-2025.

#### **Conclusion**

The Draft Plan has been reviewed by the Committee and recommended to Council for consideration.

In relation to how Council considers the Draft Plan the *Emergency Management Act* 1986 is not directive. Council makes its own determination to present it to Councillors or the Chief Executive Office for consideration. Once considered, and if approved, the Draft Plan is endorsed.

By endorsing the Draft Plan, Council agrees to all processes and arrangements detailed in the document. Council is also responsible for ensuring the currency of the Plan. The document is considered a dynamic document and updated on an as needed basis.

The document is presented to the Executive Management Team for consideration as per the Recommendation.

#### **Attachments**

- |  |          |
|--|----------|
| 1. Municipal Emergency Management Plan   | Page 210 |
| 2. Greater Shepparton City Council Municipal Emergency Management Plan - Appendix List | Page 299 |

## 8. COMMUNITY DIRECTORATE

### 8.4 Small Town Festive Grants 2019 - Transition Round

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

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

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

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

**Author: Community Development Officer**

**Proof reader(s): Acting Community Development Coordinator,  
Manager Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

The Small Town Festive Decorations Grant program provides small towns and localities with a population of less than 10,000 people, the opportunity to apply for a grant of up to \$2000 to install festive decorations to celebrate the festive season.

This additional Round of Small Town Festive Decoration Grant has been offered to enable the grant program to be transitioned into a realistic timeframe for community organisations to plan and deliver their festive decorations in the future. Further discussion with the Grants Coordinator and eligible community organisations in small towns will occur prior to the opening of the next grant program to ensure the best outcome of the community moving forward.

This report also includes the acquittal summary of the 3 grants awarded for Christmas 2018.

**Moved by Cr Abdullah  
Seconded by Cr Sutton**

That the Council:

1. receives and acquits the 2018 Small Town Festive Decoration Grants.
2. approves the allocation of \$2000 (GST inclusive) of funding under the Small Town Festive Decorations Grant Program 2019 – Transition Round to the Dookie and District Development Forum.

**CARRIED UNOPPOSED.**

#### **Acquittal Small Town Festive Decoration Grant 2018**

In 2018 there were a total of three grants awarded, and all recipients have successfully completed their acquittal process and provided the required receipts and documentation.

The following is a summary of the Small Town Festive Decorations Grant 2018 projects as provided by the community organisations.

#### **Dookie**

Over the last three years, with Council's assistance, we have been lighting up the main street of Dookie. We have enhanced the outlook of the Dookie Memorial Hall and for Christmas 2018 the Dookie Emporium. We hope to continue with other buildings in

## 8. COMMUNITY DIRECTORATE

### 8.4 Small Town Festive Grants 2019 - Transition Round (continued)

Dookie to beautify our historic building and streetscape in the commercial part of the township of Dookie to celebrate the festive season. More lighting in the main street of Dookie ultimately assists with security for our town but increases visitation during the Christmas season.

#### **Mooroopna**

A Santa Sleigh was constructed and installed in the median strip on McLennan St opposite the Mooroopna Police Station. This added to the Christmas boxes from previous years and to finish the display a Mooving cow was provided by Council. We received great community feedback. Mooroopna Men's Shed members constructed the sleigh with involvement from the art group from the Mooroopna Education and Activity Centre decorating the sleigh. The display added to the Christmas spirit in Mooroopna.

#### **Toolamba**

The Christmas tree and the illuminated motifs have enhanced the decorations in the Colaura Gardens in the centre of Toolamba especially at night and added to the Christmas spirit and celebrations in the town. The decorations and the Toolamba Lions Christmas efforts have been well received by the Toolamba citizens with many favourable comments. We also feel that Toolamba's Christmas efforts promote and encompass the ideals of the City of Greater Shepparton. Toolamba and its citizens are proud and appreciative of the manner it presents, celebrates and involves itself during the Christmas season.

### **Small Town Festive Decoration Grant 2019 – Transition Round**

#### **Background**

The Greater Shepparton City Council Small Town Festive Decorations Grant program provides a total allocation of \$15,000 funding which is made available to townships with a population of less than 10,000 people to enable local community organisations to purchase and install festive decorations such as lighting, Christmas trees, feature decorations, signage and banners.

The grant is aimed at creating a festive atmosphere within each town, by purchasing and installing sustainable festive decorations to decorate their main street, public space, and/or high visibility areas in each town to celebrate the festive season. To ensure a consistent allocation of funds a limit of \$2,000 applies to each grant application.

The transition Round for the Small Town Festive Decorations Grant opened on November 2018 and closed on Monday 4 March 2019 with only one eligible application being submitted.

The program promotion was targeted to the small town community plan contacts that were eligible to receive a grant and via an electronic mail-out to a database of contacts for community organisations located in small towns within the Greater Shepparton municipality. The Neighbourhoods Department handed out information sheets and verbally promoted the Small Towns Festive Decorations Grant at various small town community meetings throughout the application timeframe.

Council Officers completed an assessment for the application.

The following application is recommended as it meets eligibility requirements of the grant.

## 8. COMMUNITY DIRECTORATE

### 8.4 Small Town Festive Grants 2019 - Transition Round (continued)

#### Dookie & District Development Forum

This project continues the beautification of the historic buildings and streetscapes of the commercial part of the township of Dookie to celebrate the festive season. Next Christmas will see the Bank building included in the Festive lighting project.

#### Council Plan/Key Strategic Activity

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

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

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

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

#### Risk Management

As the proposed Dookie lighting project installation will be completed by a qualified contractor the risk is deemed to be minor.

#### Policy Considerations

There are no identified conflicts with Council policies.

#### Financial Implications

Dookie & District Development Forum are not registered for GST.

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue	Nil	Nil	Nil	
Expense	\$15,000	\$2,000	R1 - \$5,785 R2 - \$2,000 Transition Round	\$2,000
Net Total	\$15,000	\$2,000	\$7,785	

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

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

#### Legal/Statutory Implications

This proposal conforms with relevant legislation.

#### Environmental/Sustainability Impacts

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

#### Social Implications

The Small Town Festive Decoration projects in small towns strengthens partnerships and relationships that continue throughout the year. The collective of community volunteers and organisations which make up the Dookie & District Development Forum are working each year to add to the festive theme of the town as is the intention of the grant. This festive project contributes to the social cohesion and connection in the community.

#### Economic Impacts

The purchase of materials and acquisition of services from local businesses will contribute to the local economy.

## 8. COMMUNITY DIRECTORATE

### 8.4 Small Town Festive Grants 2019 - Transition Round (continued)

#### Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensure the information about the grant and application process is widespread	Website Targeted emails and contact with small town community groups and organisations
Consult	Discussions with small communities population under 10,000	Community Plan Meetings
Involve	Community Development Officers provide assistance to community organisations	Consultation on an individual basis during the application process as requested
Collaborate	Community organisations and member in small towns collaborate to complete the project	Successful applicants will drive their own Festive Grant project
Empower	Whilst decision making regarding successful grant applications is made by Council community groups will be responsible for the delivery of projects	Provide communities with the opportunity when completing acquittal documentation to provide feedback on how we can improve the delivery of this program in the future

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

Topic:

Community Life

Theme: Health and Social services

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

##### b) Other strategic links

Council Plan 2017-2021

Greater Shepparton Volunteer Strategy and Action Plan 2012-2018

#### Conclusion

It is proposed that Council approve the application that was received for the transition Round of the Small Town Festive Decoration Grant at a total cost of \$2000.

It is proposed that further discussion with the Grants Coordinator and eligible community organisations in small towns will occur prior to the opening of the next grant round to fine tune the program to get the best outcome each year for community and Council.

#### Attachments

Small Town Festive Decorations Grants - Guidelines 2019 Page 302

## 9. CORPORATE SERVICES DIRECTORATE

### 9.1 Council Plan 2018/19 Quarter 3 Progress 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: Corporate Planning Analyst**

**Proof reader: Manager Corporate Governance**

**Approved by: Director Corporate Services**

#### **Executive Summary**

In accordance with Section 125 of the *Local Government Act 1989*, Council developed and adopted a four year Council Plan on 20 June 2017. The Council Plan contained Key Strategic Objectives and Strategies to achieve those objectives.

This report provides the third quarter update of 2018-19 in relation to the actions taken to achieve the Key Strategic Objectives identified in the 2017-2021 Council Plan and forms part of council's accountability framework. The report also includes progress made in achieving the Key Strategic Activities contained within the 2018-19 Budget which form Council's Performance Statement.

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

Of the identified general actions for progress reporting in relation to measuring achievement, the majority of actions are in progress and on track.

**Moved by Cr Abdullah**  
**Seconded by Cr Hazelman**

That the Council note the progress report for the 2017-2021 Council Plan which provides details in relation to achieving the Measures of Success identified in the Council Plan 2017-2021.

**CARRIED UNOPPOSED.**

#### **Background**

The 2017-2021 Council Plan identified Goals, Key Strategic Objectives and Strategies for implementation across the life of the plan.

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

These five themes are:

1. Leadership and Governance - Provide strong civic leadership, advocacy and good governance in the operation of Greater Shepparton City Council.



## 9. CORPORATE SERVICES DIRECTORATE

### 9.1 Council Plan 2018/19 Quarter 3 Progress Report (continued)

2. Social - Develop resilient, inclusive, healthy communities that make Greater Shepparton a safe and harmonious place to live, work, learn and play.
3. Economic - Build a thriving, resilient economy where Greater Shepparton is recognised as a competitive place to invest and grow business.
4. Built - Provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.
5. Environment - Enhance and protect the clean, green environment that makes Greater Shepparton the unique place it is.

#### Council Plan/Key Strategic Activity

Council is high performing; customer focused and is marked by great people and quality outcomes. (Leadership and Governance)

#### Risk Management

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

#### Policy Considerations

There are no policy considerations associated with this report.

#### Financial Implications

The report contains no financial implications, however many of the initiatives contained within the Council Plan required Council to allocate funds in its 2018-19 budget to provide the finances to continue implementation of the Council Plan.

#### Legal/Statutory Implications

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

#### Environmental/Sustainability Impacts

The report contains no environmental/sustainability impacts, however many of the initiatives contained within the Council Plan were targeted at improving Greater Shepparton's sustainability, both as an organisation and a municipality.

#### Social Implications

The report contains no social implications, however there are a number of initiatives contained in the Council Plan that were aimed at improving the health and well-being of the Greater Shepparton communities and the wider municipality. This is expected to improve social outcomes.

#### Economic Impacts

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

## 9. CORPORATE SERVICES DIRECTORATE

### 9.1 Council Plan 2018/19 Quarter 3 Progress Report (continued)

#### Consultation

Internal consultation occurred with the responsible officers regularly updating individual actions and the overall review of all plans by the Executive Team.

Community consultation was achieved by publishing quarterly reports in the Council meeting agenda and including the plan and quarterly updates on Councils website.

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

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

The Council Plan 2017-2021 plays a pivotal role in the delivery of the short term plans and aspirations of council and the community whilst following the long term strategies of Greater Shepparton 2030.

##### b) Council Plan 2017-2021

The Council Plan 2017-2021 supports the short term direction of the organisation (4 years) and provides linkage to the strategies developed and or implemented over the duration of the plan

##### c) The Annual Budget 2018-19

The Annual Budget 2018-19 supports the short term direction of the organisation (1 year)

#### Conclusion

This report provides the third quarter 2018-19 update with progress on achieving the Key Strategic Objectives contained within the 2017-2021 Council Plan and the Key Strategic Activities contained within the 2018-19 Budget.

#### Attachments

Council Plan 2018-19 Quarter 3 Progress Report Page 307

## 9. CORPORATE SERVICES DIRECTORATE

### **9.2 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded**

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

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

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

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

**Author:** Team Leader Contracts and Procurement

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

**Approved by:** Director Corporate Services

#### **Executive Summary**

To inform the Council of the status of requests for tenders that have been awarded under delegation and those that have been publicly advertised but are yet to be awarded.

**Moved by Cr Patterson**  
**Seconded by Cr Sutton**

That the Council note:

- tendered contracts awarded under delegated authority by the Chief Executive Officer;
- contracts awarded under delegated authority by a Director;
- requests for tenders advertised but not yet awarded.

**CARRIED UNOPPOSED.**

#### **Tendered Contracts Awarded under Delegated Authority by the CEO**

<b>Contract Number</b>	<b>Contract Name</b>	<b>Contract details, including terms and provisions for extensions</b>	<b>Value inclusive of GST</b>	<b>Awarded to</b>
1874	Construction of Traffic Calming Works, Fryers Street, Shepparton	Lump Sum Contract for the Construction of Traffic Calming Works, Fryers Street, Shepparton	\$387,614.70	Jarvis Delahey Contractors
1938	Construction of Skene St (Nixon - Fryers St) Centre-Of-Road Parking	Lump Sum Contract for the Construction of Skene St (Nixon - Fryers St) Centre-Of-Road Parking	\$272,406.97	Jarvis Delahey Contractors

## 9. CORPORATE SERVICES DIRECTORATE

### 9.2 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded (continued)

#### 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
1875	Construction of Traffic Calming Works, Corio Street and North Street, Shepparton	Lump Sum Contract for the Construction of Traffic Calming Works, Corio Street and North Street, Shepparton	\$178,502.50	Tactile Australia Pty Ltd
1905	Lightfoot Street Reconstruction Works	Lump Sum Contract for Lightfoot Street Reconstruction Works (Private)	\$53,119.00	Mawson Construction Pty Ltd
1906	Provision of Architectural Design for the Redevelopment and Expansion of the Shepparton Sports and Events Centre	Lump Sum Contract for the Provision of Architectural Design for the Redevelopment and Expansion of the Shepparton Sports and Events Centre	\$166,021.00	Centrum Architects
1913	Design, Supply & Installation of Shade Sail Structures for Tatura Northlinks Playground & Congupna Recreation Reserve Playgrounds	Select Request for Quote - Lump Sum Contract for the Design, Supply & Installation of Shade Sail Structures for Tatura Northlinks Playground & Congupna Recreation Reserve Playgrounds(Private)	\$60,032.28	C&C Wilson Builders Pty Ltd t/a BIAM Shade Sails and Playgrounds

## 9. CORPORATE SERVICES DIRECTORATE

### 9.2 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded (continued)

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

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1889	Construction of Balaclava Road – Verney Road Intersection Stages 1 & 2 Upgrade	Lump Sum Contract for the Construction of Balaclava Road – Verney Road Intersection Stages 1 & 2 Upgrade	Tender closed 23 January 2019. Tender is being considered as part of this Agenda.
1901	Provision of Corporate Travel and Accommodation Booking Service	Schedule of Rates Contract for Corporate Travel and Accommodation Booking Service	Tender closed 27 February 2019. Tender currently being evaluated
1902	Provision of Learning Management System	Schedule of Rates Contract for Learning Management System	Tender closed 27 February 2019. Tender currently being evaluated
1922	Design of the Maude Street Mall Precinct Redevelopment	Lumps Sum Contract for the Design of the Maude Street Mall Precinct Redevelopment	Tender closed on 1 May 2019. Tender currently being evaluated
1923	Provision of Crowd Control (Security Guard) Services - Panel of Suppliers	Schedule of Rates Contract for the Provision of Crowd Control (Security Guard) Services - Panel of Suppliers	Tender closed 17 April 2019. Tender currently being evaluated
1927	Refurbishment of Watt Road Bridge, Mooroopna	Lump Sum Contract for the Refurbishment of Watt Road Bridge, Mooroopna	Tender closed 20 March 2019. Tender currently being evaluated
1937	Provision of Affordable Housing Policy Development (Select) (Private)	Lump Sum and Schedule of Rates Contract for the Provision of Affordable Housing Policy Development (Select) (Private)	Tender closed 22 March 2019. . Tender currently being evaluated
1941	Supply of Trees - Advanced Purchase - Panel of Suppliers	Select Request for Quote - Schedule of Rates Contract for the Supply of Trees - Advanced Purchase - Panel of Suppliers(Private)	Tender closed 29 March 2019. Tender currently being evaluated
1944	Supply and Construct Shared Path - Balaclava Road Shepparton: Numurkah Road to Gowrie Street Primary School Crossing	Select Request for Quotation (RFQ) - Supply and Construct Shared Path - Balaclava Road Shepparton: Numurkah Road to Gowrie Street Primary School Crossing	Tender closed 30 April 2019. Tender currently being evaluated

## 9. CORPORATE SERVICES DIRECTORATE

### 9.2 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1945	Supply and Construct Shared Path – Packham Street Shepparton: from Balaclava Road to Packham Street duplication	Select Request for Quotation (RFQ) - Supply and Construct Shared Path – Packham Street Shepparton: from Balaclava Road to Packham Street duplication	Tender closed 30 April 2019. Tender currently being evaluated
1948	Provision of a Network Traffic Assessment (Traffic Impact Assessment), Intersection Concept Designs and Opinion of Probable Cost(Private)	Select Request for Quotation (RFQ) - Provision of a Network Traffic Assessment (Traffic Impact Assessment), Intersection Concept Designs and Opinion of Probable Cost(Private)	Tender closed on 6 May 2019. Tender currently being evaluated
1949	Purchase of Aquatic Plants for Sevens Creek Wetlands	Select Request for Quotation (RFQ) for Purchase of Aquatic Plants for Sevens Creek Wetlands(Private)	Tender closed on 12 April 2019. Tender currently being evaluated
1953	Provision of Midland Highway Recreational Path and Associated Drainage, Shepparton East	Lump Sum Contract for the Provision of Midland Highway Recreational Path and Associated Drainage, Shepparton East(Private)	Tender closed on 10 April 2019. Tender currently being evaluated
1954	Provision Of After-Hours Animal Emergency Service - Readvertised	Schedule of Rates Contract For The Provision Of After-Hours Animal Emergency Service - Readvertised	Tender closed on 3 April 2019. Tender currently being evaluated
1956	Quotation for Great Things Happen Here Tourism Research Project Consultant	Select Request for Quotation (RFQ) - for Great Things Happen Here Tourism Research Project Consultant	Tender closed on 6 May 2019, tender currently being evaluated.
1957	Supply and Delivery of Caretakers Residence at Victoria Lake Caravan Park(Private)	Select Request for Quotation (RFQ) - Supply and Delivery of Caretakers Residence at Victoria Lake Caravan Park(Private)	Tender closed on 2 May 2019, tender currently being evaluated

## **9. CORPORATE SERVICES DIRECTORATE**

### **9.2 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded (continued)**

#### **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 Director Corporate Services to approve a contract up to the value of \$500,000 and the Director Infrastructure, Director Community and Director Sustainable Development 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 1 April 2019 to 30 April 2019.

#### **Attachments**

Nil

## 9. CORPORATE SERVICES DIRECTORATE

### 9.3 April 2019 Monthly Financial Report

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

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

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

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

**Author: Team Leader Management Accounting**

**Proof Reader: Manager Finance & Rates**

**Approved by: Director Corporate Services**

#### **Executive Summary**

The report presents Council's actual financial performance compared to the budget for ten months ended 30 April 2019.

#### **Moved by Cr Adem**

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

That the Council receive and note the April 2019 Monthly Financial Report.

**CARRIED UNOPPOSED.**

#### **Background**

The 2018/2019 Budget was adopted at the Ordinary Council Meeting held 19 June 2018. The 2018/2019 Budget provided for an operating surplus of \$19.17 million with revenue of \$143.83 million and expenditure of \$124.66 million. The 2018/2019 Budget also provided for capital works of \$46.36 million.

On 16 October 2018, Council adopted the 2018/2019 Q1 Forecast Review with an accounting surplus of \$14.83 million which is \$4.34 million less than the 2018/2019 Adopted Budget. The capital works program of \$48.13 million is forecast to be expended during the 2018/2019 financial year which is an increase of \$1.77 million from the Adopted Budget.

On 19 February 2019, Council adopted the 2018/2019 Q2 Forecast Review with an accounting surplus of \$16.72 million, an increase of \$1.89 million on the Q1 Adopted Forecast, however, a \$2.25 million decrease on 2018/2019 Adopted Budget. The capital works program is at \$52.6 million an increase of \$4.47 million from the Q1 Adopted Forecast and an increase of \$6.24 million on the 2018/2019 Adopted Budget.

On 16 April 2019, Council adopted the 2018/2019 Q3 Forecast Review with revenue of \$145.52 million, expenditure of \$126.43 million and an accounting surplus of \$19.1 million. The \$2.38m improvement on Q2 Adopted Forecast largely due to reduced materials and services expenditure. The 2018/2019 Q3 Adopted Forecast also included \$43.87 million in capital works, a decrease of \$8.73 million from the Q2 Adopted Forecast. \$7.6 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 2019 Monthly Financial Report (continued)**

The April 2019 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*.

#### **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.

#### **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 ten months ended 30 April 2019.

#### **Attachments**

April 2019 - Monthly Financial Report Page 417

## 9. CORPORATE SERVICES DIRECTORATE

### 9.4 Domestic Animal Management Plan - 2021

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

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

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

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

**Author: Manager Citizen Services**

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

**Approved by: Director Corporate Services**

**Other: Co-Ordinator Local Laws and Animal Management**

#### **Executive Summary**

Council plays an important leadership role in supporting and promoting responsible pet ownership, community safety and healthy living through a well-informed community.

Section 68A of the Domestic Animals Act 1994 requires every Victorian municipality to prepare in four year intervals a domestic animal management plan. The plan provides a formal approach to service delivery and animal management initiatives to address responsible pet ownership and animal welfare.

This revised plan builds on the foundation of the initial two plans and will guide service delivery and actions through to the year 2021.

The draft Domestic Animal Management Plan – 2021 continues to work on operational efficiency and streamlining processes at the Shepparton Animal Shelter to work towards best practice. Council has also developed a solid action plan that will be measured and reported on to Council in August 2019.

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

That the Council adopt the Domestic Animal Management Plan - 2021.

**CARRIED UNOPPOSED.**

#### **Background**

Section 68A of the Domestic Animals Act 1994 requires every Victorian municipality to prepare in four year intervals a domestic animal management plan. Following an extensive community consultation process, the Domestic Animal Management Plan 2013-2017 (the DAMP) was endorsed by Council on 17 September 2013.

In February 2014, Council received subsequent advice and feedback on the DAMP from the Department of Environment and Primary Industries (DEPI). Whilst complimentary of many of our initiatives, it specified that the plan needed to include information on when activities will occur during the four year plan and evaluation measures for each activity.

To meet DEPI's requirements, a comprehensive Action plan was also developed. The Action Plan aims to build on the original strategic directions and clearly identifies when activities will occur and how success will be evaluated. It is important to note that the

## 9. CORPORATE SERVICES DIRECTORATE

### 9.4 Domestic Animal Management Plan - 2021 (continued)

Action Plan has been developed adopting components of a base template recommended by the Bureau of Animal Welfare and has been used as the template for the development of the current plan.

To ensure consistency, Council has continued to update the Action Plan into the present year and is using the same methodology for delivering the actions of the draft Domestic Animal Management Plan – 2021.

The revised Domestic Animal Management Plan - 2021 attempts to move towards more aspirational strategies whilst still ensuring that the operational efficiencies that have been achieved over the past four years continue to be a key focus and deliver on the objectives.

#### Council Plan/Key Strategic Activity

The draft Domestic Animal Management Plan - 2021 is included in the *Greater Shepparton City Council, Council Plan 2017-2021, the Greater Shepparton 2030 Strategy and the Community Safety Strategy 2014-2017*.

#### Greater Shepparton City Council, Council Plan 2017-2021

Goal 1: Leadership and Governance (Provide strong civic leadership, advocacy and good governance in the operation of Greater Shepparton City Council.)

- Objective 1.3: Council demonstrates strong leadership and sound decision making in the best interests of the community.
- Objective 1.5: Council is high performing, customer focused and is marked by great people and quality outcomes.
- Objective 1.7: Council advocates on issues, priorities and needs that matter to our community in partnership with key stakeholders.
- Objective 1.9: Service standard and service delivery models are realistic and meet community expectations and demand while being financially viable and in line with Council's core business.

Goals 2: Social (Develop resilient, inclusive, healthy communities that make Greater Shepparton a safe and harmonious place to live, work, learn and play.)

- Objective 2.1: Greater Shepparton is a welcoming, inclusive and safe place for all.
- Objective 2.6: Volunteering is promoted and encouraged along with other measures to improve community resilience.
- Objective 2.9: Public places, open spaces and community facilities are safe and accessible for all and presented to a high quality.
- Objective 2.10: Council demonstrates strong regional and local partnership efforts across health and wellbeing.

#### Risk Management

Risks associated with any new initiatives will be further assessed before they are implemented.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Breach of the Act	Possible	Moderate	Moderate	Evaluating whether Council's animal control services are adequate to give effect to the requirements of the Act.

## 9. CORPORATE SERVICES DIRECTORATE

### 9.4 Domestic Animal Management Plan - 2021 (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Staff involved in animal management, including administration functions don't have the skill and knowledge to undertake their work	Possible	Moderate	Moderate	Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirement of the Act.
Dogs and cats create a nuisance	Almost Certain	Moderate	High	Promote and encourage responsible pet ownership.
Attacks by dogs on people and animals	Likely	Moderate	Moderate	Investigate and act on complaints received in relation to dog attacks.
Over-population and high euthanasia rates for cats and dogs	Likely	Moderate	Moderate	Ensure registration to enable identification of cats and dogs
Dangerous, menacing and restricted breeds	Almost Certain	Moderate	High	Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs and ensure that those dogs are kept in compliance with the Act.

#### Policy Considerations

There are no identified conflicts with Council policies.

#### Financial Implications

The draft Domestic Animal Management Plan – 2021 will be carried out within existing operating budgets. Others actions that require additional financial resources will be considered as part of the normal budget processes including quarterly budget reviews. Specific budget has been set aside for participation in a game changing approach to cat populations in Victoria for the 2019/2020 financial year.

#### Legal/Statutory Implications

Section 68A of the Domestic Animals Act 1994, requires every Victorian municipality to prepare domestic animal management plans at four year intervals. The plan aims to promote animal welfare, responsible ownership of dogs and cats and to protect the environment. In adopting such a Plan, the Council has an opportunity to identify opportunities and issues relevant to its community and in response to any compliance matters that may impact on the health, safety and amenity of the community and the environment.

## 9. CORPORATE SERVICES DIRECTORATE

### **9.4 Domestic Animal Management Plan - 2021 (continued)**

Section 74 of the Domestic Animals Act 1994 enables an authorised officer appointed by a Council to take any reasonable action that is necessary to find out whether the provision of this Act, the regulations and any Local Law made under this Act by a Council are being complied with.

Most importantly, ongoing changes to legislation can fundamentally impact our ability to achieve certain objectives and actions based on how significant the legislative changes are. Most recently, changes to breeding regulations and registration of domestic animal businesses have altered our focus and changed the priority of certain tasks due to the immediate and very specific requirements to deliver on the legislation.

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

A benefit of promoting and encouraging responsible pet ownership is minimising the harmful effect of domestic pets on the population of native birds, mammals and reptiles.

#### **Social Implications**

The objectives of the draft Domestic Animal Management Plan – 2021 is to promote and encourage responsible pet ownership, high standards of animal welfare and a municipality that is pet friendly.

#### **Economic Impacts**

Registered domestic animal businesses are supported by a registration scheme which promotes the maintenance of standards.

#### **Consultation**

Extensive consultation was undertaken in July 2013 to ensure that the community's views on the Domestic Animal Management Plan were captured in the final Plan endorsed by Council. Given the very specific guidelines and template for the Domestic Animal Management Plan, Council undertook a survey method for consultation to ascertain the importance of specific matters that we are required to provide under the Domestic Animals Act 1994 for this draft plan. The survey was conducted in April 2018 and allowed a four week period for responses to be provided. This enabled the feedback to be applied to the service we are legislated to provide rather than opening up the opportunity to provide suggestions that are outside the scope of service delivery.

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

#### **Strategic Links**

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

Topic: Community Life

Direction: Enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability and a greater range of community services.

Themes:

- Health and social services
  - Objective 1; to provide an equitable and efficient distribution of community facilities and services
  - Objective 2; to encourage and implement activities that will strengthen community spirit.

## 9. CORPORATE SERVICES DIRECTORATE

### **9.4 Domestic Animal Management Plan - 2021 (continued)**

- Recreation and open space;
  - Objective 2; to protect and enhance the network of public open space that contributes to the amenity of the municipality and advances the image of the community.
  - Objective 2.5; Protect open space areas from pest plants and animals.
- Safe and accessible environments;
  - Objective 1; to address community safety in the planning and management of the urban environment.

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

##### ***Community Safety Strategy 2014-2017***

Key Direction 1: Safer Places and Spaces. The key direction “Create and maintain safe public areas which enhance perceptions of safety, liveability and encourage community engagement and connectedness.”

#### **Conclusion**

The Domestic Animals Act 1994 requires Council to prepare in four year intervals a Domestic Animal Management Plan. The plan guides the activities and priorities for Council's animal control and animal shelter services and is a key document to ensure that we prioritise the welfare of our municipality's domestic animals and ensure that pet ownership behaviours allow the community to live in harmony with domestic pets.

Officers now believe that the draft Domestic Animal Management Plan – 2021 is ready for consideration.

#### **Attachments**

Domestic Animal Management Plan - 2021 Page 430

## 9. CORPORATE SERVICES DIRECTORATE

### **9.5 Instrument of Delegation - Members of Staff and Development Hearing Panel**

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

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

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

**Author:** Team Leader Governance

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

**Approved by:** Director Corporate Services

#### **Executive Summary**

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

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

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

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

The Instrument of Delegation to Members of Staff and Development Hearings Panel was last adopted by Council on 16 October 2018 and has since been reviewed and updated to reflect changes to legislation, position titles and reporting lines within the organisation. These changes are essential to ensuring officers are authorised with the appropriate powers, duties and functions to perform their roles effectively.

#### **Moved by Cr Hazelman Seconded by Cr Adem**

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

1. delegation to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff and Development Hearings Panel*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. the instrument comes into force immediately upon the common seal of Council being affixed to the instrument.

## 9. CORPORATE SERVICES DIRECTORATE

### **9.5 Instrument of Delegation - Members of Staff and Development Hearing Panel (continued)**

3. it authorises the Chief Executive Officer to sign and seal the Instrument of Delegation – Members of Staff and Development Hearings Panel document
4. on the coming into force of this instrument, the previous Instrument of Delegation to Members of Council staff and Development Hearings Panel adopted on 16 October 2018 is revoked.
5. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

**CARRIED UNOPPOSED.**

#### **Background**

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

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

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

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

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

This Instrument has been reviewed and a number of changes proposed. These changes are necessary to reflect changes in the delegated powers and duties under these Acts and Regulations since the last delegation was adopted.

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

The regular review of the Instrument of Delegation to Members of Council Staff and Development Hearings Panel supports Objective 1.3 Leadership and Governance *“Council demonstrates strong leadership and sound decision making in the best interest of the community”*.

#### **Risk Management**

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



## 9. CORPORATE SERVICES DIRECTORATE

### **9.5 Instrument of Delegation - Members of Staff and Development Hearing Panel (continued)**

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

#### **Policy Considerations**

All Instruments of delegation must be exercised in accordance with the Council's Exercise of Delegations policy.

#### **Financial Implications**

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

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

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

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

There are no environmental/sustainability impacts on the coming into force of the *Instrument of Delegation – Members of Staff and Development Hearings Panel*.

#### **Social Implications**

There are no social implications with the coming into force of the *Instrument of Delegation – Members of Staff and Development Hearings Panel*.

#### **Economic Impacts**

There are no economic impacts with the coming into force of the *Instrument of Delegations – Members of Staff and Development Hearings Panel*.

#### **Consultation**

The review of the Instrument of Delegation was completed through Councils delegations software. Consultation was conducted with each Manager and Director on any proposed changes to the Instrument, with approval sought from the Executive Leadership Team.

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

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

#### **Strategic Links**

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

There are no direct links to the Greater Shepparton 2030 Strategy

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

There are no other strategic links

## **9. CORPORATE SERVICES DIRECTORATE**

### **9.5 Instrument of Delegation - Members of Staff and Development Hearing Panel (continued)**

#### **Conclusion**

It is important that all of Council's Instruments of Delegation remain up to date with the latest versions of legislation and that the document reflects the current organisation structure. The amended Instrument of Delegation reflects such changes and it is therefore recommended that the updated document comes into force and the previous Instrument is revoked.

#### **Attachments**

S6 Instrument of Delegation - Members of Staff and Development Hearings Page 505  
Panel

## 9. CORPORATE SERVICES DIRECTORATE

### **9.6 Appointment of Audit and Risk Management Committee Independent Members**

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

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

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

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

**Author:** Acting Team Leader Risk and Assurance

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

**Approved by:** Director Corporate Services

#### **Executive Summary**

The interviews for the two positions were conducted by the Chair (Mr. John Calleja), Mayor O'Keeffe and Councillor Hazelman on the 12<sup>th</sup> April.

As a result of the interviews Mr David Kortum was appointed as one of the independent members.

A further interview was undertaken on 18 April with the preferred candidate Mr Goran Mitrevski.

**Moved by Cr Hazelman**

**Seconded by Cr Adem**

That the Council appoint Mr Goran Mitrevski to the Audit and Risk Management Committee for a three year term commencing 22 May 2019 and concluding on 21 May 2022.

**CARRIED UNOPPOSED.**

#### **Background**

GSCC's Audit and Risk Management Committee is comprised of 4 independent members (including the Chair) and two Councillors. The purpose of this Committee is to assist Council in fulfilling its governance and oversight responsibilities in areas including external reporting, audit, risk management and internal control and compliance.

Three of the independent member positions fell vacant in February. Two of the members previously holding these positions are ineligible to reapply in line with the Charter, having already served two terms.

The two candidates appointed after they were short-listed for interview were appointed at a Special Council meeting on 23 April 2019:

- Mr. David Kortum; &
- Mrs. Anne O'Conner;

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

Operating an effective ARMC with independent members relates to the Leadership and Governance Pillar in the Council Plan.

#### **Risk Management**

There are no Moderate to Extreme risks connected with this decision.

## **9. CORPORATE SERVICES DIRECTORATE**

### **9.6 Appointment of Audit and Risk Management Committee Independent Members (continued)**

#### **Policy Considerations**

There are no Policy Considerations associated with these appointments.

#### **Financial Implications**

There are no financial implications associated with this decision.

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

There are no legal/statutory implications for this decision.

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

There are no environmental/sustainability impacts for this decision.

#### **Social Implications**

There are no social implications of this decision.

#### **Economic Impacts**

There are no economic impacts of this decision.

#### **Consultation**

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

#### **Strategic Links**

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

There are no links to the Greater Shepparton 2030 Strategy.

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

There are no other strategic links.

#### **Conclusion**

Councillors to approve the appointment of 1 independent member of the ARMC, based on the results of interviewing the 4 short-listed candidates.

#### **Attachments**

Nil

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.1 Park Name - Sherwood Park - Park View Estate, Mooroopna

#### **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:** Building & Planning Support Officer

**Proof reader(s):** Team Leader Building & Planning

**Approved by:** Manager Building & Planning

#### **Executive Summary**

The purpose of this report is to approve the name of Sherwood Park, in Park View Estate Mooroopna (previously known as Archers Field Estate).

The name has been assessed and is in accordance with the *Naming rules for places in Victoria* 2016.

At the Ordinary Council Meeting held on 18 December 2018, Council resolved to place the proposed naming of Sherwood Park on public notice.

The name was placed on public notice and no submissions were received.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.1 Park Name - Sherwood Park - Park View Estate, Mooroopna (continued)

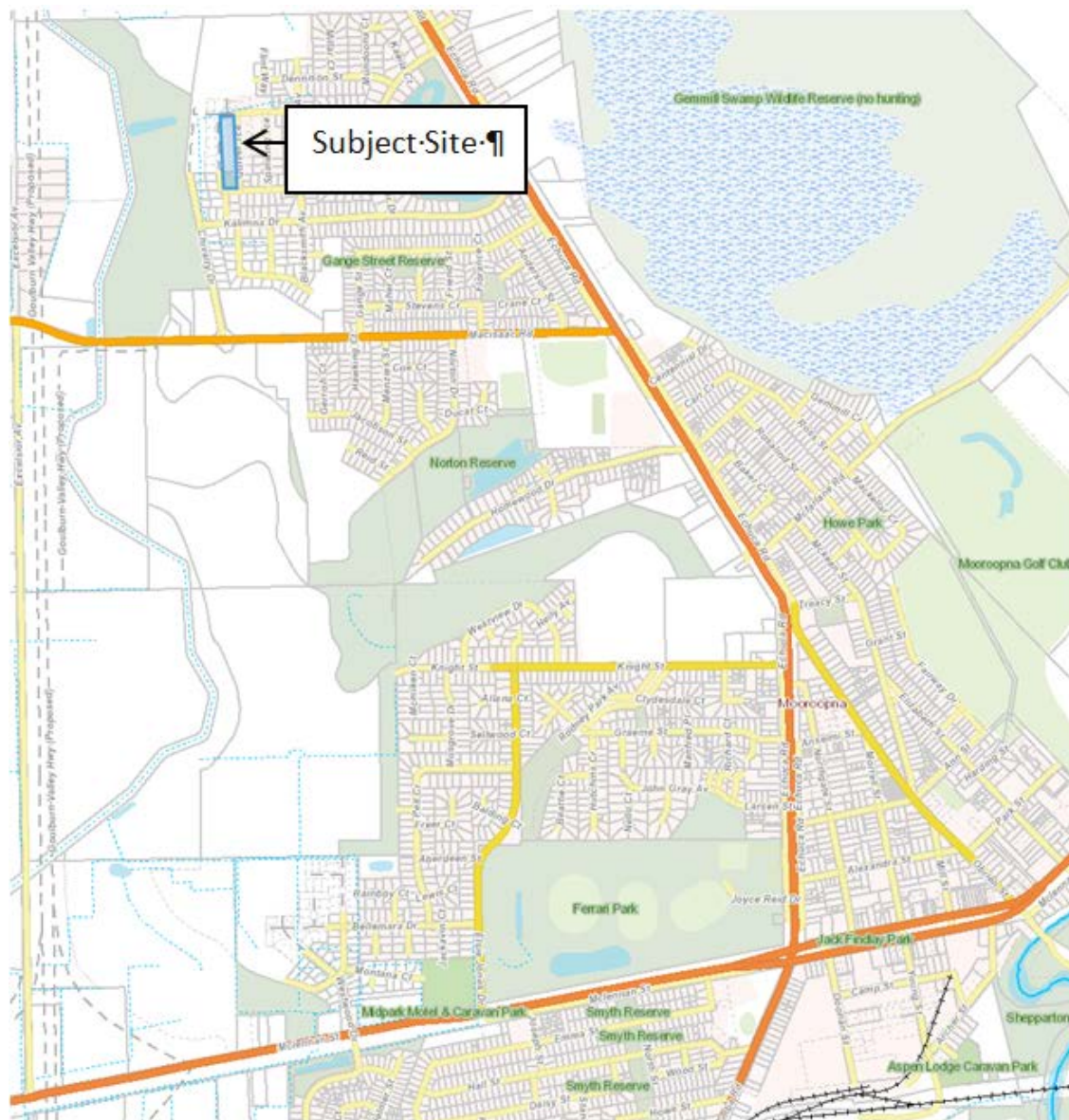


Figure 1 – Locality Plan

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.1 Park Name - Sherwood Park - Park View Estate, Mooroopna (continued)

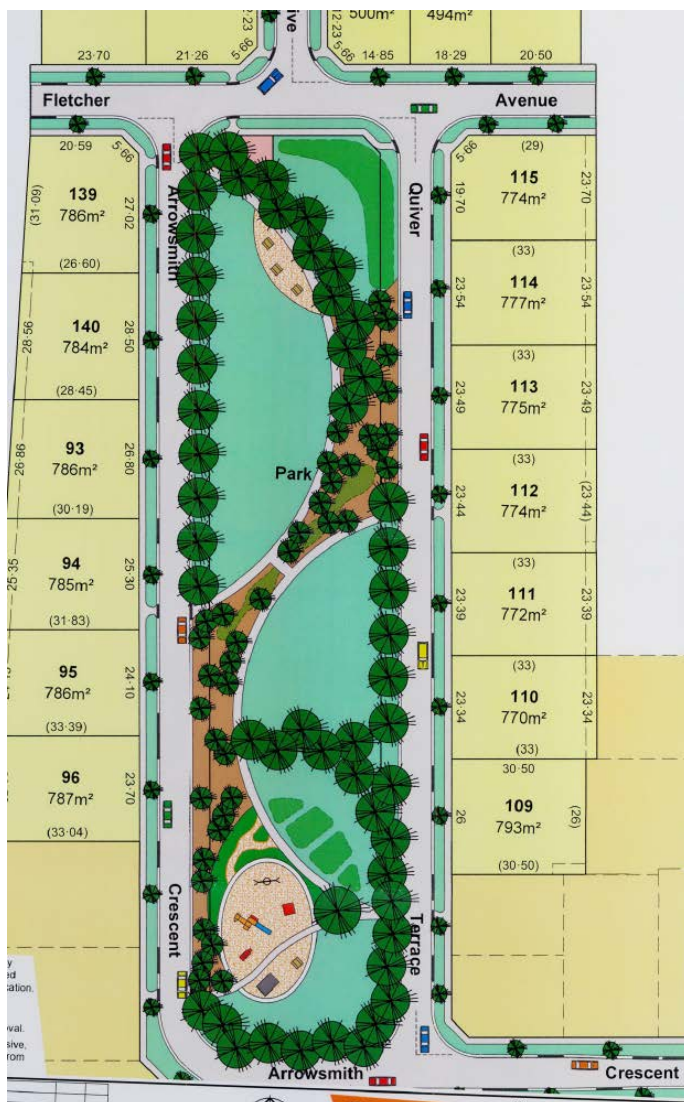


Figure 2 – Park

**Moved by Cr Patterson  
Seconded by Cr Sutton**

That the Council approve the naming of Sherwood Park, in the Park View Estate Mooroopna (previously known as Archers Field) in line with *Naming Rules for Places in Victoria 2016 – Statutory requirements for naming road, features and localities 2016*.

**CARRIED UNOPPOSED.**

#### Background

The purpose of this report is to seek approval to name Sherwood Park in the Park View Estate Mooroopna in line with *Naming Rules for Places in Victoria 2016*.

The *Naming Rules for Places in Victoria 2016, Statutory requirements for naming roads, features and localities – 2016* (the naming rules) includes step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.1 Park Name - Sherwood Park - Park View Estate, Mooroopna (continued)**

The naming rules uphold the guidelines provided for in the *Geographic Place Names Act 1998*. They are mandatory for naming authorities in Victoria.

On 12 April 2018, Chris Smith and Associates on behalf of Waranga P/L wrote to Council requesting the reserve within Park View Estate Mooroopna be named "Sherwood Park". The theme of the estate is Archery. The link of Sherwood is to Sherwood Forest of Robin Hood fame.

The name is assessed against various principles including but not limited to:

- No duplication of name within a 15km radius
- Not of similar sounding or spelling to any other feature within a 15km radius.
- Not to be offensive or derogatory
- No business/commercial link to the name

The notice requirements:

As per the *Naming rules for places in Victoria 2016* the Council is required to place the proposed name of "Sherwood Park" on public notice by way of advertisement in the local newspaper. The notice period is 30 days after which if no submissions are received the name then gets approved for use by way of formal Council resolution and then gazetted by the Geographic Names Victoria.

Any submission received during the public consultation period must be considered by the naming authority. The naming authority is responsible for deciding the weight to be given to competing submissions, having regard to these naming rules and any other relevant matters it identifies.

All submissions must be included in an assessment report, stating the objection or support for a proposal, indicating relevance to the naming rules and the naming authority's consideration/response to the submission.

The decision about whether or not to proceed with a naming proposal resides with the naming authority.

Note: The naming authority need not consider objections that don't explain reasons for the objector opposing the name.

On 18 December 2018, Council at the ordinary council meeting approved the proposed naming of Sherwood Park to be placed on public notice.

The name was placed on public notice in the Shepparton News on Friday 22nd February 2019 and no submissions were received.

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

Community / Public Safety – Council has a duty of care to its residents to provide clear and concise locations/names of features for Emergency Services purposes.

#### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Not proceeding with the name could create confusion for emergency services staff, delaying response times	C	4	Low	Name to avoid confusion for emergency services



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.1 Park Name - Sherwood Park - Park View Estate, Mooroopna (continued)**

#### **Policy Considerations**

Park requests are assessed under *Naming Rules for Places in Victoria* 2016.

#### **Financial Implications**

Financial implications to Council for this park name will be a park name sign only.

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

There are no legal/statutory implications associated with park naming.

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

There are no environmental and sustainability impacts associated with park naming.

#### **Social Implications**

There are minimal social implications given that the proposal is to name a park, but there could be significant emergency service delays if this is not acted upon, given the park is currently unnamed.

#### **Economic Impacts**

There are no known significant economic impacts associated with this proposal.

#### **Consultation**

The name was placed on public notice in the Shepparton News on Friday 22nd February 2019 and no submissions were received.

The above consultation was undertaken in line with *Naming Rules for Places in Victoria* 2016.

#### **Strategic Links**

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

There are no strategic links relating to park naming.

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

There are no strategic links relating to park naming.

#### **Conclusion**

The naming of the park is imperative to the safety of the local residents and the wider community.

#### **Attachments**

Nil

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages**

#### **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:** Principal Strategic Planner and Graduate Strategic Planner

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

**Approved by:** Director Sustainable Development

#### **Executive Summary**

The need for enhanced connectivity to the Shepparton Railway Station has been highlighted in a number of strategies including the *Greater Shepparton CBD Strategy, October 2008*, the *Greater Shepparton Council Plan 2017-2021*, the *Shepparton Revitalisation Project* and the *Shepparton Railway Precinct Master Plan 2017*.

A key short-term objective of the *Shepparton Railway Precinct Master Plan 2017* is to improve accessibility and connectivity to the Shepparton Railway Station for pedestrians and cyclists by way of a pedestrian overpass and shared path linkages.

In order to better inform Council's advocacy for the funding and construction of a pedestrian overpass at the Shepparton Railway Station, Council appointed Arcadis Pty Ltd to prepare draft concept designs and detailed costings for the project.

At the Ordinary Council Meeting held on 18 December 2018, Council considered the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and the *Shepparton Railway Station Shared Pathway Linkages Concept Plan June 2018* (Draft Plans), and resolved to (amongst other things) release the Draft Plans for public consultation for a period of six weeks (see attachment 1 - *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and attachment 2 - *Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018*). Consultation commenced on 7 January 2019 and concluded on 18 February 2019. A total of 63 submissions were received.

All submissions received were considered by Council officers (see attachment 3 - *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and *Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018: Conversation Report March 2019*).

Council officers engaged Arcadis Pty Ltd to prepare an alternative concept plan for the overpass take into account the concerns of a number of submitters (see attachment 4 - *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019*).

It is considered that the *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019* (Alternative Concept Plan) represents the preferred aspiration for the realisation of a pedestrian overpass at Shepparton Railway Station.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)**

Amongst other things, it is recommended that Council receive and note the Conversation Report, and endorse the concept plans to inform Council's advocacy for appropriate services at the station. It should be noted that the concept design for the pedestrian overpass is subject to change should the project be funded and progressed by the appropriate rail authority. The current concept design is intended to capture Council's requirements for the look, feel and functionality of the pedestrian overpass.

#### **RECOMMENDATION**

That the Council:

1. Receive and note the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018 and Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018: Conversation Report March 2019*;
2. In relation to the pedestrian overpass at Shepparton Railway Station:
  - Endorse both the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and the *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019*;
  - Note that the preferred Concept Plan for the overpass is that which is proposed on the *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019*; and
  - Note that if the project is funded and progressed by the appropriate rail authority, the design is subject to change.
3. In relation to the Shared Path Linkages:
  - Endorse the *Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018: Conversation Report March 2019*; and
  - Note that a budget bid for this project will be made in a future budgetary cycle.
4. Write to the Minister for Transport Infrastructure to advocate for funding and construction of the Pedestrian Overpass at the Shepparton Railway Station.

**Moved by Cr Abdullah**  
**Seconded by Cr Sutton**

That the Council:

1. Receive and note the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018 and Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018: Conversation Report March 2019*;
2. In relation to the pedestrian overpass at Shepparton Railway Station:
  - Note both the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and the *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019*;
  - Note that the preferred Concept Plan for the overpass is that which is proposed on the *Shepparton Railway Station Pedestrian Overpass Alternative Concept*

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)

*Plan March 2019; and*

- Note that if the project is funded and progressed by the appropriate rail authority, the design is subject to change.
3. In relation to the Shared Path Linkages:
- Endorse the *Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018: Conversation Report March 2019; and*
  - Note that a budget bid for this project will be made in a future budgetary cycle.
4. Continue to work collaboratively with the State Government to achieve:
- the level of pedestrian connectivity required to serve the Railway Station; and
  - Council's ultimate aspiration to construct a new Railway Station in preparation for the nine VLocity trains that will ultimately service Shepparton."

**CARRIED UNOPPOSED.**

#### **Background**

The Shepparton Railway Station is located at the eastern edge of the Shepparton CBD, see Figure 1. It provides transportation linkages to the retail, commercial, health, education and recreational facilities in Greater Shepparton from Melbourne, as well as other regional areas in Victoria and New South Wales (via the regional bus network).

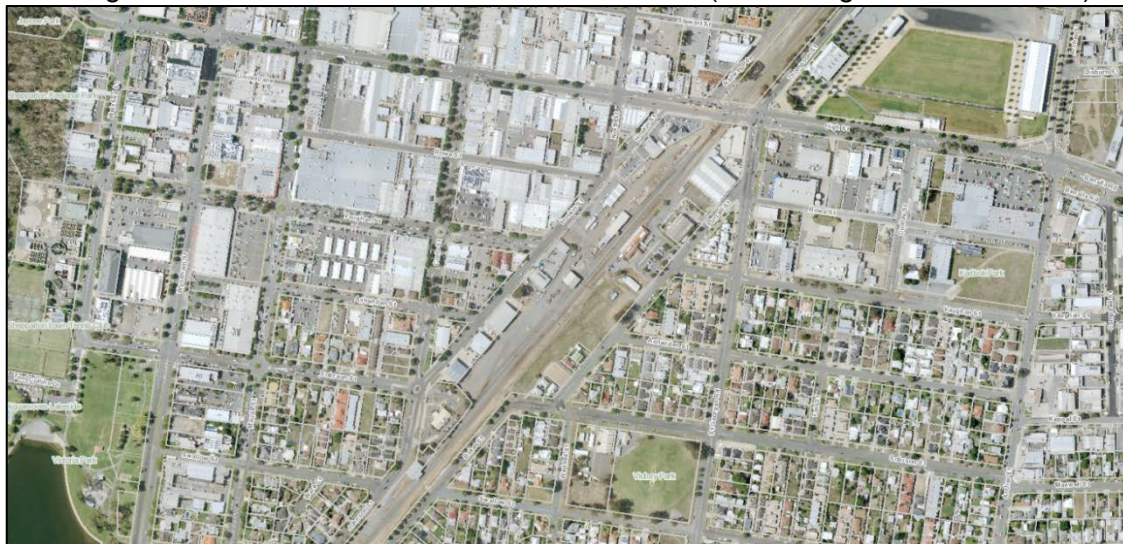


Figure 1: Aerial map of the Shepparton Railway Precinct and surrounding areas.

#### The Shepparton CBD Strategy

The *Shepparton CBD Strategy 2008* recognises the development potential of the Shepparton Railway Station Precinct, including higher scale development on underutilised land adjoining the railway, and the upgrading of streets, pedestrian and cycle spaces linking the Shepparton Railway Station with the CBD. The Strategy identifies creating a pedestrian and cycle-friendly environment as a priority, particularly the need for a pedestrian bridge linking the Shepparton Railway Station with Hoskin and Vaughan Streets to increase accessibility to the CBD.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)

The redevelopment of the Shepparton Railway Precinct is one of the three major infrastructure projects that make up the Shepparton CBD Revitalisation Project. The pedestrian overpass is a key element of the redevelopment, removing a virtual and physical barrier to access between the station and CBD, which has been identified as a “priority project” by the *Make Shepparton Greater Prospectus 2014*.

#### Shepparton Railway Precinct Master Plan

The *Shepparton Railway Precinct Master Plan 2017* responds to the existing site conditions, functional requirements and implementation considerations, to guide a co-ordinated program of improvements to achieve its vision:

*the Railway Precinct Master Plan will conceptualise the transformation of the Railway Precinct into an enticing gateway to the City of Greater Shepparton. This project will identify the actions and aspirations that will allow Shepparton to bring its Rail Station into the City both physically and symbolically. The Master Plan will showcase urban design and provide a blueprint to guide existing and future land use within the Precinct and surrounding area. This will lead to increased vitality of the CBD and encouraging the use of, and investment in, sustainable transport.*

A key objective of the Master Plan was to improve pedestrian and cycle access to the Shepparton Railway Station, encompassing a technical investigation into the provision of a pedestrian overpass connecting the existing station to the Shepparton Central Business Area, and implementation of shared pathways to enable linkages to key destinations, see Figure 2.

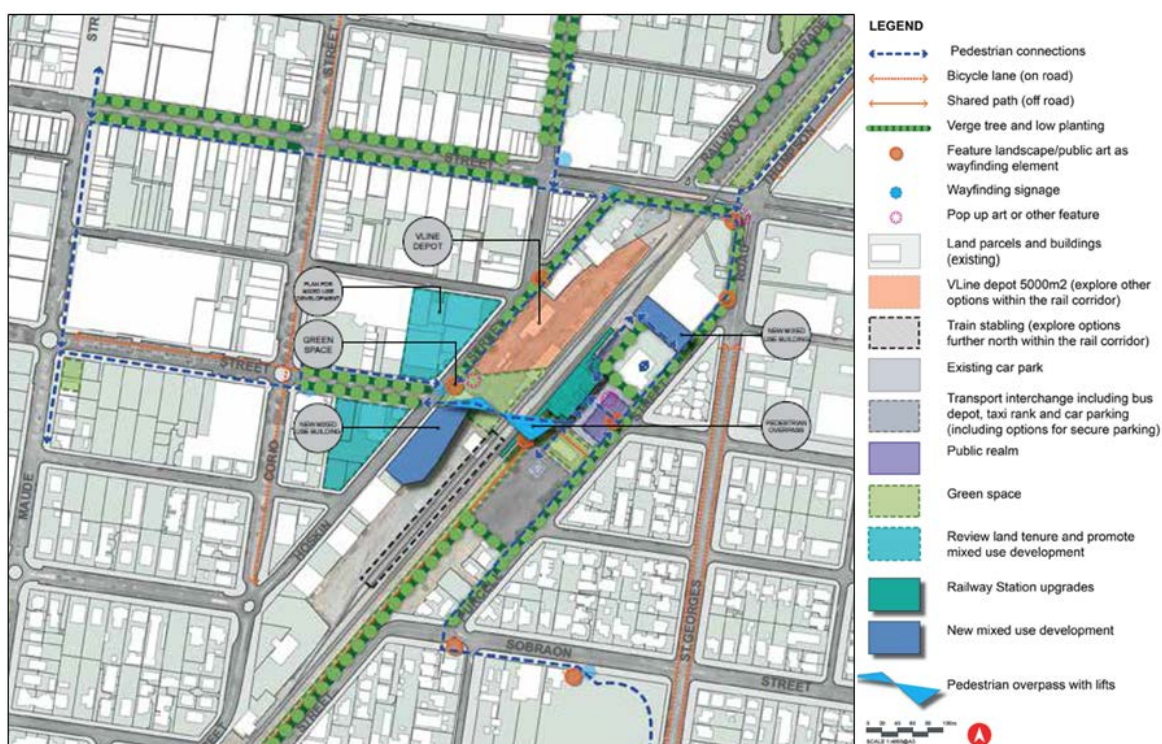


Figure 2: Spatial arrangement of the Shepparton Railway Station Precinct.



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)**

To better inform Council's advocacy for appropriate services at the station, it was considered appropriate to prepare a conceptual design and costing for a pedestrian overpass.

#### Designing the Pedestrian Overpass

To achieve this, Council appointed Arcadis Pty Ltd in mid-2018 to undertake the technical investigation into the provision of the pedestrian overpass and to prepare an architectural design, and subsequently provide an opinion of probable cost for the development of the final design.

The design was required to respond to the following:

- must take account of the existing infrastructure at the Shepparton Railway Station, as well as the vision, objectives, and proposed redevelopment envisaged in the *Shepparton Railway Precinct Master Plan, May 2017*;
- must support existing and future infrastructure by providing cohesive, accessible and functional connections to existing active transport networks, and the ability to connect seamlessly to future active transport connections as detailed in the *Shepparton Railway Precinct Master Plan, May 2017* and other relevant Council documents; and
- must achieve compliance with all relevant Australian Standards, including those for accessibility (AS 1428 and DSAPT), VRIOGS 001 Rev B, AS 5100:2017 bridge standard, V/Line standards and any other applicable standards.

A Project Working Group, including representatives from Council, Regional Projects Victoria, Transport for Victoria, V/Line, VicTrack and Public Transport Victoria, was established to manage the project from inception to the production of an agreed concept design. A workshop was held on 26 June 2018, attended by members of the Project Working Group and other interested stakeholders, to discuss considerations such as car parking, signal sighting issues, maintenance, heritage impacts, and safety requirements.

Council officers also engaged with the Disability Advisory Committee and the Positive Ageing Advisory Committee of Council. Positive feedback was received from this engagement. The feedback generally supported the development of the overpass, with items such as disability access, and linkages to surrounding residential areas and the CBD, raised as opportunities and challenges facing its development.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)

On 8 October, the Project Working Group was presented with the final design option, see Figures 3 and 4 and 5.

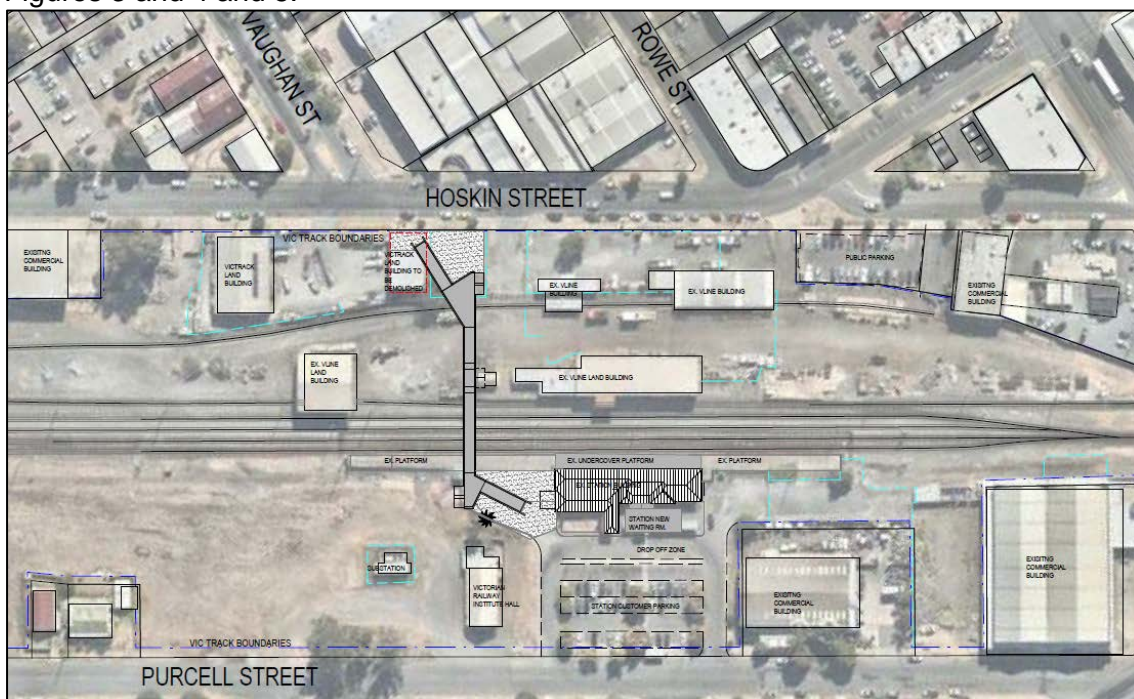


Figure 3: Site Plan showing spatial arrangement of the Shepparton Railway Pedestrian Overpass.

Aesthetically, the design features brightly coloured cladding that wraps around the bridge, the stairs, and the lift cores, suggesting the movement of fruit along a conveyor belt. This holistic design provides a dynamic visual effect which changes according to the viewing angle, while maintaining signal sightlines.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)



Figure 4: Aerial perspective from Hoskin Street (Southwest).



Figure 5: Artist's impression of the Railway Pedestrian Overpass viewed from Vaughan Street.

#### Designing the Shared Pathways

Liesl Malan Landscape Architects Pty Ltd was appointed in May 2018 to prepare concept designs for shared pathway linkages from the station to the CBD and SAM, and to provide an opinion of probable cost for these streetscaping works.



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)

The design was required to consider the following:

- suitable tree selections according to the Council's *Urban Forest Strategy 2017*, including appropriate planting beneath power lines and low buffer planting to soften interfaces;
- safety of users from cars;
- street furniture, lighting, sites for public artwork, and wayfinding;
- drainage impacts; and
- potential street upgrades including kerbs and car parking in accordance with the *Goulburn Valley Wayfinding Strategy Style Guidelines 2014*, the *Urban Design Manual 2007*, and any other applicable standards.

The final draft design complements the aesthetic approach taken to the streetscaping works evident along Vaughan Street (between Corio and Maude Streets) and proposed for Maude Street (between Ashenden and High Streets) identified as projects in the Shepparton CBD Revitalisation Project, providing comfort and visual amenity for users, see Figure 6. The linkages will also form part of the Strategic Cycling Corridors.

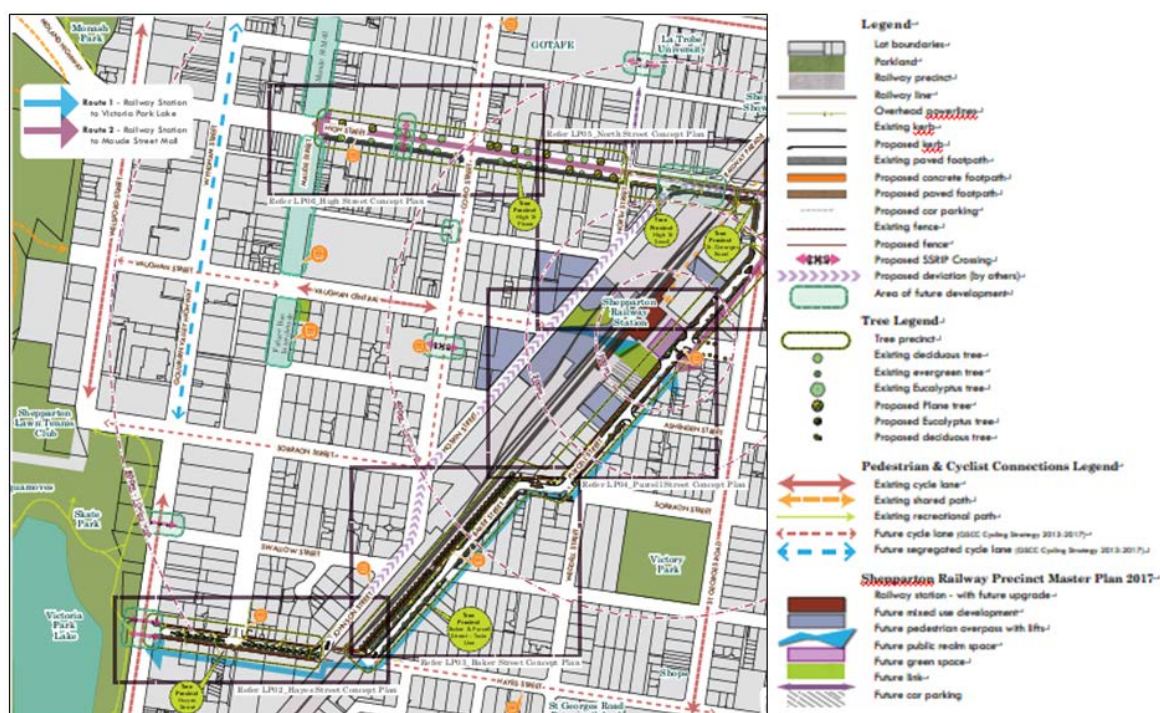


Figure 6: Overall Concept Plan for the Shepparton Railway Linkages.

#### Council Resolution December 2018

At the Ordinary Council Meeting held on 18 December 2018, Council resolved to authorise for exhibition the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and the *Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018* (Concept Plans) for public comment for a period of six weeks (see attachment 1 - *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and attachment 2 - *Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018*).

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages** **(continued)**

Council also resolved to note that Council officers will report on any feedback, comments and submissions received during the public consultation period prior to the consideration of any final concept plans for adoption.

#### Consultation Phase

The Concept Plans were released for public comment for a period of six weeks, commencing on 7 January 2019 and concluding on 18 February 2019.

The Concept Plans were made available at the Council offices, and were uploaded to a dedicated page on the Council's external website.

A total of 598 letters were sent to land owners and occupiers of land adjacent to the station and the prospective routes of the shared path linkages on 2 January 2019, offering the opportunity to submit their comments. Submissions were invited via an online submission form, by email and by post.

Printed flyers advertising the submission process were distributed to Shepparton Railway Station and the Visitor Information Centre in Nixon Street, and placed in the Council offices.

A media release was issued on 29 January 2019, to remind the public that feedback was invited.

To further engage with the community, Council officers conducted community drop-in sessions on: 15 February 2019 and 1 March 2019. A total of 20 people attended the one-to-one sessions.

Arising from this comprehensive public consultation phase, a total of 63 submissions were received (see attachment 3 - *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018 and Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018: Conversation Report March 2019*).

There were 43 submissions that were not in favour of the pedestrian overpass. Of these, 32 asserted that an overpass is unnecessary, largely basing this view on current usage patterns. The estimated cost was also a key issue, with 34 responders considering it unwarranted or excessive.

Other submitters contributed technical suggestions or concerns, and raised potential issues for user safety or vandalism. Five responders did not think the design was suitable for Shepparton.

It is noted that 16 submissions supported the overpass, in full or in part.

The main themes of objection are set out below:

- the overpass is too expensive;
- there is not enough current station usage to make an overpass necessary;
- inappropriate design;
- no need for an overpass, previous overpass was removed;
- people do not walk to and from the station;
- the station should be relocated;
- upgrades should be made to the station before the overpass is constructed; and
- the overpass will open into an undesirable area of the CBD.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)**

Of the submissions received ten referenced the Shared Path Linkages. All except one of the submitters responding to the Shared Path Linkages supporting the concept design.

#### Response to submissions

In response to the concerns expressed by some of the submitters, Council officers engaged Arcadis Pty Ltd to prepare an alternative overpass option, which sought to address a number of the concerns of the submitters. It should be noted that this *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019* (Alternative Concept Plan) is a guide only and would be subject to a detailed design process by the relevant rail authorities when State government funding is allocated to realise an overpass at a later stage (see attachment 4 - *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019*).

In broad terms the overall design as shown in the Alternative Concept Plan (see Figures 7 and 8) is identical to the previous design but with a few key differences:

- the span of the pedestrian overpass has been reduced by 30m; and
- an enlarged public plaza has been created extending from Hoskin Street.

It is considered that the Alternative Concept Plan would address some of the concerns of submitters in the following ways:

- the overall cost of the alternative overpass design would be reduced as a result of the reduction in length (by 30 metres) and the removal of one of the three previously required lift wells;
- the alternative overpass would reduce the impact on the amenity of the area and provide better integration with the area by introducing a large public plaza on the Hoskin Street side of the station; and
- in light of the above, the overall cost of the bridge would be reduced from a projected \$18.8m to \$17.3m. This figure was calculated by Arcadis Pty Ltd and not by the State Government or any government transport agencies.

It is noted that the cost of the Alternative Plan does not substantially reduce the cost compared to the original Concept Plan; this is due to the following reasons:

- the bulk of the construction costs relate to the vertical elements of the structure (lifts, stairs bridge piers and the concrete foundation). These components do not alter significantly between the two concepts; and
- there are minor savings on the horizontal elements of the overpass due to the shortened span but the significance of these benefits is offset by the extended forecourt now required at Hoskin Street.

While the Alternative Concept Plan was not formally sent to the railway authorities for comment, it is noted that Council officers did discuss the concept of an overpass with a reduced span and enhanced public plaza on the Hoskin Street side of the station with the relevant authorities.

During the scoping of the project the rail authorities did not object to the reduced scope and advised that the reduced length for an overpass would be subject to a detailed design process when funding is secured for the project. This Alternative Concept Plan is a possible solution to reducing the cost of the project and is a guide only.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)



*Figure 7: Aerial perspective of the Alternative Concept Plan from Hoskin Street (Southwest).*



*Figure 8: Artist's impression of the Alternative Concept Plan viewed from Vaughan Street.*

In this respect submission 61 provides a specific response to these discussions. In this respect, the submission 61 states:

*“Shortening the span will result in cost savings for that piece of infrastructure; it is unlikely to result in net cost savings due to the costs (excluding operational expenditure, OPEX) associated with provisioning alternative infrastructure. To progress the overpass project,*

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)**

*V/Line recommended investigating it as part of the Shepparton Line Upgrade 2 (SLU2) project and investigate the feasibility of providing the alternative infrastructure close to the new stabling facility north of Shepparton. Shortening the span of the overpass will impact on key V/Line operational areas including the No.5 road "Fruit siding", and the asset and maintenance depot and yard."*

Council officers note that the final design and delivery of an overpass rests with appropriate authorities (V/Line / Victrack) and that a number of factors relating to existing infrastructure would need to be resolved before the overpass and public plaza as shown in the Alternative Concept Plan would be considered viable. In response, Council officers note that the three stage Shepparton Line Upgrade, being delivered under the Regional Rail Revival project by Rail Projects Victoria, is considering options that allow for future proofing of any potential siding relocation, if required as a result of works at the Shepparton Railway Station.

In light of the above, it is considered that the replacement of V/Line infrastructure at the new stabling facility would create the catalyst and opportunity for the relevant authorities to proceed with the funding and construction of the overpass and public plaza option as shown on the Alternative Concept Plan.

In this respect, Council officers will continue to engage with Rail Projects Victoria to seek that appropriate replacement of V/Line infrastructure is provided at the new stabling facility to ensure that the vision for an overpass and a public plaza as shown in the Alternative Concept Plan can proceed.

#### Land at 27 Hoskin Street

Further to the above, it is noted that the lease of land at 27 Hoskin Street (two parcels owned by VicTrack and currently leased to STY Fencing Pty Ltd) will remain impacted under the Alternative Concept Plan, however, the future use and lease for this site is a private matter for VicTrack and the leasee.

If any compensation is required as a result of the Alternative Concept Plan (or any other plan that may emerge after a detailed design process undertaken by the rail authorities) then this would be an issue between the Department of Transport and the leasee and is outside of Council control and responsibility.

#### Next Steps

In light of the above, it is recommended that Council:

- Receive and note the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018 and Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018: Conversation Report March 2019*;
- In relation to the pedestrian overpass at Shepparton Railway Station:
- Endorse both the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and the *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019*;
- Note that the preferred Concept Plan for the overpass is that which is proposed on the *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019*; and
- Note that if the project is funded and progressed by the appropriate rail authority, the design is subject to change.



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages** **(continued)**

- In relation to the Shared Path Linkages:
- Endorse the *Shepparton Railway Station Shared Pathway Linkages Concept Plan June 2018-March 2019*; and
- Note that a budget bid for this project will be made in a future budgetary cycle.
- Write to the Minister for Transport Infrastructure to advocate for funding and construction of the Pedestrian Overpass at the Shepparton Railway Station.

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

Theme 1: Governance

Objective 1.7 Council advocates on issues, priorities and needs that matter to our community in partnership with key stakeholders.

Theme 2: Social

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

Theme 4: Built

Objective 4.1 Growth is well planned and managed for the future.

Objective 4.4 Quality infrastructure is provided and maintained to acceptable standards.

Objective 4.8 Active transport (cycling, walking) is encouraged through safe, connected and improved linkages.

#### **Risk Management**

The main risk associated with this recommendation revolves around Council's support for this project. If the Concept Plans are not endorsed, the Concept Plans cannot be used to lobby government for funding / construction and it would significantly reduce the possibility of realising this important linkage from being constructed.

Further to this, the prevailing issues with lack of integration between the station and the CBD would persist.

#### **Policy Considerations**

All consultation associated with the designs for the Shepparton Railway Pedestrian Overpass and the Shared Pathway Linkages was undertaken in accordance with Council's *Community Engagement Strategy 2009*.

#### **Financial Implications**

The Concept Plan and the Alternative Concept Plan were prepared to comply with the requirements of State government rail authorities, and Council is seeking public support to inform the next stage of advocacy for the realisation of the project. To comply with the various requirements of the State government rail authorities, the construction cost was estimated at approximately \$18,826,500 (including GST and 40% contingency). The cost of the pedestrian overpass would be met by the State government. Confirmation of the final design to be constructed would be determined by the relevant rail authorities at the time of the allocation of a budget by the State government.

The construction cost of the Alternative Concept Plan was estimated at \$17,372,300 (including GST and 40% contingency). The cost of the Alternative Concept Plan would be met by the State Government and would be subject to final design to be determined by all relevant rail authorities at the time of allocation of a budget by the State government.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)**

The construction cost for the shared pathways has been estimated at approximately \$4,748,300 (including GST & contingency), which is expected to be met, in part or full, by Council. This would be the subject of a future Council resolution. Council may also seek a contribution to the delivery of this project by the State government.

The total cost of preparing the Concept Plan and Alternative Concept Plan for the overpass, including costings for both, was \$126,700. The total cost of preparing the Concept Plan for the shared path linkages was \$45,250.

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

All procedures associated with the development of designs for the Shepparton Railway Pedestrian Overpass and the Shared Pathway Linkages comply with relevant legislative requirements, including the Act and guidelines set out by Heritage Victoria.

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

The recommendation will not result in any adverse environmental or sustainability impacts.

#### **Social Implications**

It is expected that the recommendation has the potential to have a positive social impact by increasing pedestrian and cyclist connectivity between the Shepparton Railway Station, the CBD and SAM (Victoria Park Lake precinct).

#### **Economic Impacts**

The financial implications of the recommendations were outlined in the financial implications section of the report. It is expected that the projects will have positive economic impacts.

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

All consultation associated with the designs for the Shepparton Railway Pedestrian Overpass and the Shared Pathway Linkages was undertaken in accordance with Council's *Community Engagement Strategy 2009* in the following ways:

- The Plans were made available at the Council offices, and were uploaded to a dedicated page on the Council's external website.
- A total of 598 letters were sent to owners and occupiers of properties adjacent to the station and the prospective routes of the shared path linkages on 2 January 2019, offering the opportunity to submit their comments. Submissions were invited via an online submission form, by email, and by post.
- Printed flyers advertising the submission process were distributed to Shepparton Railway Station and the Visitor Information Centre in Nixon Street, and placed in the Council offices.
- A media release was issued on 29 January 2019, to remind the public that feedback was invited.
- To further engage with the community, Council officers conducted community drop-in sessions on: 15 February 2019 and 1 March 2019. A total of 20 people attended the one-to-one sessions.

In light of the above, Council officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)**

#### **Strategic Links**

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

##### Topic: Economic Development

Theme: Retail/Commercial Centres

Objective 2: To develop the Shepparton CBD as a regional centre for commerce and entertainment.

Strategy 2.2: Encourage the integration of retail and tourist services, especially in respect to ease of access, security arrangements and opening hours.

Objective 3: To revitalise the CBD of Shepparton and improve the urban design and architectural standards of retail/commercial areas.

Strategy 3.4: Encourage examples of landmark architecture for the Shepparton CBD.

Strategy 3.6: Encourage the redevelopment of peripheral areas of the Shepparton CBD

##### Topic: Infrastructure

Theme: Traffic and Transport Systems

Objective 5: To develop Walking/Bicycle and Public Transport networks that provide transport and accessibility options to segments of the community who have not or prefer not to use a motor car.

Strategy 5.7: Promote accessibility throughout the municipality by public transport.

##### b) Other strategic links

##### Shepparton CBD revitalisation Project 2013

A suite of projects aimed at revitalising the Shepparton CBD for broad economic and social benefit to the Greater Shepparton community:

Shepparton Court Precinct Development (completed 2017)

Maude Street Mall Revitalisation (in progress)

Shepparton Railway Precinct Master Plan

##### Shepparton Railway Precinct Master Plan 2017

##### Plan Objectives:

- To include a technical investigation and feasibility study relating to the provision of a pedestrian overpass connecting the station with the CBD at the junction of Hoskin Street and Vaughan Street; and
- Provide amenity improvements for public transport users including linking the station with the proposed bus interchange at Maude Street, south of the Vaughan Street intersection.

##### Design Objectives:

Improve pedestrian and cycle access to the station.

Improve the visual amenity of the rail precinct Provide amenity improvements for public transport users Activate public space

#### **Conclusion**

In order to better inform Council's advocacy for the funding and construction of a pedestrian overpass at Shepparton Railway Station, Council appointed Arcadis Pty Ltd to prepare the *Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and the *Shepparton Railway Station Shared Pathway Linkages Concept Plan June 2018* (Draft Concept Plans), and detailed costings for the works envisaged in the Draft Concept Plans.

The Draft Concept Plans were exhibited for a six week period commencing on 7 January 2019 and concluding on 18 February 2019. A total of 63 submissions were received. Of these, 43 submissions were not in favour of the pedestrian overpass at Shepparton



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Shepparton Railway Pedestrian Overpass and Shared Path Linkages (continued)**

Railway Station mainly citing the cost, design and need for the project as the grounds for objection.

In response to submissions, Council officers engaged Arcadis Pty Ltd to prepare an Alternative Concept Plan for the realisation of an overpass at the station. It is considered that the *Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019* represents the preferred aspiration for the realisation of a pedestrian overpass at Shepparton Railway Station and that this alternative design would address a number of the concerns of the submitters. This Alternative Concept Plan is a guide only and, any final design, will be subject to detailed design by relevant rail authorities in the future when a budget allocation for a pedestrian overpass is provided by the State government.

Council officers recommend that Council:  
receive and note the Concept Plans exhibited in January and February 2019; endorse the Concept Plan and the Alternative Concept Plan for the overpass, and note that, if the project is funded and progressed by the appropriate rail authority, the design is subject to change; endorse the Concept Plan for the Shared Pathway Linkages and note that a budget bid will be made in a future Council budget cycle; and instruct Council officers to write to the Minister for Transport Infrastructure to advocate for funding and construction of the pedestrian overpass.

#### **Attachments**

- |  |          |
|--|----------|
| 1. Shepparton Railway Station Pedestrian Overpass Concept Plan<br>October 2018   | Page 661 |
| 2. Shepparton Railway Station Shared Pathway Linkages Concept Plans<br>June 2018   | Page 728 |
| 3. Shepparton Railway Station Pedestrian Overpass Concept Plan<br>October 2018 and Draft Shepparton Railway Station Shared Pathway<br>Linkages Concept Plans June 2018: Conversation Report March 2019 | Page 745 |
| 4. Shepparton Railway Station Pedestrian Overpass Alternative Concept<br>Plan March 2019   | Page 776 |

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.3 Appointment of Greater Shepparton City Council as Chair of Region 2 of the Murray Darling Association**

#### **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 Environment**

**Approved by: Director Sustainable Development**

**Other: Executive Assistant – Director Sustainable Development**

#### **Executive Summary**

An opportunity exists for the Greater Shepparton City Council to take an active role in the leadership and strategic direction of the Councils and communities in the management of our shared basin resources as Chair of Murray Darling Association (MDA) Region 2.

The MDA have indicated that it is a requirement of their organisation that a Council who has a Councillors that has indicated a desire to become Chair of a Region of the MDA confirm its commitment to support the nomination through a Council resolution.

**Moved by Cr Adem**  
**Seconded by Cr Abdullah**

That the Council:

1. Confirm Cr Dennis Patterson as delegate to the Murray Darling Association;
2. Nominate Cr Patterson as nominee for Chair for Region 2 of the Murray Darling Association;
3. Commit resources/secretariat support to assist with administrative functions to support the Region Chair position; and
4. Work with the Murray Darling Association National Executive to establish operational and strategic leadership of the Region, consistent with the Constitution and Strategic Plan 2016-19 of the Murray Darling Association.

**CARRIED UNOPPOSED.**

#### **Background**

The Murray Darling Association (MDA) is the peak body for local government in the Murray Darling Basin. Established in 1944, the purpose of the MDA is to provide effective representation of local government and communities, at state and federal level, in the development of policy and the sustainable management of Murray-Darling Basin resources. Greater Shepparton has been an active member of the Murray Darling Association since re-joining the organisation in 2015.

The MDA recognises the diversity of needs and means to ensure healthy, connected rivers supporting re-generative agriculture, regional development and sustainable communities across the Basin. The MDA work with member councils and communities to

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.3 Appointment of Greater Shepparton City Council as Chair of Region 2 of the Murray Darling Association (continued)**

develop leadership, identify local solutions, and build resilience across the Murray Darling Basin. The MDA is the only interjurisdictional association of local government, covering all four Basin states offering membership to councils providing advocacy, expertise and representation on Basin related issues.

#### **Operation:**

Operation of the MDA is parliamentary in nature, having the executive power vested in a board composed of the Chair of each of the 12 regions of the Basin (see region map attached). MDA Region Chairs are responsible for the operation of the region, meeting quarterly with member councils to ensure a cohesive and articulate representation of regional issues and priorities. Collectively, Region Chairs comprise the board of the MDA and are responsible to the membership. Region Chairs are elected by the members of their Region.

#### **Current Status:**

Region 2 is currently chaired by Moira Shire Council delegate Cr Peter Mansfield. Cr Mansfield has chaired the region since 21 April 2017. Under Cr Mansfield's leadership Region 2 has delivered stability and a clear vision for this region, working to contest hosting rights for the 2020 Annual General Meeting, and to facilitate a stable succession of the Chair to Cr Patterson.

#### **Region Chair:**

Regions of the MDA elect annually a Region Executive made up of a Chair plus not less than two and not more than five other region executives. All nominations to the Chair by serving councillors must be endorsed by a resolution of the member council for which the nominee is a delegate. The resolution must reflect that the delegate's nomination has the support of council and that the council will provide adequate resources to support the delegate to undertake the duties of the role if elected. Resources required consist predominantly of officer time.

Officer time to support the Chair to undertake the duties of the role, including facilitation of the four region meetings per year, distribution of minutes and agendas, monitoring outcomes of the committee and liaising with the MDA National Executive. This task has been assigned to the Manager Environment. Costs for the council, including officer time are estimated to be less than \$5,000 per annum.

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

Objective 1.3 – Council demonstrates strong leadership and sound decision making in the best interests of its Community.

Objective 1.7 – Council advocates on issues, priorities and needs that matter to our community in partnership with key stakeholders.

#### **Risk Management**

Identified risks are included in the table below.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Council delegate having to represent Region with views which may not match Council's position.	Possible	Moderate	Medium	Identification of origin of views being expressed

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.3 Appointment of Greater Shepparton City Council as Chair of Region 2 of the Murray Darling Association (continued)**

#### **Policy Considerations**

There are no Policy considerations in regard to this report.

#### **Financial Implications**

Financial implications are expected to be minor and covered within existing budget provisions.

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

There are no legal or statutory implications in regard to this matter.

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

There are no environmental or sustainability impacts in regard to this matter.

#### **Social Implications**

There are no social impacts in regard to this matter.

#### **Economic Impacts**

There are no economic impacts in regard to this matter.

#### **Consultation**

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Principles of Leadership and Partnerships and Inclusions

##### b) Other strategic links

Nil

#### **Conclusion**

Council has been a member of the MDA since 2015 and Council now has the opportunity to support the position of Chair of Region 2 of the MDA. Cr Patterson has indicated a willingness to become Chair and Council is requested to approve the nomination of Cr Patterson and to provide the necessary administrative support to assist him in this role.

#### **Attachments**

Murray Darling Association Regions Map Page 811

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.4 Proposed Naming of Corner of Shepparton BMX Facility

#### **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):** Team Leader Tourism & Major Events,  
Manager Economic Development

**Approved by:** Director Sustainable Development

**Other:** Manager Economic Development, Support Officer – Building & Planning

#### **Executive Summary**

Council received a request from the Australian BMX Hall of Fame in November 2018 to name the Shepparton BMX Facility after Shepparton resident and former BMX World Champion, Leigh Egan. The Shepparton BMX Club were consulted on the proposal and have recommended that the first corner be named after Leigh Egan, rather than the facility in its entirety.

Internal Council departments have been consulted regarding the requests with confirmation that any formal part of a facility cannot be officially named after an individual whilst they are living.

There is an allowance to name a portion of the track in recognition of an individual as this is not considered a formal component.

#### **Moved by Cr Adem**

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

That the Council approves the naming of the first corner at the Shepparton BMX facility as the 'Leigh Egan Corner'.

**CARRIED UNOPPOSED.**

#### **Background**

Leigh Egan is considered by many as Shepparton's greatest BMX racer who was inducted into the Australian BMX Hall of Fame in 2018. Leigh was the first Australian to win an Open Men's World Title in 1984, winning dual World Titles in the same year, and dominated the sport in Australia at an elite level, becoming the first person to win three National Open Men's Titles in a row.

Council received a request from the Australian BMX Hall of Fame in November 2018, to name the Shepparton BMX Facility after Shepparton resident and former BMX World Champion, Leigh Egan.

Council officers consulted the Department of Environment, Land, Water and Planning (DELWP) regarding the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* (naming rules). These naming rules are the statutory requirements allowed for under the *Geographic Place Names Act 1998*; they are therefore mandatory for all naming authorities in Victoria – Councils, government

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.4 Proposed Naming of Corner of Shepparton BMX Facility (continued)**

departments and authorities – and include all government owned or administered roads, features (natural or otherwise) and localities. Section 1 of the Act recommends that the names of people who are still alive must be avoided because community attitudes and opinions can change over time.

The Shepparton BMX Club were consulted on the proposal and have recommended that the first corner be named after Leigh Egan, rather than the facility in its entirety.

As the bend (first corner) of the Shepparton BMX track is not a main feature there is an allowance for signage at the location. This is not considered a formal name and therefore the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* (naming rules) does not apply.

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

There is no link to the Council Plan as this is a procedural matter.

#### **Risk Management**

The associated risks are considered low.

#### **Policy Considerations**

Council policy requires compliance with legislation. The Naming rules for places in *Victoria and the Geographic Place Names Act 1998* guidelines require the features requested to be formally and officially named.

#### **Financial Implications**

There are no fees associated with the formal approval and/or lodgement of park names. There may be some minimal costs associated with the erection of signage approximate to \$500. The Economic Development department operational budget will be used to cover signage costs at the Shepparton BMX track.

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

Compliance with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* (naming rules).

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

There are no implications as this is a procedural matter.

#### **Social Implications**

There are no implications as this is a procedural matter.

#### **Economic Impacts**

There are no implications as this is a procedural matter.

#### **Consultation**

The Shepparton BMX Club met on Thursday 24 January 2019 to discuss the possibility of naming the Shepparton BMX track after Leigh Egan. The Committee members agreed to name the first corner the 'Leigh Egan Corner'. All Committee members agreed.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Consult	Shepparton BMX Club	Meeting agenda item

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.4 Proposed Naming of Corner of Shepparton BMX Facility (continued)**

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 links as this is procedural

##### b) Other strategic links

There are no links as this is procedural

#### **Conclusion**

Council has received community requests for naming of a portion of the track at the Shepparton BMX track, and upon consultation with relevant stakeholders Council officers recommend support for signage implementation which does not contravene statutory obligations.

#### **Attachments**

- |   |          |
|---|----------|
| 1. Request for naming of the Shepparton BMX Track - Leigh Egan<br>BMX Track | Page 813 |
| 2. Minutes of Meeting - Shepparton Cobras BMX Club                          | Page 814 |
| 3. Naming rules for places in Victoria 2017                                 | Page 815 |

<b>11.    REPORTS FROM COUNCILLORS</b>
--

Nil Received

<b>12.    REPORTS FROM SPECIAL AND ADVISORY COMMITTEES</b>
--

Nil Received

<b>13.    NOTICE OF MOTION, AMENDMENT OR RESCISSION</b>
---

Nil Received

<b>14.    DOCUMENTS FOR SIGNING AND SEALING</b>
---

Nil Received



## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program

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

Under section 80C of the *Local Government Act 1989* 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 2019 to 30 April 2019, some or all of the Councillors have been involved in the following activities:

- Goulburn Ovens Institute of TAFE | Graduation Ceremony
- Heritage Advisory Committee Meeting
- Grand Opening | Haeuslers Shepparton - New Premises
- 2019 Local Government Mayoral Advisory Panel [LGMAP]
- Soroptimist Pamper Day - For Farming Women | Mayor - Guest Speaker
- Small Towns Meeting | Undera
- NDIS Information Session | The Hon Damian Drum
- Shepparton South Rotary Club | Debutante Ball
- Goulburn Valley Waste Recovery Resource Group Board Meeting
- Launch | Culture Corner
- 13th Annual Unity Cup & Walk of Solidarity | Rumbalara and Congupna Football Netball Clubs
- Under 14 | Basketball Victoria Country Championships
- Rural Press Club of Victoria | Luncheon with The Hon Jaclyn Symes
- NAB & C4GS - GROW Greater Shepparton - Economic Forum Visit | Deputy Prime Minister, the Hon Michael McCormack & Damian Drum - the New SAM and GV Bypass
- Disability Advisory Committee Meeting
- Greater Shepparton Positive Ageing Committee Meeting
- Rail Freight Alliance Meeting
- Federal Funding Announcement | GV Health
- Development Hearing Panel
- Inland Rail Symposium | Melbourne to Brisbane
- 'Goulburn Vibes' | Victoria Park Lake
- Zimbabwe Independence Day Celebration
- Federal Announcement The Hon Damian Drum | La Trobe University 'Development'
- SAM Exhibition Opening | Arlo Mountford - Deep Revolt
- Australian Botanic Garden Special Committee Meeting
- RiverConnect Implementation Advisory Committee Meeting
- North East and Goulburn Valley Waste Recovery Resource Groups Collaboration meeting
- 'Launch' Educational Video | Private Robert Mactier
- ANZAC Day Services – Shepparton, Mooroopna, Murchison, Tatura, Dookie
- Goulburn Valley Grammar School | Anzac Service
- Cultural Heritage Awards Ceremony 2019
- Willy O'Callaghan | 60 Years- Diamond Jubilee Celebrations
- Goulburn Valley Concert Orchestra | Chapel on Maude - Gala Opening Concert
- Welcome to Country and Smoking Ceremony | The 'New' SAM Site

## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program (continued)

- Lunch Meeting with Allen Garner - CEO of Major Road Projects (along with some representatives from GV Bypass Action Group Chair & C4GS invitees)
- Greater Shepparton Women's Charter Advisory Committee Meeting
- Goulburn Valley Bowls Division | Presentation Night
- SAM Museum | Artist Julie Dowling painting 'The Brothers' - Morning Tea

In accordance with section 80A of the *Local Government Act 1989* records of the Assemblies of Councillors are attached.

**Moved by Cr Hazelman**  
**Seconded by Cr Sutton**

That the summary of the Councillors' community interaction and briefing program be received and record of assemblies of Councillors be noted.

**CARRIED UNOPPOSED.**

### **Attachments**

1. Heritage Advisory Committee Meeting - 5 March 2019	Page 931
2. CEO and Councillor Catch Up - 26 March 2019	Page 932
3. CEO and Councillor Catch Up - 2 April 2019	Page 934
4. Councillor Briefing Session - 2 April 2019	Page 935
5. CEO and Councillor Catch Up - 9 April 2019	Page 937
6. Councillor Briefing Session - 9 April 2019	Page 939
7. Sir Murray Bouchier Advisory Committee - 12 April 2019	Page 941
8. CEO and Councillor Catch Up - 16 April 2019	Page 942
9. Councillor Briefing Session - 16 April 2019	Page 943
10. RiverConnect Implementation Advisory Committee Meeting - 17 April 2019	Page 945
11. Councillor Briefing Session - 23 April 2019	Page 947
12. CEO and Councillor Catch Up - 23 April 2019	Page 949
13. Councillor Briefing Session - 30 April 2019	Page 950
14. CEO and Councillor Catch Up - 30 April 2019	Page 952
15. Shepparton Regional Saleyards Advisory Committee meeting - 1 May 2019	Page 954
16. Heritage Advisory Committee Meeting - 6 May, 2019	Page 955

## 16. URGENT BUSINESS NOT INCLUDED ON THE AGENDA

Nil Received.

## 17. CONFIDENTIAL MANAGEMENT REPORTS

### 17.1 Designation of Confidentiality of Information

**Moved by Cr Sutton**  
**Seconded by Cr Adem**

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

**CARRIED UNOPPOSED.**

### 17.2 Chief Executive Officer Performance Review

### 17.3 Reopening of the Council Meeting to Members of the Public

### 17.4 Designation of Confidentiality of Information – Report Attachments

**Moved by Cr Adem**  
**Seconded by Cr Hazelman**

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, previously designated by the Chief Executive Officer in writing as confidential under section 77(2)(c) of the Act.

1. Report 7.4: Contract 1889 Balaclava - Verney Road Intersection Upgrade. This document relates to a contractual matter, which is a relevant ground applying under section 89(2) of the Act.

**CARRIED UNOPPOSED.**

**Meeting Closed 6.35pm**

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

**Agenda Item 7.1      Review of the Waste and Resource Recovery  
Management Strategy 2013-2023**

**Attachment 1      Waste and Resource Recovery Strategy (V8)..... 105**



# QUALITY INFORMATION



**Document** Waste Strategy – 2018 Revision

**Reference** M18/83349

**Date** 03-October-2018

**Prepared By** Waste Team

**Reviewed By** Director Infrastructure

## Revision History

Revision Date	Details	Authorised
20-Nov-2018	Approve Draft_Version	Council Meeting
18-Dec-2018	Approve Draft_Version for public consultation	Council Meeting
16-April-2019	Adoption of the final version	Council Meeting



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### List of abbreviations

<b>ARRT</b>	advanced resource recovery technology
<b>C&amp;D</b>	construction and demolition (waste)
<b>C&amp;I</b>	commercial and industrial (waste)
<b>CPRS</b>	Carbon Pollution Reduction Scheme
<b>DELWP</b>	Department of Environment, Land, Water and Planning (Victoria)
<b>hh</b>	Household (as in per Household)
<b>EPA</b>	Environment Protection Authority Victoria
<b>GVWRRG</b>	Goulburn Valley Waste and Resource Recovery Group
<b>KPIs</b>	key performance indicators
<b>MGB</b>	mobile bin (i.e. wheelie bin)
<b>MAV</b>	Municipal Association of Victoria
<b>MRF</b>	materials recovery facility
<b>MSW</b>	municipal solid waste
<b>MUD</b>	multi-unit development
<b>MWRRG</b>	Metropolitan Waste and Resource Recovery Group
<b>APC</b>	Australian Packaging Covenant
<b>PPR</b>	public place recycling
<b>Pp</b>	per person or resident
<b>RRC</b>	resource recovery centre
<b>Infrastructure plan</b>	Statewide Waste and Resource Recovery Infrastructure Plan
<b>SMEs</b>	small to medium sized enterprises
<b>SV</b>	Sustainability Victoria
<b>VLAA</b>	Victorian Litter Action Alliance
<b>FOGO</b>	Food Organics and Garden Organics

# EXECUTIVE SUMMARY



In 2013, Greater Shepparton City Council released the 2013-2023 *Waste and Resource Recovery Management Strategy* and action plan to deliver waste and recycling services that achieved a balance between accessibility, affordability and sustainability. After five years this strategy has been reviewed and updated to reflect contemporary issues and initiatives and to refresh the actions based on current directions and achievements so far. The revised document is titled "Waste Strategy – 2018 Revision".

This strategy outlines how Council will manage its waste services and specifies strategies and measurable actions that are aligned with the federal, state and local government strategic and policy frameworks. It will also ensure that waste management is well established as part of Council's plan for the future.

In addition, in response to the recent global change to recycling Council has effectively secured recycling services under its existing contracts for a further two years providing certainty and continuity of service. This strategy seeks to build on this positive position to provide innovative and best practice waste services to the residents of Greater Shepparton.

The strategy is structured around five key focus areas as follows:

1. Kerbside waste collection (including kerbside recycling)
2. Resource recovery centres
3. Landfill
4. Waste education
5. Litter and illegal dumping

Customer satisfaction level for Council's waste services remains high with an average satisfaction score of 77%.

#### **Customer Satisfaction Survey Results on Waste Services since 2017-18:**

Service	2017-18 Q1	2017-18 Q2	2017-18 Q3	2017- 18 Q4	2018- 19 Q1
Weekly Household Rubbish Collection by Council	86%	86%	84%	85%	86%
Recycling Collection	83%	84%	82%	82%	84%
Transfer Station	64%	65%	65%	66%	63%
<b>Overall Waste Services</b>	<b>77%</b>	<b>78%</b>	<b>77%</b>	<b>78%</b>	<b>77%</b>

With a focus on five key areas, the Waste Strategy – 2018 Revision aims to define Greater Shepparton City Council's current situation 'where are we now' in regards to the management of waste and 'where we want to be'. By identifying the gaps between our current situation and future aspirations the required actions have been identified to achieve the desired outcome.

Continued commitment to improving waste management practices will significantly contribute towards achieving these goals and will enable Council to provide the levels of service that the community expect in a responsible manner.

# 1 INTRODUCTION



## 1.1 MID-TERM STRATEGY REVIEW AND UPDATE

In 2013, Greater Shepparton City Council released the 2013-2023 *Waste and Resource Recovery Management Strategy* and action plan to deliver waste and recycling services that achieved a balance between accessibility, affordability and sustainability.

The strategy aimed to:

- Reduce waste to landfill;
- Reduce greenhouse gas emissions; and
- Avoid waste, increase reuse and increase recycling.

In 2017 Council recommended that a review of the strategy be conducted to:

- Monitor progress of the actions and the need for any refinements;
- Consider seven potential initiatives that could be included in a revised strategy; and
- Consider any changes in waste and recycling practices to ensure the strategy is aligned to current practices and government policy.

This document is the draft Waste Strategy – 2018 Revision (to be) released for public consultation and feedback prior to adoption by Council.

### 1.1.1 Performance and achievements over 5 years to 2018

Table 1 lists the 2013-2023 strategy actions that have been achieved in the past five years.

**Table 1 Completed actions and outcomes from the 2013-2023 strategy**

Action	Outcome
Minimise waste to landfill	In 2015, Council introduced a compulsory FOGO (food organics and garden organics) service for urban areas. In 2018 the opening hours at the Shepparton Resource Recovery Centre's Resale Shop were increased to 7 days per week.
Reduce waste to landfill through increasing the number of 80L and 120L household garbage bins	Introduced a financial incentive of a lower waste service charge for 80L and 120L garbage bins and an additional charge for the 240L garbage bin.
Introduce the Food Organics and Garden Organics (FOGO) household collection service	The FOGO service was introduced in November 2015 and has recovered over 20,000 tonnes of material since its introduction that would otherwise have been disposed of in landfill. This has saved approximately one year of municipal landfill airspace.
Update the Kerbside Policy	The kerbside collection policy was updated in June 2017 to incorporate the FOGO service.
Employ a Waste Education Officer	The full time officer commenced in 2015 with significant initiatives such as 'follow your waste' tours implemented and highly patronised by school groups and residents.
Extend operations of the Shepparton Resale Shop to seven days a week	Seven day operation was introduced in May 2018. Not only does this recover waste from landfill but also offers a social benefit to the community.
Increase the overall waste diversion rate from landfill	In November 2015, FOGO (food organics and garden organics) was introduced and in March 2018 resale shop operations increased to seven days per week. Both initiatives have increased the diversion rate.
Undertake kerbside bin audit to assess additional waste diversion opportunities	A kerbside bin audit was conducted in August 2017. The results have guided the actions in this strategy. The audit demonstrated great outcomes and identified areas for improvement. A key finding indicating that more education is needed in regards to the disposal of waste in the correct kerbside bin.



Action	Outcome
Commenced construction of the Cosgrove 3 Landfill	In 2017, cell design was completed and the construction contract awarded. Cell construction is due to start in late 2018.
Implement a campaign to reduce incidents of illegal dumping	A campaign was implemented in 2017 and Council received a highly commended Keep Victoria Beautiful award.
Develop a strong collaborative working relationship with Goulburn Valley Waste and Resource Recovery Group (GVWRRG) and the waste industry	Nominated Council officers represent Council at the GVWRRG Local Government Waste Forum, the Technical Advisory Reference Group and the Education Committee and are jointly working on a number of initiatives.
Achieve full compliance with EPA regulations for Cosgrove Landfill operations	Cosgrove 2 is an EPA compliant landfill which operates through the direct scrutiny of an EPA appointed operations auditor. In 2017-18, Council achieved 100% compliance in regard to EPA licence conditions.

This revised strategy will build on these and other achievements and strive to address identified key issues and actions.

### 1.1.2 Consideration of Additional Initiatives

Recently, an update on the progress of implementing the actions as outlined in the Waste Strategy 2013 -2023 was presented to Council. Key initiatives were discussed as were opportunities for the improved management of waste services. Seven potential initiatives were identified for future review and considered as part of the waste strategy review. The findings are as follows:

1. Providing waste disposal vouchers to households.
2. Providing a kerbside hard waste collection service.
3. Providing 360L recyclables (yellow lid) bins to households.
4. Increasing the green lid organics bin collection to weekly collection and decreasing the red lid garbage bin to fortnightly.
5. Providing assistance to community members who experience mobility, health or transport issues that impedes their access to household kerbside collections and waste disposal facilities.
6. Improving the Shepparton Resource Recovery Centre resale shop operations.
7. Upgrading the Shepparton Resource Recovery Centre to a regional priority hub site.

The seven initiatives, including the background, modelling and a recommendation for each are further discussed in Appendix A *2017 Review of Initiatives*. However, in summary, it was identified that:

- Waste Disposal Vouchers - The provision of waste disposal vouchers is not recommended on the basis that there is still a cost that Council need to recover. A more effective means of providing assistance to residents in need is proposed (refer to Targeted Assistance below).
- Hard Waste Collections - Based on an analysis of providing a kerbside hard waste collection, costs and risks associated with this initiative outweighed the benefits, and therefore, this option is not recommended as part of the revised strategy. Hard waste collections are more appropriate where residents don't have easy access to disposal options e.g. inner metro areas.



- 360L Recycle Bins – Council has not received any significant community requests or demand for the provision of a 360L recyclables bin. In addition, the recent bin audit suggests that the 240L bin is sufficient at this time.
- Weekly Green Waste Collection – While providing a weekly FOGO service may be appropriate in time, the significant cost and current level of contamination rates in the general waste bin suggest this initiative be reviewed again at a later stage. Implementation would logically be aligned to a move to fortnightly collection of general waste. In order to increase the FOGO collection to weekly, contamination rates need to be further reduced. Given this, the reduction of FOGO contamination has been included as a strategic action and will be a focus of the revised strategy.
- Targeted Assistance - Develop a plan that will enable the Waste and Community Development Team to work collaboratively with charitable services to assist people in need to dispose of their waste. This will ensure that charities can assist community members who experience mobility, health or transport issues impeding access to household kerbside collection and waste disposal facilities.
- Resale Shop Enhancement - Council are currently investigating opportunities to enhance the operation of the Resale Shop (located at the Shepparton Resource Recovery Centre).
- Shepparton RRC Upgrade - In addition, opportunities to upgrade the Shepparton Resource Recovery Centre will also be investigated as part of this revised waste strategy.

## 1.2 PURPOSE

Waste management has a very high profile in the community. Council's waste management services, including kerbside collections and disposal, landfill and resource recovery operations, and other waste activities, make up nearly 10% of Council's total annual operational budget. The collection, transport and methane emissions from waste decomposing in landfill are together a major source of Council's greenhouse gas generation.

For this reason, the strategy has been developed to provide sustainable solutions for the collection, disposal and resource recovery from waste generated within our community. It includes strategies and measurable actions to be undertaken by Council.

## 1.3 VISION AND SCOPE

A major focus of the revised waste strategy is waste avoidance. Reducing the production of waste is the most effective way of minimising waste being collected, treated, recycled or disposed of in landfill. The strategy seeks to enable and encourage the Greater Shepparton community to improve our environment by avoiding waste generation as much as possible. This is achieved by using resources more efficiently and reducing the environmental impacts of waste. Education plays a major role in ensuring that this can happen.

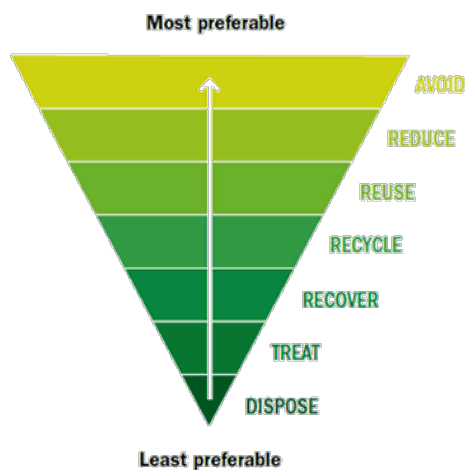
The aim of this strategy is to minimise municipal solid waste (MSW), which accounts for 47% of the municipalities waste stream, and to, where possible, increase recycling of commercial and industrial (C&I) wastes and construction and demolition (C&D) wastes.





Figure 1 *The Waste Management Hierarchy* is one of the eleven principles of environment protection contained in the Environment Protection Act 1970. The principles provide a framework for EPA's decision making. The waste management hierarchy shows the order of preference for waste management where avoiding waste is the most preferable and disposing of waste to landfill the least preferable.

**Figure 1 Waste management hierarchy**



This strategy is structured on five key focus areas as follows:

1. Kerbside waste collection
2. Resource recovery centres
3. Landfill
4. Waste education
5. Litter and illegal dumping

These focus areas align with strategic objectives identified in the Goulburn Valley Waste and Resource Recovery Implementation Plan (refer to section 2.1.1). The Strategy outlines *Where Are We Now - 2018* (our current state) and *Where We Want To Be - 2023* (our future state). Section 7 summarises the strategic actions to be undertaken to get to achieve the desired outcomes i.e. to reach our desired future state.

## 2 STRATEGIC FRAMEWORK & POLICY CONTEXT



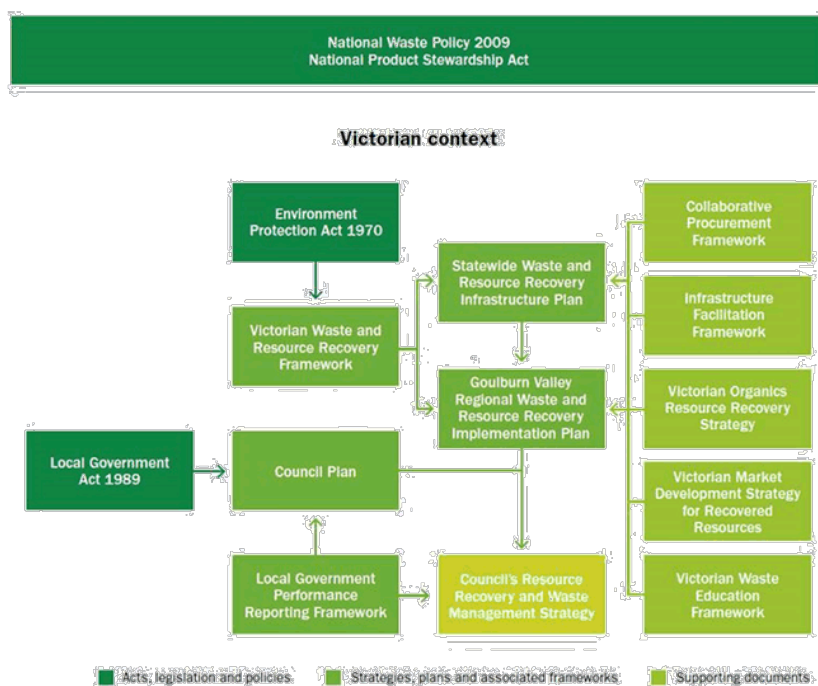
Development of the revised strategy considered the federal, state and local government strategic and policy framework. It is based on the waste management hierarchy, which is included in the Environment Protection Act 1970 and is the underlying principle of waste management policies in Victoria.

The Environment Protection Act establishes the legislative framework for the waste industry, while the Victorian Waste and Resource Recovery Framework provides structure and governance. Under this structure the Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP) and the Regional Waste and Resource Recovery Implementation Plans are developed.

There are seven Regional Waste and Resource Recovery Implementation Plans in Victoria that reflect regional waste needs and provide a link between legislation and implementation. Greater Shepparton City Council links with the Goulburn Valley Waste and Resource Recovery Group (GVWRRG) and all strategy development should align with the Goulburn Valley Waste and Resource Recovery Implementation Plan (GVWRR Implementation Plan).

Figure 12 summarises the context and relationships between the national, state and Local Government policies.

**Figure 2 The national, Victorian and Council policy context**





## 2.1 THE GVWRRG

As seen in Figure 2, the GVWRRG plays a major role in waste management. The GVWRRG was created under 2014 amendments to the 1970 Act and replaced the former Goulburn Valley Waste Management Group that was established in 1997.

It is responsible for planning the future needs of waste and resource recovery infrastructure in the region, aligned to Victorian Government policy. It works with six councils, the Shire of Campaspe, Greater Shepparton City Council and the Mitchell, Moira, Murrindindi and Strathbogie Shire Councils, to plan for waste and resource recovery infrastructure and services and to facilitate appropriate joint council procurement.

The GVWRRG also work with government environment agencies, councils, industry, business and communities to provide best practice advice on waste and resource recovery systems, facilities and services. It has a long history since 1997 of successful government funding partnering to deliver waste and resource recovery projects across the region.

### 2.1.1 The GVWRR Implementation Plan

A Council must perform its waste management functions consistently with the Regional Waste and Resource Recovery Implementation Plan applying to the Council's municipal district, and for Greater Shepparton City Council that is in accordance with the GVWRR Implementation Plan.

There are five strategic objectives outlined in the GVWRR implementation plan that are based on the principles of the 1970 Act and aligned to the strategic directions of the state infrastructure plan, these are as follows:

1. Maximise diversion of recoverable materials from landfills.
2. Support increased resource recovery.
3. Achieve quantities for reprocessing.
4. Manage waste and material streams.
5. Maximise economic outcomes in the delivery of a region-wide network of waste and resource recovery infrastructure.

The GVWRR implementation plan divides priorities into *needs* and *opportunities*. *Needs* occur where there is either no existing infrastructure or insufficient infrastructure to recover and reprocess material types. These include:

- e-waste
- tyres
- textiles
- food and garden organics
- sorting infrastructure to recover industrial waste.

Council's revised strategy has considered the strategic objectives and the needs and opportunities of the GVWRR implementation plan, which is a legislative requirement for Council.





## 2.2 VICTORIAN LANDFILL LEVY

The State Government through the Environment Protection Authority (EPA) introduced a landfill levy as a strategy to make the cost to take waste to landfill equivalent to processing waste through an Advanced Resource Recovery Facility (ARRF). Waste processing costs at an ARRF are significantly higher than current disposal costs at landfill.

There will be significant increases to the Landfill Levy for the next five years to bring landfill disposal costs closer to the anticipated ARRF costs.

A levy for each tonne of waste deposited to landfill in Victoria was established under the EPA Act in 2002. Funds generated from the levy are then dedicated to resource recovery and other environmentally beneficial projects. These funds also support environmental government organisations such as the EPA, Sustainability Victoria and the Waste and Resource Recovery Groups.

The 2018/19 levy for Greater Shepparton (and regional Victoria) is:

- \$31.71 per tonne for municipal waste
- \$55.46 per tonne for commercial waste.
- \$70 per tonne for prescribed waste Category C.

This is projected to increase by approximately 2.5% annually over the next four years.

## 2.3 WASTE SERVICES CHARGE

The Victorian *Local Government Act 1989* (Division 1 s. 162) allows a Council to declare a service rate or an annual service charge or any combination of such a rate and charge for the collection and disposal of refuse.

Waste management can encompass a number of different types of services. The types and level of services depends on a council's specific circumstances, policies and priorities. There are also different ways councils allocate and recover their waste management costs.

Council, like the majority of Victorian councils, has a waste service charge. Greater Shepparton City Council adopts a separate charge to provide this essential service. The waste service charge is currently excluded from the rate cap but is monitored and benchmarked across all councils by the Essential Services Commission.

Council, also like the majority of councils, has a user-pays approach for services beyond the standard services provided within the waste service charge. Examples include charges for optional larger bins, large commercial bins and to recover costs to manage items, such as mattresses and tyres, dropped off at resource recovery centres. Council continually monitors the costs of providing services to ensure the waste service charge covers the cost of providing the wide range of services required for the collection and disposal of refuse.



## 2.4 OVERVIEW OF MUNICIPALITY

Greater Shepparton is home to over 65,000 people spread over 2,421 square kilometres (Figure 4). Shepparton Township is located at the confluence of the Goulburn and Broken Rivers and at the intersection of the Goulburn Valley and Midland Highways (Figure 3). The Greater Shepparton Region is the fourth largest regional centre in Victoria and one of the fastest growing regions in Victoria.

Figure 3 Map of GVWRR Region

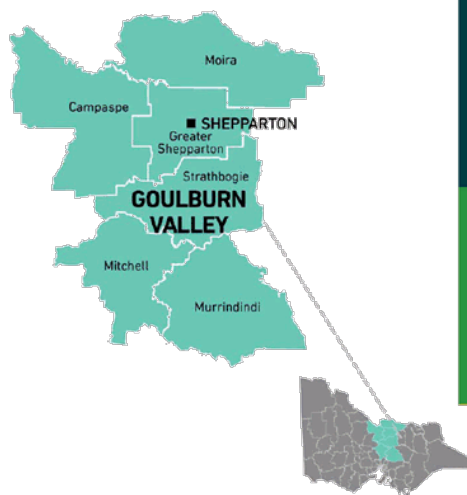
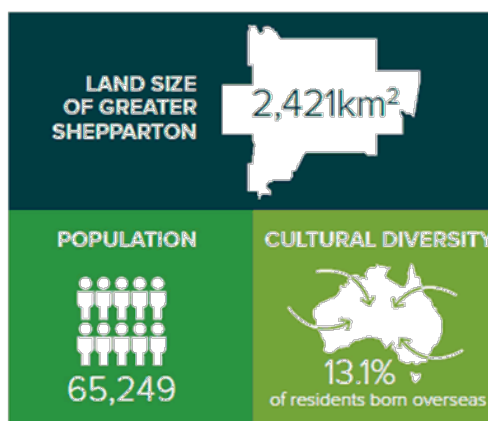


Figure 4 Greater Shepparton demographics, 2016



The population is almost evenly split between the main urban centres of Shepparton and Mooroopna (53%) and the surrounding rural areas, including the smaller townships of Congupna, Dookie, Katandra, Kialla West, Merrigum, Murchison, Tallygaroopna, Tatura, Toolamba, Undera and surrounding rural areas (47%).

Over 14% of people living in Greater Shepparton are born overseas and the region is home to more than 50 cultural groups. Greater Shepparton has supported Australia's intake of humanitarian entrants and refugees from Africa, the Middle East and Afghanistan and is now the leading Victorian site for new arrival community settlement outside of metropolitan Melbourne.

The diverse population provides a unique opportunity for Council to utilise multi-dimensional approaches and procedures in engaging the community to understand and embrace waste minimisation, reduce contamination and to ensure a better environment for future generations.

### 3 KERBSIDE COLLECTION



In accordance with the current Kerbside Collection Policy, for households rated residential and rural residential located within urban boundaries, the Standard Kerbside Collection Service is compulsory.

The standard Kerbside Collection Service consists of:

- Weekly garbage waste collection;
- Fortnightly mixed recyclables collection; and
- Fortnightly food and garden organics collection (urban areas only);

Additional factors affecting the standard service are as follows:

- Multi-unit dwellings such as retirement villages that are commercially rated are not required to have an organics collection. Those that are residentially rated are provided with bins based on the number of dwellings.
- Bins for commercial and industrial properties are collected in accordance with the standard bin service. If additional services are required, the owner/occupier must make their own arrangements.

Council's waste services are funded through the waste service charge (see Section 2.2.3). The sizes of bins provided are 80L, 120L or 240L garbage, 120L or 240L recyclables and 80L or 240L organics. The standard service is based on Sustainability Victoria's best practice standards to minimise waste to landfill and maximise recycling of packaging and organics. Figure 5 shows the number of bins and collection frequency for kerbside collections.

In an effort to determine how residents dispose of Waste, Council conducted its first bin audit in 2012. Two more audits have since followed, one in 2015 and one in 2017. In 2017 a total of 1,059 bins were audited. Figure 6 shows the results from the 2017 audit.

**Figure 5 Summary of kerbside collection services**




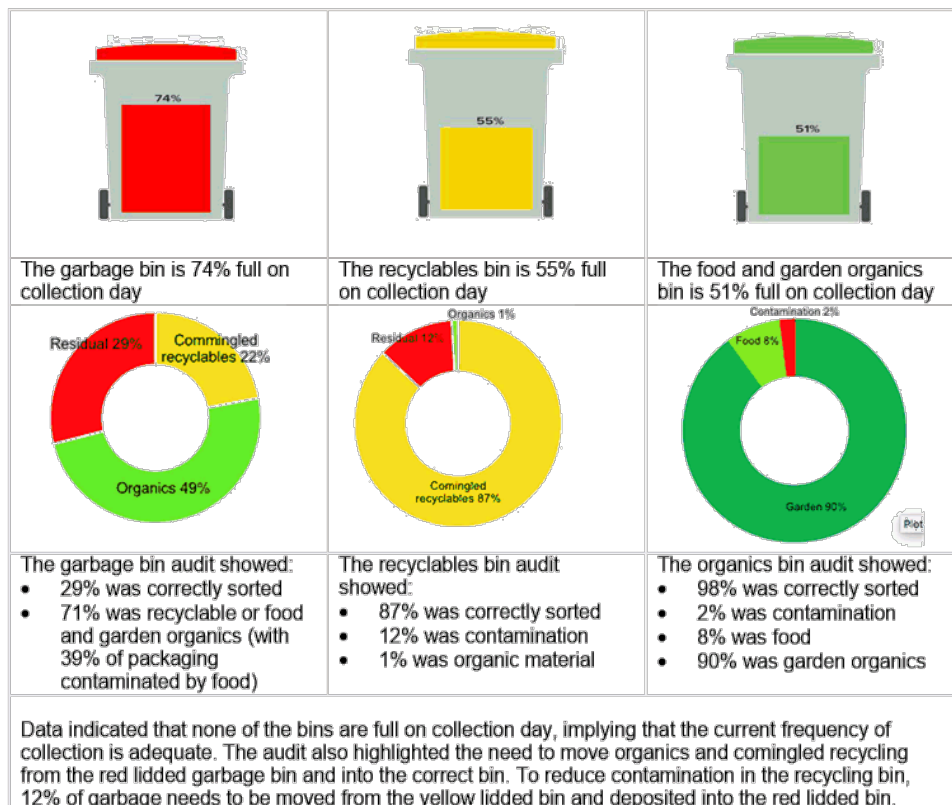
Service	Bin size	Number of bins	Collection frequency
 Garbage	80L 120L 240L	10,731 8,255 9,252	weekly
 Recycling	120L 240L	28,238	fortnightly
 Food and garden organics	80L 240L	22,061	fortnightly

Figure 6 Fullness of bin and composition of material (bin audit 2017)



### 3.1 FINANCIAL SUMMARY

The largest source of waste related income is derived via kerbside collection and is charged to ratepayers as part of the waste services charge. Income generated from kerbside collection is forecast to be approximately \$9.7 million in 2018/19. Managing kerbside collection is also Council's largest operational expense and is forecast to be \$7.6 million in 2018/19. The table below shows the total income and expense for the management of kerbside collection until 2023 (the duration of the revised waste strategy).

Kerbside	17/18 Actuals	18/19 Forecast	19/20 Forecast	20/21 Forecast	21/22 Forecast	22/23 Forecast
Total Income	9,496,260	9,801,460	10,026,535	10,327,331	10,637,151	10,956,266
Total Expense	5,868,348	7,644,248	7,873,575	8,109,783	8,353,076	8,603,668
NET Kerbside	3,627,912	2,157,212	2,152,960	2,217,548	2,284,075	2,352,597



As shown in the financial summary, a significant increase to kerbside collection expenses is assumed due to an increase in the cost of processing recyclable material. Fluctuations or changes in kerbside income and expenses are also dependent on factors such as population growth, landfill disposal cost, contract rate increments, and recyclable material processing costs. The current population growth in Shepparton is 1.25% indicating a future increase in income generated from the kerbside collection service. This increase will continue to subsidise other waste services. The above figures do not include council overhead costs for managing the kerbside collection service such as staff salaries, compliance requirements and waste education.

## 3.2 WHERE ARE WE NOW (2018)

### Contamination Rates

Greater Shepparton City Council introduced a FOGO (food and organic) collection service in 2015. For the first twelve months, waste contamination rates fluctuated between 4% and 12%. The current contamination rate of the FOGO bin is approximately 3% to 4%.

The recycle bin contamination rate is approximately 13%. As shown in Figure 6 the current waste compositions in red, yellow and green lid bins are highly imbalanced with the red lid bin containing only 29% of residual waste, the remainder, 71% should have been deposited in either the yellow or green lidded bin.

The 2017 bin audit confirms current contamination rates as follows:

- FOGO (green lid bin) < 2%
- Recycle (yellow lid bin) < 13%
- General (red lid bin) < 71%

### Tracking Contamination

Cameras are installed in the green bin collection trucks to track contamination. When contamination is found, photo evidence allows for Council to send a letter to the resident with 'correct use of bin' information. If contamination occurs repeatedly, bin collection is suspended in accordance with the Kerbside Collection Policy. Collection resumes if the bin owner signs a statutory declaration making a commitment to dispose of material in the correct bin.

This process has proven to be an effective form of education and has helped to reduce bin contamination in the FOGO bin. However, before it is appropriate to move the green lid bin service to weekly the contamination rate in the red lid bin needs to be reduced so that there is no net impact on cost of collection. This continues to be a challenge (refer to Appendix A, Section 4).

Cameras are not installed on the yellow lid bin collection trucks and therefore, there is currently no efficient means to track the source of contamination in the recycle bin. In addition, there are some residential areas where the occurrence of bin contamination is significantly high (contamination hot spots). This highlights the need for the development of specific and targeted waste education programs that encourage the community to cooperate when it comes to using the correct bin.





#### Kerbside Collection Service Areas

It is compulsory for residents living within the 'urban residential boundary' to have the FOGO service. Residents with FOGO pay an additional waste charge for this service. However, when the FOGO service was introduced in 2015 the urban residential boundary was not clearly defined and there are a number of residents living on the urban fringe that are excluded from FOGO collection.

#### Future Cost Implications for Recycling

The introduction of China's Blue Sky Policy (National Sword) has meant a recent restriction on the importation of recyclables which has impacted the global market with flow on affects to those in the Waste industry. As a result, Council will now incur an additional cost of approximately \$860,000 annually to ensure the continuance of the kerbside collection and processing of recyclables.

### 3.3 WHERE DO WE WANT TO BE (2023)

#### Contamination Rates

In 2023 Council's vision is that bin contamination has been significantly reduced. Council aim to have undertaken another bin audit with a target of reducing the contamination rates to as follows:

	2018	2023
FOGO (green lid bin)	98% correctly sorted 2% contaminated	99% correctly sorted 1% contaminated
Recycle (yellow lid bin)	87% correctly sorted 13% contaminated	95% correctly sorted 5% contaminated
General (red lid bin)	29% correctly sorted 71% contaminated	70% correctly sorted 30% contaminated

#### Tracking Contamination

In 2023 Council now have a process in place to track contamination rates in both the yellow lid bin and the red lid bin, ensuring that waste streams are appropriately diverted. Contamination of the FOGO bin continues to be tracked and will be consistently managed.

Confusion in regards to the correct use of bins will no longer exist and our targeted programs have begun to eliminate contamination hotspots. Council has focused on targeted waste education programs that encourage the community to correctly dispose of household waste. These programs are specifically aimed at moving recyclables and FOGO material from the red lid bin into the correct bin for processing.

#### Service Areas

In 2023, the urban residential boundary will be clearly understood, thus eliminating confusion with the compulsory FOGO service. Council's Waste Team will work closely with Council's Planning Team to understand and plan for growth in the urban residential zone.

**Future Cost Implications for Recycling**

The Government response to the restrictions enforced by China on the importation of recyclable material has forced the development of a range of initiatives. These initiatives are discussed in Sustainability Victoria's Recycling Industry Strategic Plan and include support infrastructure, education, and market development.

In line with these initiatives there has been a shift from 'recycling right' to 'waste avoidance' whereby the collection and processing of recyclable material is no longer undertaken because it is the 'right thing to do' but is undertaken because the end product is a commodity needed by industry. End markets have been created for recyclable material and Greater Shepparton City Council are supporting and encouraging this.

By 2023 Council will be working closely with both material recycling facilities and recycling collectors and will have had the opportunity to advertise and implement new contracts for both kerbside collection and the processing of recyclables that support waste objectives.



### 3.4 STRATEGIC ACTIONS

Strategic Actions	Timeline	Indicative Cost \$
Develop a process (internally) to track yellow lidded bin and the red lidded bin contamination as per the green lidded bin (FOGO) service.	2019-2020	NA
Engage a consultant to undertake a bin audit in an effort to gather data on how residents dispose of waste.	2020-2021	\$50,000
Develop targeted waste education programs that align with Sustainability Victoria's Waste Education Strategy to encourage the community to dispose of waste correctly, including a targeted FOGO Kerbside Collection Support Campaign.	2018-2023	\$20,000
Engage an external provider to undertake a survey to gather much needed data so waste education programs can be targeted to specific areas.	2019-2020	\$20,000
Develop a pilot project to assist people in the community to more easily dispose of household waste. To be developed internally in collaboration with Community Development and Sustainability.	2020-2021	\$20,000
Focus on implementing actions included in the Government's Recycling Industry Strategic Plan and take advantage of RIIF (Recycling Industry Infrastructure Funding) to ensure that Shepparton has infrastructure in place to manage recycling for end markets.	2019-2020	Cost to be determined
Establish a contract development working group in order to get the best outcome when tendering for the kerbside collection and the processing of recyclables contracts.	2019-2020	\$40,000
Develop current internal processes to implement the use of green lidded bins at Council events	2019-2020	Cost to be determined
Focus on implementing recycling bins adjacent to Council waste bins where appropriate across the municipality	2019-2020	Cost to be determined
Investigate and assess the viability of the introduction of 360L recycling services and subject to this review and if determined appropriate any changes will align with the contract renewal or renegotiation.	2019-2023	Cost to be determined
Investigate and assess the viability of transitioning the change to collection frequency of the green and red lidded bins and subject to this review and if determined appropriate any changes will align with the contract renewal or renegotiation	2019-2023	Cost to be determined



## 4 RESOURCE RECOVERY



### 4.1 RESOURCE RECOVERY CENTRES

Greater Shepparton City Council own and operate three Resource Recovery Centres (RRC's). They are located in Shepparton, Ardmona and Murchison and service the Greater Shepparton community. A Resource Recovery Centre is not a tip! It's a place where waste and recyclables from many different sources are brought together and then transported to recycling centres, waste processors or to landfill. Council's three Resource Recovery Centres enable residents to dispose of large volumes of waste not accepted in the kerbside collection.

The *Guide to Better Practice at Resource Recovery Centres* (Sustainability Victoria 2017) formed the basis for the defined minimum standards for the assessment of all RRC sites, resulting in the network as a whole being assessed as being in need of substantive upgrade. In addition, a key finding of the RRC Strategy found that only 38% of the sites assessed had a business case developed for the future management of the site.

#### 4.1.1 Shepparton Resource Recovery Centre

The Shepparton RRC is located at 125 Wanganui Road, Shepparton. It is the largest of Council's three RRC's and operates seven days per week. The Shepparton RRC currently recovers approximately 45% - 50% of operating costs from gate fees. Current services incurring costs include stockpile handling, bin rentals, waste transport and disposal charges, plant and equipment charges, utility charges and staff/labour salaries. This facility operates over the weekends and on some public holidays. Some items accepted by the Shepparton RRC have an associated disposal cost, while others can be disposed of free of charge. For a list of items that can be disposed of free of charge, and the fees for other materials, visit Council's website at [www.greatershepparton.com.au](http://www.greatershepparton.com.au).

At the Shepparton RRC, there are provisions for the acceptance of recyclables, paper and cardboard. All collected recyclable items are transported to a Materials Recycling Facility (MRF) for further sorting and re-processing. There are also provisions for the collection of E-waste. E-waste (electronic waste) refers to any item with a plug, battery or cord that is no longer working or wanted. E-waste contains valuable resources that can be reused as well as some materials that harm the environment. Disposing of E-waste at the Shepparton RRC ensures that the items can be recycled as opposed to going to landfill.

Housed at the Shepparton RRC is a permanent detox drop-off facility for the disposal of paint, household batteries and fluorescent light tubes and globes. Council work closely with Sustainability Victoria and GVVRRG to hold an annual 'detox your home' collection day, whereby residents can dispose of chemical and hazardous waste free of charge. Toxfree, contracted by Sustainability Victoria (SV) removes the waste and SV pay for the collection, sorting and processing. There are also opportunities to explore product stewardship initiatives such as the service offered through Paintback.

Commercial customers disposing of bulk loads of timber, concrete and brick are also catered for at the Shepparton RRC. Council receive and recycle approximately 18,000 tonnes of clean concrete and bricks every year which are crushed into 20mm aggregate and used by Council for road construction works. Green waste can also be disposed of at the Shepparton RRC.



The Shepparton RRC is also home to the Resale Shop. Items that are taken to the RRC and considered suitable for resale are taken to the Resale Shop, where community members can find a reusable bargain. The Resale Shop was opened to the public in 2006 and operated for 7 days per week. However, in 2012, due to lack of response from the community Council scaled back operations to two days per week. Given the recent success of the Resale Shop and the significant number of household items recovered and diverted from landfill, in March 2018, Council again increased the opening hours to seven days a week. There is a potential to develop this activity and potentially involve a social enterprise.

#### 4.1.2 Ardmona Resource Recovery Centre

The Ardmona RRC is located on the corner of Midland Hwy and Turnbull Rd, Ardmona. It is open on Tuesday, Thursday, Saturday and Sunday and provides services to the communities of Mooropna, Tatura and Ardmona. The Ardmona RRC has a cost recovery of approximately 50% through gate fees of the total operational expense, similar to Shepparton RRC. Cost recovery at the Ardmona RRC is slightly higher due to less operating hours.

Unlike the Shepparton facility the Ardmona RRC does not allow for the disposal of concrete, brick and plaster and there isn't a detox facility on site. However, green waste is received, processed and stockpiled at the Ardmona RRC before being disposed of off-site.



#### 4.1.3 Murchison Resource Recovery Centre

The Murchison Resource Recovery Centre was established in 2012 after the closing of the Murchison Landfill, which is also situated on the same site. The facility is open Wednesday and Sunday afternoons from 1pm to 4pm and provides services to the Murchison community. It does not accept concrete, brick, plaster, polystyrene or vegetable based oils. Nor does it cater for the acceptance of chemical and household waste.

The Murchison RRC has a cost recovery of approximately 25% through gate fees of the total operational expenses. This relative higher percentage is due to the limited opening hours. Although Murchison RRC receives fewer customers, it plays a vital role in offering the local community a waste service that is within 20 to 30 minutes of their home. This meets best practice reasonable access as recommended by Sustainability Victoria.

### 4.2 FINANCIAL SUMMARY

Resource Recovery Centres have historically operated at a loss requiring subsidisation from other waste streams.

Resource Recovery	17/18 Actuals	18/19 Forecast	19/20 Forecast	20/21 Forecast	21/22 Forecast	22/23 Forecast
<b>Total Income</b>	1,100,293	1,214,577	1,237,299	1,260,465	1,284,086	1,308,169
<b>Total Expense</b>	1,899,596	2,057,022	2,579,811	2,655,280	2,732,993	2,813,018
<b>NET RRC</b>	-799,303	-1,291,945	-1,342,512	-1,394,814	-1,448,907	-1,504,849



As shown above, the Resource Recovery Centres are currently recovering approximately 50% of the current operating costs. Hence the need to subsidise the running of these facilities from other waste streams (i.e. kerbside collection and landfill operation). Fees and charges at the Resource Recovery Centres are set in accordance with recycling/processing/disposal costs, bin hire charges, utility costs, plant hire charges and other overhead charges.

The cost of collecting and then processing items from Resource Recovery Centres continues to be significantly higher than the gate fees charged. Adjustments to current gate fees to match the collection and processing costs would result in deterring and discouraging residents from using Resource Recovery Centre which could ultimately lead to the increase of illegal dumping.

## 4.3 WHERE ARE WE NOW (2018)

### Managing Transactions

At all three RRC sites (Shepparton, Ardmona, and Murchison) the functionality of existing software used to manage financial transactions is inefficient. The current software has been in use since 2006. While this software system can account for financial transactions it does not have the necessary functionality to track data in real time. The ability for the current system to record and provide accurate data for reporting is inefficient and time consuming.

### E-Waste (Electronic Waste)

Given the short lived lives of E-waste, E-waste is now growing up to three times faster than general municipal waste in Australia. In June 2019, the Government will impose a ban to restrict E-waste deposits to landfill. The RRC's do not currently have the necessary infrastructure in place to cater for the storage of E-waste. All three sites require infrastructure upgrades such as the installation of separate E-waste sheds to house the waste before they are transported to processing facilities. Council have just submitted a grant application to SV and expect to receive \$100,000 for the infrastructure upgrades.

### Site Location and Layout

Although the Shepparton RRC provides the broadest range of services, the size and location of the site offers limited opportunity for expansion. The *GVWRRG Facilities Buffer Risk Assessment Report* identified operations being compromised by the proximity to residential development and the impact of noise and dust from the storage and processing of concrete and organic material on part of the site. Thus indicating that future relocation be considered or as an alternative, improvements made to onsite technology.



Site layout of the Ardmona RRC requires improvement and an upgrade is necessary in order to meet best practice. While the Murchison RRC site is close to meeting best practice its location lacks attraction and therefore, with limited opening hours it does not currently receive significant volumes.



Traffic flow at the Shepparton RRC requires improvement. An infrastructure concept plan has been developed for the site and the provision of separate entry and exits points to the RRC and the Resale Shop would be of benefit. To determine the future site layout of the Shepparton RRC a business plan needs to be developed.

The site would also benefit from the installation of a weighbridge to allow for the weighing of commercial loads. There are also opportunities to explore product stewardship initiatives such as the service offered through Paintback, however, site infrastructure needs to be able to support this. Current infrastructure supports the acceptance of domestic waste, however, commercial loads could also be catered for.

#### **Resale Shop**

The Shepparton Resale Shop, although a success, requires a 'brand' and work is still required in establishing the shop so the layout is functional and aesthetically pleasing.

#### **Stockpile Management**

In 2018, the EPA introduced a new guideline for stockpile management of combustible, recyclable and waste materials (CRWM) with the purpose of ensuring that stockpile size and fire risk at RRC's is effectively managed. However, individual fire management plans for all three sites do not currently exist and need to be developed. In addition, a process needs to be developed for the management of green waste. Green waste is accepted at the Shepparton and Ardmona RRC's and stockpiles require management.

## **4.4 WHERE DO WE WANT TO BE (2023)**

#### **Managing Transactions**

In 2023, all three sites will have new operational software systems installed allowing for data processing in real time. Waste specific software will ensure online access from the office to each of the RRC sites which will eliminate the current practice of transferring data manually on a USB. This will significantly improve the ability for Council to report more accurately to state wide data collection and to apply for funding. In addition, other initiatives and infrastructure will be investigated to move to a more non subjective method of charging which will also assist in gaining customer confidence in relation to fees charged.

#### **E-Waste (electronic Waste)**

To cater for the acceptance and disposal of E-waste, the Shepparton and Ardmona RRC's will have new sheds installed. Council will apply for grants through Sustainability Victoria for assistance with the construction of the sheds.

#### **Site Location and Layout**

Opportunities for funding to upgrade the infrastructure at Shepparton RRC will be sought. This will allow for improved traffic flow and additional parking spaces. Also considered and researched will be improvements to onsite technology to result in minimal impacts from dust and noise to residential areas as a result of processing concrete and organics. A business case for the installation of a weighbridge will have been developed.





In regards to the provision of waste services at the Murchison RRC, a service plan will be developed. By 2023 consideration will also be given to cross council opportunities with neighbouring Councils such as Rushworth, in Campaspe Shire, who could benefit from the location of the Murchison RRC.

#### Resale Shop

The Resale Shop has been rebranded and the shop functions as its own business unit attracting visitors from Shepparton and the wider community. In addition an action plan has been developed for the improved operational management of the Resale Shop.

#### Stockpile Management

In 2023, fire management plans, in accordance with the EPA guideline 'Stockpile management of combustible, recyclable and waste materials' will have been developed for all three sites. Stockpile management plans for Shepparton and Ardmona will also have been developed.

## 4.5 STRATEGIC ACTIONS

Strategic Actions	Timeline	Indicative Cost \$
Install waste management software at all three sites.	2019-2020	\$130,000
Apply for a Sustainability Victoria grant to install E-Waste sheds at the Shepparton RRC and the Ardmona RRC	2019-2020	\$145,000
Develop business/concept plans for the redevelopment/upgrades of the Shepparton RRC and the Ardmona RRC. Plans to be developed in collaboration with the GVWRRG.	2019-2020 (Plan)	\$80,000
Develop an internal working group to research and investigate improvements to onsite technology for the processing of concrete and organics.	2019-2020	To be completed in house
Explore opportunities for product stewardship initiatives such as the service offered through the 'Paintback Scheme'.	2019-2020	To be completed in house
Develop a business case for the installation of a weighbridge at the Shepparton RRC to improve measures on establishing non subjective charges.	2020-2021	To be completed in house
Engage a Fire Management Consultant to develop Fire Management Plans for all three sites.	2018-2019	\$20,000
Develop Stockpile Management Plans for the Shepparton and Ardmona RRC's.	2018-2019	To be completed in house
Establish a process for the improved management and processing of green waste received at Council's RRC's.	2019-2020	To be completed in house
Develop a Service Plan for all three sites, paying particular attention to the provision of services at the Murchison RRC.	2019-2020	To be completed in house

Explore cross council opportunities with Campaspe Shire for the provision of the Murchison RRC to Campaspe residents.	2019-2023	To be completed in house
Investigate viability of open tip days in lieu of hard waste collection pick up and tip vouchers.	2019-2023	Cost to be determined



## 5 LANDFILL



### 5.1 LICENSED LANDFILL

There are five licensed landfill sites in the Goulburn Valley Waste and Resource Recovery Region. One of these, Cosgrove, is located in Greater Shepparton. The 'Cosgrove Precinct' is located approximately 17km east of Shepparton and is made up of three landfill areas, Cosgrove 1, Cosgrove 2 and Cosgrove 3.

The Cosgrove Landfill is identified as a *regional hub of state significance*<sup>1</sup> in both the Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP) and the GVWRG implementation plan. The SWRRIP identifies opportunities to achieve best practice residual waste management outcomes to increase capacity to pre-sort and screen materials at landfill sites. In addition, the GVWRG implementation plan identifies opportunities to significantly increase the diversion of recoverable material from landfill by pre-sorting commercial and industrial waste.

#### 5.1.1 Cosgrove 1

The Cosgrove 1 landfill is a closed landfill site, owned and formerly operated by Greater Shepparton City Council. The Landfill formerly accepted inert and putrescible wastes, low level contaminated soils, asbestos and tyres from 1989 to 1999 under EPA licence. The EPA licence was surrendered for Cosgrove 1 landfill and was replaced with a pollution abatement notice (PAN) which requires Council to continue with the aftercare requirements set by EPA for next 30 years. Council currently meets all requirements for aftercare through its landfill aftercare management plan.

#### 5.1.2 Cosgrove 2

Council is currently operating at the Cosgrove 2 landfill. The landfill covers an area of approximately 10.3 hectares. Cells one and two are capped, with the construction of the cell three cap scheduled for completion in 2018. Cell 4 is the current active cell and is expected to be capped at completion of waste filling in 2020.



Cosgrove 2 also has a landfill gas collection system. Fifteen gas extraction wells were installed in 2006/07. It has a 0.77MW power plant that turns an average of 300,000 standard cubic metres of methane gas to electricity each year, enough to power at least 450 houses annually, generating an annual income of approximately \$55,000.

Connecting to a grid offers 2MW capacity and therefore the opportunity to extend the gas collection to Cosgrove 3. There are also the opportunities for solar power to be installed.

<sup>1</sup> Defined in the state implementation plan as managing or processing a significant proportion of one or more material streams for the state.



### 5.1.3 Cosgrove 3

The Cosgrove 3 Landfill is situated in close proximity to the Cosgrove 2 landfill. Construction of Cosgrove 3 commenced in 2017 and the construction of cell one is expected to commence in late 2018 with an anticipated completion date of February 2019.

The development of Cosgrove 3 will assist Council in providing continuous landfilling operations. Cosgrove 3 is expected to provide a further 50 years of airspace securing Council's future waste management requirements. The Cosgrove 3 site will provide room to establish a future pre-sort facility and/or a Resource Recovery Centre. The total construction costs as per whole of lifecycle modelling for Cosgrove 3 (i.e. from 2018-19 to 2056-57) is approximately \$65 million (refer to financial summary on page 26).

## 5.2 CLOSED LANDFILLS

The GVWRG implementation plan lists eight closed landfill sites in Greater Shepparton City Council. Rehabilitation has been completed for the Kialla, Mooroopna and Murchison closed landfill sites, and ongoing monitoring and maintenance is occurring at Cosgrove 1 closed landfill site. Limited information is available for the Dookie, Kialla East and North Shepparton closed landfill sites.

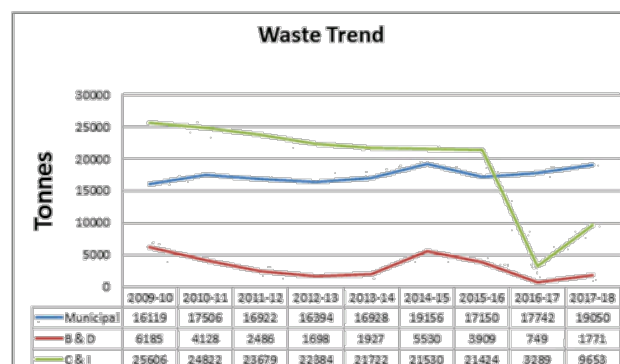
Given that the majority of these closed landfill sites were constructed prior to the development of EPA best practice guidelines (for both construction and operation), little information is known about construction methods, cell size, and the type of waste deposited.

Greater Shepparton City Council is working with the GVWRRG to assess the closed landfill sites and to determine the extent of any additional work required and appropriate planning buffers. Further work may arise from the assessment which could include:

- development of costed action plans for high-risk sites;
- engagement of an EPA appointed auditor to develop risk mitigation action plans; and
- development of a bid for funds to implement the risk mitigation plan.

## 5.3 FINANCIAL SUMMARY

The financial outcomes for landfill operational expenses are heavily influenced by the volume of waste received. The graph below shows the tonnage disposed of at the landfill, and the waste trend, since 2009/10, where B&D is Building & Demolition waste and C&I is Commercial & Industrial waste.







The table below shows the operational income at Cosgrove until 2023.

Landfill Operations	17/18 Actuals	18/19 Forecast	19/20 Forecast	20/21 Forecast	21/22 Forecast	22/23 Forecast
<b>Total Income</b>	3,822,508	4,419,625	4,505,821	4,593,719	4,683,353	4,774,758
<b>Total Expense</b>	1,743,394	2,804,446	2,471,543	2,540,863	2,612,214	2,685,657
<b>NET Landfill</b>	2,079,114	1,615,179	2,034,278	2,052,857	2,071,140	2,089,101

It is expected that Cosgrove 2 will receive more waste in 2018/19 in comparison to the 2017/18 financial year given the securing of a contract with a major commercial customer. A significant expense for landfill operations is the EPA landfill levy. Council pay a landfill levy of, on average, \$1.0 million dollar per annum. With stringent EPA licencing guidelines, it is anticipated that landfill operations will need to commit additional operational budget into the future in order to comply. A significant portion of the landfill operation budget will be utilised for landfill aftercare requirements as required by the EPA licence.

The management of landfill also typically requires significant capital expenditure over the life of the landfill. Capital costs include cell construction, cell capping, the purchase of machinery, and aftercare management. Estimate capital costs for Cosgrove 2 and Cosgrove 3 until 2023 are as follows:

Cosgrove 2	17/18 Actuals	18/19 Forecast	19/20 Forecast	20/21 Forecast	21/22 Forecast	22/23 Forecast
Gas Field Dev.	65,000					
Cell 3 Capping	929,377	300,000				
Cell 4 Sideliner	615,163	300,000				
Cell 4 Capping				1,700,000		120,000
Clay Pit Works	322,908	100,000	100,000	100,000		
Cosgrove 3 Cell 1	17/18 Actuals	18/19 Forecast	19/20 Forecast	20/21 Forecast	21/22 Forecast	22/23 Forecast
Subgrade Works	132,099					
Cell Construction	730,098	3,000,000				
Infra. Design	74,195					
Infra. Construction		4,850,000				
Cosgrove 3 Cell 2	17/18 Actuals	18/19 Forecast	19/20 Forecast	20/21 Forecast	21/22 Forecast	22/23 Forecast
Cell Design				150,000		
Cell Construction						4,937,710
Other Capital Costs	17/18 Actuals	18/19 Forecast	19/20 Forecast	20/21 Forecast	21/22 Forecast	22/23 Forecast
Other Services		610,000	200,000	205,000	210,125	215,378
Compactor		650,000				
<b>TOTAL CAPITAL</b>	<b>2,868,840</b>	<b>9,810,000</b>	<b>300,000</b>	<b>2,155,000</b>	<b>210,125</b>	<b>5,273,088</b>



## 5.4 WHERE ARE WE NOW (2018)

### Construction of Cosgrove 3

Council are currently in the process of preparing Cosgrove 3 for operations. Cell 1 is currently under construction and construction of site infrastructure will commence in 2019. Provisions have been made in the infrastructure plan for the construction of a waste education facility and an area identified for a future pre-sort facility at the Cosgrove 3 site. A transition plan is being developed for the transition of operations from Cosgrove 2 to Cosgrove 3. It is anticipated that operations will commence at Cosgrove 3 in December 2019.

### Managing Transactions

The existing weighbridge and software at Cosgrove 2 is inefficient. It lacks the capabilities required to produce real time reports and online access. This is a necessary requirement for tracking tonnage, setting up customer accounts, and for completing reporting requirements such as EPA levy calculations.

### Aftercare Management for Closed Landfill

Aftercare Management Plans are in place for Cosgrove 1 and Kialla closed landfills. EPA requires Council to manage these sites in accordance with the Aftercare Management Plan for approximately thirty years. This involves regular cap maintenance, monitoring and reporting which includes significant expenditure. Aftercare Management Plans still need to be developed for the Dookie, Kialla East and North Shepparton closed landfill sites. The development of these plans and the management of the site in accordance with such plans will require additional funding.

## 5.5 WHERE DO WE WANT TO BE (2023)

### Construction of Cosgrove 3

In 2023, Cosgrove 3 is operational. There has been a smooth transition from Cosgrove 2 to Cosgrove 3. Pricing at Cosgrove 3 is competitive and in accordance with a well-developed business plan and pricing model. New technologies for daily cover have been assessed and (if appropriate) implemented to save landfill airspace and funds.

### Managing Transactions

Advanced waste management software has been installed which allows transactions and data to be managed in real time. Data recording and reporting issues have been resolved.

### Aftercare Management for Closed Landfill

Council continues to work collaboratively with the GVWRRG. Assessment of all closed landfill sites is complete and Council have an improved understanding of the environmental impacts associated with each of the sites. An Aftercare Management Plan has been developed for Cosgrove 2 and Council are proactively managing this site.

At the conclusion of Cosgrove 2 capping, alternate options will be explored for utilising the closed landfills capped surface to achieve a green/carbon neutral Cosgrove Precinct through using the energy produced from landfill gas to establish a solar farm.



## 5.6 STRATEGIC ACTIONS

Strategic Actions	Timeline	Indicative Cost \$
Commission Cosgrove 3 landfill by September 2019	2019 - 2020	\$9.8m
Develop a transition plan to manage the transition from Cosgrove 2 to Cosgrove 3.	2018 - 2019	
Develop concept and detailed designs for the construction of a pre-sort facility at the Cosgrove 3 landfill site. The planning stage to commence after Cosgrove 3 is commissioned.	2021 - 2022	\$100,000
Develop a Cosgrove 3 Business Plan (including a pricing model).	2018 - 2019	To be completed in house
Install advanced waste management software to resolve current data recording and reporting issues. Installation to be undertaken in with software implementation at the Resource Recovery Centres and with Infrastructure Construction at Cosgrove 3.	2019 - 2020	To be completed in house
Work collaboratively with GVWRRG to complete the environmental assessments of the closed landfills and to determine work required and costs.	2018 - 2019	Cost to be determined
Develop an Aftercare Management Plan for Cosgrove 2.	2020 - 2021	\$20,000
Explore options for utilising the closed landfills capped surface to develop a renewable energy park at the Cosgrove Precinct. Explore options to maximise environmental and financial outcomes for closed sites.	2022 - 2023	\$30,000

## 6 WASTE EDUCATION



In 2015 Council appointed a Waste Education Officer. The role of the Waste Education Officer is to provide education and promotion of waste management practices to community groups, businesses and organisations, schools and early learning centres. The focus of waste education is the avoidance and minimisation of waste. The 2017 waste audit demonstrates that there are still significant benefits to be achieved through education and changing behaviours.



Council has a full time Waste Education Officer who facilitates the following:

- *Follow Your Rubbish Tours* – these tours comprise of visits to the Cosgrove Precinct, Western Composting and the Shepparton RRC. Community members have the opportunity to see what happens to the contents of their kerbside bins after collection. The aim of the tour is to promote the message of waste avoidance/recycling/re-use and to educate the public on waste disposal.
- *Promotion of Waste Education* – Television, radio, newspaper and social media are tools commonly used to promote waste education. The Waste Education Officer works on both media releases and short video messages that are then distributed to the community.
- *Presentations to Schools and Community Groups* – Interactive presentations about all things waste are given to schools, early learning centres and community groups. These presentations allow for Council to engage with the community in an interactive session and also allow the opportunity for community members to ask questions.
- *Waste audits at schools* – This increases knowledge on recycling and waste avoidance. School students often take the waste message home, thus spreading the message to the wider community.
- *Collaboration with other Authorities* – collaborating with other authorities in the waste sector, such as GVWRRG, Sustainability Victoria, and neighbouring Councils gives the Waste Education Officer the ability to brainstorm innovative ideas for improved Waste Education.





## 6.1 WHERE ARE WE NOW (2018)

Since the recruitment of the Waste Education Officer in 2015, significant progress has been made with Council's waste education initiatives. However, there are still some areas of the community that are not yet engaging with appropriate waste avoidance, re-use and recycling and there is still a lack of understanding and response in regards to the importance of ensuring that the correct materials are deposited into the correct bins.



It is an ideal time to review the current approach to waste education. A Waste Education Strategy, that aligns with Sustainability Victoria's *Victorian Waste Education Strategy 2016* is needed to increase awareness of the environment and the economic impacts of waste management.

Waste tours are successful, however, they are managed on an 'as required basis'. The proactive scheduling of waste tours and presentations will ensure that the waste message is communicated more frequently. Currently there is no space or meeting place available to hold interactive waste sessions. The construction of a dedicated education centre will enable Council to invite community groups to presentations and information sessions.

After the introduction of FOGO in 2015, particular focus and attention was given to waste education initiatives to ensure that the contamination rate of the FOGO bin was reduced. With persistence and process, this has been achieved. However, recent bin audits indicate that the same focus needs to be applied to both the recycling (the yellow lidded) and garbage (red lidded) bins in order to reduce contamination rates in these bins.

## 6.2 WHERE DO WE WANT TO BE (2023)

In 2023, guidance for waste education has been provided in the form of a Waste Education Strategy. New slogans and campaigns are being used that align with State approved campaigns that capture the attention of community groups. Council have a dedicated 'Waste Education' facility which caters for the hosting of presentations and waste events and is being used as an effective tool to change behaviours.

The waste education focus has moved from the FOGO collection to recycling and landfill bin collections. The development of bin disposal guidelines ensures that there is a focus on the correct disposal of waste in the yellow and red lidded bins. This has provided a significant increase in waste diversion figures and opens the way to consider fortnightly red bin collections.



## 6.3 STRATEGIC ACTIONS

Strategic Actions	Timeline	Indicative Cost \$
Develop a Waste Education Strategy that aligns with the <i>Victorian Waste Education Strategy</i> (Sustainability Victoria).	2019 - 2020	To be completed in house
Establish and implement waste education programs that align with Stage Governments programs to capture the attention of community groups.	2018 - 2023	\$50,000
Develop a twelve month schedule for tours and program presentations.	2018 - 2023	To be completed in house
Develop guidelines to ensure all three streams of waste are properly disposed of at council run events, with a focus on the yellow and red lidded bin	2019 -2020	\$15,000
Fit out the Cosgrove 3 Education Centre with effective waste education material and ensure effective use of the facility.	2019-2020	Cost to be determined

## 7 LITTER & ILLEGAL DUMPING



Litter and illegal dumping are a challenge for Council to manage. Council's aim is to shift from cleaning and maintaining to prevention. Illegal dumping can be minimised by building proud and strong communities where belonging and ownership are vital. Detection and enforcement must continue as a measure to back up the proactive activities

Greater Shepparton City Council and Parks Victoria work collaboratively to reduce illegal dumping and littering. In 2016/2017 Council ran a community campaign to reduce illegal dumping and to increase community willingness to report illegally dumped rubbish. This involved a radio campaign as well as regular clean ups with Parks Victoria. Whilst a number of community members were involved in the clean-up, community involvement was not as expected and as a result the campaign was not as successful as was anticipated.

For various reasons, many community members face barriers when it comes to disposing of household items and more education is required to increase understanding around the impact dumped litter has on our parks, rivers and community as a whole. Dumped rubbish often consists of significant amounts of material that is free to dispose of at the Resource Recovery Centres.



### 7.1 WHERE ARE WE NOW (2018)

Litter and illegal dumping is a widespread issue across the municipality with regular dumping occurring in a number of 'hot spots' identified by Council. Council's current approach to managing illegal dumping and litter is by necessity largely reactive.

Hot spot areas are walking tracks, bus stops, pedestrian routes from schools to shops, along bike paths and Council Reserves, particularly smaller reserves where there are a limited number of bins present. In some instances, littering is linked to anti-social behaviour.

Seasonal tourism also has an impact on littering whereby tourists visit the municipality and camp near rivers where there are no arrangements for rubbish collection. In many instances, the camp locations are managed by other authorities such as Park Victoria, Goulburn Valley Water, Goulburn Murray Water and Goulburn Broken Catchment Management Authority, therefore, Council has very little control over the litter management in these locations.

Recyclable items are free to dispose of at Council's Resource Recovery Centres (plastic bottles, papers, steel cans, cardboard etc.). However, these recyclable materials are often the ones that are illegally dumped. In 2018, Council obtained a \$20,000 Litter and Illegal Dumping grant from Sustainability Victoria to deter illegal dumping by increasing signage throughout the CBD and installing cameras in hot spots such as parks and near rivers.



## 7.2 WHERE DO WE WANT TO BE (2023)

In 2023, illegal dumping has reduced. Council's Waste Team has worked collaboratively to assess the current locations of Council public litter bins to identifying locations where it is appropriate to install more bins in public places. Reporting mechanisms have also been established so Council can more effectively report and respond on the instances of illegal dumping.

Proud and strong communities are developed and anti-social behaviour is reduced. This is achieved by meeting and working collaboratively with organisations to reduce anti-social behaviour and, therefore, the issue of illegal dumping.

Opportunities for funding to run illegal dumping campaigns will be explored. Innovative campaigns will be developed that will educate the community about the issue of illegal dumping. A new focus on campaigning will ensure that every individual knows that they play a role in keeping Greater Shepparton City Council clean.

## 7.3 STRATEGIC ACTIONS

Strategic Actions	Timeline	Indicative Cost \$
Establish a proactive management plan to manage the issues of illegal dumping.	2018 - 2019	To be completed in house
Establish reporting mechanism to track trends associated with illegal dumping. This will assist in developing campaigns to manage the issue.	2019 - 2020	To be completed in house
Assess to assess the current bin locations in public places and explore the opportunities for the installation of additional bins.	2018 - 2023	To be completed in house
Apply for funding for innovative waste management solutions.	2018 - 2023	To be completed in house
Develop a community campaign to encourage people to report litter to the EPA or Council.	2018 - 2023	\$15,000




## 8. SUMMARY OF STRATEGIC ACTIONS



Focus Area	Strategic Actions	Timeline	Indicative Cost \$
<b>Kerbside Waste Collection</b>	Develop a process (internally) to track yellow lidded bin and the red lidded bin contamination as per the green lidded bin (FOGO) service.	2019-2020	To be completed in house
	Engage a consultant to undertake a bin audit in an effort to gather data on how residents dispose of waste.	2020-2021	\$50,000
	Develop targeted waste education programs that align with Sustainability Victoria's Waste Education Strategy to encourage the community to dispose of waste correctly, including a targeted FOGO Kerbside Collection Support Campaign.	2018-2023	\$20,000
	Engage an external provider to undertake a survey to gather much needed data so waste education programs can be targeted to specific areas.	2019-2020	\$20,000
	Develop a pilot project to assist people in the community to more easily dispose of household waste. To be developed internally in collaboration with Community Development and Sustainability.	2020-2021	\$20,000
	Focus on implementing actions included in the Government's Recycling Industry Strategic Plan and take advantage of RIIF (Recycling Industry Infrastructure Funding) to ensure that Shepparton has infrastructure in place to manage recycling for end markets.	2019-2020	Cost to be determined
	Establish a contract development working group in order to get the best outcome when tendering for the kerbside collection and the processing of recyclables contracts. Costs will be associated with engaging a consultant to develop tender documentation (in the instance the existing tender is not extended under ministerial exemption).	2019-2020	\$40,000
	Develop current internal processes to implement the use of green lidded bins at Council events	2019-2020	Cost to be determined
	Focus on implementing recycling bins adjacent to Council waste bins where appropriate across the municipality	2019-2020	Cost to be determined
	Investigate and assess the viability of the introduction of 360L recycling services and subject to this review and if determined appropriate any changes will align with the contract renewal or renegotiation.	2019-2023	Cost to be determined
	Investigate and assess the viability of transitioning the change to collection frequency of the green and red lidded bins and subject to this review and if determined appropriate any changes will align with the contract renewal or renegotiation	2019-2023	Cost to be determined



Focus Area	Strategic Actions	Timeline	Cost \$
<b>Resource Recovery Centres</b>	Install waste management software at all three sites.	2019-2020	\$130,000
	Apply for a Sustainability Victoria grant to install E-Waste sheds at the Shepparton RRC and the Ardmona RRC	2019-2020	\$145,000
	Develop business/concept plans for the redevelopment/upgrades of the Shepparton RRC and the Ardmona RRC. Plans to be developed in collaboration with the GVWRRG.	2019-2020 (Plan)	\$80,000
	Develop an internal working group to research and investigate improvements to onsite technology for the processing of concrete and organics.	2019-2020	To be completed in house
	Explore opportunities for product stewardship initiatives such as the service offered through the 'Paintback Scheme'.	2019-2020	To be completed in house
	Develop a business case for the installation of a weighbridge at the Shepparton RRC to improve measures on establishing non subjective charges.	2020-2021	To be completed in house
	Engage a Fire Management Consultant to develop Fire Management Plans for all three sites.	2018-2019	\$20,000
	Develop Stockpile Management Plans for the Shepparton and Ardmona RRC's.	2018-2019	To be completed in house
	Establish a process for the improved management and processing of green waste received at Council's RRC's.	2019-2020	To be completed in house
	Develop a Service Plan for all three sites, paying particular attention to the provision of services at the Murchison RRC.	2019-2020	To be completed in house
	Explore cross council opportunities with Campaspe Shire for the provision of the Murchison RRC to Campaspe residents.	2019-2023	To be completed in house
	Investigate viability of open tip days in lieu of hard waste collection pick up and tip vouchers.	2019-2023	Cost to be determined
<b>Landfill</b>	Commission Cosgrove 3 landfill by September 2019	2019 - 2020	\$9.8m
	Develop a transition plan to manage the transition from Cosgrove 2 to Cosgrove 3.	2018 - 2019	To be completed in house
	Develop concept and detailed designs for the construction of a pre-sort facility at the Cosgrove 3 landfill site. The planning stage to commence after Cosgrove 3 is commissioned.	2021 - 2022	\$100,000
	Develop a Cosgrove 3 Business Plan (including a pricing model).	2018 - 2019	To be completed in house
	Install advanced waste management software to resolve current data recording and reporting issues. Installation to be	2019 - 2020	To be completed in



	undertaken in with software implementation at the Resource Recovery Centres and with Infrastructure Construction at Cosgrove 3.		house
	Work collaboratively with GVWRRG to complete the environmental assessments of the closed landfills and to determine work required and costs.	2018 - 2019	Cost to be determined
	Develop an Aftercare Management Plan for Cosgrove 2.	2020 - 2021	\$20,000
	Explore options for utilising the closed landfills capped surface to develop a renewable energy park at the Cosgrove Precinct. Explore options to maximise environmental and financial outcomes for closed sites.	2022 - 2023	\$30,000
Focus Area	Strategic Actions	Timeline	Cost \$
<b>Waste Education</b>	Develop a Waste Education Strategy that aligns with the <i>Victorian Waste Education Strategy</i> (Sustainability Victoria).	2019 - 2020	To be completed in house
	Establish and implement waste education programs that align with Stage Governments programs to capture the attention of community groups.	2018 - 2023	\$50,000
	Develop a twelve month schedule for tours and program presentations.	2018 - 2023	To be completed in house
	Develop guidelines to ensure all three streams of waste are properly disposed of at council run events, with a focus on the yellow and red lidded bin	2019 -2020	\$15,000
	Fit out the Cosgrove 3 Education Centre with effective waste education material and ensure effective use of the facility.	2019-2020	Cost to be determined
<b>Litter and Illegal Dumping</b>	Establish a proactive management plan to manage the issues of illegal dumping.	2018 - 2019	To be completed in house
	Establish reporting mechanism to track trends associated with illegal dumping. This will assist in developing campaigns to manage the issue.	2019 - 2020	To be completed in house
	Assess to assess the current bin locations in public places and explore the opportunities for the installation of additional bins.	2018 - 2023	To be completed in house
	Apply for funding for innovative waste management solutions.	2018 - 2023	To be completed in house
	Develop a community campaign to encourage people to report litter to the EPA or Council.	2018 - 2023	\$15,000

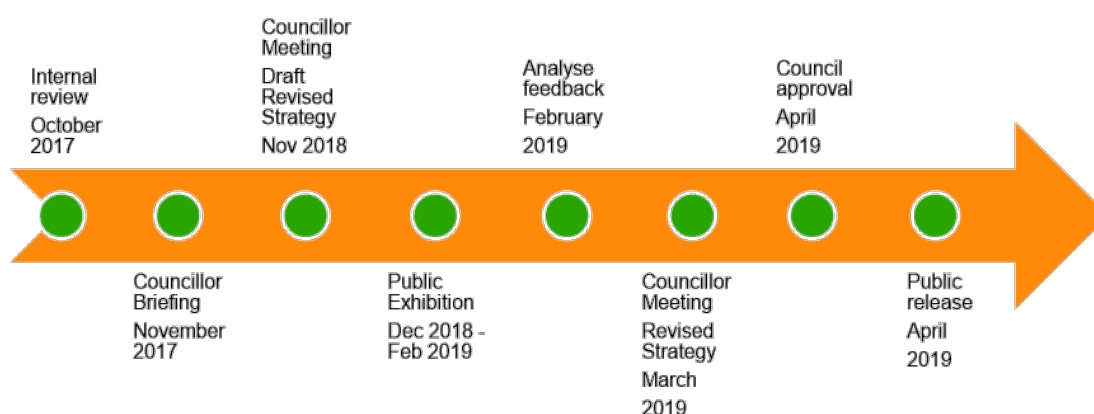
## 9. CONSULTATION



This document is the Draft revised strategy that has been released for public exhibition prior to formal adoption by Council. Figure 5 shows the timeline for revising the 2013-2023 strategy.

Council undertook a number of activities to engage the community and other key stakeholders during the public exhibition phase in an effort to consult as widely as possible.

**Figure 5 Strategy revision timeline**





## References

- Environment Protection Act, 1970
- Goulburn Valley Waste and Resource Recovery Implementation Plan - 2017
- *Statewide Waste and Resource Recovery Infrastructure Plan: a 30 year roadmap for Victoria*, Sustainability Victoria, 2018
- Greater Shepparton City Council – Waste management Strategy 2005-2015
- National Waste Policy: Less Waste, More Resources, 2009
- Greater Shepparton Environmental Sustainability Strategy 2014 – 2030
- Greater Shepparton City Council – Council Plan

## 10. APPENDIX A



### 2017 REVIEW OF INITIATIVES

This appendix summarises the background, modelling and recommendation for each of the seven initiatives as discussed in Section 1.1.2 Consideration of Additional Initiatives.

#### 1. Providing waste disposal vouchers to residents

##### Background

A number of councils provide vouchers annually, often with the rate notice, to residents to dispose of domestic quantities of hard waste for free at drop-off points. The vouchers are bar coded to avoid duplication and misuse. Residents pay for what they dispose of and are encouraged to appropriately sort materials to take advantage of free disposal.

Accepting and processing waste delivered to the Resource Recovery Centres for free under a voucher system still results in a cost. This cost must be recovered from rate payers and under a voucher system is spread across all rate payers not just those who use the system. Providing vouchers means that all rate payers pay the cost of the service whether they use it or not.

##### Modelling

Council modelled the cost to provide two waste disposal vouchers per household per year to 21,889 rateable properties based on:

- 1 m<sup>3</sup> of domestic waste
- excluding special wastes such as tyres, mattresses, fridges and white goods which are charged separately.

The modelling is based on the current disposal charge of \$50 per m<sup>3</sup>, this excludes administration and printing costs. Table 1 shows the estimated cost of the service based on 30%, 50% and 70% of households using the two vouchers and the impact on the annual waste service charge based on the standard bin configuration provided with the rate of an 80L garbage bin, 240L yellow lid recyclables bin and a 240L green lid organics bin.

Table 2 Modelled costs of providing two waste disposal vouchers annually

Scenarios	Current cost for 1m <sup>3</sup>	Cost of providing 2 vouchers <sup>1</sup>	Increase to annual waste rates charge per property	Annual rates waste charge per property
<b>Status quo</b>	\$50	\$0	\$0	\$261
<b>30% take up of vouchers</b>	\$0	\$656,670	\$30	\$291
<b>50% take up of vouchers</b>	\$0	\$1,094,450	\$50	\$311
<b>70% take up of vouchers</b>	\$0	\$1,532,230	\$70	\$331

<sup>1</sup> based on the current disposal charge of \$50 per m<sup>3</sup> at the RRCs





Note: Rate capping doesn't apply to the annual waste service charge.

If 70% of households used the additional cost to ratepayers would be approximately \$1.53 million excluding the cost of transporting and processing the waste at the landfill, which would also need to be recovered.

Council's annual clean up and disposal costs for littering is approximately \$7,000 per annum which is a major financial analytic against \$1.53 million budget requirement for tip voucher.

While vouchers may assist to improve accessibility for residents to dispose of waste and reduce illegal dumping, it could also reduce the incentive to sort recyclables (which are free to drop off).

One justification for providing waste disposal vouchers is to assist members of the community who can't afford disposal charges. Often those who need this assistance are not property owners and would not be issued vouchers under this system. A more focused support system for those in need is proposed in section 5 of this Appendix.

## RECOMMENDATION

It is recommended that waste disposal vouchers are not provided to residents.



## 2. Providing a kerbside hard waste collection service

### Background

Hard waste collection services provide residents the opportunity to place unwanted bulky household items on the nature strip for collection and disposal. They are typically offered once a year, but for reasons of risk, aesthetics and cost, many councils have ceased providing the service.

None of the six councils in the Goulburn Valley Waste and Resource Recovery Region provide hard waste collection services.

Some of the hazards associated with providing an annual hard waste collection service include:

- hazardous materials such as asbestos and household chemicals being placed on nature strips
- unsafe piles of waste stacked on nature strips for several days
- scavenging of the waste stacked on nature strips
- waste being strewn across the roadway
- children accessing/playing in the waste
- fire risk – instances of piles of waste being lit for fun
- aesthetics associated with waste stacked on nature strips
- reduced incentives to recover, recycle and reuse.

### Modelling

The cost to provide an annual hard waste service is estimated to be approximately \$2.6 million, or \$125 per household, based on the following assumptions:

- up to 3 m<sup>3</sup> of specified waste types are disposed of
- exclusions: hazardous or non-specified waste, specialist waste such as mattresses and tyres
- 80% take-up of the service
- \$50/m<sup>3</sup>
- 21,889 rateable properties

Table 3 Modelled costs of providing an annual hard waste collection service

Scenarios	Current cost for 3m <sup>3</sup>	Cost of providing hard waste collection service <sup>1</sup>	Increase to annual waste rates charge per property
<b>Status quo</b>	\$150	\$0	\$0
<b>30% take up of service</b>	\$0	\$985,005	\$45
<b>50% take up of service</b>	\$0	\$1,641,675	\$75
<b>70% take up of service</b>	\$0	\$2,626,680	\$125

<sup>1</sup> based on the current disposal charge of \$50 per m<sup>3</sup> at the RRCs





The cost would be recovered from rate payers through the annual waste service charge and paid by all ratepayers irrespective of use.

### **RECOMMENDATION**

Based on the analysis, and the additional cost and risk associated with this initiative, it is recommended that an annual hard waste collection not be considered further.



### 3. Providing 360L recyclables bins to households

#### Background

Council's current kerbside collection service allows households to choose between an 80L, 120L or 240L bin, and an option to have up to three 240L bins (total of 720 litres) for an additional charge.

Some other councils in the region have considered and decided not to introduce the option for the reasons outlined.

#### Modelling

The cost to implement a 360L recyclables bin service for Shepparton is estimated to be around \$900,000 assuming 30% of households would take up the option.

The estimated cost includes the considerations of supply, additional collection charge and distribution/changeover requirements.

The capacity of waste collection trucks could also limit the effectiveness of introducing larger bins. The current lifting capacity of the trucks is 100 kg and some 240L bins have exceeded the weight limit and not been collected.

Any change would require renegotiating the collection contract and these costs have not been estimated. The existing collection contract ends in 2023 and this is considered the most appropriate time to change to larger bins if the need exists and if the community support such a change. The recent bin audit does not support the need for larger bins. Furthermore, the community focus on waste avoidance should see a decline in the generation of waste, including recyclable material.

#### RECOMMENDATION

Based on the analysis and the availability of multiple bins to provide additional volume, it is recommended not to offer a 360L recyclables bin.



#### **4. Increasing the organics bin collection to weekly collection and decreasing the garbage bin collection to fortnightly**

##### **Background**

The introduction of the FOGO collection service in 2015, increased the diversion rate from 42% to 51% in 2017 resulting in additional benefits of extending the life of the landfill and reducing landfill gas emissions.

However, an August 2017 kerbside garbage bin audit found that 39% of material disposed of in the red lid bin was food organics that could be moved into the FOGO bin. Actions suggested in the strategy to help achieve this include:

- increased education;
- increased monitoring of what is going in the bins and response;
- review FOGO bin use to establish if food is placed in the red lid bin because the green lid bin is full; and
- changing the collections of FOGO to weekly and garbage to fortnightly waste bin.

Research shows that it can take between three to five years to embed behaviour change like this and that it is critical to continue education to support householders to sort correctly.

A stable organics contamination rate of 2% or less, allowing for seasonal variations, is required to keep contamination rates low when moving to a weekly FOGO collection and a fortnightly garbage collection. The contamination rate at 31 July 2018 was 2.34%.

Switching to weekly FOGO collections would require separate trucks and logistics which would require a contract renegotiation and additional capital expenditures of the contractor. To move to weekly collection for both the red lid bin and the green lid bin would add significant cost to waste operations. Reducing the red lid bin to fortnightly would require significant consultation and community acceptance.

##### **Modelling**

The cost to implement weekly FOGO collection service for Shepparton is estimated to be around \$700,000, based on:

- an additional 7,500 tonnes of organic waste being delivered to the processor at a cost of \$93 per tonne
- assuming the collection costs would remain almost the same.

Only Strathbogie Shire in the Goulbourn Valley Waste and Resource Recovery Region has a weekly organics collection service. Moira Shire has a fortnightly collection with a contamination rate less than 1% and do not plan to change to a weekly collection.

##### **RECOMMENDATION**

For the FOGO bin collection to remain fortnightly and a focused campaign be implemented to move FOGO material from the red lid bin to the green lid bin.



## **5. Involving charities to assist community members who experience mobility, health or transport issues that impedes their access to household kerbside collections and waste disposal facilities**

### **Background**

Some people in the community experience difficulties in accessing waste disposal facilities, such as the Shepparton Resource Recovery Centre, due to mobility, affordability, health and transport issues.

Council is developing a pilot project to assist those people in the community to dispose of their household waste. This initiative is proposed as a more effective measure to tip vouchers for this group of people.

The trial project will work with charitable organisations to assess people's waste disposal needs and develop options to address these needs.

### **Modelling**

The project would be supported by a policy allowing registered not-for-profit charity organisations and identified community groups to assist community members who experience mobility, health or transport issues that impedes their access to household kerbside collections and waste disposal facilities

### **RECOMMENDATION**

Develop a plan that will enable the Waste and Community Development Team to work collaboratively with charitable services to assist in the disposal of waste on behalf of people in need.



## 6. Improving the Shepparton Resource Recovery Centre resale shop operations

### Background

Council currently operates a resale shop at the front of the Shepparton Resource Recovery Centre. The resale shop provides for the resale of recovered and salvaged materials to the general public as an alternative to landfilling. The resale of these materials provides both economic and environmental benefits to Council and the community.

Estimated economic and environmental benefits of operating the resale shop are as follows:

- Larger selection and acceptance of items for resale as an alternative to landfilling;
- The preparation and display of items for sale and associated value adding of materials to become saleable;
- Sorting of timber from the waste timber stream, de-nailing and breakdown for firewood and kindling, or alternative reuse;
- Pulling apart mattresses into various resale and disposal streams on the basis of a fee for service, plus the revenue from any sale of recovered material;
- Selling Council recycled product, such as chipped green waste, composted organic material, crushed concrete and crushed brick on a cost-plus basis;
- Providing on-site or off-site remanufacture of useful products using salvaged material;
- Sorting clothing materials for sale as rags; and
- Providing other services with direct synergy to the provision of resale services.

### RECOMMENDATION

Council staff to investigate opportunities to enhance the operation of the resale shop to achieve improved economic, environmental and social outcomes for Council and the community.



## 7. Upgrading the Shepparton Resource Recovery Centre so it is a priority hub site

### Background

The Shepparton Resource Recovery Centre opens seven days a week for residents to dispose of household waste and recyclables that are not suitable for disposal in their household bins. Approximately 90% of all materials received through the centre is diverted from landfill. The centre typically receives around 23,800 tonnes of waste through the gate per annum of which 21,600 tonnes is separated for secondary uses either processed on-site or diverted directly to the relevant processors/remanufactures without third party intervention. This ensures that the material is not disposed of inappropriately and the bulk of it stays in the region contributing to the local economy.

Council staff have been working in close collaboration with the GVWRRG and councils on the long-term planning and business case for waste and resource recovery infrastructure across the region. This planning included an independent review of the Shepparton Resource Recovery Centre which identified the site as priority 1 hub site. To meet the defined minimum practicable standards for a hub site the assessment identified the upgrades and associated costs as referred to in table 2 below.

### Modelling

Table 4 Shepparton Resource Recovery Centre Upgrade

Description	Cost estimate
Low-cost scenario includes: <ul style="list-style-type: none"> <li>Extension and rerouting of exit road in north-west corner to allow for additional parking and a turning loop</li> <li>Construction of toilets at the front of the existing workshop</li> </ul>	\$255,000
Medium-cost scenario includes: <ul style="list-style-type: none"> <li>Extension and rerouting of exit road in north-west corner to allow for additional parking and a turning loop</li> <li>Construction of toilets at the front of the existing workshop</li> <li>Construction of semi-hardstand area to south and south-east of site for green waste and building materials</li> <li>Construction of a long-covered area to all recycling bays (additional cost for high roof has been included)</li> <li>Construction of a second covered area in the mattress area (could also store e-waste)</li> <li>Construction additional road loop through green waste and building materials area</li> </ul>	\$1,050,000



<p><i>High-cost scenario - complete redevelopment of the site includes:</i></p> <ul style="list-style-type: none"> <li>• Demolition of existing workshop and waste and recycling bays, removal of rubble and material</li> <li>• Construction of a new, large-span recycling shed to the south of the current workshop and animal shelter</li> <li>• New access roads into the south portion of the site</li> <li>• Construction of new general waste elevated platform where the current mattress area is located</li> <li>• New hardstands and line marking</li> </ul>	\$4,520,000
<p>High-cost relocation scenario includes:</p> <ul style="list-style-type: none"> <li>• Full relocation of RRC facility to a new site, including costs for site selection study, concept designs and detailed design (note Reincarnate has assumed the site will be developed on existing council owned land and as such we have not included costing for land purchase)</li> <li>• The new site will meet the defined minimum practicable standard for hub sites outlined in the GV RRC Strategy, including: <ul style="list-style-type: none"> <li>▪ Construction of a large-span, drive-through recycling shed (30m x 50m)</li> <li>▪ Full hardstands to recycling areas</li> <li>▪ Paved roads</li> <li>▪ Covered areas where appropriate</li> <li>▪ Engineered platform for general waste</li> <li>▪ Fencing, security and drainage</li> </ul> </li> </ul>	\$4,800,000 to \$6,000,000

## RECOMMENDATION

It is recommended that the following projects to upgrade the Shepparton Resource Recovery Centre as part of the capital budget process for 2018/19 be considered:

- \$255k to improve traffic flow around the Shepparton site, in particular the resale shop, as per the concept plan already prepared. Requires detailed design to be shovel ready (low cost scenario).
- \$40k to undertake business planning and the development of concepts for the redevelopment of both the Ardmona and Shepparton RRCs.
- \$110k to setup a facility at the Shepparton RRC for the collection and sorting of e-waste. The Victorian Government plans to ban e-waste from being deposited in landfill in July 2019.



## 11. APPENDIX B



### SUMMARY OF PUBLIC CONSULTATION

Community consultation officially began on 19 December 2019 and concluded on 1 February 2019 with the closing of the Draft Waste Strategy exhibition whereby the public were asked to provide feedback via written submissions.

The consultation process aimed to:

- Get a sense of the community's priorities, attitudes and risk thresholds associated with existing waste services and future waste management options.
- Gauge community views of Council's preferred waste processing methodologies.
- Seek feedback on the Draft Waste Strategy to gain further knowledge on issues and concerns regarding current waste services.

A summary of consultation process is outlined in the following.

Table 5 Submission details

<b>Number of Submissions</b>	<b>Participation rate</b> (compared with total residential ratepayers currently receiving council waste services)
105	0.477 %

Table 6 Top 5 requested new initiatives

<b>Key Initiatives</b>	<b>Number of Requests</b>	<b>Percentage</b> (compared with total residential ratepayers receiving council waste services)
Hard rubbish Collection (2 per annum)	50	0.227%
Free Tip vouchers (2 per annum)	29	0.132%
Weekly rubbish (red lid bin) and recycling (yellow lid bin) collection	34	0.155%
Weekly green lid bin collection	25	0.114%
Keep weekly rubbish (red lid bin) collection	24	0.109%

The majority of submissions received were in support of the Draft Waste Strategy mainly citing the environmental benefits of a three bin system (including FOGO) and appreciate services available at the Resource Recovery Centres. A small number of submissions indicated that more efforts should be given on waste education to encourage the community engagement and self-responsibility aspect of sorting waste at home. Hence, this will help to reduce bin contamination and littering.

For top 5 requested new initiatives, Council will adopt a 'Monitor – Evaluate – Implement' strategy as outlined in the following.





Table 7 Actions for requested new initiatives

Key Initiatives/Discussion	Recommended Actions
Hard rubbish Collection (2 per annum) There is additional cost and risk associated with this initiative. Minimal feedback on this initiative.	It is recommended that an annual hard waste collection not be pursued.
Free Tip vouchers (2 per annum) There is additional cost and risk associated with this initiative. Minimal feedback on this initiative.	The provision of waste disposal vouchers is not recommended.
Weekly rubbish (red lid bin) and recycling (yellow lid bin) collection Introduction of weekly recycle bin (yellow lid bin) collection along with rubbish bin (red lid bin) collection would require additional trucks and logistics. There was minimal and mixed feedback on this initiative. Monitoring over the remaining term of the existing contract will inform future collection decisions.	No change is recommended to the current collection regime.
Weekly green lid bin collection There was minimal and mixed feedback on this initiative. Monitoring over the remaining term of the existing contract will inform future collection decisions. Green lid bin collection will remain fortnightly and a focus campaign will be implemented to move food organics from the red lid bin to the green lid bin.	No change is recommended to the current collection regime.
Keep weekly rubbish (red lid bin) collection	No change is recommended to the current collection regime.

-----END-----



# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

**Agenda Item 7.2**

**Draft Central Park Master Plan - Approval for Public  
Exhibition**

**Attachment 1**

**Draft Central Park Master Plan ..... 160**

# **CENTRAL PARK RECREATION RESERVE**

RECREATION RESERVE AND  
COMMUNITY CENTRE

## **MASTER PLAN**





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# INTRODUCTION

## CENTRAL PARK

The Central Park Recreation Reserve is located approximately 10km from the centre of Shepparton to the south east, near the townships of Shepparton East and Orrvale and is part of the Shepparton East catchment area.

The area has a population of approximately 1,171. There are 318 families and the gender split is 47% male and 53% female and the median age is 39. It is projected to grow by around 52% by 2036 and remain fairly stable from an age profile perspective and it is unlikely the demand for facilities at Shepparton East will decline based on demographics, but rather as a minimum remain stable, with potential for increased demand in the future should identified growth to the south east occur.

The Recreation Reserve is owned by Greater Shepparton City Council, who in turn under the provisions of Section 86 of the Local Government Act have appointed a volunteer committee of management to oversee its day to day operations as well as support any future developments.  
The Recreation Reserve

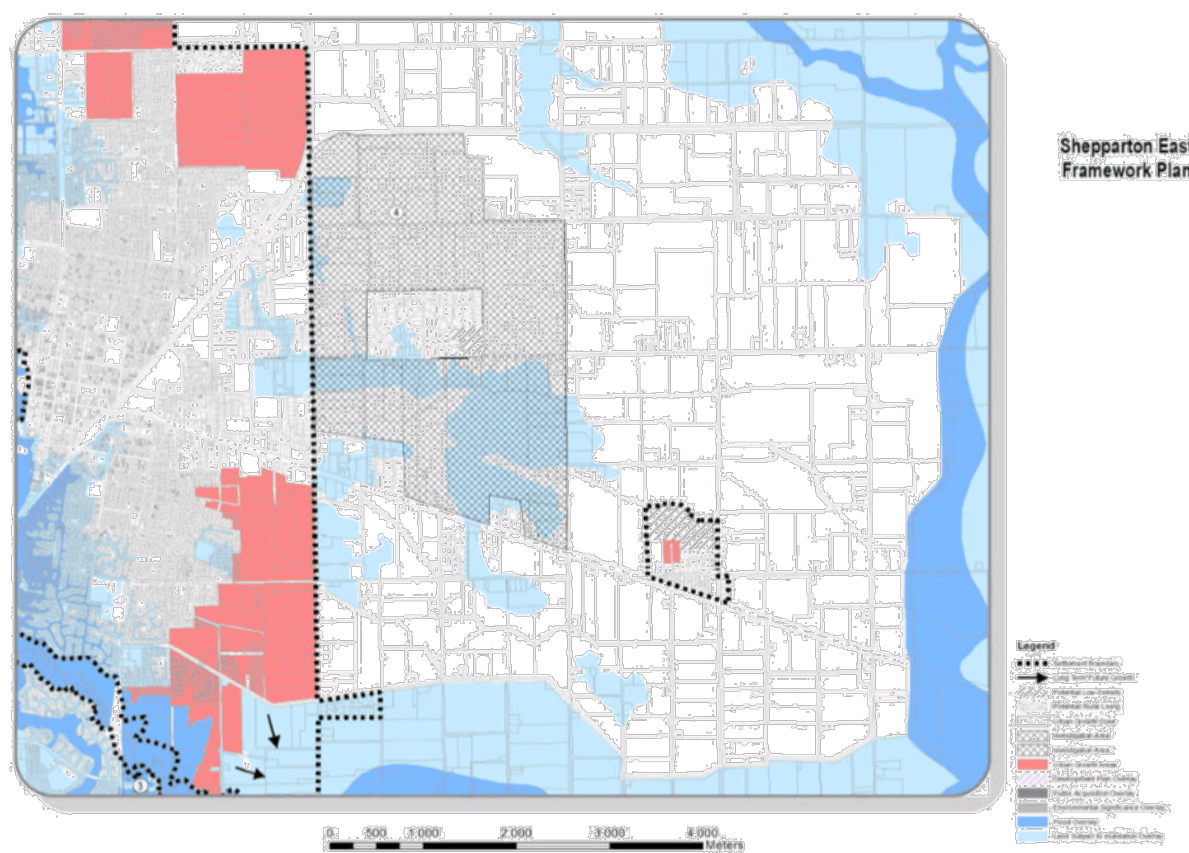
The Recreation Reserve facilities include a multi-purpose sports oval, tennis and netball courts, a community centre, scout hall and several other smaller buildings used as change-rooms, meeting rooms and for social purposes as well as a caretaker residence and playground.

Amongst its key user groups are the Shepparton East Football Netball Club, Central Park St Brendans Cricket Club, the Central Park Tennis Club and Country Women's Association.





The map below taken from the Greater Shepparton Planning Scheme highlights the location of Central Park Recreation Reserve in relation to the Urban Growth Areas and Potential Rural Housing development areas.



#### 4 CENTRAL PARK RECREATION RESERVE

## BACKGROUND

Central Park plays a pivotal role in the provision of open space, sport, recreation, community and event opportunities for the local community.

Council has identified the need to develop a master plan to provide a current and detailed strategic framework for the future planning, development and management of sport and recreation opportunities, open space and preservation of natural environment for residents.

Factors leading to the decision to develop a master plan include:

1. To provide strategic guidance for the future development of Central Park at a holistic level.
2. To better respond to changing demographics, participation trends, needs of residents and visitors.
3. To better respond to State Sporting Associations in relation to the provision of sport and recreation opportunities, including the assessment of current and future needs of members.
4. To address impacts and opportunities from the development of Central Park undertaken over time.
5. To address ageing infrastructure and the need to maximise use of facilities in the precinct.
6. To provide strategic guidance to Clubs and Associations, visiting organisations and events in terms of effective future development, management and use of the park.





## CURRENT SITUATION

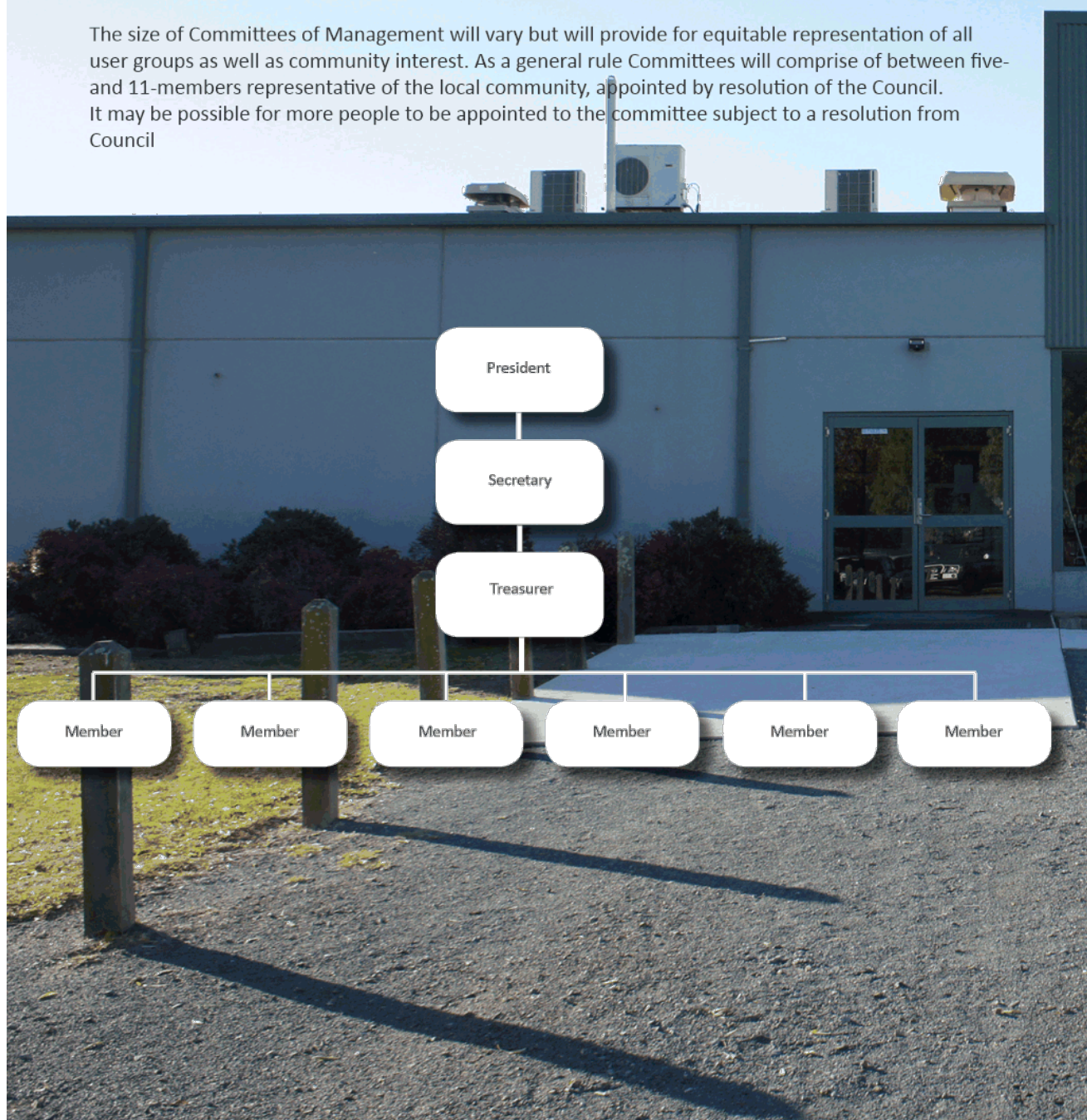
### COMMITTEE OF MANAGEMENT

The Central Park Recreation Reserve is owned by Greater Shepparton Shire Council, who in turn under the provisions of Section 86 of the Local Government Act have appointed a volunteer committee of management to oversee its day to day operations as well as support any future developments.

The Committees of Management Administration Manual provides detailed guidance to the Committees in undertaking their duties and meeting their obligations.

### GOVERNANCE STRUCTURE

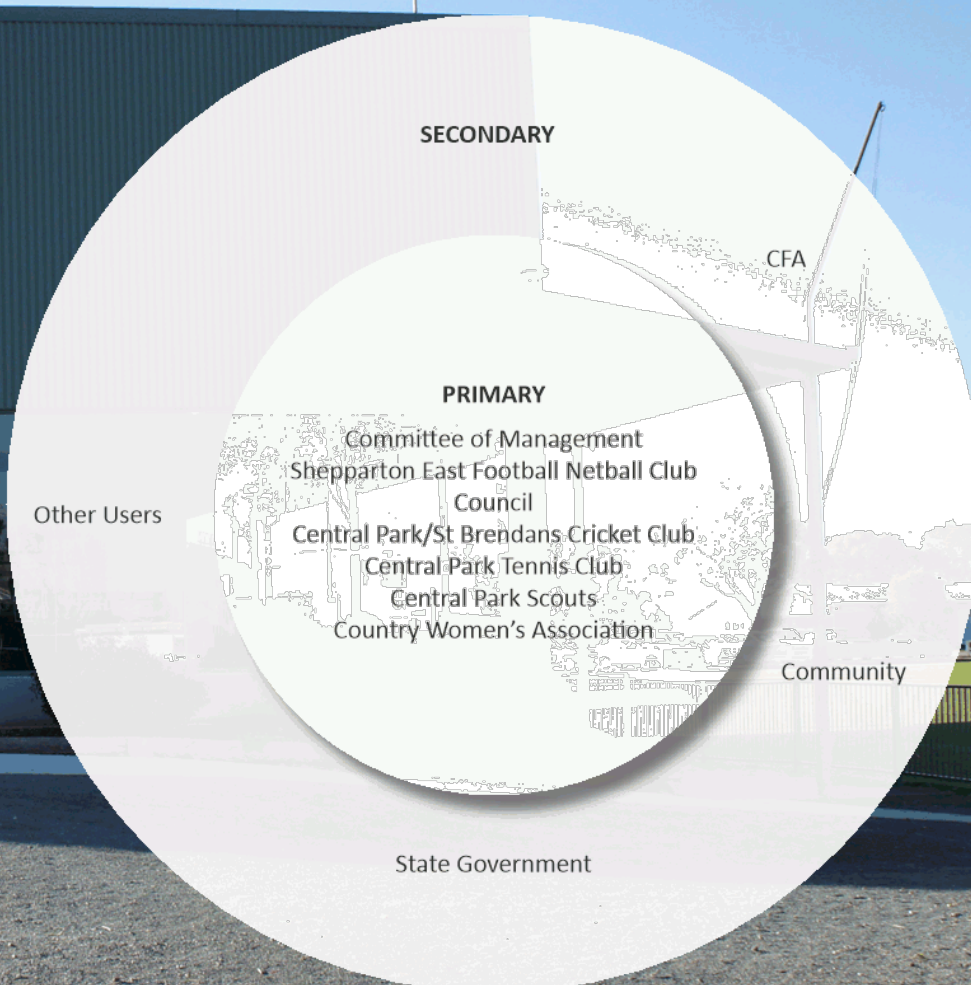
The size of Committees of Management will vary but will provide for equitable representation of all user groups as well as community interest. As a general rule Committees will comprise of between five- and 11-members representative of the local community, appointed by resolution of the Council. It may be possible for more people to be appointed to the committee subject to a resolution from Council





## STAKEHOLDER IDENTIFICATION

The chart below highlights the stakeholders that have been identified as the primary stakeholders in relation to the on-going management and future development of the recreation reserve i.e. those that are critical and the secondary stakeholders i.e. those who are influential in the direction but not necessarily critical.



## TENANT SPORTS CLUBS

Table 1 provides an indication of the numbers of people that are participants in the organized sports conducted at the reserve. The numbers are estimates based on team numbers and do not include the significant number of other critical people involved in the facilitating of these clubs such as committee members etc. nor the people who attend events as supporters.

*Table 1. Sporting Clubs at Central Park Recreation Reserve*

Club	Total
Shepparton East Football Netball Club	200
Central Park/St Brendans Cricket Club	65
Central Park Tennis Club	30
<b>Total</b>	<b>295</b>

### Shepparton East Football Netball Club

The Football Netball Club has four football and eight netball teams with approximately 600 people involved directly each season, this includes around 170 football and netball players, 150 parents and many grandparents, family and friends that would attend training and matches each week and a team of volunteers and committee members that run the day to day operations of the club.

Key issues for the football netball club include the current netball court surfaces, lack of female change facilities, the condition of the change rooms.

The football netball club has also identified the upgrade of the scoreboard to electronic as a desirable future project.

### Central Park/St Brendan's Cricket Club

The Central Park/St Brendan's Cricket Club fields sides in the Shepparton Cricket Association and has around 90 members and players.

The club generally trains in Shepparton at Deakin Reserve and uses the Central Park oval for matches.

Key issues for the cricket club are:

- The wicket area is dropping which is allowing water to run underneath the covers.
- Water availability at times, the irrigation system has been turned off and the pitch has had to be watered by hose.
- The toilets require upgrade and/or repairs.
- Additional storage would be welcomed as the cricket club currently only has a small area under the existing scoreboard.



### Central Park Tennis Club

The Central Park Tennis Club was formed in 1947 and participates in the Shepparton District Tennis Association summer competition and also field teams in the midweek ladies' competition and the Shepparton Junior Tennis, although the latter is currently in a transitional phase as the club awaits its next generation of youngsters to come of age.

The club estimates that it has around 100 members and players.

The club is a very community orientated group and considers itself the most socially active club in the competition, where many come not necessarily for the tennis, but for the social interaction and networking that a sports club can offer while the football season is in recess.

Playing numbers have declined somewhat over a period of time, however the club is confident that numbers will again increase as people re-discover the health and well-being advantages of active sports participation.

The club has identified that at least two of the four courts are desperately in need of replacement/refurbishment and has proposed a combined project with the Shepparton East Football Netball club to develop at least two courts marked for both tennis and netball that would benefit a much broader section of the community, as well as meeting the needs of both clubs.

The existing toilet facility is also identified as a major issue for tennis with the current ones not meeting current standards relating to accessibility.

The club has a diverse member base, with qualified builders and plumbers amongst its numbers that have potential to provide volunteers for any in kind contributions, should they be required for future upgrades and improvements.

### OTHER USES

#### Orrvale Scouts

The Orrvale Scout Group hold a lease to the George Wright Memorial Hall for the next 23 years.

The group is currently inactive and has no immediate plans for this situation to change.

The key issue for the group, likely linked to it not being active, is security citing break ins and vandalism to the building.

#### Country Women's Association

The Country Women's Association meet periodically at the community centre.





## EXISTING INFRASTRUCTURE

Below are the key infrastructure components of the reserve:

### Sports Oval

The main oval is used for Australian rules football, cricket and until recently soccer. It is boundary fenced with a very good condition turf cricket pitch, scoreboard/timekeepers' box, training standard lighting and two interchange boxes.

The coaches and interchange boxes are rated as being in excellent overall condition and the timekeeper's box as moderate to good overall.

The committee and users are generally satisfied with the infrastructure around the ground including the coaches boxes but have identified the upgrade of the scoreboard to a more modern electronic one as desirable.

There is an area approximately 30 meters in from the boundary that is very hard and the committee have suggested it be may need top dressing or additional top soil.

### Community Centre

The community centre includes a multi-purpose room, bar and kitchen. The primary purpose of the building is to provide a social venue for the tenant sports clubs and a meeting space for the local community.

Council's Asset Audit of the building has rated the building overall as being in excellent condition.

Users and the Committee of management are satisfied that the community centre is meeting their current and short to medium term future needs.

### Football Change Rooms

Council's Asset Audit of the change-rooms has rated them as overall as being in moderate to poor condition.

This rating is reflected in the committees review which highlighted that:

- The committee believe that there is asbestos in the roof of the visitors change rooms and that it cannot be touched.

- The showers are the original ones and estimated to be well over 50 years old.
- Water leaks through the light fittings.
- The pitch on the roof is too flat and the whole building needs a new roof.

### **Tennis Courts**

Four hard-court tennis courts with wire fencing.

The two nearest the road to the north west of the reserve are the original courts and were laid in different pours which has been a contributor to significant cracking. The condition of these courts has gotten to the stage where mid-week players will no longer use them.

The adjacent two courts to the east are newer and acceptable.

### **Netball Courts**

Two bitumen netball courts are located adjacent the tennis courts. The courts no longer comply with Netball Victoria regulations for safe playing surfaces and are described as being at the end of their useful life with cracking, undulations and poor drainage creating potential safety issues. As a result, court safety has been compromised. Netball Victoria has expressed concern regarding safety of the court including use in warm up, for games and inability to use for finals.

The Recreation Reserve and Football Netball Clubs have identified the replacement of the courts as a priority project and with the support of Council have made a successful submission under the Country Football Netball Program for their full replacement at an estimated cost of around \$250,000.

It is anticipated the upgraded courts will be completed and ready for use for the 2019 season.

Lighting at the courts was upgraded four to five years ago and is described as being suitable for training.

### **Tennis Pavilion and Netball Change Rooms**

Adjacent the courts is a small brick tennis pavilion consisting of multi-purpose space, kitchenette and office. There is a storage space with no showers or toilets that has been converted to provide a very small change-room area for netballers.

The building is fit-for-purpose for tennis noting some ongoing maintenance is required, including the upgrade and/or replacement of fascia's and eaves.

The building is described as being in good overall condition.



### **Shepparton United Soccer Club Rooms**

Constructed of brick and steel the building is generally rated as being in moderate to good condition however the roof structure and cladding are both rated as poor.

The building until recently has been used as the female soccer change-rooms. The kitchenette is no longer serviceable, and it may have asbestos.

The committee have raised the potential for this building to be converted to a multi-purpose storage space that could be shared by all user groups. Council's Asset, Building and Maintenance Department have confirmed that structurally the building would be suitable for this purpose.

### **Entry and Ticket Box**

The entry has a dual gateway with a small brick ticket box in the centre. The ticket box building has been rated as being in good to excellent condition. This rating is shared by the committee with the only likely upgrade if any to be more superficial, such as rendering.

### **Caretaker's Residence**

There is a house on the site located between the main entrance and football change-rooms.

It is currently rented out and the tenant provides some caretaker type tasks at the reserve for the committee.

There is a large heritage listed Moreton-Bay Fig that hangs over the house and needs some maintenance. Currently its roots have grown into the sewer and it is damaging to both the house and recreation reserve.

The irrigation channel than is located outside the boundary of the reserve leaks and floods parts of the house driveway all the way across to the entry gate.

The house has been rated overall as being in moderate to good condition.

### **Scout Hall**

The George Wright Memorial Hall building is located in the north east corner of the recreation reserve and is home to the 1st Orrvale Scout Group who are 2 years into a 5 x 5-year lease.

The scouts built the building with the support of funds raised by the local community around the district.

There is currently no power to the building.

The brick building is rated as being in moderate to good condition.

### Spectator Amenities

The main oval provides space for spectator viewing by car parking up to the fence, a number of bench type seats placed around the ground and two shelters.

One shelter, the 'District Jubilee Pavilion' has a steel roof and back with no built-in walls on the sides and crushed rock floor with a small number of moveable type tiered seats. It is described as being in good to excellent condition.

The other shelter is a similar but newer construction with a tiered concrete floor, bar/serving area and several bench type seats with backs. This shelter is also described as being in good to excellent condition.

The netball courts have two larger and a small shelter for players and spectators as well a number of aluminum bench seats.

All shelters have been described as being in good to excellent condition.

### Roadways and Car Parking

The reserve has an unsealed ring road around the main oval with oval facing parking as well as a number of informal parking spaces located around the site.

The committee have identified the following:

- Ash trees could be replaced over time.
- Pine trees around the perimeter are regularly falling over and may in fact be dead, the committee would prefer if they were removed.
- The perimeter fencing is satisfactory.
- A number of older gum trees that could be removed.
- Consider gravel all the way to the boundary fence as it currently puddles and gets very muddy on wet days.











### **Playgrounds**

There are two separate play areas at the Recreation Reserve.

The main playground is located behind the community centre near the tennis and netball courts.

There is also a small fenced play feature located adjacent the toilets next to the netball courts.

The only issue identified by the committee is that the main playground may benefit from drainage works as it gets very muddy in winter.

### **Power**

There are no identified issues with power to or at the site.

### **Water**

There are no identified issues with water to or at the site.

### **Toilet Blocks**

The recreation reserve is serviced by two toilet blocks in addition to toilets located in buildings.

A small brick toilet block is located at the tennis and netball courts and the second is located between the football change-rooms and Shepparton United buildings.

While the netball and tennis toilet block is rated as generally being in moderate to good condition, feedback from the committee is that they do not meet current standards for accessibility.

The committee identified that the playground may benefit from drainage works as it gets very muddy in winter. It is also ageing and will require upgrade and additional shade provision.

## GUIDING PRINCIPLES

### DEMOGRAPHICS

#### Shepparton East Community

The Central Park Recreation Reserve is located approximately 10km from the centre of Shepparton to the south east, near the townships of Shepparton East and Orrvale and is part of the Shepparton East catchment area.

The area has a population of approximately 1,171. There are 318 families and the gender split is 47% male and 53% female and the median age is 39.

The population in the South East of Shepparton is projected to grow by 52% by 2036 and remain fairly stable from an age profile perspective.

Apart from reflecting broader changes to facility demand and requirements linked to sport and recreation, it is unlikely the demand for facilities at Shepparton East will decline based on demographics, but rather as a minimum remain stable, with potential for increased demand in the future should identified growth to the south east occur.

### PLANS AND STRATEGIES

#### Committees of Management Administration Manual 2015

The direction and powers of the Committee are provided for via Council's delegation (through a Section 86 Committee), as well as the Committees of Management Administration Manual (the manual).

In addition to providing guidance relating to governance and process, the manual also states that Council will support the Committee in the development of a Facility Improvement Plan, to outline the Committees aspirations for the use and development of the facility over its term in office. It states that Committees should constantly seek to identify and review potential improvements to the facility.

#### Greater Shepparton City Council - Council Plan 2017-2021

The Greater Shepparton City Council – Council Plan is the document that will guide the Council's direction and activities during this Council's term of office.

The Plan also incorporates Council's Municipal Health and Wellbeing Plan which guides Council's strategic direction and planning around reducing inequalities in health, managing chronic disease and collaborative approaches to health promotion.

The Plan identifies a number of objectives, strategies and actions that are relevant to the provision of facilities and services such as those at Central Park, including:

- Increasing the proportion of the population who volunteer for a community group or activity more than once a month.
- Reduce the levels of overweight and obesity.





- Social and cultural, educational and employment opportunities are created to enable children, young people, individuals and families to actively participate in their communities.
- Public places, open space and community facilities are safe, accessible for all and presented to a high quality.
- Quality infrastructure is provided and maintained to acceptable standards.
- Assets are well managed and their renewal is being planned through long-term renewal strategies.

## LIVEABILITY

Liveability is becoming a key framework used nationally and internationally in health policy development. The 'Place, People and Liveability Research Program' undertaken by the Victorian Government in partnership with Melbourne University in 2013's definition of liveability includes it being a place that is safe, attractive, socially cohesive and inclusive with access to public open space, leisure and cultural activities and walking and cycling infrastructure. It also notes the determinants of a liveable community include parks and recreational opportunities and vibrant social interaction.

In the Council Plan, it is stated that:

"Through the development and implementation of a liveability framework, Council will take a lead in providing services, facilities and places of engagement that can positively affect health and wellbeing for individuals and entire communities. Council will continue to work closely with stakeholders to advocate for funding, new services, programs in partnership and to support communities (p8).

### Greater Shepparton Planning Scheme – Municipal Strategic Statement 2007

The Municipal Strategic Statement suggests that a significant portion of residential growth in the short-medium term will be met by the four main growth corridors identified in the Greater Shepparton 2030 Strategy and this includes the 'South Eastern corridor, along Poplar Avenue which is less than 5kms from the recreation reserve.

### Greater Shepparton 2030 Strategy

The Greater Shepparton 2030 Strategy (GS2030) is a blueprint for building sustainable economic activity and maximizing the quality of life in the municipality.

Some key inclusions in GS2030 include identification of the following strategies:

- Promote clustering of facilities to enable multi-use and sharing of community facilities, such as the community hubs.
- Encourage flexible design to meet user group needs over the life-cycle and changing demographic structures.
- Promote healthy lifestyle and the use of recreation and sporting facilities.

### Sport 2050 Strategic Plan 2011

Sport 2050 aims to provide a blueprint to support the long-term planning and sustainable provision of sports and recreation infrastructure and programs.



The plan specifically addresses the provision and distribution of a hierarchy of facilities across the municipality and in particular locations.

The plan states that “Shepparton is the major urban centre of Goulburn Valley and the City of Greater Shepparton. Mooroopna, Tatura and Kialla are the other large centres in the city (approx. population 4,000 – 7,000). Other smaller centres include Ardmona, Murchison, Merrigum, Dookie, Kialla West, Tallygaroopna, Toolamba, Shepparton East and Katandra West (mostly 400 – 1,000 people) The plan then classifies localities by population into three tiers as highlighted below:

Tier 1	Tier 2	Tier 3
Shepparton	Mooroopna	Tallygaroopna
	Tatura	Murchison
	Kialla	Merrigum
		Congupna
		Dookie
		Toolamba
		Undera
		Katandra West

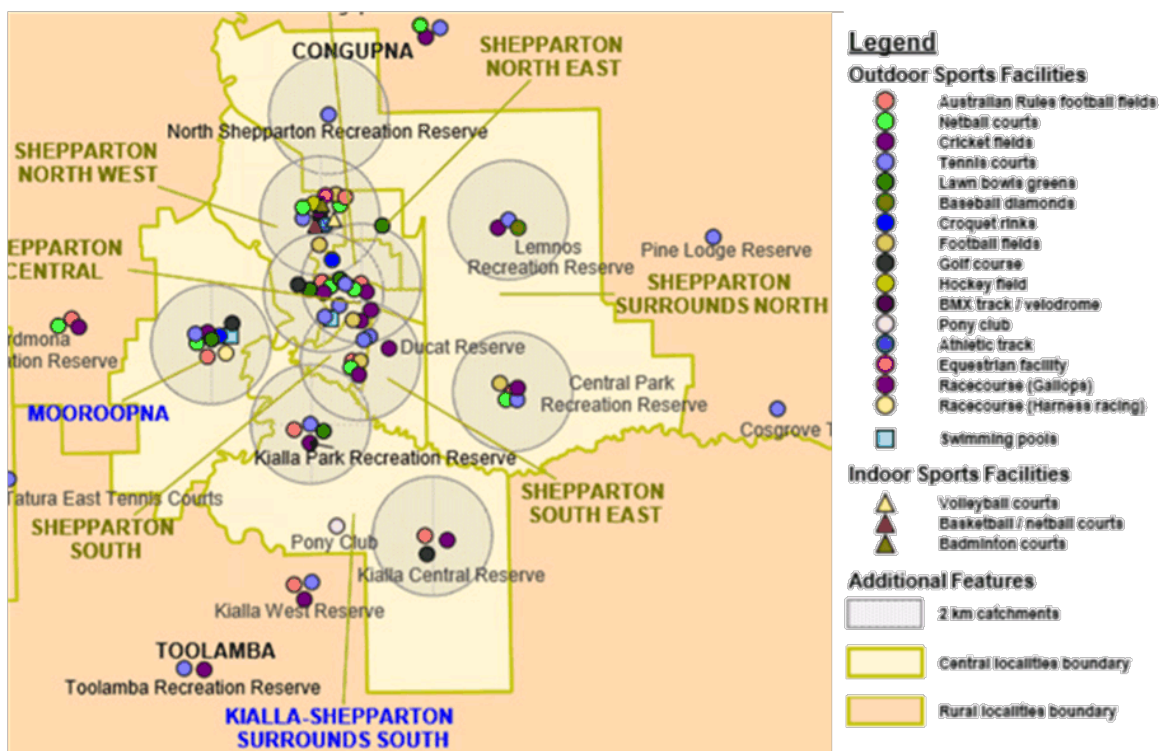
The following principles for distribution are identified

- Sports facilities with multiple playing fields/courts and hubbed with other community facilities will be more viable, and more easily able to be maintained to higher quality than others.
- Where sports that are not currently present in the City are looking to locate in the City, a more rural recreation reserve location (in a tier 3 town location) may provide the opportunity to renew (and increase use of) an existing asset, provide another opportunity for local participation and share possible social and economic benefits of sport and sports events amongst smaller townships.

The plan then makes the following recommendations relating to distribution:

- In the future, it is desirable that no single playing field sports facility should be provided for competition. Where new facilities are to be provided they should be added to existing facilities unless the locality is a growth area and not served by existing facilities (such as in the south east).
- In all tier 3 towns and smaller localities, all sports facilities should be located in hubs with other sports and community facilities – preferably adjacent to a school.
- Seek to develop competition standard sporting infrastructure in tier 3 towns in preference to smaller localities that will not have the total population and player age profile to sustain clubs and infrastructure in the long term.
- Where possible in tier 1 and 2 towns locate sports facilities so that all residents in urban areas have an outdoor playing field (including schools and private facilities) and preferably organized sports competition, within 2 kilometres.
- Ensure sports have a hierarchy of facilities available in the region to enhance player pathways and ensure not all facilities are maintained to the same standard.
- Ensure community plans embrace the principles of this plan to ensure sporting infrastructure can continue to be viable and reflect current changes in demand.

The map below illustrates the distribution of sports facilities in the central localities boundary, including the Central Park Recreation Reserve, where the aim is for all residents to have an outdoor playing field within 2 kilometres.



Specifically relating to Central Park Recreation Reserve, Sport 2050 provides the following strategic direction:

Continue to develop Central Park Recreation Reserve to service the Shepparton East and district community growth and future expected south east corridor residential growth.

By 2022 expand the size of the football (soccer) ground to provide full-sized field and install training quality lights to the oval.

By 2032 construct new football (including soccer) change-rooms and construct a new netball/tennis pavilion.

### Greater Shepparton Whole of Sport Plan – Cricket 2017

The Greater Shepparton Whole of Sport Plan Cricket has been developed to provide Council with a vision for supporting cricket at a local and regional level and to guide the development of improved facilities that will meet current and future community need.

The plan states that participation in cricket in Greater Shepparton has been in decline over the last 10 years, however identifies the opportunity to grow numbers through introduction and support of more women's competition and programming. The plan states that anecdotally there has been a significant increase in participation in cricket by females over the last 2 years and this is a trend that Cricket Victoria expect to continue.

## 20 CENTRAL PARK RECREATION RESERVE





The plan states that Council's priorities include investing in sporting facilities, particularly where:

- Participation is maximized
- Strong partnerships are formed and maintained
- Multi-use and community hub approach will be implemented, and
- Facilities are not used exclusively by clubs

Specifically relating to cricket, the Plan proposes the following criteria for investing in infrastructure to support cricket:

- Maximised participation: Particularly for participation by females, multi-cultural communities, older adults and junior.
- Multi-use facilities: Clubs who work with other sports and the wider community to improve infrastructure will be supported. Council will actively seek opportunities to partner with Department of Education and DELWP to improve infrastructure where multi-use outcomes can be achieved that include cricket.
- Sporting infrastructure that meets community need: Council will actively support the development of infrastructure in the right location and of the right standard for the community it serves.
- A baseline of facilities: Sites that support cricket will have a baseline of facilities that are usable, safe, presentable and attractive for participants.

### **Greater Shepparton Whole of Sport Plan – Tennis 2017**

The Greater Shepparton Whole of Sport Plan Tennis has been developed to provide Council with a vision for supporting tennis at a local and regional level and to guide the development of improved facilities that will meet current and future community need.

The plan states that broadly at a local level there have been significant declines in participation by adults and in competitive tennis:

- The number of players participating in weekend senior competitions delivered through the Shepparton District Tennis Association and the Goulburn Murray Lawn Tennis Association has declined by more than half in the last 10 – 15 years.
- The number of players participating in the Shepparton and District Ladies Midweek Tennis Association has declined by 40 percent since 2005/2006.

It goes on to highlight that there is a significant number of tennis clubs in the Greater Shepparton area who no longer field teams in any of the local associations including Congupna, Dookie, Invergordon, Violet Town, Katandra West, St Marys, Toolamba, St Augustine's, Wesley, St Mels, Kialla West, Central Park, Tallygaroopna, Old Students, St Andrews, Baulkamaugh and Currawa.

The report does however provide examples where tennis is experiencing growth in participation, moreso where it is linked with more casual and flexible opportunities. These include:

- The Shepparton Lawn Tennis Association has conducted a Wednesday Night Twilight Tennis competition for many years. While this program has still experienced some decline, it has undergone a resurgence in recent years as a consequence of reduced and flexible entry fees (pay

## **22 CENTRAL PARK RECREATION RESERVE**



as you go), opening up the program to all ages (not just adults), and offering social activities as part of the experience. The program has around 200 participants per week.

- The Dhurringile Tennis Club's Friday night ANZ Hot Shots Tennis program has been running quite successfully for a number of years. Hard work from a number of committed volunteers at the Club has seen the program run successfully.

At a national level, the report states that participation in organised tennis by children up to 14 years of age has remained relatively stable with some decline in the past few years, however this is notably different from what is occurring at the local level with the number of players participating in the Shepparton Junior Tennis Association declining by just under half between 2001/2002 and 2016/2017.

To support and grow participation, the plan states that it is important that tennis clubs and associations have access to the right facilities in the right locations. Reflecting on both Council's and the community's existing priorities and commitment to sporting infrastructure and the priority areas identified by local tennis clubs, the following criteria is proposed for investing in infrastructure to support tennis:

1. Multi-use facilities: Clubs who work with other sports and the wider community to improve infrastructure will be supported. Council will actively seek opportunities to partner with the Department of Education and DELWP to improve infrastructure where multi-use outcomes can be achieved that include tennis.
2. Sporting infrastructure that meets community need: Council and Tennis Victoria will actively support the development of infrastructure in the right location and of the right standard for the community it serves.
3. Maximised participation: Particularly for participation by juniors, multi-cultural communities, and older adults.
4. Access to facilities: Historically tennis facilities were open to the public and community members to enjoy a hit of tennis at their leisure. Unfortunately, over time, community access has been restricted due to safety concerns for the facilities. Council and Tennis Victoria will actively encourage clubs to look for solutions that enable better access for all members of the community to be able to enjoy a hit of tennis.



### **Shepparton East Locality Plan – 2015**

The Shepparton East Locality Plan highlights what the community of Shepparton East love about their community and includes their vision, challenges and future priorities. It provides a written record of the projects that are important to their locality over the next five years and will be used to inform all relevant stakeholders and the wider community of their goals.

The Locality Plan has the following goals specifically relating to Central Park Recreation Reserve:

- Develop a master plan.
- Combining tennis courts and netball courts, including re-location of lighting or upgrading the existing courts without combining them (high priority).
- Improved drainage (medium priority).
- Upgrade of the small clubhouse facilities including adding female change-rooms and general maintenance to existing rooms.

### **Playground Provision Strategy 2006-2018**

Greater Shepparton City Council owns or manages almost 80 playgrounds across the municipality with an estimated replacement value of around \$2,087,500. The Playground Provision Strategy provides guidance and direction to Council in relation to their ongoing management and provision.

The Strategy has a section that specifically deals with playgrounds at Recreation Reserves.

### **Playgrounds at Recreation Reserves**

A number of sporting and recreation reserves throughout Greater Shepparton include playground facilities. At many reserves, there is often limited general public use of these playgrounds and use is related to the sport or activity at any particular point in time. On the other hand recreation and sporting reserves can provide excellent locations for “public” play environments that service the broader community as well as the users of the reserve.

While the Council’s primary aim is to provide play facilities that maximise general public access and use, there is recognition that in certain circumstances where reasonable demand requires, play facilities at recreation and sporting reserves are critical to the overall function and community enjoyment of a facility. In these circumstances they can be viewed as an important “supplementary” to the overall provision of play environments within the community.

This recognition may lead to circumstances whereby greater than generally “prescribed” numbers of play environments may be established within any one particular area or community. This being the case it is not considered unreasonable for Council funds to contribute to such “excess” supply on a dollar for dollar funding basis.

The strategy recommends that, subject to reasonable evidence of demand and benefit, the Council will assist Recreation Reserve Committees of Management on a dollar for dollar basis in the development of “supplementary” play facilities.

## Asset and Project Management

Greater Shepparton City Council has a strong and formalised program of Asset and Project Management.

Building Condition Audits are undertaken periodically to inform works and maintenance programs as well as long term capital development programs. Audit information specific to Central Park Recreation Reserve has been included in facility and building information in the existing infrastructure section of this report.

Further to this, additional discussions with the Building Maintenance and Projects teams have provided direction relating to key issues.

Relating to the opportunity to provide multi-use hard courts the Projects Department advised that due to drainage issues specific to the Central Park and risks associated with movement and areas where sleeves would be located in particular that they would not recommend dual use or marked courts unless the netball court orientation/markings are east/west.

## SPORT STRATEGIES

### Netball Victoria

Netball Victoria have undertaken significant works in auditing and reporting against the condition and compliance with established standards of court provision of facilities right across Victoria. They have developed in partnership with the State Government a Netball Court Planning guide providing a number of case studies highlighting different development options as well as indicative costings for various court types.

The Facilities Manual published by Netball Victoria and the Department of Sport and Recreation includes a hierarchy of facilities that recommends local facilities include:

- 1-3 fully compliant courts
- Courts may be multi-lined
- Courts to be fenced if required
- 2 x team benches per court
- 2 shelters per court
- 1 officials bench and shelter per court
- Minimum of 2 x 14m2 unisex player amenities
- Minimum 2 20m2 change facilities (based on 14 players using room at one time)

### Tennis Australia

Tennis Australia has developed a comprehensive planning framework to support and assist tennis clubs throughout the country. Amongst the frameworks are recommended levels of facilities based on a national hierarchy and indicative costings of upgrades and re-development of courts based on a number of court and surface types. Under the Tennis Australia facility hierarchy Central Park would fall into the 'local' category.





A local facility it is recommended has at least 4 courts of which 50% are based on the ITF surface code A (acrylic), F (clay) and H (grass) and 50% courts floodlit to a minimum club competition standard (350 lux).

**Australian Football League – Preferred Facility Guidelines (incorporating Addendum Amenities Upgrade for Unisex Use) – July 2015**

The Guidelines have been developed in order to provide direction for the development of new facilities and/or those being considered for major refurbishment or redevelopment.

For local or regional type facilities the guidelines recommend:

- Avoiding open showers and provide three to four showers.
- Avoid troughs and individual urinals and provide a minimum of one ambulant accessible toilet cubicle.
- Social/Community spaces should be at least 100m<sup>2</sup> and around 150m<sup>2</sup>.
- Appropriate umpires, meeting, administration and storage spaces should be provided.

**Cricket Australia Community Facility Guidelines - Guidance Note 2 – Outdoor Training Facilities'**

Cricket Australia's Guidance Note 2 – Outdoor Training Facilities aim to help guide future cricket net development and/or redevelopment and recommends the following planning principles be considered when determining the most suitable location for cricket net development:

- Training nets and run ups should be positioned off the field of play.
- Nets should not be positioned in a location likely to interfere with the match (e.g. behind the bowler's arm causing potential distractions to the batsman).
- Nets should be orientated in a north-south direction.
- Nets should be positioned in a location where there is minimal chance of injury to passers by or damage to property and/or vehicles. This planning consideration is not applicable if training nets are enclosed.
- Nets should be positioned as close to the pavilion as possible to minimise distance to transport equipment.

### **Cricket Australia Community Facility Guidelines - Guidance Note 3 – Clubrooms and Change Facilities**

This guideline acknowledges how well-designed clubrooms and change facilities can contribute significantly to a successful club, sporting precinct and local community.

Specifically relating to change facilities, the guidelines recommend that:

- A minimum of three showers should be provided and that these should be lockable cubicles to better accommodate all users.
- A minimum of three toilet pans is preferred and should be provided as lockable cubicles. Urinals should be avoided to better accommodate all gender use and at least one ambulant toilet should be provided in accordance with Disability Discrimination Act standards.
- A regional or club level social facility should have a commercial kitchen and storage of around 25m<sup>2</sup> and social, community or multi-purpose room of around 150m<sup>2</sup>.

## **SPORT PARTICIPATION TRENDS**

### **National Participation**

The Australian Sports Commission released the 'AusPlay' participation data for the sport sector report in December 2016. Amongst the key findings were:

1. Football, Australian football and netball are all amongst the top 5 activities undertaken by boys and girls outside of school hours.
2. Football, Australian football and netball are amongst the top 5 sports activities undertaken by adults.
3. Cricket is the 4th most participated team sport for boys and 8th for adult men, however is not in the top ten for either girls or adult women.
4. Tennis is in the top 10 sports activities undertaken by adults and children of both genders.
5. Sport is still the strongest form of physical activity undertaken by young people, with over 75% children between the ages of 5 and 14 participating.
6. Fun, enjoyment and social reasons and psychological/mental health benefits all followed physical health and fitness as the key reasons why people participate in sport.
7. While sports related participation falls off as people get older, their participation in non-sport related physical activity increases and then remains stable.
8. Walking and fitness/gym continue to be the most popular forms of exercise for adults.

### **Netball Participation**

Netball Australia reported in December 2016 that netball is still the most popular team sport for women and young girls (based on the AusPlay data). They reported that participation in the junior NetSetGo program is increasing and that more focus on social programs such as the 'Fast5' will support further growth in participation as well as encourage male participation.









### **AFL Female Participation**

The AFL have reported a 56% increase in female community club teams in 2016 with female participation now representing 27% of the total. Girls participating in Auskick has increased by 21% and total female participation by 19%.

The AFL are making a conscious push to support and grow female participation through the introduction of a national elite competition and through funding promotional campaigns as well as both program and facility development.

### **Football Participation**

The Football Federation Australia (FFA) have reported that football continues to grow and based on the AusPlay report is the team sport with the highest participation rates across Australia.

The FFA have an aggressive 20-year Plan to build on their strong participation and aim to have every community club having women's teams in every age group in every club and grow participation in schools.

### **Tennis Participation**

Tennis remains in the top 10 participated sports for both genders and across both adult and children.

Tennis Australia has a Participation Strategy that aims to have 1 million registered players and 4 million people playing at least once a year and includes a framework of focus on schools, juniors, clubs, junior and competition support.

## OPPORTUNITY AND ISSUE ANALYSIS

The identification of opportunities and issues has been undertaken through workshops with the reserve committee of management and review of a number of community, sport and recreation plans, frameworks and trends.

### SWOT ANALYSIS

The following SWOT Analysis has been undertaken through a workshop with the recreation reserve committee of management.

#### Internal Environment Analysis (Strengths and Weaknesses Analysis)

##### Strengths

- Community based
- Good/new social facilities
- Stable core user groups
- Good lights – netball courts and oval

##### Weaknesses

- Change Rooms – no longer are fit for purpose
  - Asbestos in toilets
  - Leaks
- Netball Courts not up to standard
- No netball change rooms
- Toilet block is old and no longer up to standard
- Failing tennis courts

#### External Review (Opportunities and Threats Analysis)

##### Opportunities

- Upgrades could lead to more finals/bigger events
- Facility available on some days and could host women's teams/sport

##### Threats

- Netball Association or opposition teams could stop use of courts
- May lose the opportunity to host big games and/or finals due to general age and condition of facilities
- Tree at the house damaging sewerage/septic/water lines to the house and the Reserve
  - Lifting the fence at the house
  - Hanging over the roof

## KEY ISSUES AND OPPORTUNITIES

### Shepparton East Community

As noted, the population in the South East of Shepparton is projected to grow by 52% by 2036 and remain fairly stable from an age profile perspective.

Apart from reflecting broader changes to facility demand and requirements linked to sport and recreation, it is unlikely the demand for facilities at Shepparton East will decline based on demographics, but rather as a minimum remain stable, with potential for increased demand in the future should identified growth to the south east occur.

### Supporting Council Strategy and Activity

The Council Plan, incorporating the Health and Wellbeing Plan acknowledge the importance of providing places and programs where people can meet, socialise, connect and be active. The proposed Liveability Framework in particular confirms Council's leadership role in providing services, facilities and places for this to occur. Central Park Recreation Reserve is well placed to be a key hub in this location for these activities and facilities.

Sport 2050 recommends the development of Central Park Recreation Reserve to service the Shepparton East and district community growth and future expected south east corridor residential growth. It recommends that by 2032 to construct new football (including soccer) change-rooms and construct a new netball/tennis pavilion.

The whole of sport cricket and tennis plans both recommend provision of sporting infrastructure to meet community demand and that facilities are developed for multi-use.

### Community Planning

The Shepparton East Locality Plan identifies specific projects to be undertaken at the Recreation Reserve as community priorities. These include:

- Combining tennis courts and netball courts, including re-location of lighting or upgrading the existing courts without combining them (high priority).
- Improved drainage (medium priority).
- Upgrade of the small clubhouse facilities including adding female change-rooms and general maintenance to existing rooms.

### Sports Role in Community Wellbeing

The 'AusPlay' report confirmed the important role of sport and physical activity not only in people's physical wellbeing but also to their mental health, noting that fun, enjoyment and social reasons and psychological/mental health benefits all followed physical health and fitness as the key reasons why people participate in sport. The Recreation Reserve and the activities that occur there are providing an important community role in facilitating this participation in the Shepparton East area.

### **Tenant Sports Clubs**

Participation data for netball, AFL and tennis suggests the tenant sports are either in a growth phase or supported by active growth strategies of the sports and there is opportunity through continued development and innovation, including developing or participating in flexible and social competitions to as a minimum sustain the current levels of use. Women's teams in AFL, introduction of football and Fast5 netball, social tennis and evening activities are examples to ensure the club remains a viable entities. Nets provided behind the goals would provide a number of benefits.

### **Change Rooms**

The change rooms are identified as a high priority for replacement. Rated as moderate to poor with many original fixtures and fittings over 50 years old. The current change facilities are no longer fit for purpose. The committee proposes the construction of new change facilities adjacent the community centre. The design of these change facilities should be informed by requirements of key user groups and have potential for provision of netball/tennis change facilities should alternative arrangements not be able to be made. This project is supported by community and Council planning.

It is recommended that new facilities be constructed adjacent the community centre on the oval boundary near the netball and tennis courts, where the existing shelter is. This will provide for better capacity to provide shared facilities and all sports.

This would allow for the current change facilities to be demolished.

In the short term, the football netball club should engage with the Orrvale Scouts in relation to using the current not utilised scout hall for change facilities. This has the potential to even provide a longer-term satisfactory outcome for all parties.

### **Netball Courts**

The upgrade of the netball courts is occurring and anticipated to be complete for the 2019 season. Upgrades should consider all Netball Victoria facility planning advice as appropriate and feasible.

### **Tennis Courts**

The tennis club has indicated that over time all courts will need to be re-surfaced or replaced.

The two courts closest to the netball courts are serviceable and replacement upgrade medium to long-term project. When these courts are being considered for upgrade the option to provide multi-use tennis and netball courts may be considered.

Replacement of the two courts nearest Central Avenue, being those in the worst condition and currently not in use would again provide the tennis club with 4 usable courts. This project is considered a medium to high priority.



### **Toilets at the Tennis and Netball Courts**

These toilets are no longer fit for purpose. In the short term some appropriate remedial works may be undertaken to address issues, while in the medium to longer term and pending direction relating to the netball change facilities they may either be upgraded to a higher standard or removed.

### **Toilets near Main Entry**

The toilets at the main entry are serviceable however have some accessibility issues. Upgrades to disabled toilets are required to address these.

### **Drainage on Main Oval**

The south west corner of the oval being low and with drainage blocking up is prone to flooding. While works have been undertaken previously to address this the ongoing problem suggests it requires review or re-doing. This is identified as a high priority.

### **Hard surfaces on the Main Oval**

There is an area approximately 30 meters in from the boundary that is very hard. This may be a risk to participants and the committee have suggested it may need top dressing or additional top soil. This has been identified by Council as a project that can be addressed via operational programs.

### **Cricket Pitch Area**

The pitch area has dropped over time to the stage where it is now lower than the ground around it and floods. Even with the covers on the pitch area water is able to run underneath and flood the pitch. Building up of the wicket areas is identified as a high priority project.

### **Storage**

The cricket club in particular have raised storage as an issue however other users have also recognised the advantage of providing additional storage. The current Shepparton United Rooms, which are now vacant have been identified as being suitable for being developed into storage for all Recreation Reserve user groups.







### Scoreboard Upgrade

The scoreboard, while serviceable is not reflective of current standards with electronic scoreboards being more common at sports grounds. The committee have identified the replacement of the existing scoreboard with an electronic one as desirable and a medium priority project.

### Spectator Shelter

The main spectator shelter closest to the entry gates is partially concreted with the area at the front still gravel. The committee have identified concreting further to the front as supporting spectator amenity and a medium-term project.

### Recreation Reserve Entry

The entry has been modified however anecdotally this has created a safety concern, particularly with trucks being major users of Central Avenue. A review of the entry with consideration of a slip lane is recommended as a high priority.

### Fig Tree at the Caretakers Residence

The fig tree at the caretaker's residence has grown to the point that there is concern its roots have grown into the sewerage and it is damaging both the house and recreation reserve. The tree is heritage listed and this is to be considered however some maintenance is also identified as a high priority.

### Parking

While parking has not been identified as being a significant issue at Central Park, should the existing change-rooms be demolished it is recommended that space be used as additional parking.

### Main Playground

The current play area is subject to becoming quite muddy in winter and the play equipment is ageing. General upgrade to this area including provision of additional tree planting at the playground will provide additional shade in the medium to long term.

## DEVELOPMENT PRIORITIES

The following development priorities at the Reserve have been identified through the Recreation Reserve Committee workshops.

NO.	PROJECT	PRIORITY
1	<b>Netball Courts</b> Upgrade of existing netball courts to consider all Netball Victoria facility planning advice where appropriate and feasible	HIGH
2	<b>Recreation Reserve Entry</b> Re-visit entry design to ensure safety of entry and exit. This may include shifting the ticket box further back into the reserve.	HIGH
3	<b>Change Rooms – Netball</b> Short to Medium Term netball to liaise with Orrvale Scouts regarding use of scout hall as change facilities.	HIGH
4	<b>Change Rooms - New</b> To construct new change rooms that are fit for purpose, comply with all standards and guidelines of a Local Sports Ground and allow for future growth in programming.	HIGH
5	<b>Fig Tree at Caretakers Residence</b> Council's Building Maintenance team to inspect the dwelling and provide advice relating to maintenance of the Fig Tree.	MEDIUM TO HIGH
6	<b>Cricket Pitch Area</b> Investigate issues with cricket pitch area and provide direction to resolve flooding issues which may include building up wicket area or a full wicket upgrade.	MEDIUM
7	<b>Toilets at Tennis and Netball Courts</b> Pending direction and timing of change room upgrades including both new change facilities and possible development of scout hall upgrade or removal of these is required.	MEDIUM
8	<b>Tennis Courts</b> <b>2 Courts Adjacent Central Avenue</b> Replace or resurface these two courts to bring them back into operation <b>Courts Closest to Netball Courts</b> Currently serviceable but in poor condition. Future upgrade may incorporate multi-use courts if ground issues can be addressed.	MEDIUM
9	<b>Scoreboard Upgrade</b> Replacement of existing scoreboard with modern electric scoreboard	MEDIUM
10	<b>Storage</b> Provide the existing Shepparton United Building as storage for users	MEDIUM
11	<b>Main Playground</b> Address drainage, upgrade equipment and provide for additional tree planting at the playground will provide improved play spaces for the future.	MEDIUM
12	<b>Toilets – Main Entry</b> Upgrade accessible toilet facilities	MEDIUM
13	<b>Parking</b> Once new change rooms are constructed demolish existing changerooms and use space for parking	MEDIUM

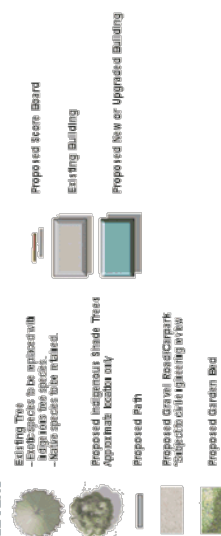


## DEVELOPMENT PRIORITIES

The following development priorities at the Reserve have been identified through the Recreation Reserve Committee workshops.

NO.	PROJECT	PRIORITY
1	<b>Nitball Courts</b> Upgrades of existing nitball courts to consider all Nitball/Veteran facility planning advice before a program is a first feasible	HIGH
2	<b>Recreation Reserve Entry</b> Increase safety of entry to and exit. This may include shifting the Nitball bus parking back into the reserve.	HIGH
3	<b>Change Rooms – Nitball</b> Short-term Medium term retrofit to be in line with Olympic Sports regarding use of semi hall as change facilities.	HIGH
4	<b>Change Rooms - New</b> To construct new change rooms that are fit for purpose, comply with all relevant rules and guidelines of a local Sports Ground and a plan for future growth in program ratings.	HIGH
5	<b>Fit Out to Consider Resilience</b> Concrete Building Maintenance team to inspect the decaying and provide advice relating to maintenance of this big face.	MEDIUM TO HIGH
6	<b>Concrete Pathways</b> Complete the concrete pathways with cricket pitch area and provide direction to enable flooding issues which may include building up with kerbs on a hillside to upgrade.	MEDIUM
7	<b>Flood at Torrens and Nitball Courts</b> Review direction and timing of change room upgrades including both new change facilities and possible development of current hall upgrade or removal if issues is required.	MEDIUM
8	<b>2 x Nitball Centres</b> 2 x Nitball Centres Review or maintain those two courts to bring them back into operation Closest to Nitball Courts Currently unserviceable but in poor condition. Future upgrade may incorporate multi use courts if ground issues can be addressed.	MEDIUM
9	<b>Scoreboard Upgrade</b> Replacement of existing scoreboard with modern electronic scoreboard	MEDIUM
10	<b>Shower</b> Provide the existing Chippendale United Building as storage for assets	MEDIUM
11	<b>Main Playground</b> Address drainage, upgrade equipment and provide for additional trees planting in the playground and provide improved play plans for the future.	MEDIUM
12	<b>Toilets – Main Entry</b> Toilets to upgrade accessible toilet facilities	MEDIUM
13	<b>Parking</b> The change room spaces are constructed directly behind the approx 1000 car spaces for visitors.	MEDIUM

## LEGEND





## Central Park Recreation Reserve and Community Centre - Shepparton East

## EXISTING SITE CONDITIONS









# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

**Agenda Item 7.3      Sir Murray Bouchier Memorial Advisory Committee**

**Attachment 1      Sir Murray Bouchier | Terms of Reference..... 200**



## SIR MURRAY BOURCHIER MEMORIAL ADVISORY COMMITTEE

### TERMS OF REFERENCE

*Adopted by Resolution of Council on [#####]*

*For Review #####*

a)

#### **1. Purpose**

The Sir Murray Bouchier Memorial Advisory Committee will advise Council on the future design and location for the establishment of a memorial to Sir Murray Bouchier. It has no executive authority and will operate in accordance with these Terms of Reference.

#### **2. Role of the Sir Murray Bouchier Memorial Advisory Committee**

The role of the Sir Murray Bouchier Memorial Advisory Committee is to:

- a. act as an Advisory Committee of Council in relation to the design and location for the establishment of a memorial to Sir Murray Bouchier
- b. assist the Council in identifying and pursuing external funding opportunities to assist with the establishment of the memorial

#### **3. Committee Membership**

The committee shall consist of the following members as appointed by resolution of the Council:

- a. Cr Shelley Sutton
- b. Peter McPhee - Shepparton RSL Sub Branch
- c. Peter Martin - Shepparton RSL Sub Branch
- d. Robert Wilkie - Shepparton RSL Sub Branch
- e. Jeanette Powell - Community representative
- f. Rodney Davidson (Militaria Collector)
- g. John Harrington (Member of Northern Victorian Arms Collectors Guild)
- h. Member of the Bouchier family
- i. Director Infrastructure
- j. Team Leader Sports Development and Strategic Planning

The community representatives will be appointed for the remainder of this project.

At the discretion of the Chair, persons with particular knowledge and skills which would be of benefit to the Committee may be invited to attend meetings on an ex-officio basis. Such attendees will not have the right to vote on positions being considered by the Committee.

Administrative support for the committee will be provided by Council.

#### **4. Committee Meeting Procedure**

Meetings of the committee shall be conducted in accordance with the following procedures:

- a. The Councillor representative will be the Chairperson of the committee and the RSL will nominate one of their representatives to serve as Acting Chairperson.
- b. If the Chairperson is not present at a Committee Meeting, the Deputy Chairperson will preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint a Chairperson for the meeting.
- c. The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. In the event of a tie, the Chairperson shall have an additional casting vote.
- d. The Committee shall have a quorum which is equal to 50 per cent plus one of the total number of Committee members.
- e. When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.
- f. The Committee shall meet monthly or as otherwise determined by the Committee. The frequency of any Sub-Committee meetings will be determined by the Chairperson of each Sub-Committee.

#### **5. Committee Conduct Principles**

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.

#### **6. Assemblies of Councillors**

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest. Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered
- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO6* (Trim Ref: M13/51766) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

#### **7. Review**

The Terms of Reference for the Sir Murray Bouchier Memorial Advisory Committee will be reviewed on a biennial basis.

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

**Agenda Item 8.2      Community Matching Grants Round 2 - 2018/2019**

**Attachment 1      Community Matching Grants - Grant Guidelines 2018-  
2019..... 204**

GREATER SHEPPARTON  
GREATER FUTURE



## Community Matching Grant Scheme Funding Guidelines

### Funding up to \$5000

Greater Shepparton City Council is pleased to offer funding for projects and events which build or strengthen Greater Shepparton communities through its Community Matching Grant Scheme. The Community Matching Grant Scheme will support the development and implementation of community activities and projects, and is part of Council's Community Development Framework.

The intention of the funding is to facilitate projects which achieve some or all of the following objectives:

- Build new social connections and partnerships within communities, or reinforce those that already exist
- Encourage participation in community activities and organisations
- Enable community members to acquire or develop a new skill
- Create, renew or revitalise places and spaces within the community

Funded projects must be able to demonstrate that they are inclusive, have wide community support, and, where appropriate, are sustainable past Council's funding. Funding may be used to conduct events such as a celebration or social gathering, artistic or cultural projects, projects which address environmental needs or community building projects such as creating or rejuvenating a community asset.

Grants are available up to \$5,000 per project.

**See Greater Shepparton City Council website for information on how to apply.**  
[www.greatershepparton.com.au](http://www.greatershepparton.com.au)

**Please contact Council's Community Development Officer before  
completing your application on 5832 9478**

Council staff are available to discuss your project ideas.  
Grant Information sessions are conducted throughout the year.

**Please read the Guidelines carefully to ensure you are eligible to apply  
and to assist you to complete all sections of the application process.**

M16/45904



### Eligibility

- Applications can be made by not-for-profit community, arts, cultural or sporting groups which already exist and whose principal activities are conducted within the Greater Shepparton area.
- Applications can be made by a residents' group which specifically forms to carry out the project. Where an application is made by a group that is not an Incorporated Association; the applicants will need to nominate another incorporated not-for-profit Community Group, Organisation or Club which is willing to manage the grant funds ("auspice the grant") on their behalf. A letter will be required from your auspice organisation confirming their willingness to accept the auspice role.
- Applicants are required to have a current \$20 Million Public Liability Insurance policy.
- Applications will be accepted from Schools and Churches where it is identified that the project will have broader community benefit and is not a part of the core business of the organisation.

### What will NOT be funded

- Groups/organisations are only eligible for one Community Matching Grant in any given financial year.
- Applications received after the closing date.
- Applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements.
- Applications will not be accepted from or on behalf of individuals.
- Groups/organisations that operate for profit.
- Projects that are clearly a duplication of an existing service.
- Fundraising activities.
- Funding is NOT available for ongoing expenses or for projects which have already commenced or have been completed.

### Matched funding

Through the Community Matching Grants Scheme, Council wishes to assist groups who are willing to share the cost of the project with Council. Applicants are required to match the grant requested by providing a contribution. This contribution can either be financial, or "in-kind" or a combination of both. An in-kind contribution is part of the project that would normally be paid for but is given to the project at no cost.

The ability to provide financial and in-kind support to a project by the applicant will be taken into account during the review process. Ideally, a 1:1 match is preferred but factors including the value of the project to the community, the capacity of the group to deliver, together with the sustainability of the project is taken into consideration in the decision making process.

### Budget

The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in the project). **Income and expenditure must be equal.** Please provide a copy of quotes with your application where applicable. It is also necessary to detail the in-kind contributions, if any, that will be made to the project in the in-kind section in the application.

M16/45904

### Assessment

Your application will be assessed by a panel of Council staff, with broad representation from across Council departments. In assessing the applications, the panel will take the following factors into consideration.

- Applicants must meet some or all of the objectives of the Scheme.
- The intended project aligns with the Council Plan, a Master Plan or other Council Strategy. The Council Plan and other Strategies can be accessed at [www.greatershepparton.com.au](http://www.greatershepparton.com.au)
- Community benefit
- Project feasibility
- Matching component
- Evidence of community support

Applications will be scored against the funding criteria and applications ranked in order of score.

The Assessment Panel's recommendations will be:

- Presented to Council who will consider the recommended funding allocations for approval at a formal Ordinary Council Meeting.
- All applicants will be notified as to the outcome of their application via the email address provided in the application.

Please refer to the timetable on the website to confirm the date we aim to notify you of the outcome of your application.

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs. If your application is considered by another funding program, Council will contact you to let you know, and may ask for additional information.

### Approvals

In some cases, approvals/permits maybe required to carry out the proposed project. Applicants should discuss their project with the responsible body eg Council or a Victorian Government Department, prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals. The approval/permit must be obtained within 6 weeks of your offer of funding or an extension negotiated and approved. Council officers can assist applicants with the process of gaining approvals.

### Access and Inclusion

Council are committed to providing dignified equitable access for all. It is important that applicants are inclusive of people living with a disability and their carers. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Information available in accessible format, such as large print and signage
- If required, use of interpreters, such as Auslan for people who are Deaf.

M16/45904

For further information, please contact Council's Access and Inclusion Officer on 5832 9592.

#### **Cultural diversity**

Council strongly supports the cultural diversity within our municipality and ensuring our community is inclusive of all. It is therefore important that applicants demonstrate their pro diversity practices within their application. This can include any demonstration of inclusion of all; for example:

- Advertising events in plain English
- Availability of halal foods
- Ensuring all published materials avoids acronyms and jargon
- Take religious and cultural occasions into consideration when planning events
- Availability of interpreters and translated information.

For further information please contact Council's Cultural Development Officer on 5832 9527.

#### **Acquittal**

You will be required to report back to Council when your project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of the Community Matching Grants Scheme. Your acquittal should include:

- A summary of the project including your feedback on the things that went well and also things that you have learnt from the project.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video for the purpose of promoting the Community Matching Grants Scheme through Council publications and website.

All projects should be completed and acquitted within twelve months of receiving funds.

A group which fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of the Community Matching Grant Scheme until their acquittal is completed and reviewed by Council.

**We welcome your application to the next Round of the  
Community Matching Grant Scheme**



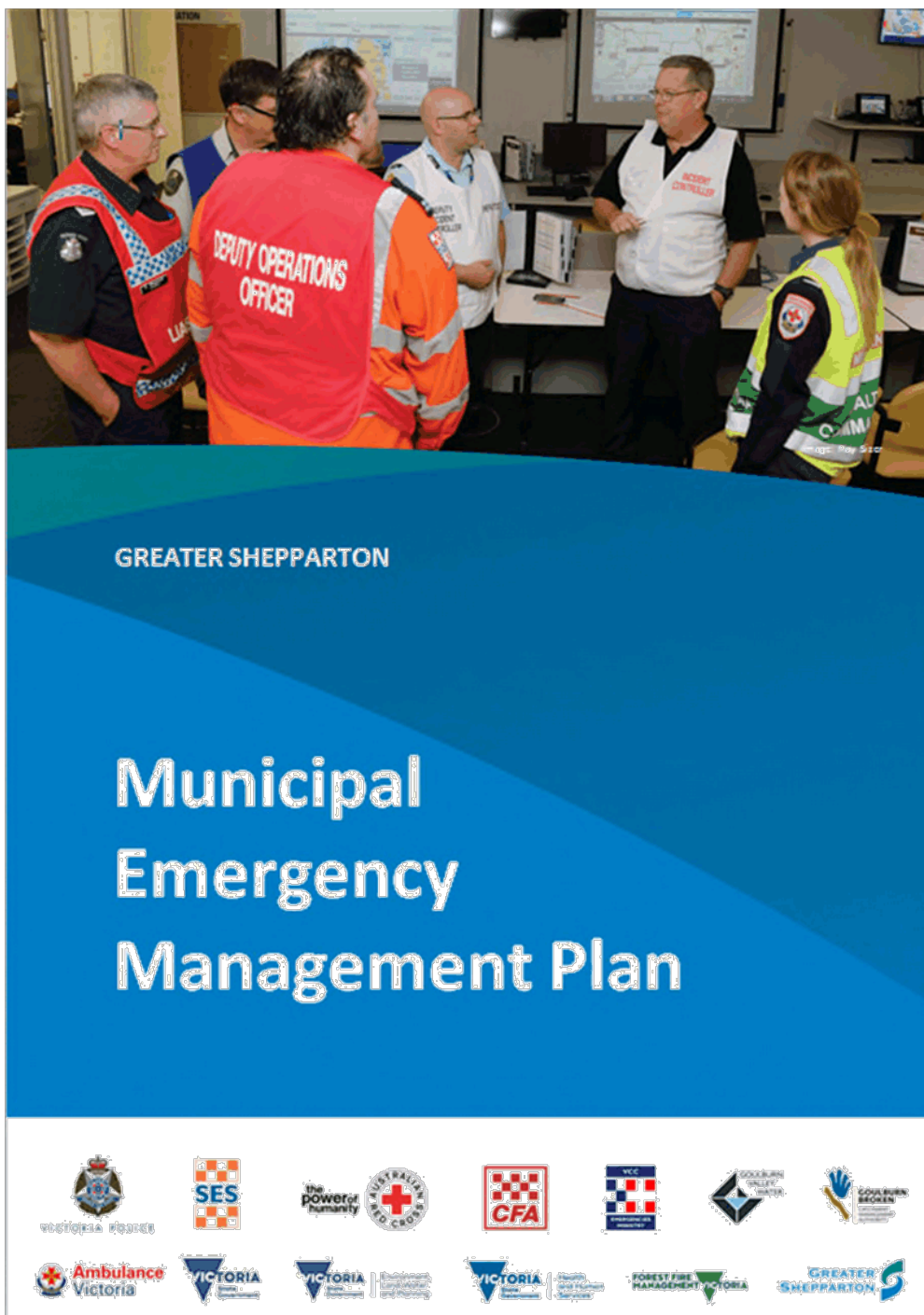
# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

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## Municipal Emergency Management Plan



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## FORWARD

The economic and social effects of emergencies including loss of life, destruction of property and disruption to communities are inevitable. The Greater Shepparton region has been subjected to the impact and consequences of storm, fire, flood, drought and other emergencies.

These experiences reinforce the importance of building resilience and capability for emergency management in our community, with agencies and emergency services. To do this we need to use a partnership approach towards education, skill development and in conducting exercises.

In our planning and preparedness we are building on a risk based framework to identify risk treatment plans that are supported through the development of preparedness strategies and response and recovery plans. Engaging the community in planning will input local information and help to inform people in the processes.

Fundamental to achieving community resilience is the understanding of the hazards, exposures and vulnerabilities of the community. The economic and social effects of emergencies, including loss of life, destruction of property and dislocation of communities are possible but risk based planning enables minimisation of the impacts of emergencies on communities and/or an enhanced recovery process.

The Greater Shepparton Municipal Emergency Management Plan (the Plan) has been produced pursuant to *Section 20 (1) of the Emergency Management Act 1986* and *Emergency Management Act 2013*. The Plan addresses the prevention of, preparedness for, response to and recovery from emergencies within the municipality. It is the result of the cooperative efforts of the Municipal Emergency Management Planning Committee (the Committee) and community input.

This Plan is a controlled document and should not be reproduced or distributed due to the need for constant updating. Person(s) or agencies who copy this document do so at the risk of having an out of date version. Application should be made to the Municipal Emergency Management Planning Committee for inclusion on the distribution list if new or additional copies are required. This Plan has been prepared to be consistent and should be read in conjunction with the *Emergency Management Manual Victoria* at;

<http://www.emv.vic.gov.au/policies/emmv/>

The *Emergency Management Act 2013* is yet to have an effect at the municipal level however in time it will supersede the 1986 Act. This version of the Plan describes the emergency management arrangements at the point in time of the document being updated. There will be further changes to the Plan resulting from on-going reform in the Victorian emergency management arrangements; future versions of this Plan will reflect those changes.

Municipal Emergency Management Plan



## 1 PART ONE - INTRODUCTION

### 1.1 Municipal Endorsement

The Greater Shepparton Municipal Emergency Management Plan has been produced pursuant to *Section 20(1)* of the *Emergency Management Act 1986* and the *Emergency Management Act 2013*. This Plan addresses the prevention of, response to and recovery from emergencies within Greater Shepparton and is the result of the co-operative efforts of the Municipal Emergency Management Planning Committee.

<b>Document Title</b>	Greater Shepparton Municipal Emergency Management Plan
<b>Version No.</b>	10.3
<b>Date of Release</b>	21 March 2019

Signed:

Date:

21 March 2019

\_\_\_\_\_  
 Chair  
 Municipal Emergency  
 Management Planning  
 Committee  
 Mayor Greater Shepparton  
 City Council

Recommended by:

\_\_\_\_\_  
 Chair  
 Municipal Emergency  
 Management Planning Committee  
 Greater Shepparton

Signed:

Date:

\_\_\_\_\_  
 Greater Shepparton City  
 Council

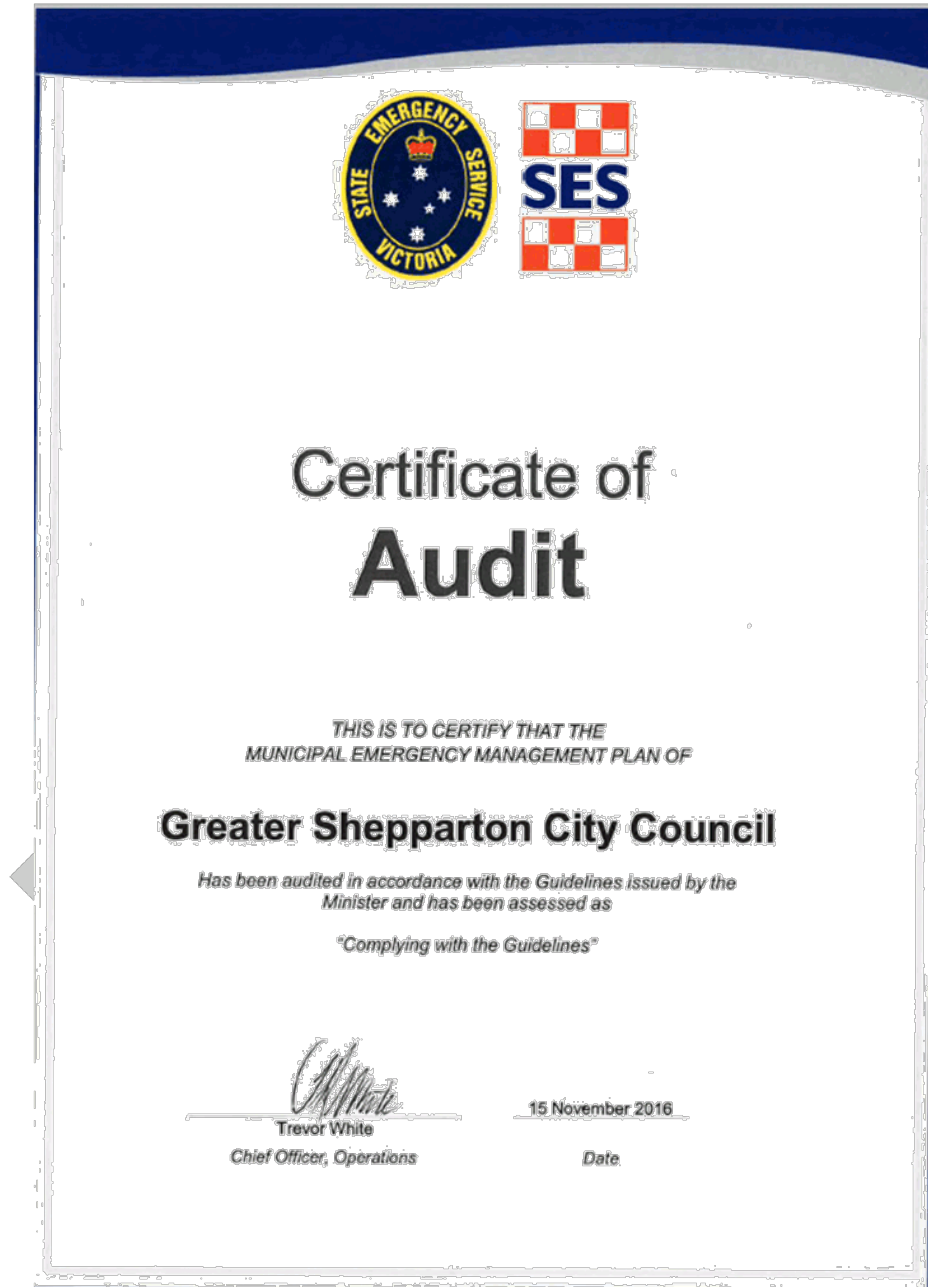
Endorsed by:

TO BE DETERMINED



## 1.2 Statement of Audit

Pursuant to *Section 21A* of the *Emergency Management Act*, Council will submit this Plan to the Victoria State Emergency Service for audit every three years.





### 1.3 Authority

The Greater Shepparton Municipal Emergency Management Planning Committee has been appointed by the Greater Shepparton City Council (Council) pursuant to *Section 21 (3) of the Emergency Management Act, 1986*.

This Plan is developed by the Committee pursuant to *Section 20(4) of the Emergency Management Act 1986*. This Plan is administered by Council.

### 1.4 Aim

The aim of the Plan is to detail the agreed arrangements for the prevention of, preparedness for, response to and the recovery from emergencies that could potentially occur in Greater Shepparton as identified in the *Emergency Management Act (1986 & 2013)*.

### 1.5 Objectives

The broad objectives of this Plan are to:

- Implement measures to prevent or reduce the causes or effects of emergencies
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies
- Manage support that may be provided to or from adjoining municipalities
- Assist the affected community to recover following an emergency
- Complement other local, regional and state planning arrangements.

### 1.6 Review

Content of this Plan is to be reviewed annually or after an emergency which has utilised part of this Plan. Organisations delegated with responsibilities in this plan are required to notify the Committee's Executive Officer of any changes of detail (e.g. contact information) as they occur.

Amendments are produced and distributed by the Committee Executive Officer as required and distributed consistent with the distribution list.

### 1.7 Testing

This Plan will be tested on an annual basis unless there has been activation during the period. This will be done in a form determined by the Committee and involve multi agencies. Any procedural anomalies or short falls encountered during exercises or ensuing operations must be addressed and rectified at the earliest opportunity. It is recognised that the best form of testing is the actual operation during an emergency and the subsequent debrief.

A number of options exist to enable testing of this Plan, these range from debriefs, training and exercises.

Council's Municipal Emergency Manager is responsible for overseeing the conduct of and debrief from an exercise as well as maintaining a record of outcomes.

Where appropriate the Municipal Emergency Manager will ensure debrief outcomes are reflected in amendments to this Plan.

### 1.8 Capability and Responsibilities

Part 3 of the *Emergency Management Manual Victoria* requires each agency to maintain the capability to fulfil its emergency response role and responsibilities. This Plan contains the actions that agencies will take in the response to and recovery from emergencies in the municipality. It also relies on the ability of all participants to fulfil their obligations under the Plan.

All agencies with responsibilities under this Plan have confirmed their capability and commitment to meet their obligations. This is evidenced by the development and endorsement of the Plan, including revisions, before it is presented to Council for consideration.

**Part 3** of this **Plan** provides more detail relating to resource planning. **Part 5** provides more detail relating to resource arrangements.

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## 2 PART TWO - AREA DESCRIPTION

### 2.1 Topography

The Greater Shepparton region is located at the confluence of the Goulburn and Broken Rivers in the northern part of Victoria. Located 190 kilometres, two hours, north of Melbourne it has an area of 2,432 square kilometres and extends a radius of approximately 35 km from the Shepparton central business district.

The natural environment is centred on the floodplains and river systems that also support the agricultural base of the region. Areas of remnant vegetation are generally confined to river corridors and roadside areas with some areas of native vegetation on private land. The municipality includes the Goulburn River K50 Streamside Reserve, Arcadia Streamside Reserve, Shepparton Regional Park, Gemmill Swamp Nature Conservation Reserve and areas of the Lower Goulburn National Park. These contain large stands of River Red Gum (*Eucalyptus camaldulensis*) and form important wildlife corridors. Understorey plants along these river corridors include Golden Wattle (*Acacia acinacia*), Dwarf Native Cherry (*Exocarpus stricta*) and Silver Wattle (*Acacia dealbata*). Reedy Swamp, located in the Lower Goulburn National Park, adjacent to Shepparton is home to a large number of waterbirds (both migratory and local).

Major waterways including the Broken and Goulburn rivers flow through the area. River systems support agricultural industries, provide safe drinking water and support recreational activity and regional tourism.

The majority of the municipality lies in the 'Victorian Riverina' bioregion and forms part of the Goulburn-Broken Catchment. Across the catchment, 97% of the Victorian Riverina area has been cleared of its native vegetation. The agricultural land has basically flat topography and much of it is irrigated with water predominately from the Goulburn River, via an extensive system of irrigation channels operated by Goulburn Murray Water.

Land in the municipality is approximately 85% privately owned with the remaining public land generally managed by the Department of Environment, Land, Water and Planning, Goulburn Broken Catchment Management Authority and the Greater Shepparton City Council. The only significant land rise in the municipality is Mount Major, located near the township of Dookie.

The municipality is dissected by two major highways that meet in Shepparton; the Goulburn Valley Highway running north-south and the Midland Highway running east-west. A number of other major roads traverse the municipality and there is generally good access for emergency vehicles.

The municipality is an important centre for transportation; the Hume Freeway from Melbourne services the area via the Goulburn Valley Highway (north-south) which is an important link for the interstate transport network as the main route used by Melbourne-Brisbane traffic, similarly the Midland Highway (east-west) dissects the municipality as a feeder network.

The rail network services provide a passenger service and the transport of freight.

The municipality is serviced by the Shepparton Aerodrome which is located on the south side of Shepparton adjacent to the Goulburn Valley Highway.

## 2.2 Municipal Climate

The Greater Shepparton region is characterised by a temperate climate with cool winters. Average rainfall is approximately 450mm through most of the municipality although generally, average rainfalls are higher in the east (e.g. Dookie with an average of 553.5mm).

Summer temperatures average approximately 30-31 C° during the day throughout most of the municipality and night time summer temperatures are between 13-14.5 C°. Winter maximums average around 14 C° and minimums around 3.5 C°.

### Climate Change

Victoria has already become warmer and drier – a climate trend likely to continue into the future through:

- Temperatures to continue to increase year round
- More hot days and warm spells
- Fewer frosts
- Less rainfall in winter and spring south of the Divide; less rainfall in autumn, winter and spring north of the Divide
- More frequent and more intense downpours
- Harsher fire weather and longer fire seasons.

These climatic changes will be a contributing factor on the frequency and severity of bushfires, heatwaves, floods and drought.

The Victorian Government assists Victorian communities and municipal councils prepare for climate change by providing information and guidance material to build the capacity of state and local government, business and the community to understand and apply climate change data and information.

<https://www.climatechange.vic.gov.au/>

The Greater Shepparton City Council has developed and implemented a Climate Change Adaptation Plan to identify and assess climate risks to Council's assets and services.

<http://greatershepparton.com.au/>

## 2.3 Demography

Greater Shepparton has a population of approximately 65,500 (Australian Bureau of Statistics Estimated Resident Population 2017).

The population is nearly evenly split between the major urban centres of Shepparton and Mooroopna (53%) and the surrounding rural areas including the smaller townships of Tatura, Murchison, Dookie, Merrigum, Congupna, Toolamba, Undera, Katandra and Tallygaroopna (47%).

Shepparton, combined with Mooroopna, is the fourth largest regional city in the State after Geelong, Ballarat and Bendigo.

The Yorta Yorta Nation Aboriginal Corporation is recognised as the Registered Aboriginal Party for the land comprising Great Shepparton. Historically, the majority of the municipality was included in the Yorta Yorta Nation with eight tribes occupying Greater Shepparton and surrounding areas. Approximately 3.4% of people in the Greater Shepparton region identify as



Aboriginal and/or Torres Strait Islanders (Australian Bureau of Statistics Census 2016). However, anecdotal evidence shows that this is an underrepresentation, and Greater Shepparton's Aboriginal population is almost three times this with a population of nearly 6,000. This makes this region one of the largest Aboriginal populated areas outside of metropolitan Melbourne.

Greater Shepparton Local Government Area has over 500 registered cultural heritage places including Aboriginal historical places, burials, artefact scatters, earth features, low density artefact distributions, object collections, a quarry, scarred trees and shell middens. The environment was, and remains, extremely important to Aboriginal people and is central to their culture. Aboriginal cultural heritage sites are densest along the rivers. Areas of sensitivity include:

- Riparian corridors of the Goulburn River valley and Castle Creek
- Sand dunes adjacent to flood plains
- Areas of native vegetation
- Raised edges of billabongs and creeks
- Raised ridges on flat land adjacent to the flood plain.

Emergency Management Victoria is working with agencies and stakeholders to improve the emergency management sector's understanding and application of measures to protect Aboriginal cultural heritage before, during and after emergencies.

Registered Aboriginal Parties have important roles and functions in managing and protecting Aboriginal cultural heritage. For further information refer to:

<http://www.vic.gov.au/aboriginalvictoria/heritage/registered-aboriginal-parties.html>

Known as the 'Food Bowl of Victoria' and responsible for producing approximately 25% of Victoria's agricultural production, the economy of the Greater Shepparton region is largely based on agriculture which utilises over 190,000 hectares of land and grosses \$486 million annually.

Dairying and fruit production generally occur within the irrigated areas of the municipality with mixed farming predominating outside these areas including wool, cattle and cropping. Grain production in the non-irrigated areas utilizes approximately 20,000 hectares of land.

Agriculture has also seen the development of other industries including food processing, manufacturing, retailing and road transport.

Retail trade is centred in Shepparton and Mooroopna with smaller retail areas in the other towns scattered around the municipality.

Greater Shepparton is serviced by high quality medical services and offers a number of tertiary level training institutions including Latrobe University, the University of Melbourne and the Goulburn-Ovens TAFE. Tourism is also a key supporting industry in the region and the municipality has a strong history of attracting major tourism events.

Greater Shepparton is more culturally diverse than many of its neighbouring Shires. The multicultural population expanded rapidly after World War Two, largely as a result of immigration.

A summary of the municipalities profile from the 2016 Census:

- Median age - 39 years
- Children aged 0-14 years - 19.9% of the population
- People aged 65 years and over - 17.5% of the population

Issue No. 10.3

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- Aboriginal and Torres Strait Islander people - 3.4% of the population
- 4.8% of people in the Greater Shepparton area were born overseas
- 76.0% of people were born in Australia; the most common countries of birth were:
  - India - 1.9%.
  - England - 1.3%.
  - Italy - 1.3%.
  - Afghanistan - 1.2%
  - New Zealand - 1.1%.
- 62.0% of people had both parents born in Australia and 21.1% of people had both parents born overseas
- 76.8% of people speak English at home. Other languages spoken at home include:
  - Italian - 2.1%
  - Arabic - 1.9%
  - Punjabi - 1.4%
  - Hazaraghi - 0.8%
  - Turkish - 0.8%.

Recent migration into Greater Shepparton includes representatives from the:

- Afghan communities
- Albanian communities
- Congolese communities
- Indian Communities, predominantly from the Punjab Region
- Iraqi communities
- Sudanese communities
- Turkish communities.

With the diverse ethnic population, emergency planning should include considerations of the needs of Culturally and Linguistically Diverse Communities. Issues to consider include, but are not limited to:

- Communication strategy
- Dietary needs
- Male/female separation and religious and cultural needs.

### 2.3.1 Profile and Social Characteristics of Townships

Individual profile and social characteristics have been developed for the townships of:

- |                 |                    |
|-----------------|--------------------|
| ➤ Arcadia       | ➤ Mooroopna        |
| ➤ Bunbartha     | ➤ Mooroopna North  |
| ➤ Byrneside     | ➤ Murchison        |
| ➤ Congupna      | ➤ Murchison East   |
| ➤ Dhurringile   | ➤ Shepparton       |
| ➤ Dookie        | ➤ Shepparton East  |
| ➤ Grahamvale    | ➤ Shepparton North |
| ➤ Katandra West | ➤ Tallygaroopna    |
| ➤ Kialla        | ➤ Tatura           |
| ➤ Kialla East   | ➤ Tatura East      |
| ➤ Kialla West   | ➤ Toolamba         |
| ➤ Merrigum      | ➤ Undera.          |

The Profile and Social Characteristic of each township is attached as **Appendix A, Part 7**.



Understanding vulnerability can help to shape emergency management planning and the deployment of resources. Visitors to the municipality or members of the community can become vulnerable due to being isolated by their geographic location, socioeconomic situation, interruption to or loss of normal services and/or their mental and physical health.

The profile and social characteristics for each township includes the following:

Data	Vulnerable Context
<b>Population*</b>	Population size in each community.
<b>Housing tenure*</b>	Provides a snapshot of the nature of the occupancy of the residential buildings. An indication of residents who are more likely to stay and defend their homes. An indication of the awareness of residents of the risks in the environment in which they live.
<b>Age groups*</b>	An indication of the age distribution in each community. An indication of elderly people living alone in each community.
<b>Spoken languages*</b>	A useful indicator of the ethnicity of the community and for the planning and provision of multilingual and English language services at the local level. A useful indicator of the cultural context in each community and provides insight for cultural needs and services.
<b>Aboriginal/Torres Strait Islander</b>	A useful indicator of the cultural context in each community and provides insight for cultural needs and services.
<b>Dwellings with internet access*</b>	Provides a snapshot of the community's proficiency with and access to communication mediums.
<b>Core activity need for assistance*</b>	An indication of the numbers within the community that maintain independent living but who need help or assistance in one or more of the three core activity areas of self-care, mobility and communication because of a disability.
<b>Average cars per household*</b>	An indication of the mobility of residents.
<b>Facilities with vulnerable people</b>	Indicates if the township includes: <ul style="list-style-type: none"> <li>○ Aged care facilities</li> <li>○ Caravan parks</li> <li>○ Child care/kindergartens</li> <li>○ Community house/senior citizen building</li> <li>○ Disability/residential facility</li> <li>○ Hospital</li> <li>○ School/educational facilities.</li> </ul>
<b>Sites/facilities</b>	Summary of facilities that have been assessed by Council and which may be suitable for use as an emergency relief centre, staging area, assembly area or community meeting venue.

\* - Indicates ABS data

### 2.3.2 Transient Population

The Greater Shepparton region has a large seasonal transient population that can be attributed to the tourism and horticultural industries. This influx of visitors can add complexities when planning for, responding to and recovering from emergencies. The following is an overview of the seasonal transient population in the municipality.

#### Recreational Visitors to Parks and Reserves (Campers)

This transient population generally comes into the municipality over the summer months, in particular the school and public holiday periods.

The majority of campers that use parks and reserves are seasonal visitors. However, there is a very small number within this category that uses these areas for long term accommodation in both the summer and winter seasons.

The main parks and reserves within the municipality are:

<b>Arcadia</b>	Arcadia Streamside Reserve. Approximately 3000 hectares, following the Goulburn River from Murchison to Toolamba, multiple entrances both sides of river with high visitor numbers.
<b>Lower Goulburn National Park, Shepparton</b>	Lower Goulburn National Park, Shepparton to Stewarts Bridge Road. Approximately 9310 hectares in area along the Goulburn River, approximately 130 entrances, only three crossings between Shepparton and Echuca being McCoy's Bridge, Yambuna Bridge and Stewarts Bridge.
<b>Shepparton Regional Park</b>	Shepparton Regional Park between Shepparton and Toolamba following the Goulburn River. Approximately 2800 hectares with multiple entrances both sides of the river with high visitor numbers.

Maps of recreational sites within the municipality have been included in this Plan as **Appendix C**. These are intended as an overview only and do not include detailed locations of formal and informal camping sites.

Activities in parks and reserves are diverse and include:

- Water based activities such as canoeing, kayaking, swimming, fishing and boating
- Cycling
- Bird watching
- Horse riding
- Events
- Camping
- Bush walking.

Camping and accommodation in parks and reserves include many dispersed formal and informal free camping sites encompassing sandy beaches and clay river banks. Many are located in secluded locations and the majority are in close proximity to water.

The history of emergencies in parks and reserves include:

- Vehicle and boating accidents
- Trees and limbs falling on campers and their belongings
- Drownings
- Fires and floods
- Impact from storm events
- Aeronautical accidents
- Lost persons
- Medical emergencies
- Public disorder and anti-social behaviours.

Infrastructure within parks and reserves can include:

- Bike paths
- Swing bridges
- Pumps
- Pipelines.

The location, seasonal conditions and activities associated with these visitors presents unique emergency planning considerations including, but is not limited to:

- Season environmental factors
- Large numbers of remote and dispersed camping sites
- Emergencies directly attributed to human behaviours (escaped campfires, deliberate ignitions, abandoned vehicles, public disorder, anti-social behaviours, etc.)
- Limited or no mobile phone reception
- Difficulties experienced by campers to accurately describe their location when requesting emergency services
- Minimal and ageing road infrastructure limiting heavy vehicle access to some areas
- Track accessibility easily affected by rain
- Camp sites isolated by depressions and creek runners after rain
- Poorly sign-posted track network
- Significant cultural and environment values
- No vehicle access to some areas (islands)
- High visitation and public presence including significant numbers of non-English speaking campers/tourists during peak periods
- Large numbers of campers with no awareness of natural events or impacts of natural events
- Significant number of people camped in close proximity to water's edge
- Reluctance of campers to leave when requested by authorities
- Recreational sites located across a large geographical area and limited emergency service resources to respond to emergencies of any type.

Data to support the size and composition of this segment is complicated by the seasonality, transient nature and difficulties in quantifying the transient population.

Parks Victoria, in partnership with stakeholders, has developed and maintains an Emergency Management Plan for the Northern Hume Park Area for the planning, response and recovery from emergencies within parks and reserves. Any inquiries in relation to this should be referred to Parks Victoria.

#### **Horticulture - Seasonal Fruit Industry**

The horticultural industry is also a factor behind the transient population as it relies heavily on a seasonal workforce. This workforce comprises young working holiday makers, predominantly

from overseas (backpackers), and overseas workers under temporary employment arrangements. Within the seasonal workforce there will be different levels of diversification and vulnerabilities involving a range of factors including migration status, characteristics (language, education and skill levels) and the conditions in which they are employed and their temporary accommodation arrangements.

The background to this workforce can lead to increased vulnerabilities and some of the factors include:

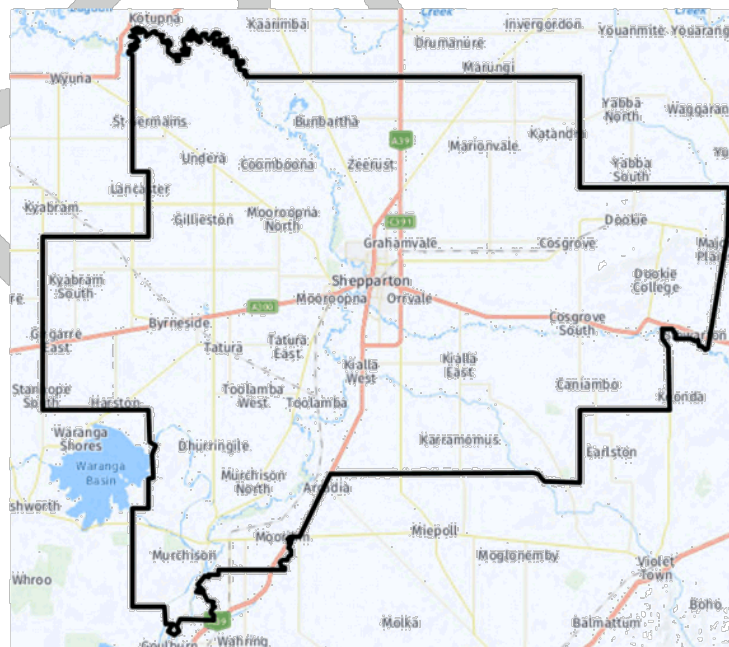
- No or little understanding of english, verbal or written
- No or little understanding of the local environment and weather patterns/indicators
- No or little awareness of natural events or impacts of natural events
- No or little awareness of where or how to source information or assistance relating to emergencies
- Potential to be unfamiliar with local authorities in particular the role they play in protecting the public's safety in emergency situations.

Data to support the size and composition of this segment of the transient population is complicated by the seasonality, transient nature of the workforce and difficulties in quantifying the workforce. While some within the horticultural industry still source their own seasonal labour others rely on harvest labour companies and contractors.

The peak period for the seasonal workforce in the municipality is November to April. The localities where this demographic can be found is also diverse and include:

- Parks and reserves
- Caravan parks
- Hostels and rooming houses
- Farms and orchards.

## 2.4 Municipal Maps





A set of maps detailing the area covered by this Plan can be found in **Appendix C**.

Council has a Geospatial Information System which is available on request via Council's Municipal Emergency Resource Officer or Recovery Manager.

## 2.5 History of Emergencies

### Flood

The history of major emergencies in this municipal area has been largely related to flooding. The one in one hundred year estimated flood height is 12.3 metres at the Shepparton gauge.

The Goulburn and Broken River catchments have a long history of flood events dating back to last century. Flooding is a natural phenomenon throughout the Greater Shepparton region. From 2000-2009 the region and many other parts of Victoria experienced a prolonged drought. More recently large rain events have occurred in 2010, 2011 and 2012, causing extensive flooding in low lying areas. This variance in annual weather patterns is becoming increasingly erratic and harder to predict.

### Storm

Significant wind storms have impacted the municipality with varying degrees of damage and property loss. The potential is ever present for this type of incident.

### Fire

Fire risk throughout the municipality is present throughout the entire year. In recent history there have only been a small number of major fires. Fire risk throughout the municipality includes:

- Structure fires:
  - Residential or dwellings
  - Industrial/commercial.
- Rural:
  - Public land
  - Agricultural environment.

### Road Accidents

The risk of motor vehicle accidents, particularly involving heavy vehicles on the main arterials of the Goulburn Valley and Midland Highways is always present throughout the municipality.

### Recent Emergencies

Recent emergencies affecting the municipality include:

Date	Emergency
May 1974	A Goulburn River dominant major flood affected the municipality.
October 1993	A Broken River catchment dominant major flood affected the municipality.
26 January 1997	An Anthrax outbreak occurred in the Tatura and Stanhope area which led to the deaths of cattle and sheep, the vaccination of a large number of cattle

	and affected 83 farms. This outbreak constituted <i>'the largest response to an anthrax outbreak in Australia's history'</i> .
<b>Summer 1997–1998</b>	A small anthrax outbreak on the previously infected properties near Tatura and Stanhope.
<b>2000–2009</b>	The region and many other parts of Victoria experienced a prolonged drought.
<b>2007</b>	An anthrax outbreak occurred around Tatura and Stanhope involving a small number of cattle and properties. The response included precautionary vaccination of cattle, sheep and properties.
<b>September 2010</b>	<p>A neutral flood which saw gauges on the Goulburn, Broken and Seven Creeks peak at major level.</p> <p>The 2010 Victorian floods were a widespread series of flood events across the state of Victoria. In the municipality the consequences of the floods included inundation of homes and businesses, displacement of people, activation of emergency relief centres and disruption to a large number of business and services and damage to community infrastructure and facilities.</p>
<b>February 2011</b>	High intensity rainfall between 12–14 January 2011, caused major flooding across much of the western and central parts of Victoria. Several follow-up heavy rainfall events caused repeated flash flooding in affected areas in early February and many of the communities were affected by January's floods.
<b>February 2012</b>	<p>Heavy rain fell across North East Victoria during late February and early March 2012. Over six days (28 February to 4 March), 200-300 mm fell across large areas of this part of the State, with most of the rain falling over two days – 28 February and 1 March 2012.</p> <p>Within the Greater Shepparton region the flood impacted more heavily on the communities of Zeerust, Congupna, Tallygaroopna and Katandra.</p>
<b>February/March 2013</b>	On the anniversary of the 2012 floods between 150 and 182 millimetres of rain fell over a five hour period. The rainfall was very localised and followed a strip approximately 3 kilometres wide commencing on the northern side of Shepparton and travelled south east to the east side of the town. Most of the areas affected were residential and industrial rural interface
<b>21 March 2013</b>	<p>A storm/tornado event developed and impacted a number of areas within Victoria including North East Victoria (and southern NSW). The Bureau of Meteorology confirmed evidence of a tornado along the Murray River between approximately Koonoomoo and Rutherglen</p> <p>The Greater Shepparton region received significant damage in the Murchison and Tamleugh North area from the storm that was part of the same weather event as the tornado.</p>
<b>9 February 2014</b>	Three separate grass fires started on the north western boundary of the Greater Shepparton region adjoining the Shire of Moira. These fires



	combined and resulted in excess of 10,000 Ha being burnt; starting south west of Wunghnu and extended north and east bypassing the township of Numurkah.
<b>16 December 2014</b>	Lightning strikes ignited a number of fires across Victoria resulting in a number of significant fires. Numerous municipalities within Hume Region were affected.  In the Greater Shepparton region a small number of fires occurred in the Cosgrove area.
<b>2014 calendar year</b>	Activations of the Municipal Recovery arrangements in response to single incident house fires.
<b>1 – 3 January 2015</b>	A period of high heat resulting in a Total Fire Ban Declaration and the Greater Shepparton Heatwave Plan activated due to Heat Health Alerts being issued.
<b>February 2015</b>	An isolated anthrax case occurred in the Tatura-Harston area involving two properties and one cow. As a precaution against the development of a larger outbreak, cattle and sheep on adjoining properties were vaccinated.
<b>February 2015</b>	Activations of the Municipal Heatwave Plan in response to Heat Health Alerts issued.
<b>December 2015</b>	Activations of the Municipal Heatwave Plan in response to Heat Health Alerts issued.
<b>2015 calendar year</b>	Activations of the Municipal Recovery arrangements in response to single incident house fires.
<b>January, February &amp; March 2016</b>	Activations of the Municipal Heatwave Plan in response to Heat Health Alerts issued.
<b>June-October 2016</b>	The Greater Shepparton region experienced its wettest winter period since 1995. More than 220 mm of rain was recorded at the Shepparton weather station between June and August, more than double the amount of rain that fell in the same period the previous year.  The highest recorded level of the Goulburn River Shepparton gauge was 10.38 metres on 7 October 2016.
<b>December 2016</b>	Activations of the Municipal Heatwave Plan in response to Heat Health Alerts issued.
<b>2016 calendar year</b>	Activations of the Municipal Recovery arrangements in response to single incident house fires.
<b>January &amp; February 2017</b>	Activations of the Municipal Heatwave Plan in response to Heat Health Alerts issued.
<b>1 December 2017</b>	Widespread rainfall beginning on 1 December 2017 affected most of Victoria. The worst affected locations were in the weather forecast areas of

	<p>the Northern Country, North East and North Central.</p> <p>Within the Greater Shepparton region the rainfall received varied between approximately 60 millimetres in Shepparton to approximately 160 millimetres in Murchison.</p>
19 December 2017	<p>Widespread rainfall, strong winds, hail and flash flooding on the evening of 19 December 2017 affected most of Victoria. The worst affected locations were in the weather forecast areas of the North-West, Northern Country, North East and North Central.</p> <p>Across Greater Shepparton and the broader Goulburn Valley area, in excess of 1500 homes experienced power outages.</p>
2017	Activations of the Municipal Recovery arrangements in response to single incident house fires.
January 2018	Activations of the Municipal Heatwave Plan in response to Heat Health Alerts issued.
December 2018	Activations of the Municipal Heatwave Plan in response to Heat Health Alerts issued.
2018	Introduction of the term Non Major Emergencies (single incident house fires now included in this category of emergency)
2018	Activations of the Municipal Recovery arrangements in response to non-major emergencies.
January 2019	Activations of the Municipal Heatwave Plan in response to Heat Health Alerts issued.

A more detailed history of emergencies is included in this Plan as **Appendix A, Part 6**.

### 3 PART THREE - PLANNING ARRANGEMENTS

*...activities which seek to eliminate or reduce the impact of hazards themselves and/or to reduce the susceptibility and increase the resilience of the community subject to the impact of those hazards... (Emergency Management Australia)*

#### 3.1 Victorian Emergency Management Arrangements

The *Emergency Management Act (1986 & 2013)* and the *Local Government Act 1989*, identify Councils as playing a critical role in Victoria's emergency management arrangements and systems. Councils have emergency management responsibilities as they are the closest level of government to communities and have access to specialised local knowledge about the environmental and demographic features of their municipalities. People will naturally seek help from their local Council and emergency management agencies during emergencies and the recovery process.

The *Emergency Management Act 2013* is yet to have an effect at the municipal level. It is anticipated that the 2013 Act will in time supersede the 1986 Act. However, until such time, the *Emergency Management Act 1986* largely determines municipal requirements.

The *Emergency Management Act 2013* established Emergency Management Victoria as the overarching body for emergency management in Victoria.

The Act also established the following positions and functions:

- The State Crisis and Resilience Council:
  - An emergency management advisory body responsible for providing advice to the Minister for Police and Emergency Services on emergency management policy and strategy.
- The Emergency Management Commissioner:
  - Responsible for coordinating the response to major emergencies (including ensuring appropriate control arrangements are in place) and operating effectively during Class 1 and Class 2 emergencies.
- The Chief Executive of Emergency Management Victoria:
  - Responsible for the day to day management of Emergency Management Victoria.
- The Inspector-General for Emergency Management:
  - Responsible for developing and maintaining a monitoring and assurance framework, and evaluating the performance of the sector.

The *Emergency Management Act 2013* is the first of four planned stages to renew emergency management arrangements in Victoria; it focuses on governance and first principle legislative requirements.

The *Emergency Management Legislation Amendment Bill 2018 (Bill)* includes proposed reforms to emergency management planning in Victoria. The Bill is structured to facilitate phased implementation of the reforms at the state, regional and municipal levels. The reforms are expected to be in place by December 2020.

The Department of Health and Human Services emergency management responsibilities and policies aim to build resilience and minimise the impact on Victorians, especially the most disadvantaged.

## Key supporting Policies include:

- The *Vulnerable People in Emergencies Policy*. This policy covers the key activities of:
  - Planning for vulnerable people in emergencies:
    - Funded agencies have a responsibility to encourage and, where necessary, support clients (who meet the definition of a vulnerable person) to undertake personal emergency planning.
  - Vulnerable Persons Registers:
    - Funded agencies are asked to consider and screen clients to identify people who should be listed on a Vulnerable Persons Register.
  - Identification of facilities housing vulnerable people:
    - Municipal councils are required to develop and maintain a list of facilities where vulnerable people are likely to be situated.
- The Health and Human Services Sector *Emergency Preparedness Policy*. This policy supports the emergency preparedness and response arrangements of facility-based and home-based health and human services operating in Victoria.

<b>Agency Roles:</b>	Individual agencies performing specific tasks in response to emergencies according to their legislated role, obligations, and administrative arrangements. Agencies roles are determined by the <i>Emergency Management Manual Victoria</i> , Part 7, and have been included in this Plan as <b>Appendix B, Part 2</b> .
<b>Communications:</b>	<p>Communications relates to communicating to the public, reporting to government, and communicating with stakeholder agencies during emergencies.</p> <p>As set out in the State Emergency Response Plan, communications responsibilities vary depending on the class of emergency:</p> <ul style="list-style-type: none"> <li>• The Emergency Management Commissioner is responsible for public, stakeholder and government communications for Class 1 and Class 2 emergencies and is supported by the appropriate control agency. Agency commanders keep their agency chain of command apprised of their situation. Agencies and municipal councils will also assist with the relaying of public information via their electronic media applications</li> <li>• The Chief Commissioner of Police is responsible for public, stakeholder and government communications for Class 3 emergencies. This includes all warnings and public information. Agency commanders keep their agency chain of command apprised of their situation. Municipal councils will also assist with the relaying of public information via their electronic media applications</li> <li>• The incident controller is responsible for public, stakeholder and government communications. Agency commanders keep their agency chain of command apprised of their situation. Agencies and municipal councils will also assist with the relaying of public information via their electronic media applications.</li> </ul>
<b>Consequence Management:</b>	<p>Consequence management should inform and be a precursor to relief and recovery planning and activities.</p> <p>Consequence management involves the coordination of activities of agencies with a role in delivering services to communities, with the aim of minimising adverse consequences of emergencies on communities. The</p>



	<p>Emergency Management Commissioner is responsible for consequence management for major emergencies. In Hume Region, the lead for consequence management is the Regional Emergency Management Planning Committee.</p> <p><b>During a major emergency all agencies, including critical infrastructure providers, may need to activate their business continuity arrangements to manage the adverse consequences of the emergency on their area of responsibility.</b></p>
<b>Control Agencies:</b>	The <i>Emergency Management Manual Victoria</i> Part 7 nominates the primary control agency responsible for responding to each specific form of emergency, these are included in this Plan as <b>Appendix B, Part 2</b> .
<b>Controllers:</b>	<p>There are three levels of controllers'; state, regional and incident.</p> <p>Incident Controllers are appointed to manage the response to the specific emergency dependent on the 'Class' of emergency.</p> <p>For state and regional controllers' roles and responsibilities refer to the State Emergency Response Plan Appendix A.</p>
<b>Emergency Management Liaison Officer:</b>	<p>Support agencies may provide or may be requested by an emergency response coordinator or controller to provide an emergency management liaison officer(s) at the state, regional or incident level.</p> <p>An Emergency Management Liaison Officer:</p> <ul style="list-style-type: none"> <li>• Represents the agency in the relevant control centre</li> <li>• May represent the agency at the Incident Emergency Management Team or Regional Emergency Management Team, if the relevant agency commander is unable to attend (not the State Emergency Management Team, where a senior agency representative is required to attend)</li> <li>• Should be empowered to commit, or to arrange to commit, the resources of the agency to respond to an emergency</li> <li>• Provides advice in relation to the role and activities of the agency</li> <li>• Should maintain ongoing communications with the agency.</li> </ul> <p>Where an Emergency Management Liaison Officer cannot be deployed to a particular location, the role may be from a remote location, for example through a teleconference or video conferencing link.</p>
<b>Emergency Response Coordinators:</b>	Regional and Municipal Emergency Response Coordinators are appointed members of Victoria Police responsible for coordinating agencies and resources to support the response to emergencies affecting the Hume Region or municipal district, in this context the Greater Shepparton region.
<b>Emergency Response Facilities:</b>	<p>Emergency response facilities are named based on the function they support; control centre, command centre or coordination centre.</p> <p>The level of activation of a facility could range from a single workstation to a full centre facility, with escalation according to the nature and scale of the emergency.</p> <p>Class 1 and some types of Class 2 emergencies are managed from the Regional Control Centre and either an Incident Control Centre, mobile command vehicle, site office or other location.</p>

	Class 2 and other emergencies, depending on the size, type and nature may be managed from an agency specific location.
<b>Incident Control Centre:</b>	A facility to manage emergencies that can be activated in readiness for or in response to emergencies. Contain both the Incident Management Team and Emergency Management Team and form part of the state and regional network of control centres used to manage both Class 1 and Class 2 emergencies.
<b>Incident Emergency Response Coordinators:</b>	Usually the senior Victoria Police officer at the initial scene of an emergency or at the place where control is being exercised at incident level. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.
<b>Support Agencies:</b>	The <i>Emergency Management Manual Victoria</i> Part 7 also nominates key support agencies for the response to each emergency. However, all agencies may be support agencies during major emergencies. This may be in relation to the agency performing a specific response, relief, or recovery function, or for ensuring the continuity of its normal services during a major emergency, as part of consequence management. These are included in this Plan as <b>Appendix B, Part 2</b> .

### 3.1.1 Functional Responsibilities by Class of Emergency

Full definitions of the classes of emergencies are contained in the State Emergency Response Plan, however, they are briefly summarised below:

#### Class 1 Emergencies

- A major fire; or
- Any other major emergency for which the Metropolitan Fire and Emergency Services Board, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the State Emergency Response Plan.

#### Class 2 Emergencies

A major emergency which is not:

- A Class 1 emergency; or
- A warlike act or act of terrorism; or
- A hi-jack, siege or riot.

(Examples of Class 2 emergencies include human pandemic and animal pandemic; the focus of these emergencies is often on consequence management).

#### Class 3 Emergencies

A warlike act or act of terrorism, or a hi-jack, siege, or riot.

Class 3 emergencies may also be referred to as security emergencies.

### 3.1.2 Classes of Emergencies

Chapter 3 of the State Emergency Response Plan explains in detail the roles and responsibilities for the different classes of emergencies however they are briefly described below:



**Class 1 Emergencies**

	Response coordination	Control	Command	Consequence management	Communication
State	Emergency Management Commissioner (liaises with RERCs and MERCs through the SPLO <sup>11</sup> )	State Response Controller	Agency chain of command	Emergency Management Commissioner  (State Consequence Manager)  All agencies	Emergency Management Commissioner  (supported by the line of control)  All agencies
Region	RERC	Regional Controller		All agencies	
Incident	MERC/IERC	Incident Controller		All agencies	

**Class 2 Emergencies**

	Response coordination	Control	Command	Consequence management	Communication
State	Emergency Management Commissioner (liaises with RERCs and MERCs through the SPLO)	Class 2 State Response Controller	Agency chain of command	Emergency Management Commissioner (State Consequence Manager) All agencies	Emergency Management Commissioner (supported by the line of control)  All agencies
Region	RERC	Regional Controller (if appointed)		All agencies	
Incident	MERC/IERC	Incident Controller (if appointed)		All agencies	

**Class 3 Emergencies**

	Response coordination	Control	Command	Consequence management	Communication
State	Chief Commissioner of Police	VicPol chain of command	Agency chain of command	Emergency Management Commissioner  (State Consequence Manager) All agencies	Chief Commissioner of Police
Region	RERC			All agencies	
Incident	MERC/IERC			All agencies	

### Non-Major Emergencies

Small events that meet the definition of 'emergency' where an agency formally responds to an emergency and the arrangements for managing a major emergency are not yet in place or are not required; such as where the emergency can be resolved using local resources and significant consequences to the community are not anticipated.

#### Non-Major Emergencies (Formal Response)

	Response coordination	Control	Command	Consequence management	Communication
State	Emergency Management Commissioner (liaises with RERCs and MERCs through the SPLO)	-	Agency chain of command	-	-
Region	RERC	-		-	-
Incident	MERC/IERC	Incident controller		All agencies	Incident controller

#### 3.1.3 Emergency Management Teams

The people and agencies with roles and responsibility for responding to emergencies work together in teams at the state, regional and incident tiers to ensure a collaborative and coordinated whole of government approach to the management of emergencies.

The most important collaboration in response to an emergency is the Emergency Management Team. The establishment and operation of emergency management teams is determined by *Emergency Management Team Arrangements – for all emergencies (December 2014)* – available from Emergency Management Victoria; <https://www.emv.vic.gov.au/>

The Emergency Management Team structure at each tier - state, regional and incident (major or non-major) - may vary for the specific emergency or emergencies, but generally include the primary functions of:

- Response coordinator
- Controllers, responsible for leading the response to specific emergencies
- Agency commanders, responsible for supervising their agency personnel
- Local government representatives, as the primary source of information on the local community
- Relief and recovery coordinators/managers, to ensure relief and recovery activities are integrated with response activities
- Representatives of government departments and service providers, who work to maintain the continuity of services to communities, as part of consequence management.

Chapter 4 of the State Emergency Response Plan also explains in detail the role and responsibilities for the different tier team structures. The following is a summary of emergency management teams at regional and municipal levels.

### Emergency Management Team Structure – Regional and Incident (Municipal) Tiers

	Primary function supported by a team		
	Control	Response Coordination Communications	Consequence management
Regional Tier	Regional Control Team	Regional Emergency Management Team	
Incident Tier	Incident Management Team (Major emergencies)	Incident Emergency Management Team (major emergencies)	
	Incident Emergency Management Team (non-major emergencies)		
			Relief and recovery coordination
			Municipal Recovery Planning Committee or equivalent*

\*Established as required

### Regional Tier Team

Team	Primary function supported by a team	Team members
Regional Control Team	<b>Control</b>  To support regional controllers, perform the regional control function	<b>Chair:</b> <ul style="list-style-type: none"> <li>Regional controller, where only one is appointed</li> <li>A regional controller or the Regional Emergency Response Coordinator where more than one regional controller is appointed.</li> </ul> <b>Members:</b> <ul style="list-style-type: none"> <li>Regional controllers</li> <li>Regional Emergency Response Coordinator (VicPOL)</li> <li>Regional Recovery Coordinator (DHHS)</li> <li>Commanders of the key support agencies.</li> </ul>
Regional Emergency Management Team	<b>Coordination</b>  To support the Regional Emergency Response Coordinator and regional controllers (where appointed) to: <ul style="list-style-type: none"> <li>Raise awareness of the emergency across the whole of government</li> <li>Identify and manage strategic risks and consequences</li> <li>Develop a regional strategic plan outlining high level actions of all agencies.</li> </ul>	<b>Chair:</b> <ul style="list-style-type: none"> <li>Regional controller, where only one is appointed</li> <li>A regional controller or the Regional Emergency Response Coordinator where more than one regional controller is appointed</li> <li>The Regional Emergency Response Coordinator where no regional controller is appointed.</li> </ul> <b>Members:</b> <ul style="list-style-type: none"> <li>The people at the regional tier responsible for performing the coordination, control, consequence management, recovery and communication functions for major emergencies that are anticipated or occurring</li> <li>Regional tier functional representatives of a</li> </ul>

		<p>wide range of agencies responsible for delivering public services</p> <ul style="list-style-type: none"> <li>• Municipal Council Emergency Management Liaison Officer</li> <li>• Individual agencies or representatives of business/industry/community groups as appropriate, for specific emergencies.</li> </ul>
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The team structure applies regardless of the number and class of emergencies being managed, although the chair and membership of each team may vary.

The Regional Control Team/Regional Emergency Management Team activates in response to a major emergency, where one is anticipated or to ensure readiness for major emergencies.

#### Incident (Municipal) Tier Team (Major Emergency)

Team	Primary function supported by a team	Team members
<b>Incident Management Team</b>	<p><b>Control</b></p> <p>To support an incident controller to perform their control function.</p> <p>The Incident Controller will establish an Incident Management Team where they require assistance to perform their control function. The IMT is usually part of the AIIMS incident management system adopted by the agency for the specific class of emergency and which should be based on:</p> <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Management by objectives</li> <li>• Functional management</li> <li>• Unity of effort</li> <li>• Span of control.</li> </ul>	<p><b>Chair:</b></p> <ul style="list-style-type: none"> <li>• Incident controller.</li> </ul> <p><b>Members:</b> Members of the control and support agencies providing the incident controller with support in functions that could include:</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Intelligence</li> <li>• Public information</li> <li>• Operations</li> <li>• Investigation</li> <li>• Logistics</li> <li>• Finance.</li> </ul>
<b>Incident Emergency Management Team</b>	<p><b>Coordination</b></p> <p>The Incident Emergency Management Team (not part of the AIIMS doctrine) focus is on managing the effect and consequences of the emergency.</p> <p>An Incident Emergency Management Team for a major emergency will meet</p>	<p><b>Chair:</b></p> <ul style="list-style-type: none"> <li>• Incident Controller, where only one is appointed</li> <li>• Municipal/Incident Emergency Response Coordinator, where there are several classes of emergency, with several incident controllers appointed, or where there is no incident controller appointed.</li> </ul> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• Incident Controller</li> <li>• Municipal/Incident Emergency Response</li> </ul>



	formally and should locate in an incident control centre. Some representatives may need to attend by teleconference.	Coordinator <ul style="list-style-type: none"> <li>• Agency commanders</li> <li>• Health Commander (AV)</li> <li>• Municipal Council Emergency Management Liaison Officer</li> <li>• Agency/community/business representatives as appropriate.</li> </ul>
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For a major emergency, an Incident Management and an Incident Emergency Management Team support the Incident Controller. The Incident Emergency Management Team for a major emergency has a wider membership and a broader focus on consequence management than one established for a non-major emergency.

#### Incident (Municipal) Tier Team (Non-major Emergency)

Team	Primary function supported by the team	Members
Incident Emergency Management Team	<b>Control and Coordination</b>  To plan and coordinate the actions of the agencies responding to the emergency.  For non-major emergencies, the Incident Emergency Management Team EMT will usually locate near the incident scene.	The chair and membership will vary according to the class and specific form of emergency  <b>Chair:</b> <ul style="list-style-type: none"> <li>• Incident Controller</li> <li>• The Incident Emergency Response Coordinator, where there is no incident controller appointed.</li> </ul> <b>Members:</b> <ul style="list-style-type: none"> <li>• Incident controller</li> <li>• Incident Emergency Response Coordinator</li> <li>• Agency commanders.</li> </ul>

### 3.2 Hume Region Emergency Management Arrangements

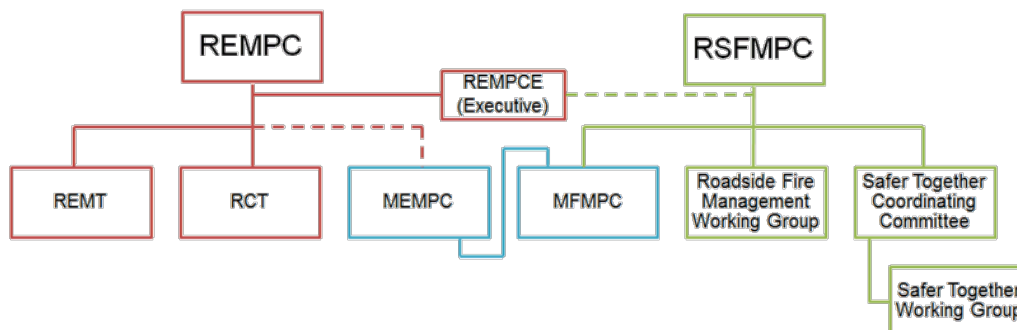
Planning for both response and recovery at the regional level is required as emergencies can affect multiple municipalities, and because many services provided by State Government agencies are administered and delivered at a regional level. Planning for both response and recovery at the regional level are aligned to the State's geographical regions as detailed in Part 8 of the *Emergency Management Manual Victoria*.

Hume Region has an integrated approach to emergency management planning and has combined the response and recovery planning committees into a single regional emergency management planning committee.

Regional committees provide a critical link between municipal and state planning committees.

The role, structure and framework of these committees are consistent with the *Emergency Management Manual Victoria*.

The Hume Regional emergency management arrangements are:



The **Hume Regional Emergency Management Planning Committee** coordinates emergency response, relief and recovery planning within Hume Region. Part of the role of the committee includes ensuring that a regional emergency response plan and a regional recovery plan, and supporting framework, are prepared, maintained and adopted.

The **Hume Regional Strategic Fire Management Planning Committee** coordinates fire management planning within Hume Region. The responsibilities of the committee include the Hume Regional Strategic Fire Management Plan and supporting framework within the region.

The **Hume Regional Control Team** is responsible for preparing a readiness plan for 7-day periods. The plan focusses on immediate challenges and does not describe underlying seasonal risks or 'business as usual'. The challenges relate to emergencies, community activity and agencies. They may be new or existing.

The plan's primary audience is the Regional Emergency Management and Control Teams. The plan may also inform readiness planning at state and incident level.

The Victoria State Emergency Service is responsible for developing and maintaining the Hume Regional Flood and Storm Plan.

The Greater Shepparton Municipal Emergency Management Planning, Fire Management Planning Committees and Council are actively involved in the Hume Regional emergency management committees and processes.

### Regional Emergency Response Coordinator (RERC)

The role of Regional Emergency Response Coordinator is identified in the *Emergency Management Act (1986 & 2013)*, the Chief Commissioner of Police appoints a Regional Emergency Management Response Coordinator for each region.

This role is responsible for bringing together agencies and resources within a region to support the response to emergencies.

The Regional Emergency Response Coordinator communicates with the Emergency Management Commissioner through the State Police Liaison Officer.

The role is to:



- Coordinate resources or services within the emergency response region, consistent with the provisions of the *Emergency Management Act 2013*.
- Monitor control arrangements for emergencies across the region to ensure they are effective.
- In the event of uncertainty, determine which agency is to perform its statutory response role within a region, in accordance with the requirements of the *Emergency Management Manual Victoria*, Part 7, where more than one agency is empowered to perform that role.
- Where necessary, ensure the Regional Controller has formed and is chairing the Regional Emergency Management Team; where there are multiple disparate emergencies in the Region, form and chair this team.
- Monitor the provision of information and warnings to affected communities.
- Source resources and services requested by the Municipal Emergency Response Coordinator and escalate requests unable to be fulfilled by the region to the Emergency Management Commissioner through the State Police Liaison Officer.
- Ensure the Regional Controller/s develop a regional strategic plan for the management of the emergencies within the region.
- Ensure the Regional Recovery Coordinator has been notified of the emergency to ensure relief and recovery measures are in place.
- Monitor the provision of relief across the region, in collaboration with the Regional Recovery Coordinator.
- Consider registration of persons affected by the emergency.
- Monitor the need to declare an emergency area.
- Provide the State Police Liaison Officer with information or advice on issues relating to the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.
- Ensure the Regional Control and Emergency Management Teams conduct an operational debrief, where necessary, after a period of activation.

### 3.3 Municipal Emergency Management Arrangements

#### 3.3.1 Municipal Emergency Management Planning Committee

Council has appointed the Greater Shepparton Municipal Emergency Management Planning Committee to formulate and review a Draft Plan for the Council's consideration in relation to the prevention of, response to, and recovery from emergencies within the municipality.

The role of the Committee is to:

- Develop and maintain the Plan for consideration by Council
- Assists in analysing and evaluating emergency related risks
- Determines the need for a Municipal Fire Management Planning Committee in accordance with Part 6A, *Emergency Management Manual Victoria*
- Helps produce risk treatment strategies
- Prepares risk specific response and recovery plans for the municipality.

The Committee operates as a planning committee and not as a reporting committee. The Committee is a member of and is represented on Regional Emergency Management Planning Committees.

The Plan documents the outcomes of the planning process conducted by the committee. It is the overarching emergency management plan for the municipality and provides information to emergency services, other organisations and the community on how risks will be dealt with and the management arrangements for emergencies, to promote community safety and resilience.

The Greater Shepparton Municipal Emergency Management Planning Committee comprises an Executive Committee and a Full Committee.

#### The Executive Committee Membership

Ambulance Victoria	Ambulance Victoria Representative
Country Fire Authority	Country Fire Authority Operations Officer
Department of Health and Human Services	Emergency Management Coordinator
Greater Shepparton City Council	<ul style="list-style-type: none"> <li>o Mayor - Chair</li> <li>o Municipal Emergency Manager</li> <li>o Director Community</li> <li>o Municipal Emergency Resources Officer</li> <li>o Director Infrastructure</li> <li>o Municipal Recovery Manager</li> <li>o Manager Children and Youth Services</li> <li>o Emergency Management Coordinator</li> </ul>
Victoria Police	Municipal Emergency Response Coordinator Station Commander Shepparton Police Station
Victoria State Emergency Service	Regional Officer

#### The Full Committee Membership

Membership of the Full Committee may comprise representatives from the following organisations:

- Ambulance Victoria
- Australian Red Cross
- Community group representatives
- Country Fire Authority
- Critical Infrastructure and service providers in the municipality as needed (e.g. GBCMA, utility service providers, etc.)
- Department of Jobs, Precincts and Regions
- Department of Environment, Land, Water and Planning
- Department of Health and Human Services
- Goulburn Murray Water
- Goulburn Valley Water
- Health and medical representatives
- Local community groups involved in emergency management
- Local industry representatives
- Local recovery agency representatives
- Local representatives of other relevant agencies as needed
- Greater Shepparton City Council:
  - o Municipal Emergency Manager
  - o Municipal Recovery Manager
  - o Municipal Emergency Resource Officer
  - o Executive Officer
  - o Other Council roles as needed
  - o Emergency Management Coordinator.
- Parks Victoria
- Regional Roads Victoria
- Salvation Army

- Shepparton Search & Rescue Squad Inc.
- St John Ambulance
- Victorian Council of Churches Emergency Ministry
- Victoria Police:
  - Municipal Emergency Response Coordinator.
- Victoria State Emergency Service.

The development and maintenance of this Plan includes information and advice from the membership of the Full Committee.

Membership of the Committee is reviewed on an annual basis to ensure continuing relevance to the Plan.

Terms of Reference for the committee have been agreed and developed and outline the purpose and role of the Committee, membership and meeting procedures - **Appendix A, Part 5**.

### **Municipal Emergency Management Sub-committees**

Municipal emergency management sub-committees include;

#### **Municipal Fire Management Planning Committee**

**Purpose:** To provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose regarding fire management and ensure that the plans of individual agencies are linked and complement each other.

#### **3.3.1 Municipal Emergency Response Coordinator**

The role of Municipal Emergency Response Coordinator is determined by the *Emergency Management Act (1986 & 2013)*; the Chief Commissioner of Police appoints a member of Victoria Police to this role for each municipal district.

This position must sit on the Municipal Emergency Management Planning Committee. For Greater Shepparton, this position is the Station Commander, Shepparton Police Station.

In addition to its role as control or support agency in certain emergencies, Victoria Police has the responsibility for emergency response coordination. This position is responsible for bringing together agencies and resources within a municipal district to support the response to emergencies. The Municipal Emergency Response Coordinator communicates with the Emergency Management Commissioner through the Regional Emergency Response Coordinator (and subsequently the State Police Liaison Officer).

The roles and responsibilities of this position include;

- Ensure that the appropriate control and support agencies are in attendance - or have been notified by the incident controller and are responding to an emergency
- In the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of the *Emergency Management Manual Victoria*, Part 7 (i.e. where more than one agency is empowered to perform that role)
- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team or, if the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, form and chair this team
- Ensure timely warnings and information is provided to the community and support agencies by the control agency
- Arrange for the provision of response resources requested by control and support agencies and escalate unfulfilled requests to the Regional Emergency Response Coordinator

- Ensure the Incident Controller has developed and issued an Incident Action Plan (including objectives and strategies for managing the incident)
- Ensure the Municipal Recovery Manager has been notified by the Incident Controller of the emergency, to ensure relief and recovery measures are in place
- Consider the provision of relief to affected communities where necessary and advise the Municipal Recovery Manager of requirements
- Consider registration of persons affected by the emergency
- Ensure the Municipal Emergency Resource Officer is advised of the emergency, is available to provide access to Council owned or controlled resources if required and is receiving information as appropriate
- Consider the need for declaration of an emergency area
- Provide the Regional Emergency Response Coordinator with information or advice on issues relating to the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery
- Ensure the control agency for the emergency has organised an operational debrief with participating agencies as soon as practicable after cessation of response activities

Any Control Agency requiring municipal support will request that support through this position who will pass on all relevant requirements to the Municipal Emergency Resource Officer.

### 3.3.2 Incident Emergency Response Coordinator

The Incident Emergency Response Coordinator is usually the senior member of Victoria Police at the initial scene of an emergency or at the place where control is being exercised at incident level. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.

The roles and responsibilities of this position include;

- Maintain a presence at the place where control is being exercised and represent the Municipal Emergency Response Coordinator
- Ensure effective control is established and maintained
- Ensure that the appropriate control and support agencies are in attendance – or have been notified by the controller and are responding to an emergency
- In the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of the *Emergency Management Manual Victoria Part 7* (i.e. where more than one agency is empowered to perform that role)
- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team and is ensuring effective information sharing
- Arrange for the provision and allocation of resources requested by control and support agencies and escalate unfulfilled requests to either the Municipal or Regional Emergency Response Coordinator
- Ensure timely warnings and information are provided to the community and support agencies by the control agency
- Ensure the Incident Controller has developed and issued an Incident Action Plan (including objectives and strategies for managing the incident)
- Consider the need for declaration of an emergency area
- Provide the Municipal or Regional Emergency Response Coordinator with information or advice on issues relating to control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.



### 3.3.3 Role of Municipal Councils

Part's 4 and 7 of the *Emergency Management Act 1986*, specify the emergency management responsibilities of municipal councils. The nature and extent of work by a Council to deliver activities will depend on its capability, capacity, and particular circumstances at the time of an event including the impact on its own ability to continue delivering services to the community.

#### Before - Prevention / Mitigation:

- Perform municipal functions under local government, fire, health, building and planning legislation e.g. planning, building and occupancy
- Identification and assessment of hazards/risks
- Provision of community awareness, information and warning system(s)
- Identification and assessment of risks using a community emergency risk management framework
- Implementation/coordination of specific risk treatments for identified risks and exposed elements in the community including flood/fire management, maintaining a register of at-risk groups, fire risk reduction (private and Council land).

#### During - Response Activities:

- Provision of available municipal (Council) resources needed by the community and response agencies
- Provision of facilities for emergency services' staging areas
- Facilitation of the delivery of warnings to the community
- Provision of information to public and media
- Coordination of the provision and operation of emergency relief (includes catering, emergency relief centres, emergency shelters and material needs)
- Clearance of blocked drains and local roads, including tree removal
- Support to Regional Roads Victoria for partial/full road closures and determination of alternative routes.

#### After - Relief / Recovery Activities:

Relief and recovery coordination responsibilities summary:

- Municipal councils are responsible for the coordination of local relief and recovery activities.

Municipal councils are the lead agency at the local level for the following relief and recovery activities:

- Arranging emergency shelter and accommodation for displaced households
- Providing personal support and counselling referral
- Housing of displaced and lost/stray companion animals. Council will work with the Victorian Farmers' Federation, RSPCA and Australian Veterinary Association where required
- Secondary impact assessment — gathering and processing of information:
  - Surveying and making a determination regarding occupancy of damaged buildings
  - Forming, leadership and supporting Municipal/Community Recovery Committees
  - Providing and staffing recovery/information centres
  - Providing and managing community development services and activities
  - Coordinating clean-up activities, including disposal of dead animals (domestic, native, and feral)

- Overseeing and inspecting rebuilding/redevelopment
- Undertaking the assessment, restoration, clearing and rehabilitation of public buildings and assets where the Council is the manager of that building or asset.

Municipal councils support the following agencies in their respective responsibilities to deliver relief and recovery activities:

- Emergency Management Victoria for coordination of public information and communication for major emergencies
- Department of Jobs, Precincts and Regions for:
  - Implementing approved actions and projects to assist economic recovery
  - Encouraging and bringing forward the resumption of local trade and economic activity
  - Monitoring broad economic impacts and consequences.
- Victorian Building Authority for providing building maintenance and safety information to affected persons and residents
- Department of Environment, Land, Water, and Planning and Country Fire Authority for coordinating local volunteer efforts for damage to private fencing after emergencies, as referred to by the Department
- Department of Environment, Land, Water, and Planning, Parks Victoria and Regional Roads Victoria for undertaking erosion control on public land.

### Municipal Resources

Municipal Councils are responsible for the provision, management, and coordination of municipal (Council) resources in support of the response to, and recovery from emergencies. Municipal resources are those owned by or under the control of Council. Council is also responsible for the coordination of community or 'Other Resources' in response to, and recovery from emergencies.

This part should be read in conjunction with:

- **Part 1** of this **Plan** - Organisational Capability and Responsibilities.
- **Part 5** of this **Plan** - Requests for Council resources.
- **Appendix B, Part 7** of this **Plan** - Emergency Management Facilities (facilities that may be able to be used as Emergency Relief Centres, Staging and Assembly Areas and community meeting venues).
- **Appendix B, Part 12** of this **Plan** - Council resources, use and local arrangements.

Requests for the use of Council resources will also include prioritisation of the need to retain the use of municipal resources to continue providing services to community.

### Other Municipal Council Roles and Activities

Other roles activated during emergency response, relief and recovery activities are described in their relevant part or sub-plan of this Plan.

Within Council, emergency management operates across the organisation including:

- |                             |                                |
|-----------------------------|--------------------------------|
| • Land use planning         | • Animal management            |
| • Flood intelligence        | • Public health and wellbeing  |
| • Compliance                | • Information technology       |
| • Environmental health      | • Event management             |
| • Regulatory services       | • Risk and business continuity |
| • Infrastructure management | • Municipal Building Surveyor  |



- Communications and marketing.

### 3.4 Council's Emergency Management Arrangements

The following are Council's key emergency management arrangements and capacity.

#### 3.4.1 Emergency Management Coordination Group

Council's Emergency Management Coordination Group is responsible for coordinating Council's emergency management arrangements.

This Committee is responsible for developing, implementing and maintaining Council's emergency management arrangements and functions detailed in this Plan.

The Committee comprises Council's emergency management roles of:

- Municipal Emergency Manager
- Municipal Emergency Resource Officer
- Municipal Recovery Manager
- Emergency Management Coordinator
- Others co-opted as required.

One of the Committee's primary functions is to work with and ensure that Council continues to provide services to the community throughout the duration of an emergency.

Where appropriate the Committee or part thereof will convene in anticipation of or in response to an emergency and determine what level of activation is required.

The functions of this Committee may be carried out in consultation with:

- The Municipal Emergency Response Coordinator, with respect to the coordination and provision of resources, including where necessary, escalation to regional level
- The Control Agency
- The Regional Recovery Coordinator/Manager
- Council's business continuity arrangements.

#### 3.4.2 Municipal Emergency Manager

Council has appointed the Director Community as the Municipal Emergency Manager for the municipality. This role is responsible for the effective management of Council's emergency management activities as outlined in Part 6 of the *Emergency Management Manual Victoria*.

Council has appointed a Deputy to this position.

The roles and responsibilities of this position include;

- Coordinate a range of risk reduction activities to ensure maximum efficiency and synergy is obtained
- Liaise with the community on all safety matters and support staff and groups designated to deal with specific risks
- Track the progress of risk treatment programs
- Ensure this Plan is effective and current
- Ensure that municipal resources are utilised effectively in an emergency, for response and recovery activities
- Coordinate the emergency management activities of, and liaise closely with, the Municipal Emergency Resource Officer, Recovery Manager and Fire Prevention Officer
- Ensure that a Municipal Emergency Coordination Centre can be activated at short notice in

event of an emergency

- Arrange meetings of the Municipal Emergency Management Planning Committee or the Emergency Management Coordination Group as appropriate during an emergency
- Maintain effective liaison with all regional, state or Commonwealth emergency related agencies servicing the municipal district
- Ensure that an effective contact base is maintained so that municipal resources can be accessed on a 24-hour basis
- Ensure that arrangements with contractors to provide response or recovery support during an emergency are agreed to and documented in advance of such events
- Ensure that appropriate operating procedures and processes are developed, documented and tested by those required to use them during an emergency, and that suitable training takes place
- Ensure that appropriate procedures, processes and systems are in place to record and monitor any Council expenditure specifically applicable to an emergency
- Ensure that applications for expenditures eligible for assistance from State sources are submitted to appropriate agencies
- Ensure that debriefing sessions are held for any response and recovery operation after an emergency to examine effectiveness of this Plan, and upgrade it as necessary
- Keep the Council and Chief Executive Officer informed on emergency management activities.

#### 3.4.3 Emergency Management Administration Support Officer

Council has appointed the Emergency Management Administration Support Officer to the position of Executive Officer to the Municipal Emergency Management Planning Committee.

The role of the Executive Officer is to manage the process of the Committee meetings. This includes but is not limited to:

- Proposing meeting dates to the chair
- Sending out invitations/reminders via email to the Committee
- Preparing and distributing agendas on behalf of the Committee
- Meeting minute taking and distribution on behalf of the Committee
- Follow up action items to ensure those made responsible have actioned them
- Act as the caretaker of the Plan and custodian of the planning process
- Actioning planning amendments identified during the planning process and Committee meetings
- Managing the process of Plan amendment distribution
- Confirming regular updates of the contact lists and other sections of the Plan
- Recording outcomes of the risk management process and subsequent reviews
- Update and distribute the Plan as required
- Other emergency management related duties as determined by Council.

#### 3.4.4 Municipal Emergency Resource Officer

Council has appointed the Director Infrastructure as the Municipal Emergency Resource Officer for the municipality. Council has appointed Deputies to this position.

The roles and responsibilities of this position include:

- Coordinate municipal resources in emergency response
- Provide Council resources when requested by emergency services or police during response activities
- Maintain effective liaison with emergency agencies within or servicing the municipality
- Maintain an effective contact base so municipal resources can be accessed on a twenty-four

hour basis

- Liaise with the Municipal Emergency Manager and Recovery Manager on the best use of municipal resources
- Organise a response debrief if requested by the Municipal Emergency Response Coordinator, an appointee of Victoria Police
- Ensure procedures and systems are in place to monitor and record expenditure by the Council in relation to emergencies
- Perform other duties as determined.

A database of Council owned resources, non-Council owned resources and contractors is maintained and managed by this position.

This position is responsible for the co-ordination of municipal resources in responding to emergencies, and has full delegated powers to deploy and manage Council's resources during emergencies.

#### 3.4.5 Municipal Recovery Manager

Council has appointed the Manager Children and Youth Services as the Municipal Recovery Manager for the municipality. Council has appointed Deputies to this position.

The roles and responsibilities of this position include:

- Coordinate municipal and community resources for relief and recovery
- Establish priorities for the restoration of community services and needs
- Liaise with the Municipal Emergency Manager and Resource Officer on the best use of municipal resources
- Establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area
- Liaise, consult and negotiate with recovery agencies and Council on behalf of the affected area and Community Recovery Committees
- Liaise with the Regional Recovery Committee and Department of Health and Human Services
- Undertake other specific recovery activities as determined
- Assist with collating and evaluating information gathered in the post-impact assessment.

This position may delegate duties to provide for effective management of the recovery functions.

#### 3.4.6 Municipal Fire Prevention Officer

Council has appointed the Manager Citizen Services as the Municipal Fire Prevention Officer for the municipality. Council has appointed Deputies to this position.

The roles and responsibilities of this position include:

- Undertake and regularly review Council's fire prevention planning and plans (together with the Municipal Fire Management Planning Committee if one exists)
- Liaise with fire services, brigades, other authorities and Council's regarding fire prevention planning and implementation
- Advise and assist the Municipal Emergency Management Planning Committee (or Municipal Fire Management Planning Committee) on fire prevention and related matters
- Ensure this Plan contains reference to the Municipal Fire Management Plan
- Report to Council on fire prevention and related matters
- Carry out statutory tasks related to fire prevention notices and infringement notices
- Investigate and act on complaints regarding potential fire hazards

- Advise, assist and make recommendations to the general public on fire prevention and related matters
- Consider issuing permits to burn (under S.38 of the *Country Fire Authority Act*)
- Facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas. Support fire services in the delivery of community fire safety education programs.

#### 3.4.7 Municipal Building Surveyor

Council has an appointed Municipal Building Surveyor and forms part of Council's emergency management framework. Emergency management functions relate to ensuring the appropriate actioning, and response to requests, during and after an emergency by:

- ensuring that the requirements of the *Building Act 1993* regarding the safety of buildings and persons are administered
- surveying and providing advice as required regarding buildings and structures.

The Municipal Building Surveyor has various instruments available to administer and enforce the safety and building standards, these include:

- **Emergency orders:**  
The Municipal Building Surveyor may make an emergency order if of the opinion that the order is necessary because of a danger to life or property arising out of the condition of a building.
- **Building notices:**  
The Municipal Building Surveyor or a private building surveyor may cause a building notice to be served if of the opinion that:
  - the building or place is unfit for occupation or for use, or
  - The building or land is a danger to the life, safety or health to the public or person using the building or land.
- **Building orders—minor work:**  
The Municipal Building Surveyor may make a building order requiring building work if of the opinion that the work required to be carried out is of a minor nature.

In the event of an emergency the Municipal Building Surveyor will:

- Determine the resources required to manage the administration and enforcement of safety and building standards in the municipality.
- Determine the resources required to manage business continuity.  
**NOTE:** Resources required are dependent upon the scope or scale of the emergency and may include contract Building Inspectors or Building Surveyors to support Council's Building Surveyors.
- Inspect or cause to be inspected damaged buildings or buildings that have the potential to be damaged.
- Identify hazards and take appropriate action.
- Document the inspection process and outcomes.
- Provide advice as required regarding buildings and structures to the Municipal Emergency Resource Officer, Council, relevant authorities and the community.
- Assist with the expeditious processing and approval of applications for the reconstruction and replacement of residences and other buildings.

#### 3.4.8 Environmental Health Officers

Council has appointed Environmental Health Officers who form part of Council's emergency management framework.

In relation to emergency management, an Environmental Health Officer may have a role in:

- Food surveillance



- Inspection of food handlers and food distribution outlets
- Food sabotage
- Infectious disease surveillance and investigation
- Disinfection (concurrent (immediate) or terminal (at end of isolation))
- Water (purity and quantities)
- Waste collection and disposal (putrescible, dry, indestructible, sillage and toilet waste)
- Vermin and vector control
- Sanitation (toilets, showers, washing facilities)
- Accommodation (adequate size, suitability)
- Disposal of dead stock and animals
- Zoonotic diseases (those transferred from animal to humans)
- Siting and layout of campsites
- Water, land and/or air pollution
- Collection and dissemination of information on public health issues
- Development of Public Health Notices
- Emergency management planning.

#### 3.4.9 Emergency Management Liaison Officer

Council has appointed a number of Council Officers to the position of Emergency Management Liaison Officer.

If an emergency has the potential to or has impacted the municipality a Council officer performing this role forms part of an Emergency Management Team at the regional and/or incident level. There will be circumstances where the role is performed by teleconference.

This position provides a communication link that enables Council, through the emergency management roles, and an emergency response facility to exchange information. This role maintains situational awareness and information relating to the emergency to inform consequence management, relief and recovery requirements, community information, Council services and impact assessment.

In the event of an emergency Council's Emergency Management Coordination Group will nominate a Council officer to participate in the Emergency Management Team.

#### 3.4.10 Other Arrangements

Other Council functions that link to emergency management include:

- Flood intelligence and studies
- Maintenance programs associated with vegetation, roads, bridges, drains, culverts and infrastructure
- An after hour service that includes responding to calls relating to animal management and concerns for Council owned or managed land and or assets (tree removal, clearing blocked drains, damage to roads and road related areas etc)
- Road management including closures and determining alternative routes.

#### 3.4.11 Municipal Partnerships, Strategies and Plans

Local Government's role in preparing for risks is central and partnerships, strategies and plans are implemented based on detailed knowledge of the local community, its characteristics, strengths, vulnerabilities and a detailed appreciation of the risks faced by the community.

Council and the emergency response and recovery agencies that operate within its boundaries recognise they have a key role in preparedness activities.

To complement the emergency management process Council enforces and continues reviewing

existing policies in land use, building codes and regulations, urban planning, community safety and health.

To achieve this Council promotes the social, economic and environmental viability and sustainability of the municipality; ensures that resources are used efficiently and effectively and that services and facilities are accessible and equitable. It undertakes community consultation, engagement and planning to reduce the likelihood of emergencies and to build community resilience and capacity to recover from events that do occur. Council achieves this through strategic partnerships and the development of a range of policies and strategies that tie to emergency management. These include:

- Hume Region Local Government Network
- Hume Region Municipal Emergency Management Enhancement Group
- Hume Region Emergency Management Planning Committee
- Hume Region Strategic Fire Management Planning Committee
- Hume Region Health Forum
- Goulburn Broken Regional Floodplain Management Strategy 2018-2028
- Municipal Association of Victoria's *Protocol for Intercouncil Emergency Management Resource Sharing*
- Goulburn Valley Regional Collaborative Alliance *Municipal Emergency Management Resource Sharing Memorandum of Understanding*
- Greater Shepparton City Council Business Continuity Plan
- Hume Region Greater Shepparton 2030 Strategy Plan
- Greater Shepparton City Council Plan 2017-2021
- Municipal Strategic Statement
- Greater Shepparton, Public Health Strategic Plan
- Greater Shepparton Community Safety Strategy 2018-2022
- Greater Shepparton City Council, Community Engagement Procedure
- Greater Shepparton City Council Climate Adaptation Plan
- Greater Shepparton Environmental Sustainability Strategy 2014-2030
- Greater Shepparton Volunteer Strategy and Action Plan
- Great Shepparton Multicultural Strategy 2019-2022
- Roadside Management Strategy
- Greater Shepparton City Council, Electric Line Clearance Management Plan
- Greater Shepparton City Council After Hour Manual
- Greater Shepparton City Council Drainage Manual
- Greater Shepparton City Council Blue Green Algae Incident Response Management Plan
- Greater Shepparton City Council, Emergency Animal Welfare Plan
- Waranga Basin Dam Safety Emergency Plan 2014
- Goulburn Weir Dam Safety Emergency Plan 2014
- AUSVETPLAN – Disease Strategy, Anthrax
- Anthrax Preparedness – Site Operations Plan
- Universal Access and Inclusion Plan 2018-2021
- Community Plans
- Flood studies
- Community Information Guides
- Zoning/land use management
- Building codes
- Building use regulations
- Public Information/education.



#### 4 PART FOUR - PREVENTION/MITIGATION ARRANGEMENTS

*...mitigation consists of measures taken in advance of, or after, an emergency aimed at decreasing or eliminating its impact on society and the environment... (COAG, Natural Disasters Report)*

##### 4.1 Overview

The guiding principle which drives risk mitigation at all levels is to lessen the likelihood of an incident or reduce its consequences. The process used is called emergency risk management and involves the:

- Assessment of the degree to which the risk can be eliminated.
- Assessment of the degree to which the risk can be treated through the reduction of likelihood or the reduction of potential consequences.
- The implementation of those risk treatments.

The emergency response, relief and recovery agencies and organisations within the municipality recognise they have a role in risk management (mitigation) activities to reduce the risk, or minimise the effects of emergencies that may occur within the municipality.

The community also have a responsibility to understand their vulnerability to risks and build resilience to reduce the consequences of emergencies.

The Greater Shepparton Municipal Emergency Management Planning Committee has the responsibility of carrying out risk assessment reviews to identify existing and potential risks.

##### 4.2 Community Emergency Risk Assessment (CERA)

The Victorian legislation and ministerial guidelines require Victorian Emergency Management Planning Committees to use an emergency risk management process consistent with the ISO 31000 *Risk management – Principles and Guidelines*.

To comply with this requirement the Committee uses a risk assessment program called the Community Emergency Risk Assessment (CERA) for considering and improving the safety and resilience of their community with regard to hazards and emergencies when making evidence based judgements about local risk priorities.

The CERA framework aims to understand the likely impacts of a range of emergency scenarios (hazards) upon community assets, values and functions, providing an opportunity for multiple community impacts and consequences to be considered and enabling collaborative risk treatment plans and emergency preparedness measures to be described.

The outputs of the assessment process are then used to inform emergency management planning, introduce risk action plans and ensure that communities are aware of, and better informed about, hazards and the associated emergency risks that may affect them.

###### 4.2.1 CERA Process

The CERA process comprises of five step framework which includes Risk Assessment and Risk Treatment. The CERA process underpins this Plan by providing a mechanism for the identification of hazards, the determination of risks associated with those hazards and how those risks are to be managed. The CERA process aims to reduce the incidence and impact of risks within the community by identifying the risks that face the community, assessing the vulnerability of those at risk and providing options, treatments and/or elimination of the risks.

It acknowledges that some risks will span municipal boundaries.

**Step 1 – Establish the Content**

- Establish the objectives of the CERA process
- Define how CERA will benefit and respond to the needs of community, regional and state level stakeholders
- Define the approach and identify key participants
- Define the risk assessment criteria that will be used
- Develop a municipal profile.

**Step 2 – Identify Emergency Risks**

- Through primary and secondary sources, identify and review potential emergency risks
- Based upon historical data, loss events and other relevant analysis (VFRR, IFMP etc) select a short list of risks for further assessment relative to the municipality.

**Step 3 – Analyse Emergency Risks**

- Estimate ratings of consequence, likelihood and mitigation/preparedness for each risk
- For each risk – determine high-level changes required, if any, in collaborating with other municipalities and state-level agencies
- For each relevant share attribute group, facility and/or location – estimate the level of action, if any, relative to emergency risks.

**Step 4 – Evaluate Emergency Risks**

- Review the preliminary analysis to determine the extent of actions to be taken relative to risks and/or shared attribute groups
- Determine if further, in depth analysis is required for certain risks and/or shared attribute groups
- Determine best approach, resources and participants required to develop specific actions relative to each risk.

**Step 5 – Treat Emergency Risks**

- Determine specific actions for improving controls and preparedness, generally
- Define specific actions to enhance collaboration with other communities and/or state level agencies
- Determine specific actions to better control/mitigate the risk and related impacts, particularly across shared attribute groups
- Leverage the results of the CERA to inform this Plan and other related documents/processes.

The outcomes of this process are subject to review by the Municipal Emergency Management Planning Committee. A summary of the current risks identified for the Greater Shepparton region through this process are:

Risk	Consequence	Likelihood	Overall Rating	Control Agency	Risk Mitigation Plans/Controls
<b>Bushfire - Large Regional</b>	Moderate	Possible/ Likely	High	CFA DELWP PV	<ul style="list-style-type: none"> <li>Hume Regional Strategic Fire Management Plan</li> <li>Greater Shepparton Municipal Fire Management Plan</li> </ul>
<b>Flood - Major</b>	Moderate	Possible/ Likely	High	VicSES	<ul style="list-style-type: none"> <li>North East (Hume) Region Flood and Storm Sub Plan</li> <li>Greater Shepparton Municipal Flood Emergency Plan</li> </ul>
<b>Extreme Temperatures - Heatwave</b>	Moderate	Possible/ Likely	High	DHHS	Greater Shepparton Heatwave Plan
<b>Human Epidemic/ Pandemic</b>	Moderate	Possible/ Likely	High	DHHS	Greater Shepparton Pandemic Plan
<b>Anthrax</b>	Moderate	Possible/ Likely	Medium	DJPR	<ul style="list-style-type: none"> <li>Australian Veterinary Emergency Plan</li> <li>Anthrax Preparedness – Site Operations Plan</li> </ul>

The CERA Consequence Rating Table, Risk Analysis Dashboard, CERA Heat map, and list of identified Risk Treatments are attached to this Plan as **Appendix B, Part 1**.

#### 4.2.2 Risk Review

The risks should be reviewed on an annual basis and as a result of any significant event.

#### 4.3 Council's Prevention and Preparedness Activities

The Greater Shepparton City Council recognises it has a role in prevention and mitigation activities to reduce the risk, or minimise the effects, of emergencies that may occur in the municipality.

Council incorporates a whole of community approach to develop and participate in a range of plans and initiatives to prevent and prepare for emergencies. These activities take many forms and include legislation, risk management, programs and plans and much of the work is integrated within everyday business and activities. A large component of this involves education to increase community resilience and capability for when emergencies occur.

## Municipal Emergency Management Plan



Council, together with emergency management services and agencies, actively engage the community through a range of mechanisms including community programs and projects, media releases, advertisements, Council's website and service networks.

Prevention and preparedness activities are also detailed in **Part 3** of this **Plan**, Municipal Partnerships, Strategies and Plans.

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## 5 PART FIVE - RESPONSE ARRANGEMENTS

*...activities which activate preparedness arrangements and plans to put in place effective measures to deal with emergencies and disasters if and when they do occur... (Emergency Management Australia)*

### 5.1 Overview

The State Emergency Management Priorities provide clear direction on the factors that are required to be considered and actioned during response to any emergency. The intent is to minimise the impacts of emergencies and enable affected communities to focus on their recovery as early as practicable. They underpin the planning and operational decisions made when managing the response to emergencies.

The State Emergency Management Priorities are:

- Protection and preservation of life is paramount. This includes:
  - Safety of emergency services personnel
  - Safety of community members including vulnerable community members and visitors/tourists located within the incident area.
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety
- Protection of critical infrastructure and community assets that supports community resilience
- Protection of residential property as a place of primary residence
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability
- Protection of environmental and conservation assets that considers the cultural, biodiversity and social values of the environment.

Emergency Response Planning provides the mechanism for the build-up of appropriate resources to cope with emergencies throughout the municipality. It also provides for requests for physical assistance from the State and Commonwealth when municipal resources have been exhausted.

### 5.2 Victorian Emergency Management Response Arrangements

#### 5.2.1 Activation

Victoria's emergency management arrangements at state, regional and incident tiers are in effect at all times and do not require specific, formal activation.

The Incident Controller undertakes initial and ongoing assessments of the emergency and applies resources as necessary in accordance with the arrangements.

The Incident Controller considers the current and potential impacts and consequences of an emergency, and advises the relevant response support agencies, relief and recovery agencies as well as the Emergency Response Co-ordinator as soon as possible.

Council's activation is consistent with these arrangements. Council can be notified of an emergency, either potential or occurring, via the state, regional or incident tiers and its role is consistent with the arrangements in the *Emergency Management Manual Victoria* and this Plan.



### 5.2.2 Operational Roles and Responsibilities

Agency Roles
Victorian emergency response operational arrangements are underpinned by individual agencies performing specific tasks in response to emergencies according to their legislated role, obligations and administrative arrangements.
Control Agencies
Control agencies for response are consistent with the functional responsibilities and Emergency Management Team arrangements detailed in <b>Part 3</b> of this Plan.
Support Agencies
Support agencies for response are consistent with the functional responsibilities and Emergency Management Team arrangements detailed in <b>Part 3</b> of this Plan.

### 5.2.3 Functions

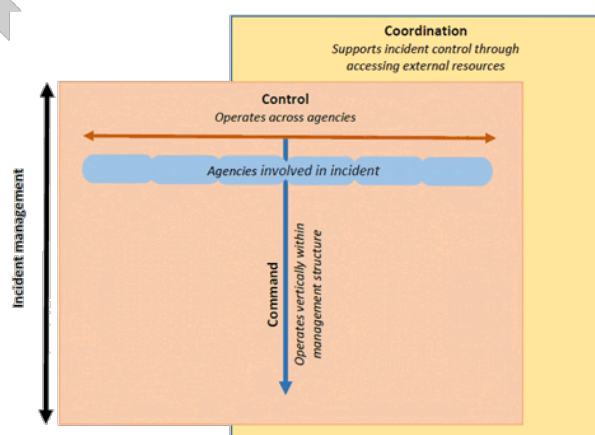
Emergency response management is based on the functions of command, control and coordination.

In meeting the objectives of emergency management in Victoria, those performing the control, command and coordination functions need to include:

- **Consequences** - The management of the effect of emergencies on individuals, the community, infrastructure and the environment
- **Communication** - The engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies
- **Community Connection** - The understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making.

### Command, Control and Coordination

Relationship between control, command and coordination in emergency response at incident, regional and state tiers.





## Command

Command is the internal direction of personnel and resources, operating vertically within an agency. Each agency has a 'chain of command', which is the agency's organisational hierarchy that identifies the link between each individual and their supervisor.

Each agency responding to an emergency must identify the commanders responsible for supervising agency personnel and the agency chain of command. Commanders escalate and provide direction on agency issues through the agency chain of command.

Where there is an agreed inter-agency arrangement, a functional commander may supervise personnel and resources from more than one agency.

## Control

Control is the overall direction of response activities in an emergency, operating horizontally across agencies. In Victoria, authority for control is established in the State Emergency Response Plan, with the details listed in the *Emergency Management Manual Victoria*, Part 7.

Controllers are responsible for leading all agencies responding to the emergency. Specific arrangements apply to the appointment of controllers for Class 1 and Class 2 emergencies and for fires other than for a major fire.

The 'line of control' refers to the line of supervision for those appointed to perform the control function and this relates to the specific class of emergency. Controllers escalate or provide direction on control issues through the line of control.

There may be some complex emergencies which require only the coordination of the consequences of the emergency across a number of agencies with shared accountability and which do not require controllers.

## Coordination

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

### Response coordination

Response coordinators bring together agencies and resources to support the response to emergencies. Broadly, their functions are to ensure;

- Effective control arrangements have been established and are maintained to manage the response to emergencies
- Effective information sharing
- The necessary resources are accessed to support the response to emergencies.

### Recovery coordination

Emergency recovery coordinators/managers bring together agencies and resources to support the provision of relief and recovery from emergencies.

## Emergency Management Teams

The people and agencies with roles and responsibility for responding to emergencies work together in teams at the state, regional and incident tiers to ensure a collaborative and coordinated whole of government approach to the management of emergencies at each tier.

The functional responsibilities and Emergency Management Team arrangements are detailed in **Part 3** of this Plan.

### 5.2.4 Evacuation

Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an emergency or disaster on a community. It involves the movement of people to a safer location. It also should include the return of the affected community. Evacuation is a scalable activity in that it may be applied to individuals, a house, a street, a large facility (i.e. school or hospital), a suburb, a town or a large area of the state.

Evacuation may be undertaken by individuals, families and households on their own volition and independent of advice, or it may be after an assessment of information provided by a Control Agency.

Evacuations may be pre-warned or immediate, depending on the circumstances.

**The decision to recommend to 'evacuate' is made by the Incident Controller/Control Agency. Victoria Police is responsible for the coordination of evacuation in consultation with the Control Agency. Consideration must be given to the area which is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend.**

Agencies and organisations with a role in the evacuation process include:

- The Incident Controller/Control Agency:
  - Considers and recommends evacuation in consultation with Victoria Police and other agencies and experts as needed.
- Victoria Police:
  - Manages the withdrawal, shelter and return stages of the evacuation in consultation with the Incident Controller and others as needed.
- Ambulance Victoria
- Support agencies
- Municipal councils
- Regional Roads Victoria
- Country Fire Authority
- Australian Red Cross
- Department of Health and Human Services
- Department of Education and Training.

The five stages in the evacuation process are:

- **Decision** – the decision to recommend that people evacuate is made by the Incident Controller. In making this decision, the Incident Controller should, if time permits, consult with police and consider other expert advice. This may not always be possible.
- **Warning or Recommendation** – applied to evacuations, messages to the community will be either a warning to affected people that they prepare to evacuate or a recommendation that they evacuate immediately. The Incident Controller is responsible for authorising and issuing these messages to the community.

- **Withdrawal** – is the removal of people from a dangerous or potentially dangerous area to a safer area. The Victoria Police Evacuation Manager is responsible for managing the withdrawal from the affected area which includes developing an evacuation plan which clearly identifies activities, timelines, roles and responsibilities of any agencies involved. This will include consultation with other agencies involved.
- **Shelter** – Emergency Shelter provides for the temporary respite of evacuees. It may be limited in facilities but should provide security and personal safety, protection from the climate and enhanced resistance to ill health and disease. Emergency shelters in the context of evacuation may include:
  - Assembly areas which cater for people's basic needs
  - Emergency relief centres
  - Tents and other impermanent structures
  - Other places of relative safety.
- **Return** – the final stage of the evacuation process involves the return of people to the place from which they were evacuated. The Incident Controller makes the decision to advise people that they can return to the affected area in consultation with police and other relevant agencies. The Evacuation Manager is responsible for planning and managing the return of evacuated people with the assistance of other agencies where required. This may include authorising the release of messages regarding the return to the community in consultation with the Incident Controller.

Once the decision to evacuate has been made, the Municipal Emergency Resource Officer and Recovery Manager should be contacted to assist. They will provide advice regarding the most suitable Emergency Relief Centre, potential staging areas or assembly points and other resources that may be required (e.g. public health, emergency relief considerations or requirements and special needs groups).

Evacuation plans for specialised services in the municipality such as hospitals, schools, rooming houses, aged care facilities, kindergartens and shopping centres are the responsibility of the site managers. Facilities containing vulnerable people (i.e. aged care facilities) form part of the *Vulnerable People in Emergencies* (VPE) Policy, detailed in **Part 3** of this Plan.

The Victorian Evacuation Guidelines are in the *Emergency Management Manual Victoria*, Part 8.

#### 5.2.5 Neighbourhood Safer Places or Fire Refuges

There are no designated Neighbourhood Safer Places or Fire Refuges in the Greater Shepparton region.

#### 5.2.6 Medical and Public Health

If the normal medical services within the municipality are unable to cope in an emergency, the Health Commander is responsible for the activation of the State Health Emergency Response Plan.

Council's Environmental Health Services will monitor public health and effect control or remedial measures as necessary. This may involve frequent assessment inspections of the site of the emergency and may require assistance from Department of Health and Human Services and/or neighbouring municipalities.

During the emergency, Council's Health Services will arrange to provide technical advice to the community and will liaise with the Department.

The State Health Emergency Response Plan, Edition 4, can be found at:  
<https://www2.health.vic.gov.au/emergencies/shera>

### 5.3 Role of Municipal Councils

Councils have a responsibility to manage its assets and provide services to the community and as such provide a service to support the community outside of normal business hours. This service is detailed in **Part 3** of this **Plan**.

Council also has a role in the response phase consistent with the functional responsibilities and Emergency Management Team arrangements detailed in **Part 3** of this **Plan**.

The scale and consequences of an emergency will determine Council's level of activation internally and involvement in an Emergency Management Team. This is detailed in **Part 3** of this **Plan**.

#### 5.3.1 Management of Municipal Resources

Council is responsible for the provision, management, and coordination of municipal (Council) resources in support of the response to and recovery from emergencies. Municipal resources are those owned by or under the control of Council. Council is also responsible for the coordination of community or 'other resources' in response to, and recovery from emergencies.

The management of resources at the municipal level are in accordance with:

- **Part 1 of this Plan** - Organisational Capability and Responsibilities
- **Part 3 of this Plan** – Municipal and Agency Resources
- The *Emergency Management Manual Victoria*.

Management and coordination of municipal resources also includes prioritisation by Council to retain the use of resources to continue providing services to community.

Municipal resources should be used in the first instance, which may include engaging Council approved private contractors. Responsibility for the management of resources rests with the Municipal Emergency Resource Officer and is detailed in **Part 3** of this **Plan**.

#### 5.3.2 Requesting Municipal Resources

Details of Council resources, use and local arrangements are attached to this **Plan** as **Appendix B, Part 12**.

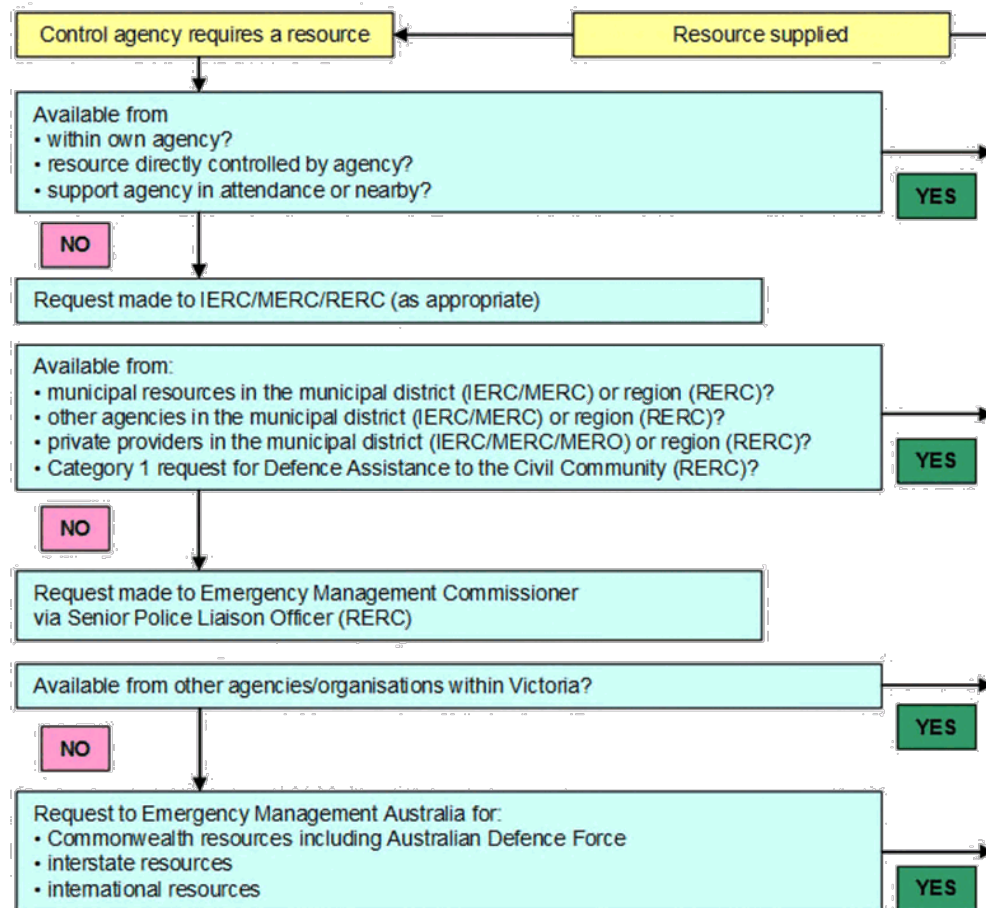
The procedure for obtaining supplementary resources is described in Part 3 of the *Emergency Management Manual Victoria*. This should be read in conjunction with the practice note *Sourcing Supplementary Response Resources from Municipal Councils*. As the needs and efforts of the emergency escalate, or resource requirements outstrip what is available locally, the request for supplementary resources can be escalated to regional, state, Commonwealth, interstate or internationally.

Further reference and guidance is available at:

- *Emergency Management Manual Victoria*, Part 3
- Emergency Management Victoria/Municipal Emergency Management Enhancement Group, *Sourcing Supplementary Emergency Response Resources from Municipal Councils*
- Supplementary Resource Process flow chart, *Emergency Management Manual Victoria* Part 3 (copy below).



### 5.3.3 Supplementary Resources



Source: EMV MEMEG Sourcing Supplementary Emergency Response Resources from Municipal Councils V 3.2

## 5.4 Council's Response Arrangements

### 5.4.1 Municipal Emergency Coordination Centre

A Municipal Emergency Coordination Centre is a facility at which Council staff can be brought together to coordinate Council and community resources and services in response to and recovery from an emergency. It will maintain an awareness of the emergency and consequences through the emergency management team arrangements; detailed in **Part 3** of this Plan.

The scale of activation will vary and can include in a virtual environment from any location deemed appropriate if the incident is relatively straight forward. Factors including the type, scale, consequence and duration of an emergency will determine the level and type of activation and will be decided by Council's Emergency Management Coordination Group.

It may also become operational in support of a neighbouring municipality.

In the event of a large and protracted emergency event the facility will activate at one of two locations.

The **primary facility for an emergency coordination centre** for Council is:

- Board Room,  
First Floor  
Greater Shepparton City Council Offices  
90 Welsford Street,  
Shepparton

The **secondary facility for an emergency coordination centre**, in the event the primary location becomes unserviceable, is:

- Conference Room,  
Doyles Road Complex,  
Greater Shepparton City Council,  
315 Doyles Road, Shepparton.

Council's arrangements for this Centre are detailed in this Plan as **Appendix B, Part 11**.

#### 5.4.2 Operations Centre

The centre established by an agency for the command / control functions within their own agency.

Council may establish an operations centre, if necessary, to control its own resources in an emergency.

#### 5.4.3 Emergency Relief

Emergency relief provides for the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency.

Emergency relief is detailed in **Part 6** of this Plan.

#### 5.4.4 Financial Considerations

The Municipal Emergency Resource Officer is responsible for the coordination of municipal resources and has full delegated powers to deploy and manage Council's resources during emergencies.

During the relief and recovery phase, the Municipal Recovery Manager has delegated powers to deploy and manage Council's resources to deliver relief and recovery services to affected community.

Financial accounting for municipal resources utilised in emergencies must be authorised by either the Municipal Emergency Resource Officer or Recovery Manager and will be in accordance with Councils normal financial arrangements. Any requests for resources must be approved by the Municipal Emergency Response Coordinator to ensure proper accountability and authorisation.

Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the Control Agency are expected to defray all costs from their normal budgets.



Details of financial measures are outlined in the *Emergency Management Manual Victoria*, Part 8, which states:

- Where an agency's expenditure is in order to fulfil its own responsibilities, that agency is responsible for the costs, including services and resources sourced from others
- An agency cannot transfer its responsibility for the cost of undertaking its roles/responsibilities if the activity is in compliance with the direction or request of a response controller from another agency
- When a control agency requests services and supplies (for example, catering) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred.

Municipal councils are responsible for the cost of relief measures provided to emergency-affected people.

Generally, Council is expected to provide municipal resources without charge; however some resources may be subject to limits and/or constraints. Such limits and/or constraints should be reasonable, commensurate with Council's capacity to provide such resources.

#### 5.4.5 Crisisworks

Crisisworks is the emergency management software program used by Council during emergency response, relief and recovery activities. It is also used by Council's Business Continuity arrangements.

Only authorised persons may access Crisisworks. To access Crisisworks, Municipal Emergency Management Planning Committee members and emergency agency representatives need to register their interest with the Committee's Executive Officer, contact details are:

**Address to:**

Greater Shepparton City Council  
Locked Bag 1000  
SHEPPARTON VIC 3632  
MEMP Executive Support

**Email:** [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)

**Contact:**

Phone: 03 5832 9802

The **URL** address to Greater Shepparton City Council's Crisisworks login page;  
<https://shepparton.mecccentral.com/>

#### 5.4.6 Public Information and Warnings

Council understands the importance of timely, accurate and consistent public information before, during and after an emergency incident. Council's Marketing and Communications Team will work with the Incident and Emergency Management Team, control agencies and community to relay information to help minimise the impact to life and the community where possible.

The Control Agency, as set out in the *Emergency Management Manual Victoria*, is responsible for the release of warnings of potential emergencies, regular updates and advice on what actions the public should undertake during that incident.

All messaging will align with the Victoria Warning Protocol; for the latest version visit: <https://www.emv.vic.gov.au/responsibilities/victorias-warning-system/victorian-warning-protocol>

Victoria has an integrated warning system which provides information and warnings to community:

<https://www.emv.vic.gov.au/responsibilities/victorias-warning-system>

Warnings and advice can be disseminated through a number of different mediums including, but not limited to:

- VicEmergency website  
<https://emergency.vic.gov.au/respond/>
- VicEmergency app
- Emergency Alert
- VicEmergency Hotline – 1800 226 226
- Radio and Television
- Phone messaging (incl. SMS)
- Verbal Messages
- Door knocks
- Social Media/Social Networking
- Variable Message Boards
- Information Boards.

Further information on Council's role and capacity in relation to Public Information and Warnings is within the Greater Shepparton City Council Emergency Communication Plan, **Appendix B, Part 10.**

#### 5.4.7 Culturally and Linguistically Diverse (CALD) Communities

Emergency communication tools and strategies should be mindful that mainstream radio, television, newspaper and social media will only target those who understand English. This also applies to the Victorian emergency management public information and warnings systems, including VicEmergency.

Of the new residents in the municipality the majority are from non-English speaking background. Other contributing factors can include poor literacy and dialects within languages.

Within the Greater Shepparton region there are a number of agencies that have established trusted relationships with these communities. These include, but are not limited to:

- Greater Shepparton City Council – Multicultural Development through the Community Directorate
- Victoria Police – Multicultural Liaison Officers
- Ethnic Council of Shepparton and District
- Primary Care Connect
- Uniting (formerly Kildonan Uniting Care).

Each of these agencies will assist in connecting with community members who in turn will assist in facilitating communication strategies. This can include telephone trees and meeting community members in gathering places such as places of worship and community centres.

#### 5.4.8 Vulnerable Persons

Consideration should be given to communications tools and strategies for community members of all abilities, non-English speaking groups and those that may become vulnerable as a result of an emergency.

Council maintains arrangements consistent with the *Vulnerable People in Emergencies* Policy:

- A list of local facilities where vulnerable people are likely to be situated is coordinated and maintained. This list includes hospitals, schools, aged care facilities and child care

centres. An updated copy of this document is maintained and available to Victoria Police on the Crisisworks software

- Work in partnership with Red Cross to identify vulnerable persons not receiving services and for screening for the Vulnerable Person's Register
- The electronic Vulnerable Persons Register maintained on the state 'Crisisworks' software.

Funded Service Providers have arrangements consistent with the *Vulnerable People in Emergencies* Policy that include:

- Consider and screen clients to identify people who should be listed on the Vulnerable Persons Register
- To encourage and, where necessary, support clients (who meet the definition of a vulnerable person) to undertake personal emergency planning
- Sector-wide approach to preparing for emergencies and providing continuity of health and human services for clients.

Other arrangements include:

- Victorian Interpreting and Translating Service – (03) 9280 1941 – business hours
- TIS National, Translating and Interpreting Service – 131 450-24/7 service
- Emergency Auslan Interpreting Services – 6.00pm – 8.00am Monday to Friday; all day Saturday, Sunday and public holidays via VITS on 9280 1955
- National Relay Service Phone – Phone 1800 555 660 - TTY 1800 555 630
- Language indicator cards, available from the Commonwealth Department of Immigration and Ethnic Affairs and the Greater Shepparton City Council
- Vision Australia provides support services to people who are blind or have low vision. Resources and information are available from Vision Australia (1300 84 74 66): <https://www.visionaustralia.org/>
- Vic Deaf (9473 1199) provides support services for people who are deaf or hard of hearing including interpreting and case management. Detailed information is available from the Vic Deaf website: <http://www.vicdeaf.com.au/>.

Council is committed to improve and enhance the delivery of services to community members of all abilities through the Greater Shepparton Universal Access and Inclusion Plan 2018-2021. This Plan includes strategies to enhance Council's communications within the broader community and to meet the needs of many diverse individuals in the community.  
<http://greater-shepparton.com.au/>

#### 5.4.9 Council Communications

Council's primary means of communication in an emergency will be to utilise a combination of the following capabilities; including the use of local media to disseminate messaging into the community:

- Intranet
- Landline and mobile telephone network
- Portable IT devices
- Two way radio system
- Internet website  
<http://greater-shepparton.com.au/>
- Bulletins and newsletters circulated to community, industry and networks.

- Social media platforms
  - Facebook Community Groups
  - Facebook
  - Instagram
  - YouTube
  - Twitter



#### 5.4.10 Council Telephone Call Centre

Greater Shepparton City Council has the capacity to establish a telephone 'Call Centre' in response to an emergency. This can operate according to the severity of an emergency, including 24 hours a day.

The 'Call Centre' has four dedicated telephone lines and when activated is staffed and located in the Councillors Suite adjacent to the Primary MECC. The telephone number for the 'Call Centre' is contained in the **Appendix A, Part 4** of this Plan.

The decision to activate and the level of service provided by the 'Call Centre' will be made by the Greater Shepparton City Council EMCG.

The 'Call Centre' is activated by the Greater Shepparton IT staff.

#### 5.4.11 Council Resource Sharing Arrangements

Council is a signatory to the Municipal Association of Victoria/ Victorian Municipal Emergency Management Enhancement Group *Protocol for Inter-Council Emergency Management Resource Sharing*. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for emergency response and recovery activities.

Council is also a signatory to the Goulburn Valley Regional Collaborative Alliance Municipal Emergency Management Resource Sharing Memorandum of Understanding (MoU). The alliance comprises the Moira Shire, Strathbogie Shire and Greater Shepparton City Councils.

The purpose of the MoU is to build capability and capacity of participating Councils in responding to an emergency event. The agreement defines the functional commitment of the three Councils to work collaboratively in preparing for and assisting each other where required/possible in coordinating the provision of services to emergency affected communities.

The protocols detail the process for initiating requests for resources; human, equipment and/or facilities, from another Council and identify associated operational and administrative requirements.

Duties undertaken by Council staff seconded to another council for assisting with response and recovery operations will be within the scope of Council's emergency management responsibilities set out in the *Emergency Management Manual Victoria*.



Requests for resources can be requested at any time during an emergency, including the recovery stage, and should be consistent with the arrangements within each protocol.

The Municipal or Regional Emergency Response Coordinator/s should be contacted before resources are allocated. Requests for resources should be logged in the Municipal Emergency Coordination Centre.

It is anticipated that a requesting Council will initially seek assistance from surrounding Councils. This will reduce travel times and expenses for assisting Councils to respond and return.

#### 5.4.12 Cross Boundary Events

Emergency events often cross municipal boundaries, requiring response and recovery activities from multiple councils.

Planning across municipal boundaries takes place through the sharing of Municipal Emergency Management Plans. The Greater Shepparton City Council receives copies of these Plans for the:

- Shire of Campaspe
- Shire of Moira
- Shire of Strathbogie
- Benalla Rural City.

These are accessible through Council's Emergency Management Coordination Group.

Council is committed to building its emergency management capacity and capability both internally and with other municipal councils. Every opportunity is taken to collaborate with bordering municipalities in emergency management planning.

#### 5.5 Response Recovery Transition

Emergency relief and recovery activities should be integrated with emergency response at every tier using the response management arrangements outlined in the State Emergency Response Plan.

Once the emergency response activities have concluded and where recovery activities need to continue, the arrangements for managing the emergency will transition to the arrangements for managing recovery as outlined in the *Emergency Management Manual Victoria Part 4 – State Emergency Relief and Recovery Plan*.

The teams at the relevant incident, regional and state tiers should discuss and agree the timing of the transition. The recovery coordinators/managers at the relevant tiers must be ready to assume responsibility and have the appropriate resources assembled prior to the transition. The community must receive continuous services and communication during the transition and a phased transition may be appropriate.

Considerations regarding the timing of the transition should include:

- The extent to which any emergency risks remain
- The extent to which the powers available to response agency personnel (which may be available only during an emergency response) are still required
- The extent to which the effect and consequences of the emergency are known
- The extent to which the affected community continues to require relief services

- The extent to which the recovery resources have assembled and are ready to manage their responsibilities.

Emergency response coordinators are responsible for advising all agencies involved in the emergency of the termination of the emergency response. Response agencies may be required to continue working at the emergency following the transition, but as support resources for recovery managers and coordinators.

The Incident Controller, the Emergency Response Coordinator and Emergency Recovery Coordinator (State, Regional or Municipal) will determine the transition structure and handover requirement to determine the transition structure and handover requirements to fully establish the Recovery Coordination arrangements. In large emergency events a transition period must be determined to allow sufficient time for resource planning and implementation of immediate recovery services.

A schedule of transition actions is included in the document '*An Agreement for the Transition of Coordination Arrangements from Response to Recovery*'; an example Transition Agreement Template is attached as **Appendix B, Part 8**. An electronic version of this form and the supporting guidelines are available from the Department of Health and Human Services (Hume Region) and/or Emergency Management Victoria.

#### **Termination of Response Activities and Handover of Goods/Facilities**

In some circumstances facilities, services and goods obtained in accordance with the State Emergency Response Plan and the provisions of this Plan during response are utilised in recovery activities. In these situations the 'handover' to the recovery phase should include arrangements relating to the financial commitments for the ongoing use of goods and services from a response requirement to a recovery requirement and the separation of expenditure accordingly.

Expenditure for goods and services for recovery purposes is still to be consistent with the Victorian emergency management arrangements and this Plan.

#### **5.6 Debriefing Arrangements**

Following an emergency response, the emergency management sector reviews the effectiveness of the coordination, control, consequence management and communications functions in order to share aspects that worked well and identify areas for improvement.

For non-major emergencies, the control agency is responsible for debriefing participating agencies. The scale of the debriefing should be in proportion to the complexity of the emergency.

For major emergencies, where many agencies were involved in both the response and in consequence management, debriefing is conducted after a period of activation as follows:

- The Emergency Management Commissioner (Class 1 and 2 emergencies) and the Chief Commissioner of Police (Class 3 emergencies) are responsible for ensuring the debriefing of state tier teams, where necessary, after a period of activation
- Regional Emergency Response Coordinators are responsible for ensuring the Regional Control and Emergency Management Teams conduct an operational debrief where necessary after a period of activation
- Municipal Emergency Response Coordinators are responsible for ensuring the control agency has organised an operational debrief with participating agencies and teams as soon as practicable.



A representative of relevant community, business, or industry groups may be invited to participate in debriefs. The need to conduct a post incident community forum may be considered.

The lessons identified should be communicated to the State Review Team, which is comprised of agency representatives from across the emergency management sector and which identifies trends and initiates actions to improve systems and subsequently sector performance.

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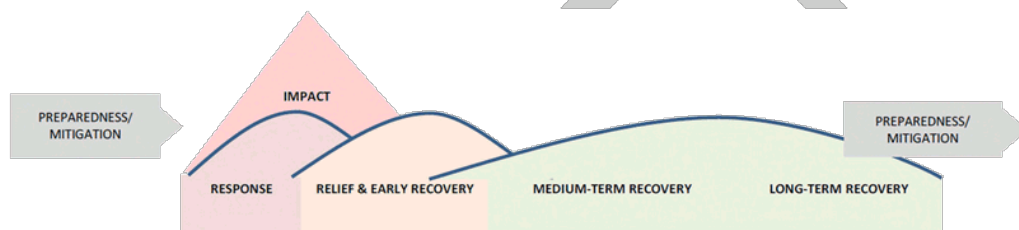
## 6 PART SIX - RELIEF AND RECOVERY ARRANGEMENTS

*...activities which assist a community affected by an emergency or disaster in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being... (Emergency Management Australia)*

### 6.1 Overview

#### 6.1.1 Response, Relief and Recovery in Parallel

The response to a major emergency involves many agencies from across government. The people and agencies with roles and responsibilities for responding to emergencies work together in Emergency Management Teams at the state, regional and local tiers to ensure a collaborative and coordinated whole of government approach. Emergency relief and recovery activities integrate with emergency response activities and commence as soon as the effect and consequences of the emergency are anticipated. Relief and recovery coordinators/managers should be involved at all tiers and in all teams established to manage the emergency response.



Source: Emergency Management Manual Victoria Part 4

Both relief and recovery can begin when an emergency occurs and many response, relief and early recovery activities are undertaken concurrently. Typically, relief is provided during and in the immediate aftermath of an emergency. Recovery is generally a longer-term process for affected individuals and communities.

The State Emergency Relief and Recovery Plan, *Emergency Management Manual Victoria*, Part 4, specifies the arrangements for the coordinated planning and management of emergency relief and recovery in Victoria.

The Hume Region Emergency Relief and Recovery Plan (Department of Health and Human Services) describes the processes, procedures, and capability for (Hume) regional emergency relief and recovery operations.

The municipal relief and recovery arrangements in this Plan integrate with the State and Hume Region Emergency Relief and Recovery Plans and describe the local arrangements for the coordinated planning and management of emergency relief and recovery in the Greater Shepparton region.

#### 6.1.2 Relief and Recovery – A Shared Responsibility

Relief and recovery require collaboration and coordination shared between individuals and communities, non-government organisations, businesses, governments at all levels and partner agencies.

**The role of Municipal Councils:** To ensure relief and recovery services are effective and well-coordinated and take the lead in delivering 'on the ground' relief and recovery services.

**The role of individuals and households:** Individuals should seek out information to make informed decisions on how to prepare for emergencies, and help meet their own relief and recovery needs – wherever possible. This includes their companion animals. During and immediately following an emergency, individuals and households should be as self-sufficient as possible, because in the first instance, agencies will offer emergency support to the most vulnerable community members. Adequate insurance also enhances recovery for individuals and households.

**The role of the business community:** Business plays an important role in providing resources, expertise and essential services to support relief and recovery. Businesses must have continuity plans in place for response to and recovery from emergencies, including for livestock. This is particularly important for the continuity of essential services and critical infrastructure. Adequate insurance also enhances recovery for businesses.

**The role of non-government organisations and partner agencies:** Non-government organisations and partner agencies play vital roles in supporting affected communities, building on their pre-established community connections to deliver enhanced services during and following an emergency. Through their large volunteer base, they coordinate and deliver services in many locations – often simultaneously.

#### 6.1.3 Definitions of Relief and Recovery

The definitions of relief and recovery can be found in Part 4 of the *Emergency Management Manual Victoria*.

**Relief** can be defined as the provision of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency.

**Recovery** is defined in the *Emergency Management Act 2013* as 'the assisting of persons and communities affected by emergencies to achieve an effective level of functioning'.

Both relief and recovery begin when an emergency occurs and many response, relief and recovery activities are undertaken concurrently. Typically, relief is provided during and in the immediate aftermath of an emergency. Recovery is generally a longer term process for affected individuals and communities.

#### 6.1.4 Relief and Recovery Objectives and Principles

The objectives of relief and recovery are to support communities to successfully deal with the impacts of an emergency on the social, built, economic, and natural environments. By doing so, they help build cohesion and resilience to future emergencies.

The principles of relief and recovery in Victoria are that they should:

- Empower and engage individuals and communities to promote self-sufficiency and, where possible, meet their own relief and recovery needs
- Be coordinated and collaborative, jointly owned by affected individuals and communities – as well as the non-government organisations, businesses and government agencies that support them
- Be adaptive and scalable, recognising the unique, complex and dynamic nature of emergencies and communities
- Focus on consequence management, where everyone involved appreciates the potential consequence of their decisions and actions

- Be able to support the delivery of concurrent community, local, regional and state response, and relief and recovery activities.

#### 6.1.5 Relief and Recovery are Consequence Driven

Emergency management, at all tiers, local, regional and state, now focuses on “consequence management”; detailed in **Part 3** of this **Plan**. Consequence management starts in the planning phase and continues with response and is then managed through to relief and recovery. To make appropriate decisions about relief and recovery activities relevant information about the needs of affected communities must be identified. These needs look beyond the immediate impacts of an emergency and consider the consequences of impacts on individuals/families (including companion animals), and communities (including livestock and other agri-business).

#### 6.1.6 Planning For Vulnerability in Relief and Recovery

Planning for vulnerability in relief and recovery should be broad and consider the characteristic of industry, business, communities, a person or group in terms of their capacity to anticipate, cope with, resist and recover from the impact of a natural or man-made hazard.

Arrangements within this Plan to assist planning for vulnerability in relief and recovery include:

- **Part 2:**
  - Cultural diversity of the municipality
  - Profile and social characteristics of the municipality
  - Transient population
  - History of emergencies affecting the municipality.
- **Part 5:**
  - Council's Communications Plan
  - Communication platforms
  - Vulnerable persons.
- The Municipal Relief and Recovery Arrangements detailed in this part of the Plan.

### 6.2 State Relief and Recovery Arrangements

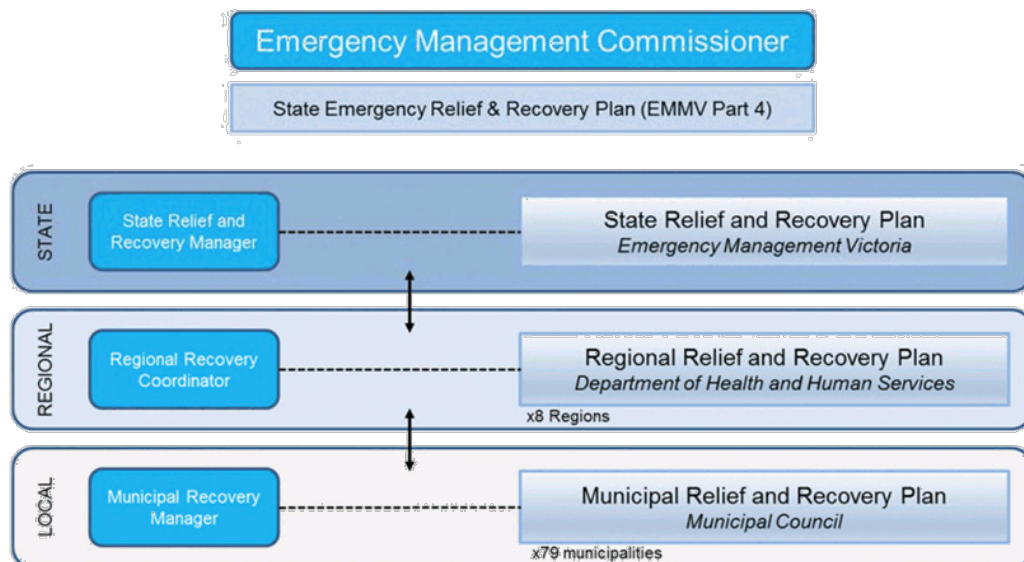
#### 6.2.1 Overview

Municipal councils coordinate relief and recovery at the local level. Coordination is escalated in larger or more complex events, or when a Council requests support from the regional level. If escalated, the State Government at regional and state levels coordinate relief and recovery services to support local service delivery and provide additional services as required to affected individuals and communities. This involves bringing agencies and resources together to ensure the effective delivery of all relief and recovery objectives and responsibilities.

State, regional and municipal relief and recovery plans must be aligned. Plans at each level of coordination must also specify the agencies responsible for coordinating relief and recovery, for coordinating recovery functional areas and leading and supporting relief and recovery activities.



The Victorian relief and recovery governance between state, regional and municipal level are:



Source: Emergency Management Manual Victoria Part 4

The State Relief and Recovery Manager reports to and supports the Emergency Management Commissioner in the coordination of State relief and recovery activities. Emergency Management Victoria provides strategic leadership and coordination of the work of the relief and recovery sector.

The Department of Health and Human Services is responsible for coordinating relief and recovery at the regional level.

### 6.2.2 Roles and Responsibilities of Recovery Organisations and Agencies

The Victorian relief and recovery coordination responsibilities at the state and regional levels are contained within the State Emergency Relief and Recovery Plan, Part 4 of the *Emergency Management Manual Victoria*.

### 6.3 Hume Regional Relief and Recovery Arrangements

The Department of Health and Human Services is responsible for relief and recovery coordination at the regional level. Their recovery coordination arrangements in Hume Region are:

- Deputy Secretary East Division is the delegated Regional Recovery Coordinator
- Area Director for the Ovens Murray and Goulburn areas are the delegated Deputy Regional Recovery Coordinators
- Director Corporate Services East Division is the delegated Regional Recovery Manager. The position has been further delegated to the Manager Emergency Management (Hume).

The Regional Recovery Coordinator is supported by a Regional Recovery Manager, a Regional Manager Emergency Management and Regional Emergency Management Coordinator, any of whom, at the discretion of the Regional Recovery Coordinator, may assume the management role for a particular incident.



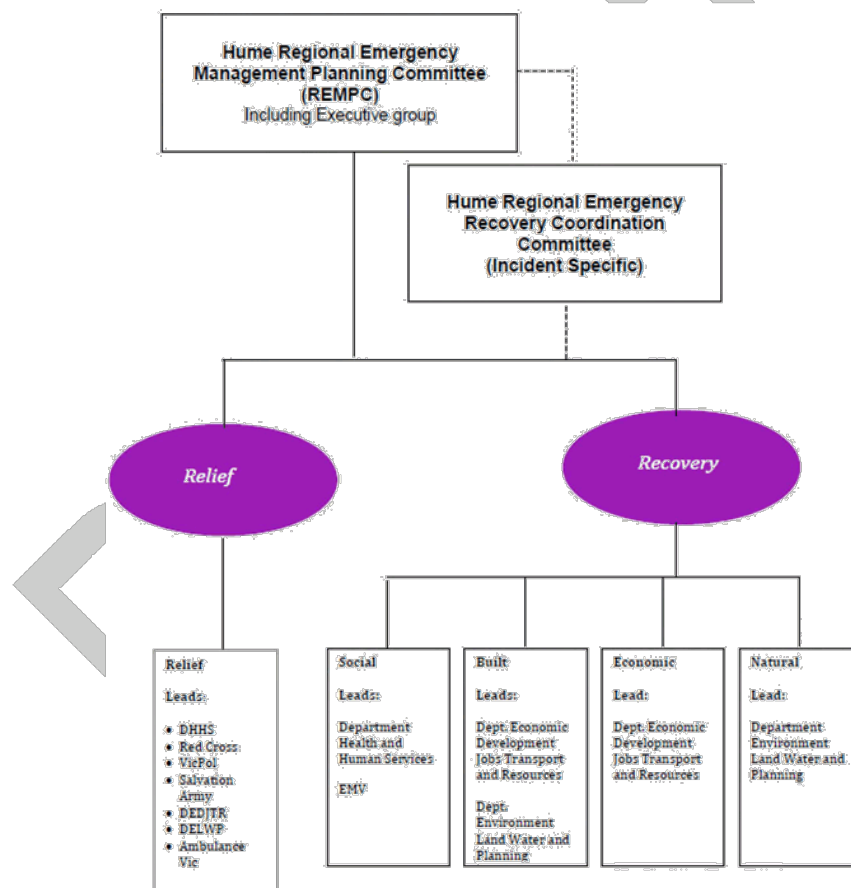
## Municipal Emergency Management Plan



The Regional Recovery Coordinator is responsible for:

- Providing guidance on local relief and recovery planning
- Producing incident-specific regional relief plans and incident-specific recovery plans when required
- Coordinating across relief and recovery agencies, including state / federal departments, local government, non-government organisations and agencies
- Coordinating recovery activities across the four environments in the Hume region
- Chairing regional emergency relief and recovery planning committees and regional post-incident recovery committees
- Liaising, coordinating and planning with local and state recovery coordinators
- Requesting resources at the state level to address gaps in local and regional capacity.

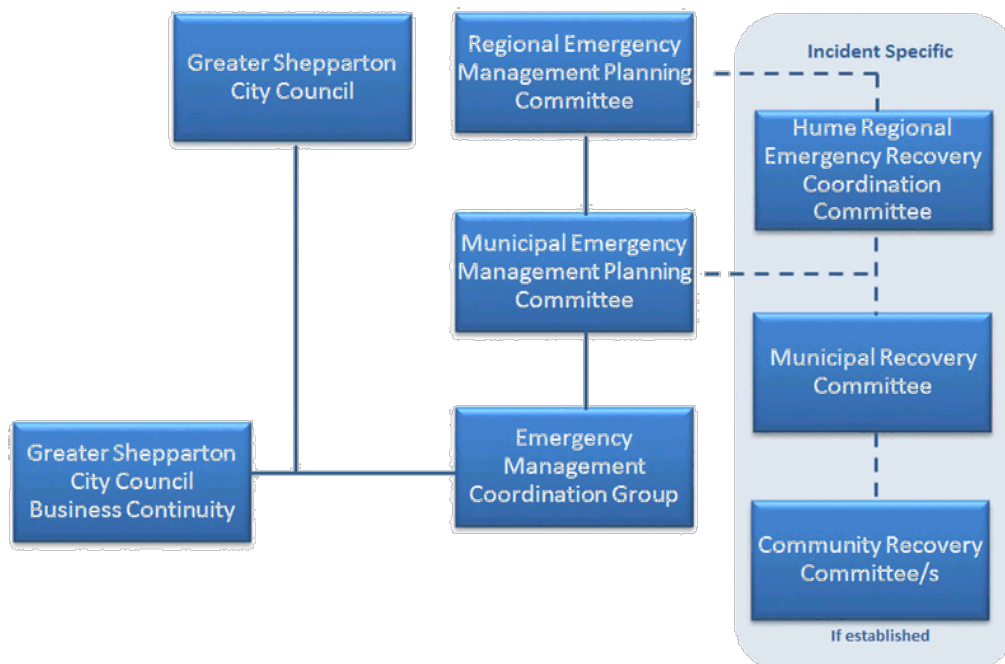
The governance structure for Hume Regional emergency relief and recovery planning is:



## 6.4 Municipal Relief and Recovery Arrangements

The relief and recovery arrangements in Greater Shepparton are and link to:

- Hume Region Relief and Recovery Arrangements
- Greater Shepparton Municipal Emergency Management Planning Committee
- Municipal Recovery Committee – Incident Specific (if established)
- Community Recovery Committee – Incident Specific (if established)
- Council's emergency management and business continuity arrangements.



## 6.5 Relief and Recovery Activation and Escalation

### 6.5.1 Overview

Relief and recovery coordination commences at the local level through municipal councils. As required, relief and recovery functions may escalate to regional or state level:

- When requested, because capability is or expected to be exceeded, or
- Where an emergency has affected multiple municipalities in one region, or multiple regions within the state, or
- Where an emergency has a significant community-wide impact or consequence, in which case the Victorian Government may establish an event-specific relief or recovery coordination structure to oversee a whole-of sector response.

Escalation from local to regional to state operates on the following principles:

- Wherever possible relief and recovery coordination should remain at the local level, supported by regional and state-based activities as required
- Escalation builds on existing local arrangements, rather than replacing them
- Responsibility is retained locally, but is aided by additional support

- Specific relief and recovery activities within recovery functional areas or relief and recovery coordination may be escalated
- The escalation of specific relief and recovery activities does not necessitate the escalation of recovery coordination.

Where escalation of the relief and recovery coordination function occurs, a primary objective should be the maintenance of a single recovery plan for that incident, which consolidates the required actions (whether local, regional or state-based), risk mitigation activities and accountabilities, drawing on analysis of community profiles and needs. Wherever possible, local decision making should be maintained.

To support escalation arrangements, the Department of Health and Human Services may seek additional resources from other agencies if its regional resources are exceeded.

Where capability has been exhausted at the regional level, a request for relief and recovery coordination assistance to the state will be made.

The Victorian relief and recovery arrangements are detailed in Part 5 of the *Emergency Management Manual Victoria*.

<https://www.emv.vic.gov.au/policies/emmv>

#### 6.5.2 Activation

The Incident Controller determines the need to activate relief services, with advice from the Emergency Management Team. The Incident Controller will request the Municipal Emergency Response Coordinator to formally request the required (or potential) relief services through Councils Municipal Emergency Resource Officer.

The Municipal Emergency Resource Officer is responsible for notifying the Municipal Recovery Manager of the required (or potential) relief services. Together, they consider the needs of the local community in consultation with the Municipal Emergency Response Coordinator and response agencies.

Council will also, as soon as possible, deploy an Emergency Management Liaison Officer to the Incident Control Centre to be part of the Emergency Management Team. Members of the Emergency Management Team provide accurate information about the affected communities to enable better planning and integrated consequence management, communications and relief and recovery activities with response activities.

The Municipal Emergency Response Coordinator, Resource Officer, Recovery Manager and Liaison Officer may also be requested to assist with consequence management in relation to an emergency.

Council also lead the provision of local public information to affected individuals and communities regarding relief and recovery activities. Where an event extends to more than one municipality the Department of Health and Human Services will coordinate regional relief and recovery communications.

Most emergencies are small and relief can be coordinated locally by Council and its partner agencies and organisations.

When the impact of an event results in community needs exceeding the capacity of Council, Council may seek to escalate the level of management to the regional level. This escalation provides an additional layer of management rather than a replacement layer.

The Municipal Recovery Manager will contact the Regional Recovery Coordinator, Department of Health and Human Services Hume Region, to discuss the request.

Where capacity has been completely exhausted at the regional level, a request for recovery coordination assistance will be made to the State.

The deactivation of relief services will be based on reduced levels of demand for services.

Relief can be considered the first stage of recovery, and must be seamlessly integrated with any early recovery activities. Recovery activities should start at the first opportunity and continue beyond when relief ceases. Where an emergency continues to threaten a community the control agency still maintains overall control. However, this should not affect the delivery of relief and recovery services. Response, relief, and recovery are not a simple linear process; especially in long term emergencies like a flood. At some point though there is a formal transition from response to recovery.

### 6.5.3 Operational Relationships

The relief and recovery functions and their relationships with the response phase of emergencies are detailed in **Part 3** of this Plan.

### 6.5.4 Transition from Response to Recovery

The Incident Controller, Municipal Emergency Response Coordinator and Councils Municipal Recovery Manager should start planning for the transition to recovery as soon as possible following the initial impact of an emergency.

This is detailed in **Part 5** of this Plan.

### 6.5.5 Activation of Council's Emergency Relief and Recovery Staff

The Municipal Recovery Manager will decide the level of activation of relief and recovery arrangements. Considerations include:

- A request from the Municipal Emergency Response Coordinator or Incident Controller
- The nature of the emergency and whether a recurring or ongoing threat is likely
- The extent of the impact on communities
- The level of loss and damage
- The extent to which the community needs emergency relief
- The resources required for the activation of relief and recovery arrangements.

Relief and recovery staff will be notified in readiness for the potential transition from the response phase to a relief and recovery phase. If the situation transitions from response to relief and recovery, staff will be advised accordingly and will remain involved. Staff will be selected from those that are available.

### 6.5.6 Activation of Municipal Relief and Recovery Resources

Once Council is notified of an emergency event within the municipality, or that there is a high likelihood of an event occurring, the Municipal Recovery Manager will determine the need to notify relief and recovery agencies.



The agencies that should be notified in the first instance are the Red Cross and the Victorian Council of Churches, Emergencies Ministry, and other key agencies involved in relief and recovery services. The Municipal Recovery Manager, or delegate, will request the agency or agencies to make stand by arrangements with volunteers and equipment.

Once further details of the event have been established and expected impact on the community determined further arrangements can be made.

## 6.6 Council's Relief Arrangements

### 6.6.1 Overview

For detailed information in relation to roles, responsibilities and functions of Emergency Relief refer to the *Emergency Management Manual Victoria* Part 4 and the Department of Health and Human Services *Emergency Relief Handbook, 2013*.

<https://www.emv.vic.gov.au/policies/emmv>

Relief comprises 11 functional activities:

- Community information
- Emergency shelter
- Food and water to individuals
- Drinking water to households
- Food supply continuity
- Psychosocial support
- Disbursement of material aid (non-food items)
- Reconnecting families and friends
- Health care and first aid
- Emergency financial assistance
- Animal welfare.

In the event of a requirement for any or all of the services of emergency relief, the request must be made through the Municipal Emergency Response Coordinator to the Municipal Emergency Resource Officer who will activate the required services. All services will operate and report back to these positions.

Services that are not deemed to be immediate needs (within the first 72 hours after an emergency event), such as financial and insurance assistance, are considered to be "recovery" activities.

### Emergency Relief Services

Emergency relief services can be provided at:

- The site of an emergency
- A dedicated relief centre operated by a Municipal Council
- Places of community gathering
- Isolated communities
- Transit sites, or
- Other safe locations, as appropriate.

A relief centre is a building or place established by a Municipal Council to provide immediate and basic services to people affected by an emergency. Councils are responsible for



establishing and managing relief centres. The Department of Health and Human Services will support municipal councils as required to ensure people affected by an emergency are receiving appropriate relief support services.

There will be times when the provision of relief services to the community will extend beyond the activation of a static relief centre. Where communities are isolated as a result of an emergency, the delivery of relief services through outreach activities is supported by the control agency.

### **Outreach Emergency Relief**

Outreach emergency relief relates to the provision of relief services to the community at a variety of locations including;

- The site of an emergency
- Places of community gathering
- Isolated communities
- Transit sites, or
- Other safe locations, as appropriate.

The decision to activate emergency outreach relief is made by the Incident Controller/Control Agency and Emergency Management Team.

The circumstances of providing this service will always be different and could involve complex considerations including risks and consequences associated with the emergency, access routes and the circumstances of the affected community; including potential health and medical considerations, and logistical requirements to deliver the services. The delivery of these services could involve the assistance of other support agencies.

Once a decision has been made to activate outreach emergency relief the planning to deliver those services must include a representative of Council, the Municipal Emergency Management Coordinator, control agency and the Emergency Management Team as needed.

If activated the responsibility to coordinate the delivery of outreach emergency relief will be determined by Council's Emergency Management Coordination Group. This decision will consider the scale and consequences of the emergency and complexities associated with the delivery of the services.

The agreed arrangements to deliver these services should be approved by the Incident Controller before being put in place. The arrangements should also be included in the emergency management briefings to ensure there are no changes to the emergency which can impact on the delivery of the services.

### **6.6.2 Emergency Relief Centre**

An emergency may require the opening and activation of an Emergency Relief Centre. The decision to activate the centre can be by the Incident Controller/Control Agency and Emergency Management Team.

Once a decision has been made to activate an emergency relief centre the Municipal Recovery Manager, in consultation with the Municipal Emergency Response Coordinator, will make arrangements to have the building opened and staffed.

If an Emergency Relief Centre is activated this must be communicated to the Incident Controller and the Emergency Management Team.

Council recognises that the scale and consequences from an emergency may be greater than the capacity or capability to deliver all of the emergency relief services at a single facility. For that reason an emergency relief centre may triage the needs of the affected community and provide those services at a location away from the facility.

If activated the responsibility to coordinate Council's emergency relief centre will be determined by Council's Emergency Management Coordination Group. The decision will consider the scale and consequences of the emergency and complexities associated with opening the centre.

### Management of an Emergency Relief Centre

The management of an emergency relief centre is detailed in the Emergency Relief Centre Standard Operating Procedures. This is included in this Plan as **Appendix B, Part 6**.

Council has undertaken a process to identify facilities within the municipality that may be used as emergency relief, recovery centres and community meetings. This is detailed in **Part 3** of this Plan.

### Emergency Registration – Reuniting Families

Red Cross coordinates and resources the registration of affected people in relief/recovery centres, and the off-site management of registrations and inquiries in the State Inquiry Centre. Registrations are collected via the Personal Information Form. Victoria Police is the commissioning agency for *Register, Find, Reunite* and delegates the responsibility for administering the service to Red Cross.

#### 6.6.3 Non-Major Emergencies

Non-major emergencies are emergencies that damage or destroy a home or residence rendering it uninhabitable. Common causes of non-major emergencies include house fires, flash flooding, storms and gas leaks.

When this occurs, Council, the Department of Health and Human Services and agencies may provide short term relief assistance to affected people. Where needed, this can include temporary short term emergency accommodation and material aid such as food, clothing and other essential items to affected individuals and households. Council staff may also attend the property to determine the health and safety risk associated with damaged or affected buildings or property.

This assistance is not intended to replace insurance or to act as compensation for loss. Services provided by agencies may also be subject to the personal circumstances and eligibility of each affected person/s.

When notified of a Non-Major Emergency, Council's internal arrangements may include notification of Councils:

- Emergency Management Coordination Group
- Municipal Recovery Manager
- Emergency Case Managers
- Building Services, Municipal Building Surveyor
- Environmental Health officers
- Statutory Planning
- Rates and Valuations
- Other notifications as required.

The circumstances of the emergency will determine Council's role.

Coordination of relief services will be in partnership with the support agencies.

### Emergency Case Management

Emergency Case Management is the process of organising and providing a timely, coordinated approach to assess emergency-related needs including health care, mental health and human services needs that were caused or exacerbated by the emergency and may adversely affect an individual's or family's recovery if not addressed.

In support of this Council provides an Emergency Case Management Service managed by the Municipal Recovery Manager and which forms part of Council's relief arrangements.

The Emergency Case Management function is provided by Council's Community Directorate.

The service offered by Emergency Case Management includes:

- Assistance in putting in place immediate short term accommodation needs
- Assistance in putting in place immediate short term material aid; clothing, bedding, and other personal requirements
- Assistance in referring affected persons to agencies and organisations for emergency financial assistance
- Assistance in referring affected persons to services for psychosocial support
- Assistance in referring affected persons to other appropriate services and support.

These services are provided in partnership with the support agencies detailed in **Appendix B, Part 3** of this Plan.

The Emergency Case Management Role includes liaison with the Department of Health and Human Services for each individual incident. The service provided is also consistent with the DHHS – DHS – *Emergency Case Management Service Guide 2010* – which can be found on the Departments web page.

## 6.7 Council's Recovery Arrangements

### 6.7.1 Recovery Environments

Recovery coordination from an emergency focuses on four environments:

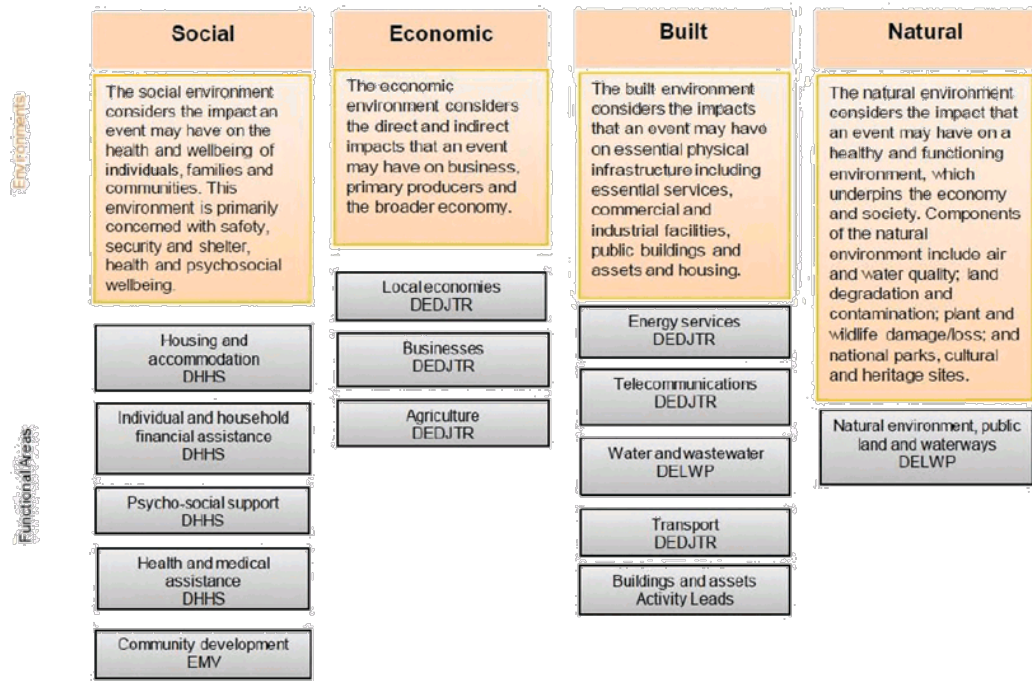
<b>Social Environment</b>	The emotional, social, spiritual, financial and physical wellbeing of affected individuals and communities
<b>Built Environment</b>	The restoration of essential and community infrastructure
<b>Economic Environment</b>	The revitalisation of the affected economy, including agriculture
<b>Natural Environment</b>	The rehabilitation of the affected environment

The four recovery environments are interrelated and provide a framework within which recovery can be planned, reported, monitored and evaluated. There are 14 functional areas across the four environments. Within each functional area there are a number of recovery activities. An activity is a defined recovery program, service or product. At the state and regional level each activity has a lead agency responsible for its delivery.

## Municipal Emergency Management Plan



The 14 functional areas of recovery are:



Source: Emergency Management Manual Victoria Part 4

Note: At the time of developing this Plan DEDJTR transitioned into DOT and DJPR. When the EMMV is updated this Plan will be changed accordingly

For detailed information in relation to roles, responsibilities and recovery functions and activities refer to the *Emergency Management Manual Victoria Part 4*.

<https://www.emv.vic.gov.au/policies/emmv>

### 6.7.2 Council's Role

The Municipal Recovery Manager and nominated deputies manage the relief and recovery process on behalf of Council.

Council's recovery responsibilities include:

- Arranging emergency shelter and accommodation for displaced households
- Providing personal support and counselling referral
- Housing of displaced and lost/stray companion animals. Council's will work with the Victorian Farmers' Federation, RSPCA and Australian Veterinary Association where required
- Secondary impact assessment — gathering and processing of information
- Surveying and making a determination regarding occupancy of damaged buildings
- Forming, leadership and supporting Municipal/Community Recovery Committees
- Providing and staffing recovery/information centres
- Providing and managing community development services and activities



- Coordinating clean-up activities, including disposal of dead animals (domestic, native and feral)
- Overseeing and inspecting rebuilding/redevelopment
- Undertaking the assessment, restoration, clearing and rehabilitation of public buildings and assets (e.g. roads, bridges, sporting facilities, public amenities) where council is the manager of that building or asset.

### **Municipal Recovery Manager**

The municipal arrangements, roles and responsibilities for the Municipal Recovery Manager are detailed in **Part 3** of this Plan.

In addition to these, responsibilities specific to recovery include:

- Assess the impact of the emergency
- Seek input of the affected community into decision-making
- Bring together the responsible agencies to ensure that services and activities are provided in a coordinated manner
- Communicate with the affected community the range of activities that will be provided.

The Municipal Recovery Manager does not have the authority to direct organisations. However, there is an expectation that through the relief and recovery processes agencies will provide services.

Prior to commencing any recovery processes the Municipal Recovery Manager should liaise with the Emergency Management Coordinator, Department of Health and Human Services, to determine if the recovery processes will be activated and coordinated at the regional or municipal level. The process of liaising between the municipal and regional level should be ongoing as the circumstances of the event may change.

### **6.7.3 Greater Shepparton Municipal Recovery Committee**

For Greater Shepparton a Municipal Recovery Committee may be formed in response to an emergency that affects the municipality.

A Municipal Recovery Committee (Incident Specific) is the primary method for supporting recovery arrangements following an emergency. Municipal councils are responsible for establishing these committees as soon as possible. The decision to form this Committee will be made by Councils Municipal Recovery Manager in consultation with a representative from the Department of Health and Human Services, Council and other agencies as appropriate. The Municipal Recovery Manager is responsible for establishing this Committee.

Considerations to form this Committee will include the nature and consequence of the event and the impact on the functional areas within the four environments.

The key recovery partners on the Committee are those that can assist to deliver services relating to the recovery activities as well as members of the affected community/ies.

Membership of the Committee will depend on the consequences of the event and needs of the affected areas and should consider including:

- Municipal Recovery Manager, or representative
- Mayor/Councillor
- Council Community Development Officer (if appointed)
- Representative from relevant government agencies



- Representatives from personal support providers:
  - Victorian Council Of Churches Emergency Ministry
  - Salvation Army
  - Municipal recovery agencies.
- Representative/s of Community Recovery Committee/s (if established)
- Community representation
- Representatives from community service providers in the affected area
- Representative of the Control Agency
- Municipal Emergency Response Coordinator
- Representative from Council as appropriate:
  - Marketing and Communications
  - Environmental Health
  - Planning and Building
  - Assets.
- Representative from community groups
- Affected persons
- Business and Tourism Associations
- Non-government agencies.

This Committee assists Community Recovery Committees (if established), individuals and communities achieve an effective level of functioning. They can coordinate information, resources and services in support of an affected community, establish priorities and provide information and advice to the affected community and recovery agencies.

This Committee forms a pivotal connection between the Regional Recovery Committee (if established), Municipal Emergency Management Planning Committee, Community Recovery Committee (if established), Community Recovery meetings (if established), affected community and Council. It provides a mechanism for community within an affected area direct access to the formal recovery processes at both municipal and regional levels.

This Committee is also the forum for capturing the data for the Secondary Impact and Post Emergency Needs Assessments. These are detailed further in this **Part** of the **Plan**.

The functions of this Committee include:

- Monitor the overall progress of the recovery process in the affected community
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, municipal councils and the state's recovery management structure
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies, government departments and municipal councils
- Liaise with the Department of Health and Human Services through the designated delegate
- Undertake specific recovery activities as determined by the circumstances and the Committee.

### Terms of Reference

Terms of Reference will be developed each time a Committee is established. These should be developed by the Committee with the assistance of Council staff.

A Draft Terms of Reference is provided and attached to this **Plan** as **Appendix B, Part 4**. These are intended as a guide and can be changed as appropriate by the Committee.

#### 6.7.4 Greater Shepparton Municipal Recovery Plan

The purpose of a Municipal Recovery Plan (Incident Specific) is to set out the arrangements for managing the planning and delivery of emergency recovery activities across the municipality in response to a specific emergency event.

The Greater Shepparton Municipal Recovery Committee is responsible for determining if a Municipal Recovery Plan is required. The Plan is developed by the Committee with the assistance of Council staff.

Significant emergencies can affect Council services, assets and infrastructure. If appropriate a summary of the impact and consequences of an emergency on Councils services, assets and infrastructure will be included in the Municipal Recovery Plan.

A Draft Municipal Recovery Plan is attached to this Plan as **Appendix B, Part 4**. This is intended as a guide and can be changed as appropriate by the Committee.

#### 6.7.5 Community Recovery Committee/s

A Community Recovery Committee/s (Incident Specific) may be established in response to large scale events that impact the municipality and allows all members of affected communities to contribute to the municipal recovery processes. This ensures broad and diverse community input including into recovery monitoring.

The decision to establish this Committee/s rests with Council in consultation with the Municipal Recovery Manager, the Regional Recovery Coordinator, Department of Health and Human Services and the Municipal Recovery Committee. The Municipal Recovery Manager is responsible for establishing this committee/s.

This Committee/s doesn't duplicate the roles and functions of the Municipal Recovery Committee, in a larger scale emergency event it provides a mechanism for community in affected areas direct access to the formal recovery processes at both municipal and regional levels.

Committee membership will be based on recruitment of representatives of organisations and individuals with a view of forming a Committee with a broad range of skills, experiences and interests.

Membership is open to all community members and may fluctuate depending on projects being undertaken. It is recommended that Committee membership is as representative of the local population as possible.

Council will provide a Community Recovery Officer to support the Committee. The objectives of this role are to act as a conduit between this Committee, Council, and the Municipal Recovery Committee and to assist with the development and implementation of the Community Recovery Plan.

The functions of this Committee are to:

- Develop and implement a Community Recovery Plan
- Represent the affected community
- Monitor the overall progress of the recovery process in the affected community

- Identify community needs and resource requirements and make recommendations to the Municipal Recovery Committee
- Undertake specific recovery activities as agreed by the Committee

Community Recovery Plans are a process for the community to identify recovery issues. This community led process can include:

- Consultation, visioning and priority setting workshops
- Development of draft priorities
- Submission of community priorities to funding bodies and coordinating agencies
- Establishment of working groups to support these priorities
- Close consultation with local government and relevant approval agencies.

Key points to consider when supporting communities to undertake this process are to:

- Determine and clarify the role of the Community Recovery Committee (if established)
- Determine what support the community wants or needs from the relevant agencies in facilitating the process
- Provide good facilitation and structure of the planning process
- Ensure the four recovery environments are considered
- Ensure relevant approval agencies are included as early as possible in the process i.e. local government, Goulburn Valley Water, DELWP etc
- Ensure good community consultation and engagement practices are undertaken, give community a range of times and mechanisms to contribute to the planning process
- Provide clear, consistent and transparent messages about what is and is not possible
- Determine how the results will be communicated to community members and other agencies
- Plan for need rather than according to funding availability.

Community Recovery Plans may outline a wide range of priorities but are an important mechanism to identify how the communities can be supported by Council, State and Federal Governments, local agencies and other philanthropic organisations.

The Community Recovery Plans must be flexible documents that allow for regular review by each Committee. The timeliness of the implementation of these priorities will be different for each community and may be hindered by availability of funding. There must be a long-term commitment by all agencies involved.

Additional information to assist these Committees includes the *Community Recovery Handbook* from the Australian Institute for Disaster Resilience;  
<https://knowledge.aidr.org.au/resources/handbook-2-community-recovery/>

#### Terms of Reference

Terms of Reference will be developed each time a Committee is established. These should be developed by the Committee with the assistance of Council.

A Draft Terms of Reference is provided and attached to this Plan as **Appendix B, Part 5**. This is intended as a guide and can be changed as appropriate by the Committee.

#### 6.7.6 Community Recovery Plan/s

The Community Recovery Committee/s is/are responsible for determining if a Community Recovery Plan (Incident Specific) is required. This Plan is developed and implemented by the Committee with the assistance of Council staff.

The Plan developed by the Committee should be specific to the impact and consequences of the emergency event impacting on the affected community.

### 6.8 Impact Assessment

To make appropriate decisions about relief and recovery activities relevant information about the needs of affected communities must be identified. These needs look beyond the immediate impacts of an emergency and consider the consequences of impacts on individuals/families (including companion animals), and communities (including livestock and other agri-business).

The three stages of assessing the impact of an emergency are:

Initial Impact Assessment (usually 24-48 hours after access to the area)
<p>Response agencies undertake initial impact assessments which can help inform relief activities.</p> <p>The Incident Controller is responsible for initiating and managing an Initial Impact Assessment. Triggers to determine the requirement for an Initial Impact Assessment should be considered in accordance with the state emergency management priorities.</p> <p>Some practical examples include:</p> <ul style="list-style-type: none"> <li>• Injured/deceased persons (only Victoria Police are authorised to comment upon or release data relating to deceased persons)</li> <li>• Residential damage indicating displaced people</li> <li>• Damage to essential infrastructure (road, rail, power supply, water etc.)</li> <li>• Damage to facilities of community significance e.g. schools and hospitals</li> <li>• Identification of primary production impact and animal welfare requirements.</li> </ul> <p>For a Secondary Impact Assessment to commence, the Incident Controller needs to be satisfied the impacted area is safe for non-responder personnel to operate in. The Incident Controller is required to facilitate the transition from Initial to Secondary Impact Assessment. Coordination of Secondary Impact Assessment is the responsibility of the nominated recovery agency.</p>
Secondary Impact Assessment (within a four week period)
<p>Impact assessment for relief and recovery requirements beyond the initial impact assessment are the responsibility for recovery coordinators' at each tier e.g. local/municipal – Greater Shepparton City Council, regional – Department of Health and Human Services. Coordinating the Secondary Impact Assessment is a progressive and more holistic assessment of the impact of the event on the community. It considers built and natural environments, social and economic impacts and resulting community needs.</p>
Post Emergency Needs Assessment (can take up to twelve months or more depending on the scale of the event)
<p>This assessment estimates the longer term psychosocial impacts on a community, displacement of people, the cost of damaged assets, and the impact that the destruction of assets and business disruption has on how members of a community live and connect with one another.</p> <p>This assessment informs the medium to longer term recovery process, options for development, and builds the knowledge base of the total cost of emergencies that informs risk management. Often Government funding is provided to allow this work to occur.</p>



### 6.8.1 Secondary Impact Assessment

A Secondary Impact Assessment is a subsequent progressive assessment of the consequences of an event on the community and informs a decision to form a Regional and/or Municipal Recovery Committee and Plan.

The Secondary Impact Assessment is consistent with the four environments, functions and activities previously detailed in this part of the Plan. The collection of data for the assessment for an emergency event is a shared responsibility with agencies having specific roles; these are detailed in **Appendix B, Part 3** of this Plan and are consistent with Part 7 of the *Emergency Management Manual Victoria*.

<https://www.emv.vic.gov.au/policies/emmv>

The responsibility for coordination of the data for this assessment is dependent on the scale and consequences of the emergency. At the regional level it is coordinated by the Department of Health and Human Services. At the municipal level it is coordinated by Councils.

Within the Greater Shepparton region it is the responsibility of the Municipal Recovery Manager to coordinate this assessment.

In some instances there may be no requirement to coordinate a Secondary Impact Assessment.

As detailed earlier in this Part of the Plan, the Municipal Recovery Committee is the forum for capturing the data for the Secondary Impact and Post Emergency Needs Assessments.

Secondary Impact Assessment data includes the consequences of the emergency on Council services, assets and infrastructure within the municipal boundaries. The responsibility for coordinating the consequences of an emergency on these is within Council's business continuity arrangements.

Council also has a responsibility to report to the Department of Treasury and Finance its involvement in, consequences of and recovery from an emergency event on services, assets and infrastructure.

Every agency with a responsibility to collect Secondary Impact data will have their own agency specific process to meet their responsibilities. Council's role is only intended as a coordination mechanism to bring all of the agency representatives together to collate the data at the municipal level.

### 6.8.2 Post Emergency Needs Assessment

The Post Emergency Needs Assessment is more accurate and detailed. It is aligned to the four environments, functions and activities previously detailed in this Plan and estimates the longer term psychosocial impacts on communities, cost of damage to assets and infrastructure, impact on the economic environment and interruption to business as part of the recovery phase.

The Post Assessment Needs Assessment is consistent with the four environments, functions and activities previously detailed in this part of the Plan. The collection of data for the assessment for an emergency event is a shared responsibility with agencies having specific roles; these are detailed in **Appendix B, Part 3** of this Plan and are consistent with Part 7 of the *Emergency Management Manual Victoria*.



<https://www.emv.vic.gov.au/policies/emmv>

The responsibility for coordination of the data for this assessment is dependent on the scale and consequences of the emergency. At the regional level it is coordinated by the Department of Health and Human Services. At the municipal level it is coordinated by councils.

Within the Greater Shepparton region it is the responsibility of the Municipal Recovery Manager to coordinate this assessment.

The assessment informs the medium to longer-term recovery process and forms part of an event specific recovery plan.

In some instances there may be no requirement to coordinate a Post Emergency Needs Assessment.

As detailed earlier in this Part of the Plan, the Municipal Recovery Committee is the forum for capturing the data for the Secondary Impact Assessment.

Post Emergency Needs Assessment data includes the consequences of the emergency on Council services, assets and infrastructure within the municipal boundaries. The responsibility for coordinating the consequences of and longer term recovery from an emergency on these is within Council's business continuity arrangements.

## **6.9 Communication with Affected Community**

### **6.9.1 Controllers and Regional Recovery Managers**

During an emergency, the control agency is responsible for coordinating community information and engagement, which will include information to the community regarding the activation of emergency relief centres and general support services available to the community. This information is integrated within emergency warnings; detailed in **Part 5** of this **Plan - Public Information and Warnings**.

The control agency, regional recovery coordinator and affected councils must work together to develop strategies to ensure that affected communities are well informed about the support and services available from all levels of government and partner agencies. Affected communities need consistent, repeated and coordinated information that spans immediate needs in line with the functions delivered by relief and recovery agencies.

The Department of Health and Human Services is responsible for coordinating and distributing regional relief and recovery information for the public. Municipal councils lead the provision of local public information to affected individuals and communities.

The Department of Health and Human Services can assist municipal councils with initial (short-term) public information and communication – if requested or required. All communication plans should strive to ensure a high level of community engagement and encourage local connection using appropriate engagement strategies such as community meetings and forums.

### **6.9.2 Council**

#### **Communication Objectives**

Council's relief and recovery communication objectives are consistent with the Hume Region Department of Health and Human Services and work towards achieving the following overarching objectives:

- Inform affected people in the region of the assistance available to them to assist in their relief and recovery
- Inform affected people in the region of the progress of relief and recovery and processes established to address relief and recovery issues
- Develop and implement targeted communications relevant to the Hume region incorporating regional and local demographics and using existing communication channels to assist with the strategic distribution of communication
- Liaise with stakeholders and relief and recovery partners to promote a coordinated approach to communication and consistent messages to affected people.

Council's relief and recovery communication will also be consistent with the Red Cross "*Communicating in Recovery*" guide; a guide for people or organisations working and managing information in a post emergency environment.

<https://www.redcross.org.au/>

### Phases of Communication

Council's relief and recovery communications will have three phases:

Phase One	Awareness building (short term)
Phase Two	Maintaining support and assistance (medium term)
Phase Three	Transition and continuing support (long term)

Consistent with the Red Cross "*Communicating in Recovery*" guide, all relief and recovery communication will be:

- Relevant
- Clear
- Targeted.

<https://www.redcross.org.au/>

### Audience

Communication should also be targeted to meet the relief and recovery needs of the relevant audience. The following is an example of the type of information that may be provided to affected groups:

Audience Group	Possible Impact	Information Needs
<b>Individual / Families</b> (consider the community diversity and the needs of vulnerable people)	<ul style="list-style-type: none"> <li>• Damage to home (rented or own home)</li> <li>• Displaced from home</li> <li>• Interruption from work and income (due to closure, access or damage to home)</li> <li>• Health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Financial assistance</li> <li>• Accommodation options</li> <li>• Health and safety information</li> <li>• Psychosocial support.</li> <li>• Clean-up and rebuilding</li> <li>• Up-to-date local information on recovery</li> </ul>

	<ul style="list-style-type: none"> <li>• Disruption to local services and roads</li> </ul>	progress
<b>Agriculture and Business</b> e.g. tourism operators, farmers, local shops	<ul style="list-style-type: none"> <li>• Damage to land, business or livestock</li> <li>• Loss of income</li> <li>• Health and safety</li> <li>• Disruption to local services and roads</li> </ul>	<ul style="list-style-type: none"> <li>• Clean-up and rebuilding</li> <li>• Health and safety information</li> <li>• Financial assistance</li> <li>• Industry specific information for recovery</li> <li>• Psychosocial support</li> <li>• Up-to-date information on recovery progress</li> </ul>
<b>Government and Community Services</b> e.g. local council, recovery support agencies, schools, health services.	<ul style="list-style-type: none"> <li>• Affected directly by emergency (damage / access restriction)</li> <li>• Increased demand for services due to emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Information on supports available so that requests are managed and/or referred (available in community languages as required)</li> <li>• Up-to-date information on recovery progress</li> </ul>
<b>Community Groups, Industry Peak Bodies and Local Networks</b> e.g. CALD, sports groups, Critical Incident Support Services, Citizens Advice Bureau	<ul style="list-style-type: none"> <li>• Affected directly by emergency (damage / access restriction)</li> <li>• Increased demand for services due to emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Information on supports available so that requests are managed and/or referred (available in community languages as required)</li> <li>• Up-to-date information on recovery progress</li> </ul>

### Communication Tools

Communication tools and outlets that can be used as needed during or after emergencies to effectively communicate to affected people and communities have been previously detailed in this Plan and include:

- **Part 3**
  - Municipal Partnerships, Strategies And Plans
- **Part 5**
  - Public Information and Warnings
  - Culturally and Linguistically Diverse Communities
  - Vulnerable Persons
  - Council Communications
- **Part 6**
  - Development and use of Community Networks in Recovery.

Council's communication during, and/or after emergencies, will be to utilise a combination of these capabilities.

## 6.10 Supporting Arrangements

### 6.10.1 Councils Relief and Recovery Service Providers

Council undertakes planning to build local arrangements and to understand capacity and capability in support of relief and recovery. This work is ongoing and continually evolving. Council's relief and recovery service providers are detailed in this Plan as **Appendix B, Part 3**.

These have been developed to be consistent with Part 7 of the *Emergency Management Manual Victoria*.

### 6.10.2 Community Health Organisations

The Department of Health and Human Services has developed agreements with the region's community health organisations to assist in the provision of coordination and services delivery of psychological first aid, counselling and personal support.

These arrangements can be activated through consultation between the Municipal Recovery Manager, the Department of Health and Human Services Regional Health Coordinator and Regional Recovery Manager. This is further referenced in the Department of Health and Human Services Hume Regional Relief and Recovery Plan.

### 6.10.3 Community Networks

Recovery planners, coordinators and managers should always be aware of the value of existing community networks as a conduit for information delivery, needs identification and support of those affected. These established networks are significant in the community and often have an inherent value that newly developed service networks may never develop.

Where possible and appropriate, existing community networks in an affected community should be actively engaged and supported in the relief and recovery processes.

Council's municipal partnerships, strategies and plans detailed in **Part 3** of this Plan are a resource that can be considered. Council also has an extensive and diverse network of partnerships and relationships that can be utilised. In a broad sense these include:

- Community and township networks
- Animals, environment and waste
- Business and industry
- Visitors and tourism
- Building planning and infrastructure.

These networks and partnerships are constantly evolving. Council's use of community networks in relief and recovery will be to utilise a combination of these. Further information can be found on Council's web site;

<http://greater-shepparton.com.au/>

Development and use of community networks should also consider members of Culturally and Linguistically Diverse Communities, these and the community networks are detailed in **Part 5** of this Plan.



#### **6.10.4 Community Meetings**

Community meetings may be conducted by response agencies as part of their role in keeping communities aware of the current emergency situation before, during and after events. Council will consider including appropriate relief and recovery services in those meetings.

As soon as practicable after an emergency, the Recovery Coordinator, either regional or municipal level, should arrange community meetings. These sessions are the first practical step in the process of ensuring a community is actively involved in the recovery process.

These sessions can also be used to support the development of Municipal and/or Community Recovery Committees. The role of community meetings in the recovery context is to provide:

- Clarification of the emergency event (control agency)
- Advice on services available (recovery agencies)
- Input into the development of management strategies (Council)
- Advice to affected individuals on how to manage their own recovery, including the provision of preventative health information (specialist advisers).

#### **6.10.5 Community Recovery Officer**

This position may be established in response to large scale events that impact multiple areas within the municipality. In these circumstances the coordination of multiple community recovery activities exceeds council's capacity.

The decision to establish this position rests with Council in consultation with the Municipal Recovery Manager, the Regional Recovery Coordinator, Department of Health and Human Services, and the Municipal Recovery Committee. The Municipal Recovery Manager is responsible for establishing this position.

If approved, council may be funded to appoint a Community Recovery Officer dedicated to the recovery process from an emergency event.

The role of a Community Recovery Officer is to assist community recovery activities and act as a conduit between affected community, Council and the regional and municipal recovery processes.

Specific roles and responsibilities of a Community Recovery Officer will be developed to be appropriate to the nature and consequences of each emergency event.

#### **6.10.6 Community Engagement**

Community engagement for the purposes of recovery will be consistent with Council's Community Engagement Policy.

#### **6.10.7 Emergency Recovery Centre**

An Emergency Recovery Centre is a building set up and staffed to be a "one stop shop" for affected residents to access to have their emotional, social, economic, and physical well-being needs addressed so people can resume a semblance of normal life as quickly as possible.

Emergency Recovery Centres are coordinated and staffed by Council and other service delivery personnel from agencies and government departments.



The time span of, and the services offered by a recovery centre is dependent on the needs of the community.

Council's Emergency Management Coordination Group is responsible for establishing Emergency Recovery Centres.

#### 6.10.8 Council's Business Continuity

Significant emergencies can affect Council services, assets and infrastructure. If these are affected it may be necessary to activate Council's business continuity arrangements to:

- Ensure that Council services continue to community, both those affected by the emergency and those not affected
- Assess, repair and/or reinstatement of Council assets and infrastructure
- Coordinate Council's internal recovery from the emergency event.

Council's business continuity arrangements are responsible for coordinating the consequence of an emergency on Council's services, assets and infrastructure. A summary of the impact and consequences of an emergency on Councils services, assets and infrastructure will be included in the Municipal Recovery Plan (if activated).

It may not be necessary for these arrangements to be activated for every event.

#### 6.10.9 Supply of Goods and Services

Municipal councils and other relief agencies obtain and pay for goods and services through their own supply systems. The Municipal Recovery Manager, with the assistance of the Department of Health and Human Services, will co-ordinate the acquisition and supply of goods and services which cannot be provided locally by Council or its municipal partners. When goods can only be obtained in such a manner, approval for payment from the Department is required prior to the goods being obtained.

#### 6.10.10 Emergency Financial Assistance

Emergency financial assistance is intended to help eligible individuals meet their basic needs in a dignified manner. Depending on the scale of an emergency this may be considered at both the State and Federal levels.

##### Department of Health and Human Services Emergency Relief Assistance

Emergency relief assistance payments are available to reduce personal hardship following an emergency, by helping to meet the immediate essential health, safety and wellbeing needs of affected Victorians. Emergency relief payments are available to eligible residents within seven days of an emergency.

Emergency relief assistance is provided on a needs assessment basis, and is available to assist households after house fires, and after the following natural emergency events:

- Bushfires
- Floods
- Severe storms
- Earthquakes.

<https://services.dhhs.vic.gov.au/personal-hardship-assistance-program>

#### Centrelink Crisis Payments

Crisis payments provide a one off payment to help people who are experiencing difficult or extreme circumstances. The eligibility for Crisis payment is based on current circumstances - the reason why severe financial hardship is being experienced. Crisis payment may be available if residents:

- Are eligible for an income support payment
- Have severe financial hardship, and
- Go through a natural disaster not covered by the specific Disaster Recovery Payment

<https://www.humanservices.gov.au/customer/services/centrelink/crisis-payment>

#### Disaster Recovery Funding Arrangements

Joint arrangements between the Australian and Victorian governments provide funding through the *Disaster Recovery Funding Arrangements* to government departments, municipal councils and affected community to assist in the recovery process. In Victoria this is oversighted by the Victorian Department of Treasury and Finance.

More information can be found on the Victorian Department of Treasury and Finance web site: <http://www.dtf.vic.gov.au/Victorias-Economy/Natural-disaster-financial-assistance>

#### 6.10.11 Animal Welfare

In the first instance the responsibility for the welfare of an animal remains with the person or persons in charge of that animal. In support of this, many agencies and organisations are available to assist during emergencies in Victoria.

The arrangements for animal welfare are determined by the Victorian Emergency Animal Welfare Plan. This determines that:

- The Department of Jobs, Precincts and Regions is the primary state agency for the provision of welfare support for all animals other than wildlife in emergencies
- The Department of Environment, Land, Water and Planning is the primary state agency for the provision of welfare support for all wildlife in emergencies.
- Municipal councils are responsible for the coordination of:
  - Identification of affected animals (registration of companion animals and livestock)
  - Management of animals at Emergency Relief Centres
  - Management of stray or roaming animals
  - Overall animal welfare assessment
  - Veterinary treatment and triage
  - Humane destruction or salvage slaughter
  - Carcass disposal
  - Provision of emergency pet food, livestock fodder and water
  - Coordination of donations and offers of assistance through the Victorian Farmers Federation.

#### 6.10.12 Release of Personal Information

The Privacy and Data Protection Act 2014 (PDPA) recognises that information privacy law is not a barrier to appropriate information sharing in emergencies and includes provisions that permit personal information to be shared in circumstances including where an individual's life or safety is at risk.

In the context of planning for, and in the event of an emergency, there is often little time to assess the situation fully. The potential risk associated with not sharing personal information in an emergency needs to be considered. Tragedies should not occur as a result of a misunderstanding of privacy legislation.

Organisations collect and handle a wide variety of personal information for a range of purposes. During an emergency, information held by one organisation may be of significant benefit to another organisation involved in emergencies.

Personal information may be useful in an emergency situation for the purposes of:

- Identifying those who are injured, missing or dead, or otherwise involved in the emergency
- Helping individuals to access services including repatriation, medical or other treatment, health, financial or other humanitarian aid
- Assisting law enforcement
- Coordinating or managing the emergency
- Ensuring people who are responsible for individuals (such as next of kin) are kept informed about the emergency or disaster response to those individuals.

The PDPA is legislation that provides a level of assurance to individuals that their personal information will be collected and handled appropriately and will not be misused by Victorian public sector organisations. One of its objects is to balance individuals' right to privacy with the free flow of information. The PDPA supports information sharing where there is a legitimate purpose.

Further Information in regard to this is available from the Commissioner for Privacy and Data Protection, Information Sheet 02.10, June 2016;

<https://ovic.vic.gov.au/>

## APPENDIX LIST

### Appendix A – Administration

- Part 1 Amendment History
- Part 2 Distribution List
- Part 3 Municipal Emergency Management Planning Committee Contact Directory
- Part 4 Municipal Emergency Management Plan Contact Directory
  - o 4.1 General
  - o 4.2 Community Facilities
  - o 4.3 Accommodation
  - o 4.4 Influenza Pandemic Plan
  - o 4.5 Catering
- Part 5 Municipal Emergency Management Planning Committee Terms of Reference
- Part 6 History of Emergencies
- Part 7 Profile and Social Characteristics of Townships
- Part 8 Acronyms and Abbreviations
- Part 9 Glossary

### Appendix B – Special Plans and Arrangements

#### Municipal Level

- Part 1 Greater Shepparton Community Emergency Risk Assessment Register
- Part 2 Support Services and Agencies for Response
- Part 3 Services and Agencies for Relief and Recovery
  - o 3.1 Municipal Relief and Recovery Arrangements
  - o 3.2 Councils Relief and Recovery Service Providers
- Part 4 Municipal Recovery Committee – Incident Specific
  - o 4.1 Terms of Reference – Template
  - o 4.2 Municipal Recovery Plan – Template
- Part 5 Community Recovery Committee – Incident Specific  
Terms of Reference – Template
- Part 6 Emergency Relief Centre Standard Operating Procedures
- Part 7 Emergency Management Facilities
- Part 8 Response Recovery Transition Agreement Template
- Part 9 Greater Shepparton City Council Emergency Management Reporting  
Structure
- Part 10 Greater Shepparton City Council Emergency Communication Plan
- Part 11 Municipal Emergency Coordination Centre Arrangements

Part 12 Council Resources - Use and Local Arrangements

Part 13 Plans and Arrangements

**Appendix C – Maps**

Part 1 Greater Shepparton Municipal Area Map

Part 2 Rural Map - Merrigum, Undera and Bunbartha

Part 3 Rural Map - Congupna, Tallygaroopna, Katandra and Dookie

Part 4 Rural Map - Merrigum, Tatura, Kialla Park, Kialla West, Toolamba and Old  
Toolamba

Part 5 Rural Map - Kialla Central Shepparton East

Part 6 Rural Map - Murchison, Old Toolamba and Moorilim

Part 7 Recreational Site Risks – Goulburn River Shepparton to Wyuna

Part 8 Recreational Site Risks – Goulburn River Murchison to Shepparton



# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

<b>Agenda Item 8.4</b>	<b>Small Town Festive Grants 2019 - Transition Round</b>	
<b>Attachment 1</b>	<b>Small Town Festive Decorations Grants - Guidelines 2019.....</b>	<b>302</b>

GREATER SHEPPARTON  
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## Small Town Festive Decoration Grant

### Funding Guidelines 2019

Funding up to \$2000

#### **IMPORTANT – Changes to the Small Town Festive Decoration Grant**

Council has acknowledged that the timing of the **Small Town Festive Decoration Grant** has not been ideal in the past with funds not confirmed until October each year. The Small Town Festive Decoration Grant for Christmas 2019 will open **Wednesday 2 January 2019** and close on **Monday 4 March 2019**. Recommendations will go to the **May Council Meeting** with payments being made before the **end of June 2019**. The change to the time lines will enable community organisations to order decorations from Christmas suppliers or engage men's sheds or other community groups to prepare decorations in time for Christmas 2019.

Greater Shepparton City Council is pleased to offer the Small Town Festive Decoration Grant program for small towns and localities. This grant enables local community organisations to purchase and install festive decorations such as lighting, Christmas trees, feature decorations, signage and banners.

The funding is available to a population centre in Greater Shepparton with less than 10,000 people. This includes the following small towns; however other localities may also apply.

- Congupna
- Katandra West
- Mooroopna
- Tallygaroopna
- Toolamba
- Dookie
- Merrigum
- Murchison
- Tatura
- Undera

The objective of the Small Town Festive Decoration funding program is to provide small towns and localities the opportunity to decorate their main street and/or public space to celebrate the festive season.

#### **What can be funded?**

- Purchase and installation of outdoor festive decorations such as lighting, Christmas trees, feature decorations, signage and banners.
- Installations that will be located outdoors in public areas, such as main streets, and/or iconic, high visibility areas in each town.
- Priority given to the purchase of decorations that can be used for multiple years.
- Installation costs.

Funded projects must be able to demonstrate community support, have a clear scope on what will be delivered and address safety and risk issues in the installation of decorations. A limit of \$2,000 applies to each grant from each area. Only one grant application per area/township will be accepted.

See Greater Shepparton City Council website for information on how to apply.  
[www.greatershepparton.com.au](http://www.greatershepparton.com.au)

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**Council Officers are available to discuss your ideas on 5832 9700**

**Please read the guidelines carefully to ensure that you are eligible to apply and to assist you to complete all sections of the application process**

### **Eligibility**

- Groups should be not-for-profit incorporated body, although not having a certificate of incorporation does not make a group ineligible to apply. In this situation, the group applying for the grant will need to nominate another incorporated not-for-profit Community Group, Organisation or Club in Greater Shepparton willing to manage the grant funds (or "auspice the grant") on their behalf. If you are considering making an application as an unincorporated body, please contact Council prior to making your application.
- Applicants are required to provide evidence of current Public Liability Insurance policy for this project. For grants less than \$5000 a minimum of \$10million Public Liability insurance is required.
- Funding is only available for festive installations. Events or activities cannot be funded by this program, please see Council's Festive Events Grants for funding for Festive Events.
- Funding is not available for festive installations where installation contravenes Council policy.
- The purchase of festive items can include the hire of contractors or equipment used to install the purchased items.

### **Council will not fund:**

- Installations that will be installed inside a community building
- Installation at privately owned buildings / locations.
- Signage or promotional materials for a specific event.
- retrospective funding e.g. projects that have already started or have been completed
- individuals
- groups and or organisations that operate for profit
- fundraising activities
- groups which are not incorporated
- politically based organisations or those who operate principally as a lobby group
- groups who are in debt to Council
- prize money and awards
- groups that receive direct income from electronic gaming machines.

C18/24810

GREATER SHEPPARTON  
GREATER FUTURE



### **Budget**

The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in delivering the project). Income and expenditure must be equal. Please provide a copy of quotes with your application.

Providing an in-kind contribution is not compulsory but would be viewed favourably by Council.

In-kind income means any goods and /or services contributed to the project that you would normally pay for, but are being received at no cost to the project.

If you have volunteers working on the project, include their in-kind contribution values at:

- \$25 per hour for unskilled labour
- \$40 per hour for qualified tradespersons
- \$65 per hour for machinery hire including driver

### **Approvals**

In some cases, approvals and permits maybe required to carry out the proposed project. Applicants should discuss their project with the responsible organisation e.g. Council or Victorian Government Department (i.e Vic Roads or Parks Victoria) prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals.

### **Attachments**

To assist with the approval of your application please provide attachments relevant to support your group's vision for the festive decorations detailed in your application. Including:

- Pictures of materials or products you have sourced.
- Maps or plans of where the decorations will be located
- Approval from the relevant land owner

### **Assessment**

Your application will be assessed by a panel of Council staff with representation from across Council departments. In assessing the applications, the panel will take the following factors into consideration.

- meets the objectives of the grant
- meets Council Plan objectives
- increases community involvement and participation
- addresses safety and risk issues
- clearly identified project scope and outcomes
- clearly defined implementation plan

Applications will be scored against the funding criteria and applications ranked in order of the score. The panel's recommendation will be presented to Council who will consider the recommended funding allocations at the May Ordinary Council Meeting. All applicants will be notified in writing as to the outcome of their application.

C18/24810

G R E A T E R   S H E P P A R T O N  
G R E A T E R   F U T U R E

**Acquittal**

You will be required to report back to Council when your project is completed. The acquittal process is important because it enables Council to continuously evaluate the success of the grant program. Your acquittal should include:

- A summary of the project including feedback on what went well and what you learnt from the project
- A Financial Statement supported by copies of invoices or receipt
- Copies of promotional material, any photographs of installations for the purpose of promoting the grant through Council publications and website.

**All projects need to be completed and acquitted by 31 January 2020**

C18/24810



# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

**Agenda Item 9.1      Council Plan 2018/19 Quarter 3 Progress Report**

**Attachment 1      Council Plan 2018-19 Quarter 3 Progress Report..... 307**



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# Council Plan 2018-19 Quarter 3 Progress Report

Greater Shepparton City Council



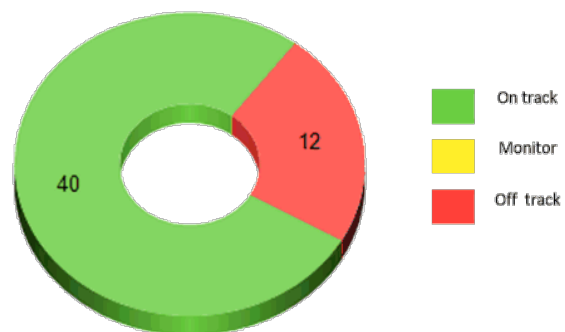
*Print Date: 17-Apr-2019*

[www.cammsgroup.com](http://www.cammsgroup.com)





Council Plan







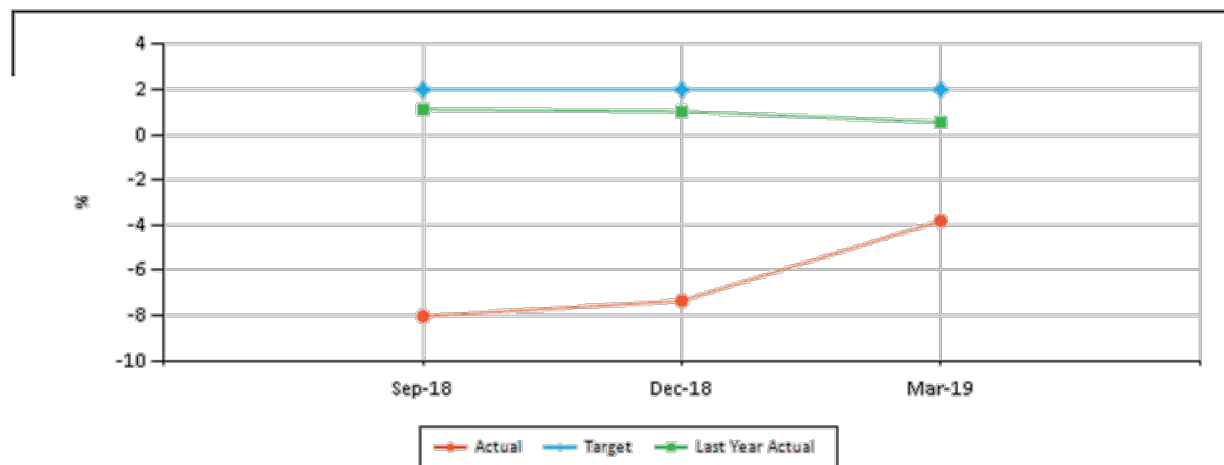
## Council Plan




## 1.1 Leadership and Governance

KPI: Adjusted underlying surplus (or deficit) as a percentage of underlying revenue

Responsible Officer: Chris TEITZEL

Reporting Officer: MATTHEW JARVIS



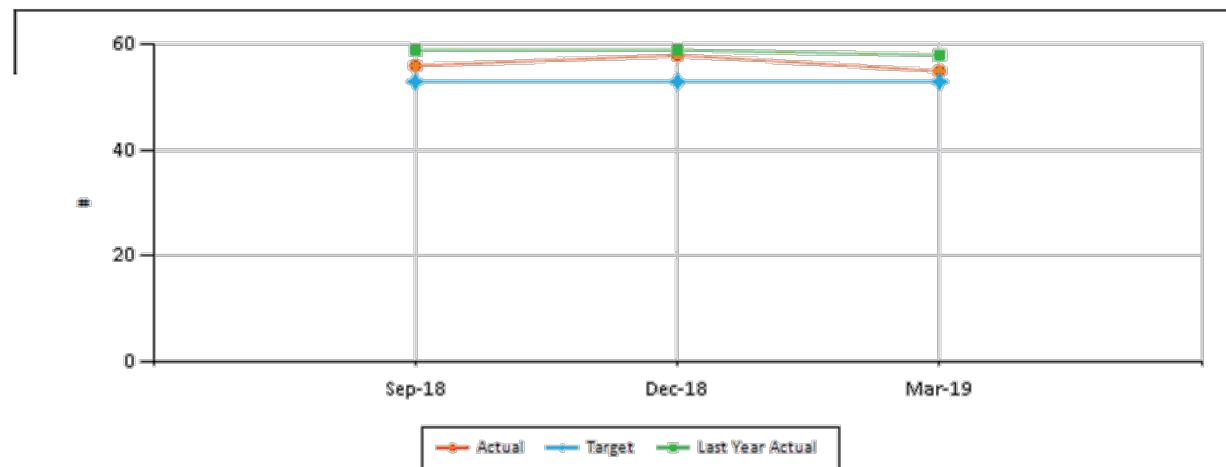
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	2.00	(8.03)	Impacted by early receipt of 50% (\$6.27m) of 2018/19 Federal Financial Assistance Grant funding in 2017/18. Also impacted by carryover of approx \$1.5m in non-council asset, non-recurrent works into 2018/19.
Dec-18		%	2.00	(7.35)	Early receipt of 50% of 2018/19 Federal Financial Assistance Grant funds (approx. \$6m) in 2017/18 has impacted the underlying operating result in 2018/19.
Mar-19		%	2.00	(3.81)	Early receipt of 50% of 2018/19 Federal Financial Assistance Grant funds (approx. \$6m) in 2017/18 has impacted the underlying operating result in 2018/19.



## KPI: Community satisfaction with community consultation and engagement

Responsible Officer: AMANDA TINGAY

Reporting Officer: James NOLAN



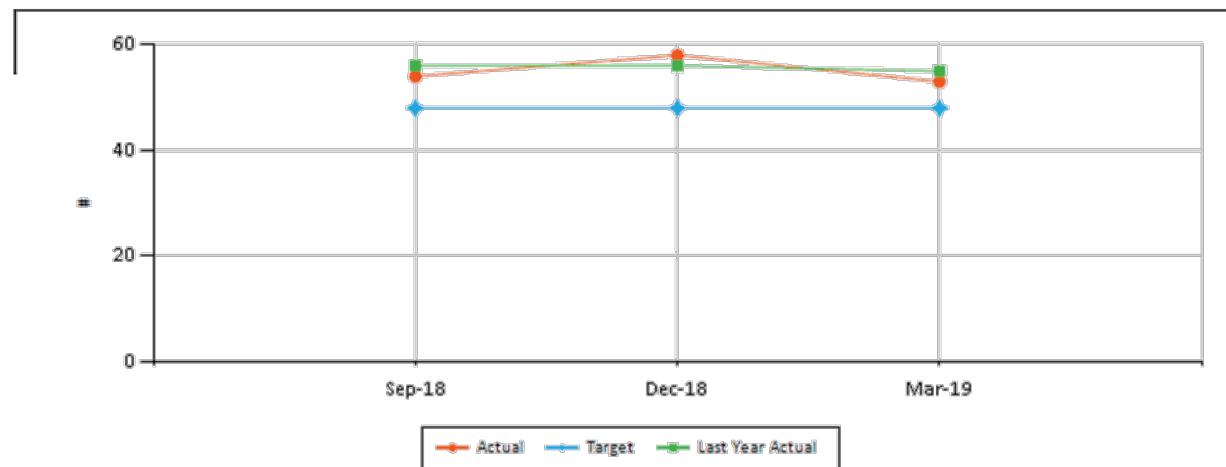
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		#	53.00	56.00	As at the end of the 1st Quarter 2018-19 Community Satisfaction Survey the Council received a score of 56 for satisfaction with community consultation and engagement.
Dec-18		#	53.00	58.00	As at the end of the 2nd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 58 for satisfaction with community consultation and engagement.
Mar-19		#	53.00	55.00	As at the end of the 3rd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 55 for satisfaction with community consultation and engagement.






## KPI: Community satisfaction with council decisions

Responsible Officer: Peter HARRIOTT

Reporting Officer: James NOLAN



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	48.00	54.00	For the 1st Quarter 2018-19 Community Satisfaction Survey the Council received a score of 54 for satisfaction with Council decisions.
Dec-18	 GREEN	#	48.00	58.00	For the 2nd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 58 for satisfaction with Council decisions.
Mar-19	 GREEN	#	48.00	53.00	For the 3rd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 53 for satisfaction with Council decisions.

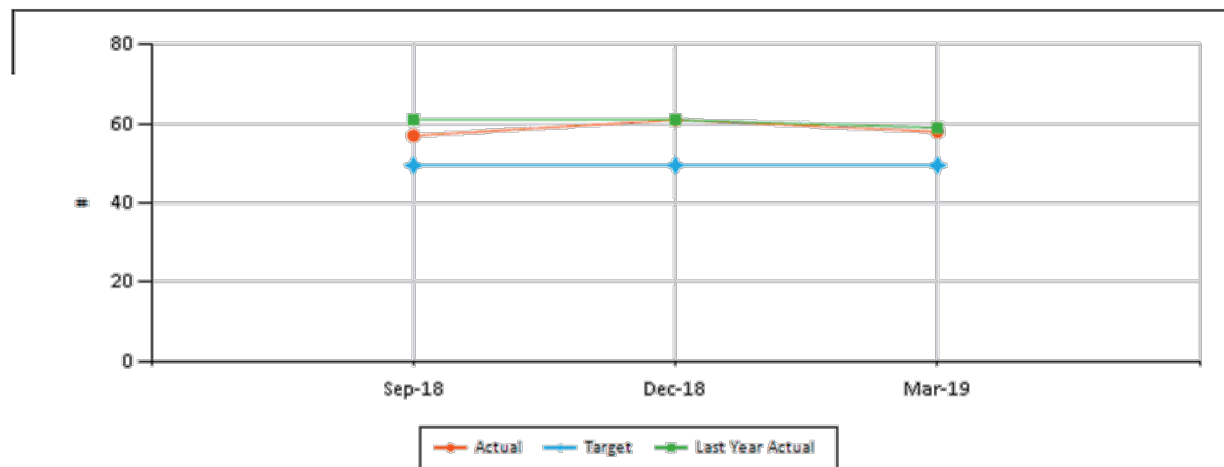







## KPI: Community satisfaction with level of advocacy

Responsible Officer: AMANDA TINGAY

Reporting Officer: James NOLAN



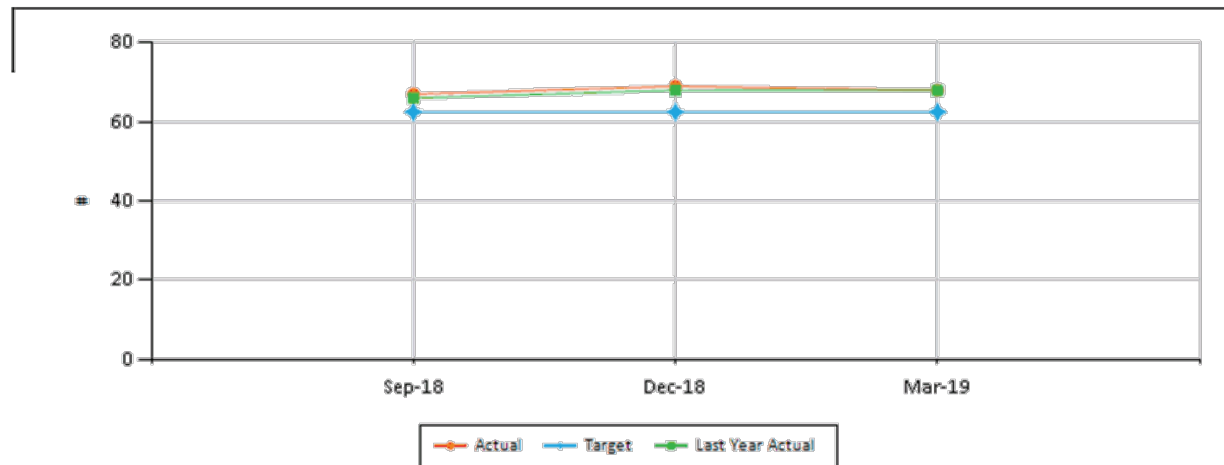
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	49.50	57.00	For the 1st Quarter 2018-19 Community Satisfaction Survey the Council received a score of 57 for satisfaction with level of advocacy.
Dec-18	 GREEN	#	49.50	61.00	For the 2nd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 61 for satisfaction with level of advocacy.
Mar-19	 GREEN	#	49.50	58.00	For the 3rd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 58 for satisfaction with level of advocacy.






## KPI: Community satisfaction with services

Responsible Officer: Peter HARRIOTT

Reporting Officer: James NOLAN



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	62.50	67.00	For the 1st Quarter 2018-19 Community Satisfaction Survey the Council received a score of 67 for satisfaction with services.
Dec-18	 GREEN	#	62.50	69.00	For the 2nd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 69 for satisfaction with services.
Mar-19	 GREEN	#	62.50	68.00	For the 3rd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 68 for satisfaction with services.








## KPI: Council decisions made at meetings closed to the public

Responsible Officer: James NOLAN

Reporting Officer: BEC GOOD



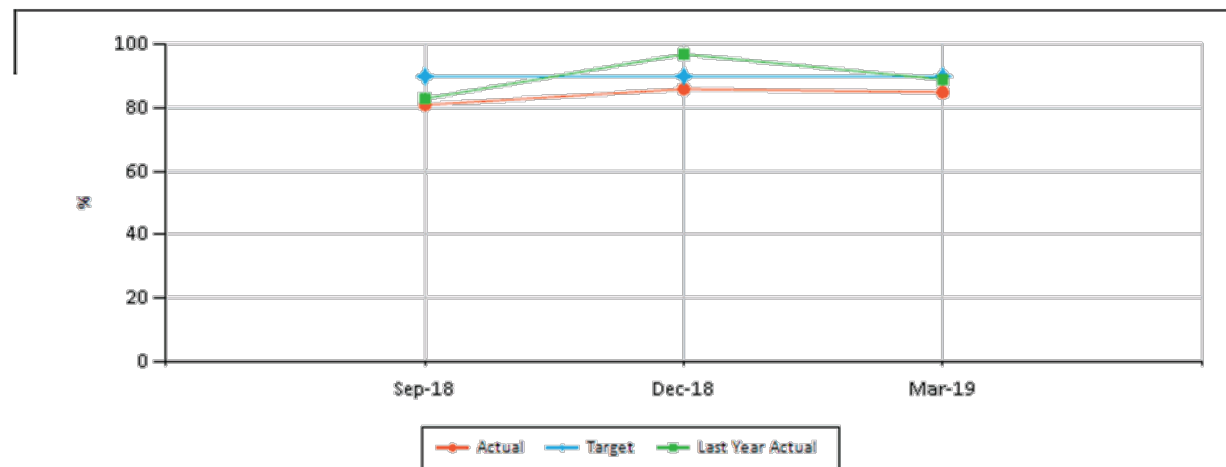
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	5.00	2.00	2% of Council decisions were made at meetings closed to the public for the period of July to September 2018
Dec-18	 GREEN	%	5.00	0.84	0.84% of Council decisions were made at meetings closed to the public for the period of October to December 2018
Mar-19	 GREEN	%	5.00	2.63	2.63% of Council decisions were made at meetings closed to the public for the period of January to March 2018






## KPI: Councillor attendance at council meetings

Responsible Officer: James NOLAN

Reporting Officer: BEC GOOD

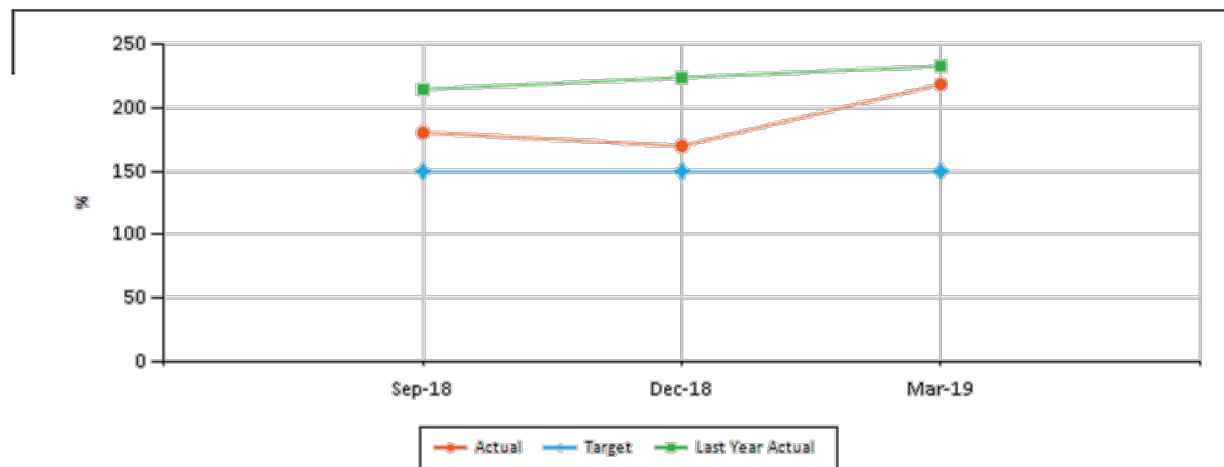





PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 RED	%	90.00	81.00	Councillor attendance at council meetings for the period July to September 2018 was 81%
Dec-18	 RED	%	90.00	86.00	Councillor attendance at council meetings for the period October to December 2018 was 86%
Mar-19	 RED	%	90.00	85.00	Several Councillors have been on leave in Quarter 3.



## KPI: Current assets as a percentage of current liabilities

Responsible Officer: Chris TEITZEL  
Reporting Officer: MATTHEW JARVIS



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	150.00	180.60	Adopted budget 18/19 had a working capital ratio of 172%. This increased at the Q1 Forecast Review to 181% largely reflecting the impact of the ending cash position for 2017/18.
Dec-18	 GREEN	%	150.00	170.00	As per the 2018/2019 Adopted Budget the trend for this indicator for the following three years is 146%, 114% and 124%.
Mar-19	 GREEN	%	150.00	218.70	Approximately \$7.6m in capital works from 2018/2019 has been re-budgeted at the Q3 Forecast Review into future financial years. Funds held for these works are currently classified as 'current assets'.

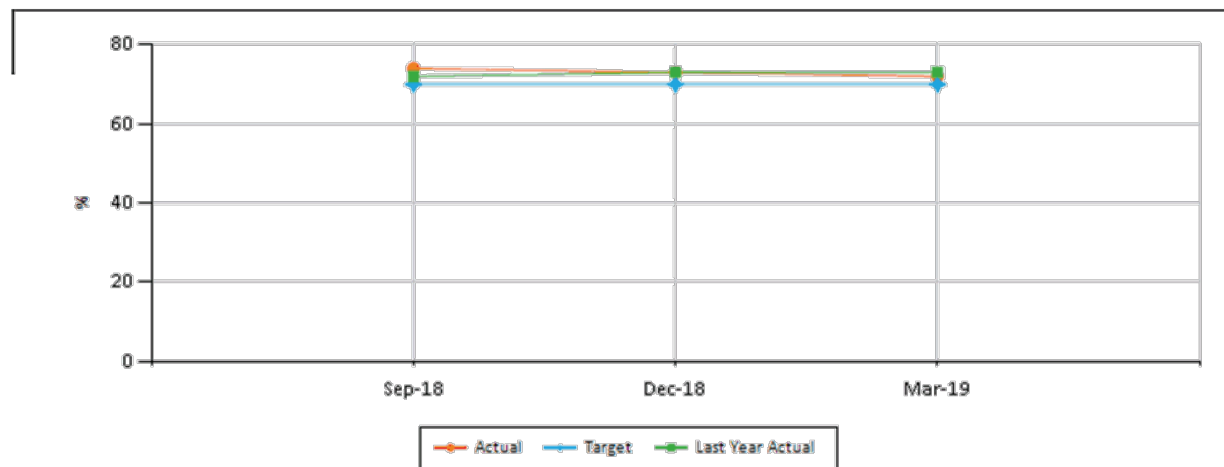







## KPI: Customer responsiveness

Responsible Officer: Chris TEITZEL

Reporting Officer: James NOLAN



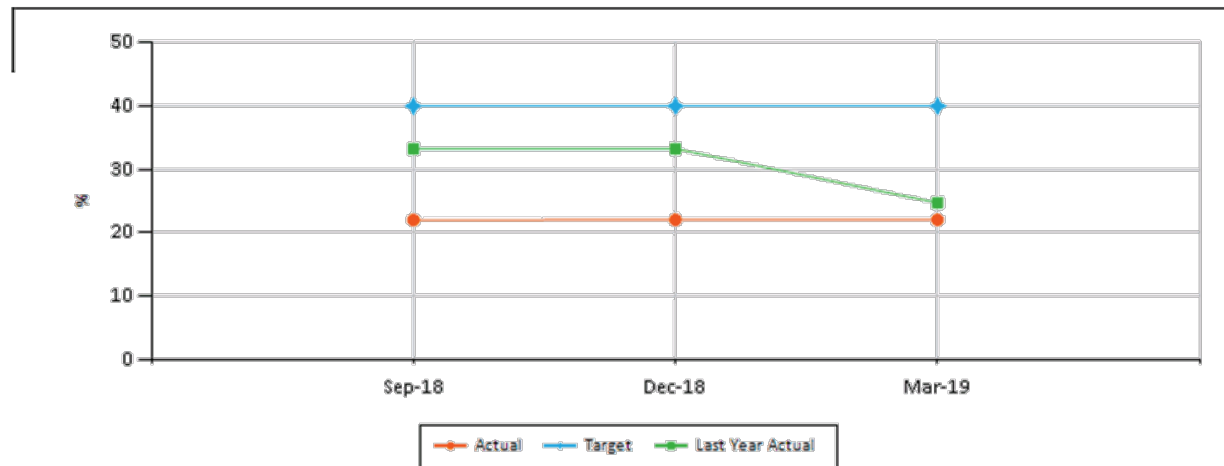
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	70.00	74.00	For the 1st Quarter 2018-19 Community Satisfaction Survey the Council received a score of 74 for customer responsiveness.
Dec-18	 GREEN	%	70.00	73.00	For the 2nd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 73 for customer responsiveness.
Mar-19	 GREEN	%	70.00	72.00	For the 3rd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 72 for customer responsiveness.






## KPI: Loans and borrowings as a percentage of rates

Responsible Officer: Peter HARRIOTT

Reporting Officer: MATTHEW JARVIS



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	40.00	22.00	KPI remaining static. No borrowings proposed for 2018/19.
Dec-18	 GREEN	%	40.00	22.03	No new borrowings for the 2018/2019 financial year
Mar-19	 GREEN	%	40.00	22.03	No new borrowings for the 2018/2019 financial year

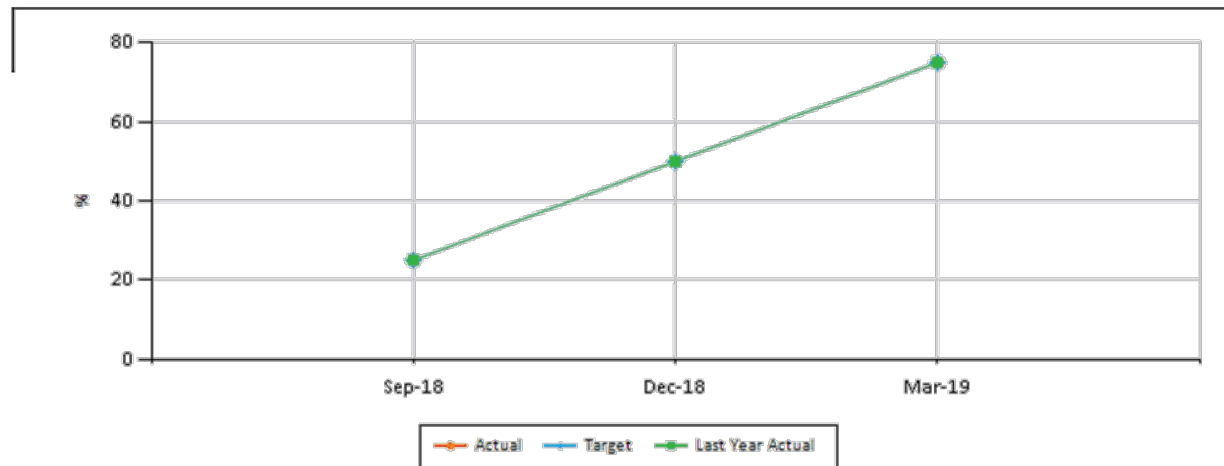







## KPI: Municipal HWB Implementation Plan reported annually to DHHS

Responsible Officer: David BOOTH

Reporting Officer: David BOOTH



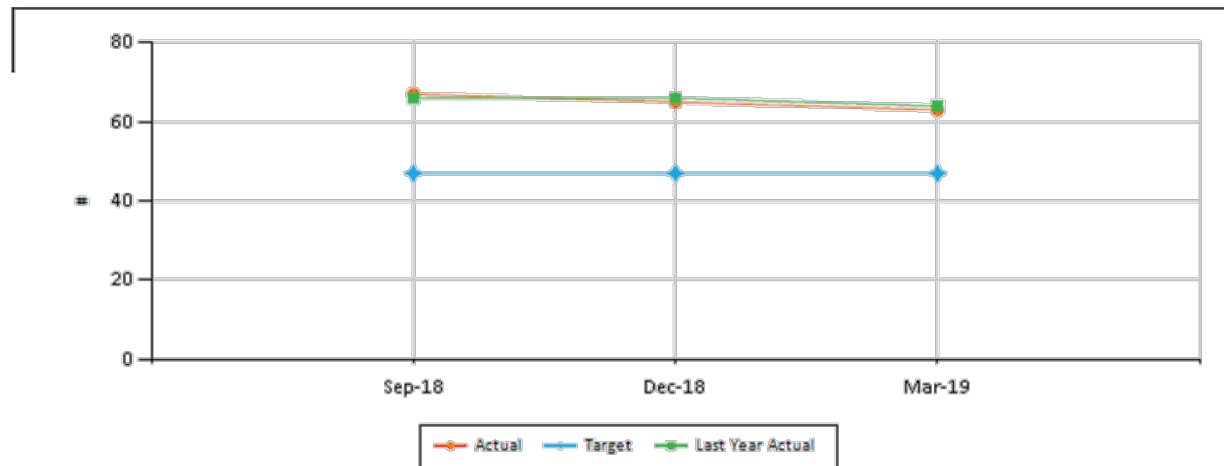
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	25.00	25.00	Reporting to DHHS on progress against the Municipal Public Health and Wellbeing Plan is scheduled for November each year.
Dec-18	 GREEN	%	50.00	50.00	The Municipal Public Health and Wellbeing plan has been incorporated into the 2017 - 2021 Council Plan. Implementation and reporting of outcomes is ongoing.
Mar-19	 GREEN	%	75.00	75.00	Reporting to DHHS is conducted in October each year. Implementation of actions is ongoing.






## KPI: Overall Council Direction

Responsible Officer: Peter HARRIOTT

Reporting Officer: James NOLAN



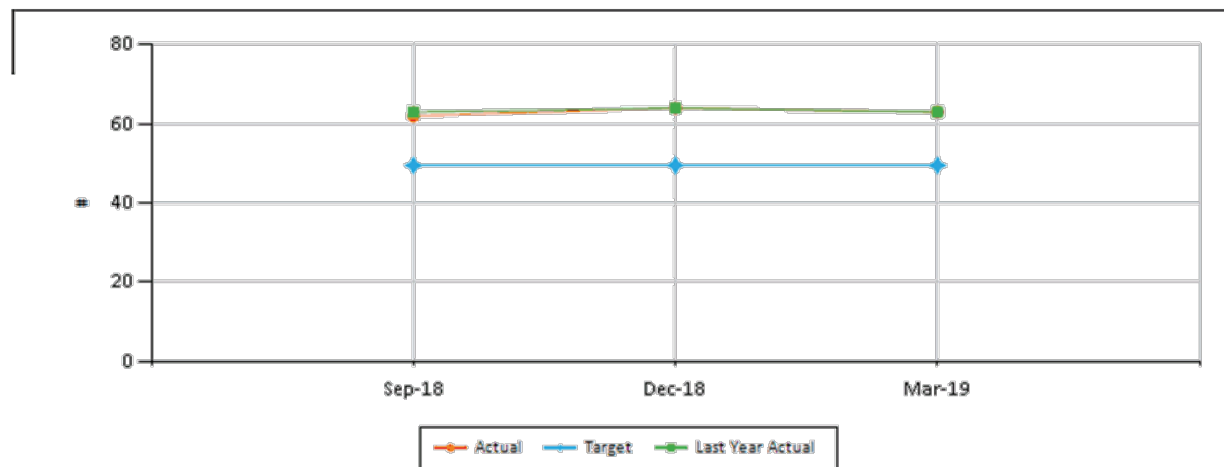
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	47.00	67.00	For the 1st Quarter 2018-19 Community Satisfaction Survey the Council received a score of 67 for Overall Council Direction.
Dec-18	 GREEN	#	47.00	65.00	For the 2nd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 65 for Overall Council Direction.
Mar-19	 GREEN	#	47.00	63.00	For the 3rd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 63 for Overall Council Direction.






## KPI: Overall performance community satisfaction rate

Responsible Officer: Peter HARRIOTT

Reporting Officer: James NOLAN



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	49.50	62.00	For the 1st Quarter 2018-19 Community Satisfaction Survey the Council received a score of 62 for Overall Performance
Dec-18	 GREEN	#	49.50	64.00	For the 2nd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 64 for Overall Performance
Mar-19	 GREEN	#	49.50	63.00	For the 3rd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 63 for Overall Performance



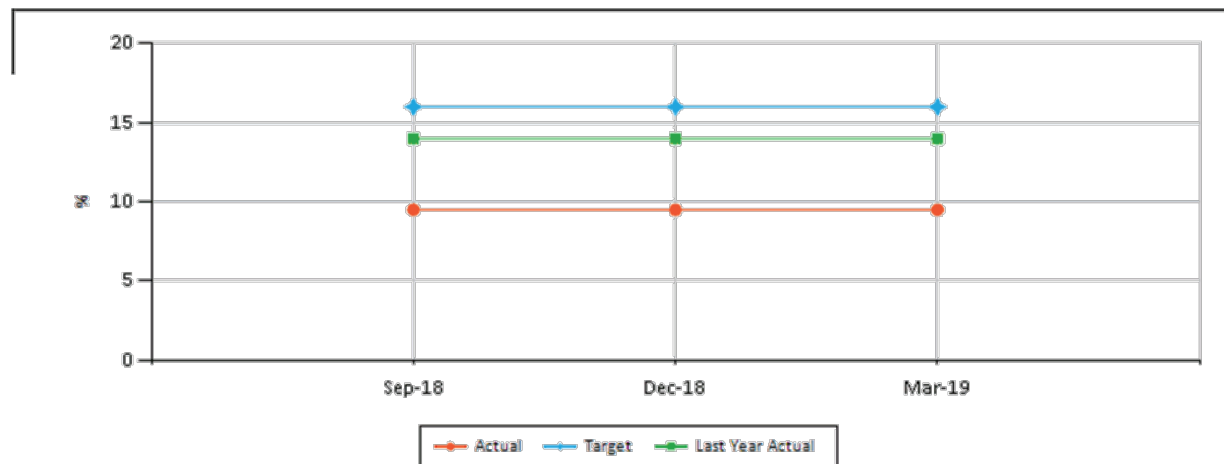





## 1.2 Social

## KPI: Active library members in municipality

Responsible Officer: AMANDA TINGAY

Reporting Officer: KAYE THOMSON



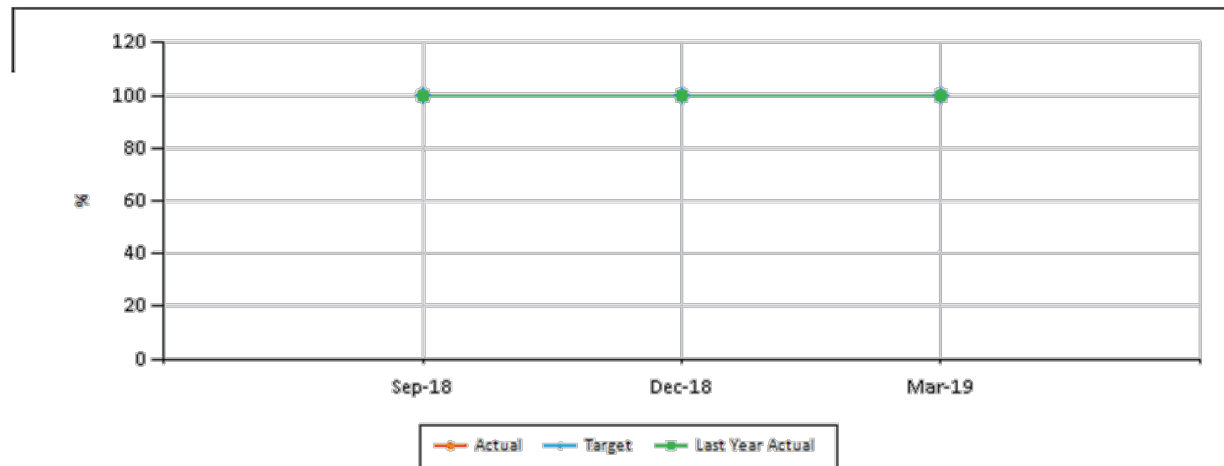
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	16.00	9.49	There are 9.49% of the community are active library members in the municipality based on GVRL data. Definition of active library member has changed and has negatively affected the %
Dec-18		%	16.00	9.49	There are 9.49% of the community are active library members in the municipality based on GVRL data. Definition of active library member has changed and has negatively affected the %
Mar-19		%	16.00	9.49	There are 9.49% of the community are active library members in the municipality based on GVRL data. Definition of active library member has changed and has negatively affected the % Need to change the definition of active library member as it does not reflect library attendance.



## KPI: Compliance with Home Care Standards

Responsible Officer: AMANDA TINGAY

Reporting Officer: AMANDA TINGAY



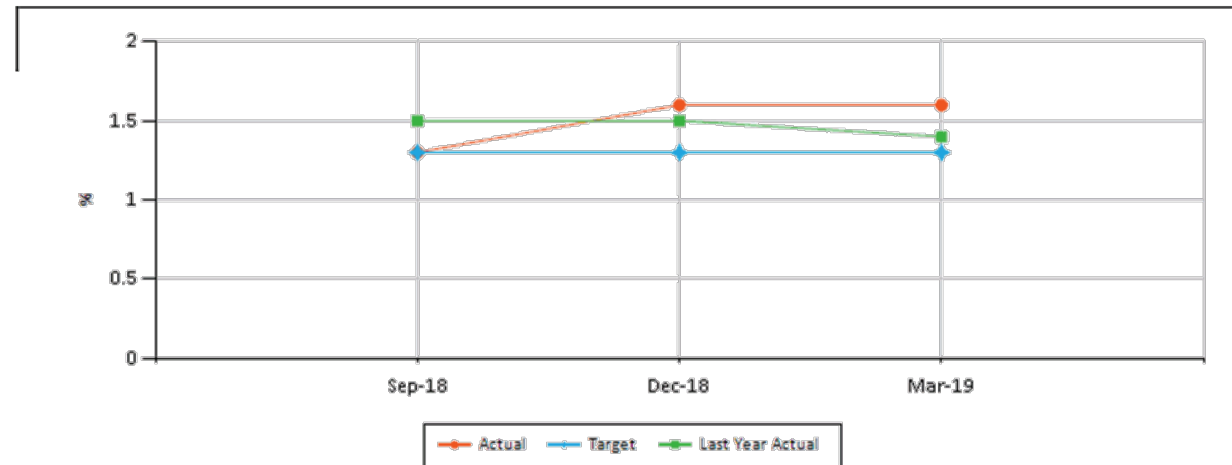
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	100.00	100.00	There has been 100% compliance with Home Care Standards through the Australian Aged Care Quality Agency audit.
Dec-18		%	100.00	100.00	There has been 100% compliance with Home Care Standards through the Australian Aged Care Quality Agency audit.
Mar-19		%	100.00	100.00	There has been 100% compliance with Home Care Standards through the Australian Aged Care Quality Agency audit.






KPI: GSCC to achieve 2% indigenous employment by 2020 as per the Algabonyah Agreement

Responsible Officer: Karen LIVERSIDGE

Reporting Officer: Karen LIVERSIDGE



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	1.30	1.30	Current identified Aboriginal employees - 1.3%
Dec-18	 GREEN	%	1.30	1.60	Current identified Aboriginal employees - 1.6%
Mar-19	 GREEN	%	1.30	1.60	Current identified Aboriginal employees - 1.6%

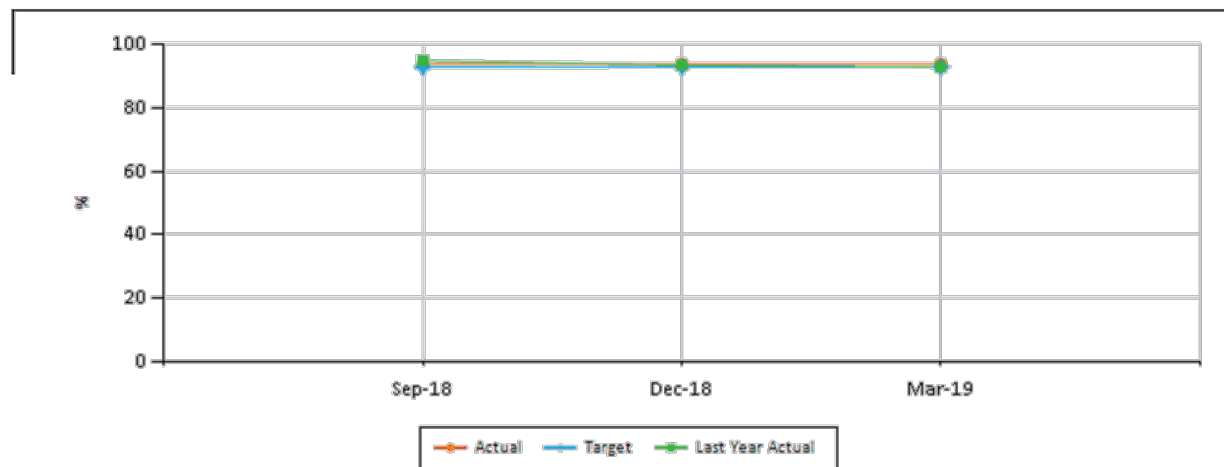




## KPI: Immunisation coverage rate

Responsible Officer: GREG MCKENZIE

Reporting Officer: LISA EADE



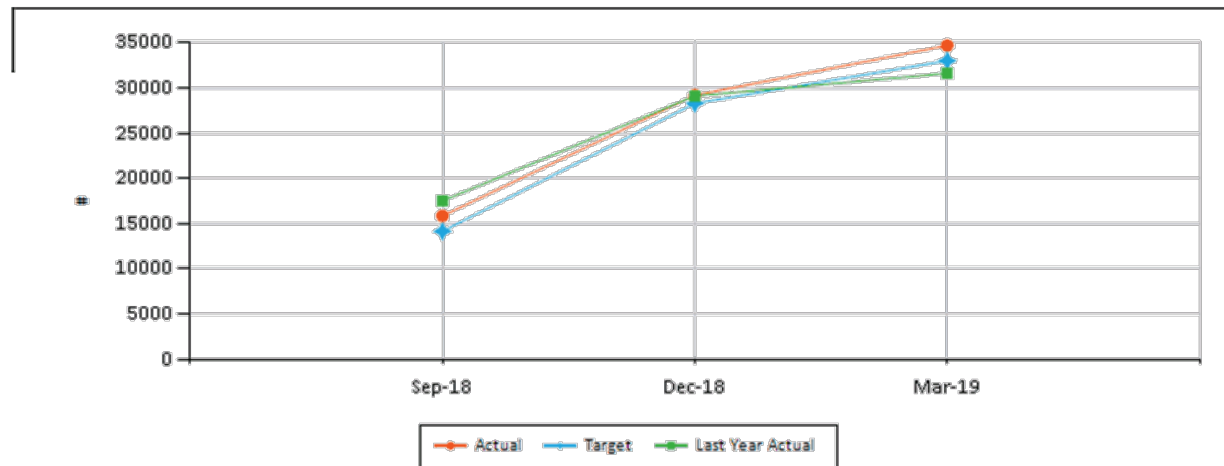
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	93.00	93.88	As at the end of September 2018 - Immunisation coverage rate is 93.88% Cohort breakdown 12-<15 Months 93.07 24-<27 Months 93.72 60-<63 Months 94.85
Dec-18		%	93.00	93.88	As at the end of September 2018 - Immunisation coverage rate is 93.88% Cohort breakdown 12-<15 Months 93.07 24-<27 Months 93.72 60-<63 Months 94.85
Mar-19		%	93.00	93.88	As at the end of September 2018 - Immunisation coverage rate is 93.88% Cohort breakdown 12-<15 Months 93.07 24-<27 Months 93.72 60-<63 Months 94.85






## KPI: Number of people attending performing arts events

Responsible Officer: Ken CAMERON

Reporting Officer: Ken CAMERON



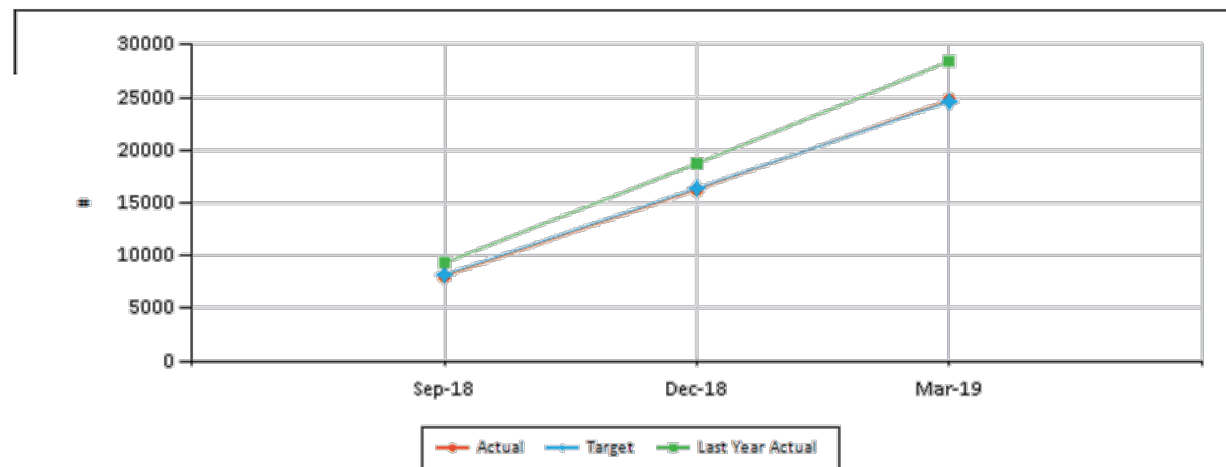
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	14,147.00	15,842.00	For the 1st quarter 2018-19 there were 15,842 people attending performing arts events.
Dec-18	 GREEN	#	28,294.00	29,190.00	For the 2nd quarter 2018-19 there were 13,348 people attending performing arts events.
Mar-19	 GREEN	#	33,012.00	34,692.00	For the 3rd quarter 2018-19 there were 5,502 people attending performing arts events.






## KPI: Number of people attending SAM

Responsible Officer: Rebecca COATES

Reporting Officer: Carl DURNIN



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 RED	#	8,201.00	8,039.00	For the 1st quarter 2018-19 there were 8,039 people attending SAM.
Dec-18	 RED	#	16,402.00	16,254.00	For the 2nd quarter 2018-19 there were 8,215 people attending SAM.
Mar-19	 GREEN	#	24,603.00	24,781.00	For the 3rd quarter 2018-19 there were 8,527 people attending SAM.

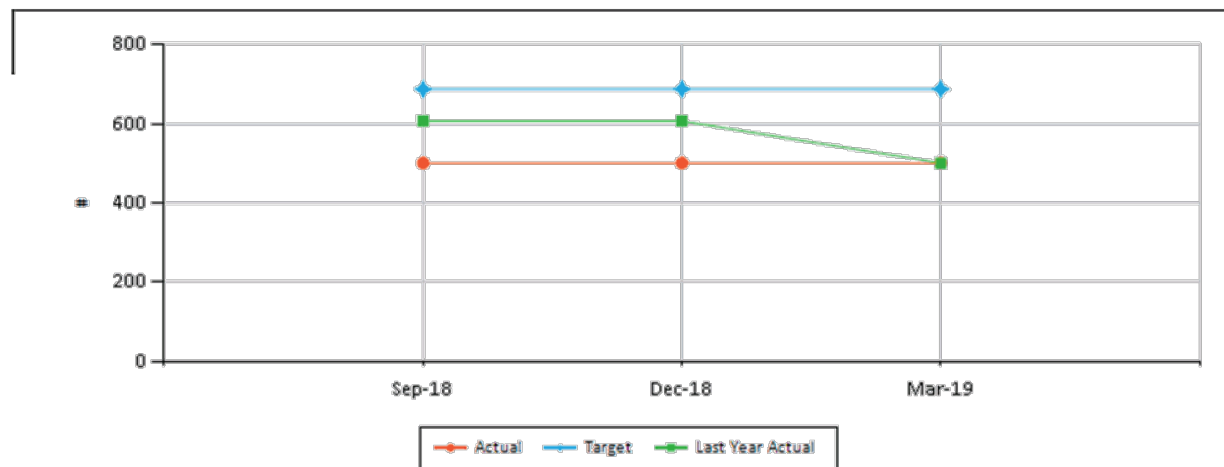







## KPI: Number of people cycling to work within Greater Shepparton

Responsible Officer: COLIN KALMS

Reporting Officer: MICHAEL MACDONAGH



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		#	688.00	501.00	Super Tuesday count from March 2018.
Dec-18		#	688.00	501.00	Super Tuesday count from March 2018.
Mar-19		#	688.00	501.00	Super Tuesday count from March 2018. We expect to have data on Super Tuesday for 2019 in Quarter 4.






## KPI: Number of people that participate in Council run Active Living programs

Responsible Officer: David BOOTH

Reporting Officer: David BOOTH



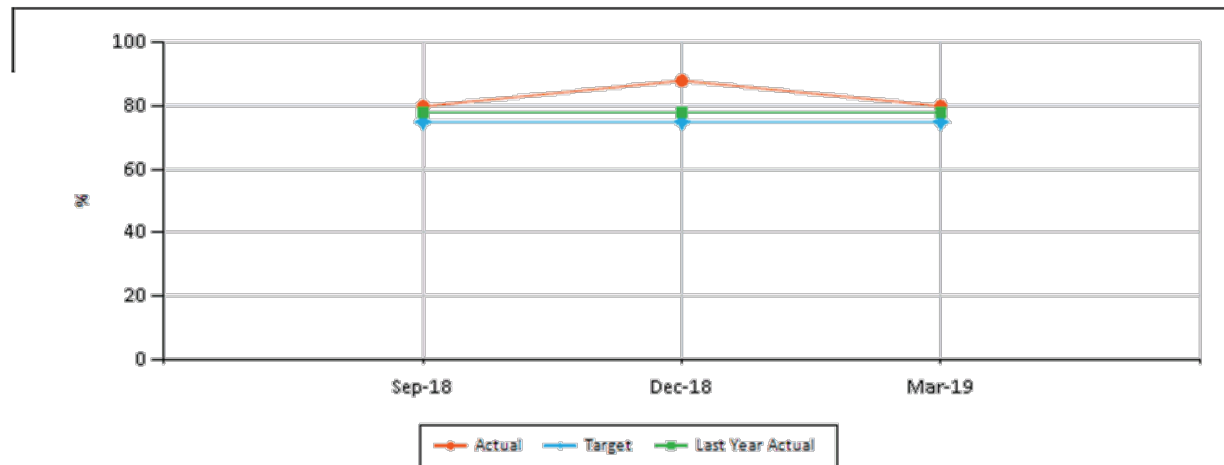
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	130,500.00	132,492.00	In Quarter 1 2018-19 132,492 people participated in Council run Active Living programs
Dec-18	 GREEN	#	384,250.00	400,688.00	In Quarter 2 2018-19 268,196 people participated in Council run Active Living programs Attendance across the Active Living facilities remains inline with forecasts. Cooler weather in November detracted from pool attendances however December weather conditions were more favorable.
Mar-19	 GREEN	#	601,750.00	624,238.00	Strong aquatic swim attendance at AQUAMOVES contributed to good overall attendances this quarter.






## KPI: Participation in the Maternal &amp; Child Health (MCH) Service

Responsible Officer: SALLY ROSE-BASSETT

Reporting Officer: SALLY ROSE-BASSETT



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	75.00	79.93	Year to date there has been 79.93% participation in the Maternal and Child Health service.
Dec-18	 GREEN	%	75.00	88.00	Year to date there has been 88% participation in the Maternal and Child Health service.
Mar-19	 GREEN	%	75.00	80.00	Year to date there has been 80% participation in the Maternal and Child Health service. Please note this is only an indicative number until we have complete data at the end of the financial year.

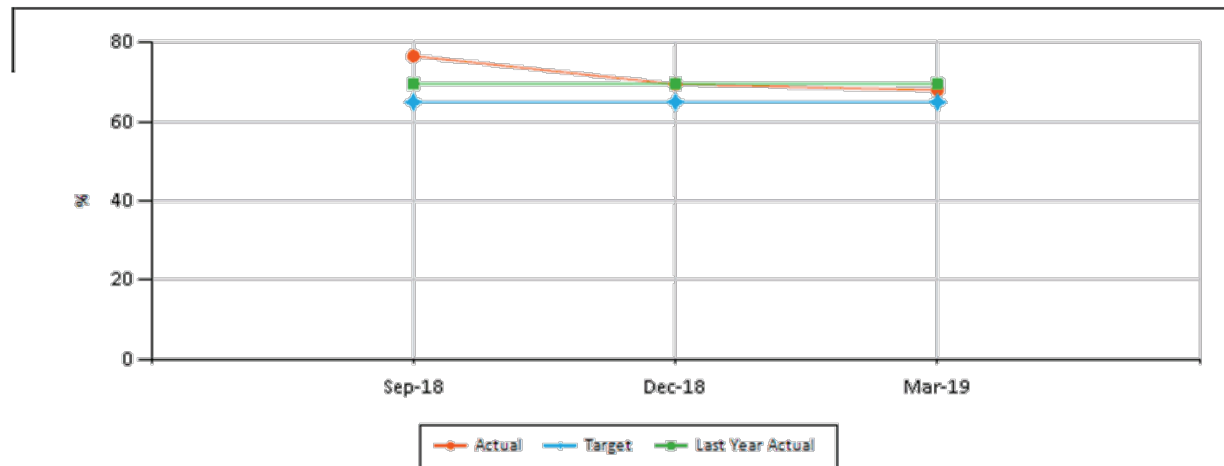







## KPI: Participation in the MCH service by Aboriginal children

Responsible Officer: SALLY ROSE-BASSETT

Reporting Officer: SALLY ROSE-BASSETT



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	65.00	76.64	Year to date there has been 76.64% participation in the Maternal and Child Health service by Aboriginal children.
Dec-18	 GREEN	%	65.00	69.50	Year to date there has been 69.50% participation in the Maternal and Child Health service by Aboriginal children.
Mar-19	 GREEN	%	65.00	68.00	Year to date there has been 68% participation in the Maternal and Child Health service by Aboriginal children. Please note this is only an indicative number until we have complete data at the end of the financial year.






KPI: The Actions identified in the Municipal Public Health and Wellbeing Annual Action Plan linked to the Social Theme are addressed.

Responsible Officer: David BOOTH

Reporting Officer: David BOOTH



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	25.00	25.00	Council is to consider the Public Health Strategic Health Plan at its October meeting. The implementation plan that accompanies this strategy address many of the Social themes identified in the Council Plan.
Dec-18	 GREEN	%	50.00	50.00	The Municipal Public Health and Wellbeing plan has been incorporated into the 2017 - 2021 Council Plan. Implementation and reporting of outcomes is ongoing.
Mar-19	 GREEN	%	75.00	75.00	The Greater Shepparton Public Health Strategic Plan has been designed to compliment the 2017 - 2021 Council Plan. There is a strong correlation between the Strategic Plan's Implementation plan and the Social theme of the Council Plan.

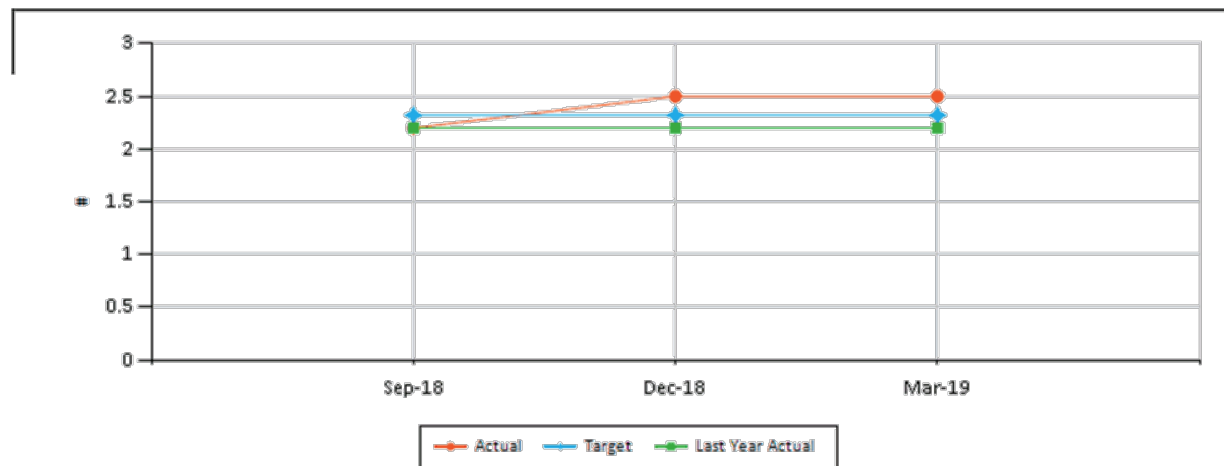





## 1.3 Economic

KPI: Average length of stay per visitor

Responsible Officer: ROHAN SALI

Reporting Officer: Kristy MCINTYRE



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 RED	#	2.32	2.20	Average length of stay per visitor for the period January to December 2017 was 2.2 days
Dec-18	 GREEN	#	2.32	2.50	Average length of stay per visitor for the financial year ending 30 June was 2.5 days
Mar-19	 GREEN	#	2.32	2.50	Average length of stay per visitor for the financial year ending 30 June was 2.5 days

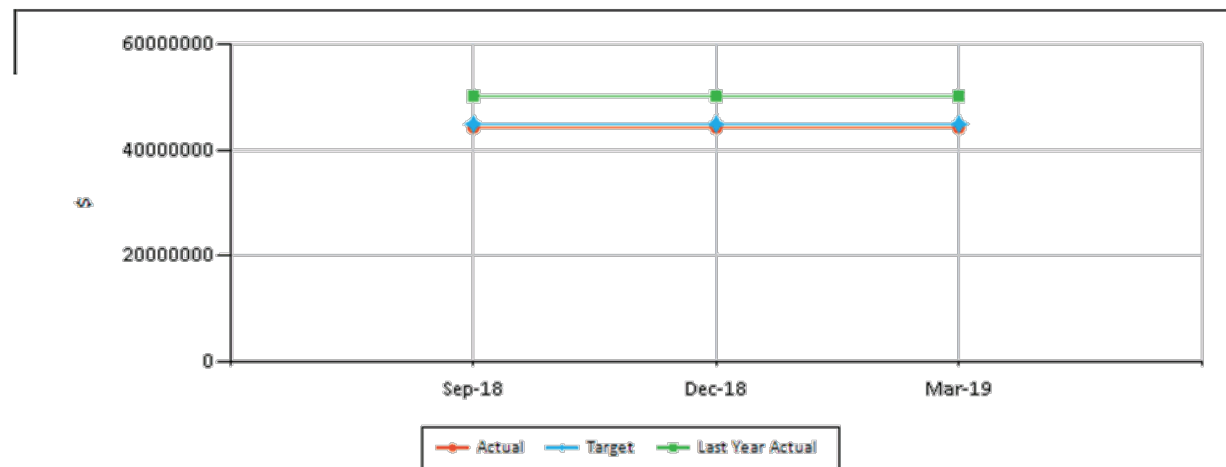







## KPI: Economic yield from Council events

Responsible Officer: ROHAN SALI

Reporting Officer: Kristy MCINTYRE



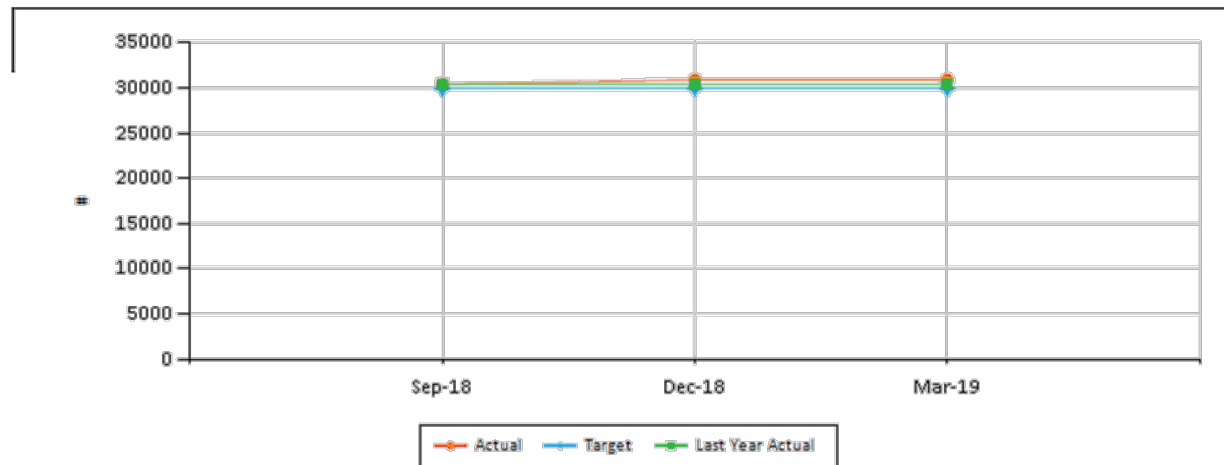
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 RED	\$	44,946,113.00	44,300,000.00	Economic yield from Council events is \$44,300,000 as at August 2018
Dec-18	 RED	\$	44,946,113.00	44,300,000.00	Overall visitation up however the length of stay was down hence the variance. 2019 events calendar is looking very positive and should see an increase.
Mar-19	 RED	\$	44,946,113.00	44,300,000.00	Overall visitation up however the length of stay was down hence the variance. 2019 events calendar is looking very positive and should see an increase.






## KPI: Number of employed residents

Responsible Officer: MICHAEL CARRAFA

Reporting Officer: Kristy MCINTYRE






PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		#	29,977.00	30,390.00	There were 30,390 employed residents in 2017 (National Institute of Economic and industry Research) In 2016 there were 29,902 employed residents. An increase of 488 employed residents in 2017.
Dec-18		#	29,977.00	30,906.00	There were 30,906 employed residents in 2018 (National Institute of Economic and industry Research) In 2017 there were 30,390 employed residents. An increase of 516 employed residents in 2018.
Mar-19		#	29,977.00	30,906.00	There were 30,906 employed residents in 2018 (National Institute of Economic and Industry Research) In 2017 there were 30,390 employed residents. An increase of 516 employed residents in 2018.



**KPI: Number of existing businesses Council assists to expand their operations in Greater Shepparton**
**Responsible Officer:** MICHAEL CARRAFA

**Reporting Officer:** Kristy MCINTYRE


PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	5.00	6.00	Council assisted 6 businesses to expand their operations between July and September 2018
Dec-18	 RED	#	10.00	8.00	Council assisted 2 businesses to expand their operations between October and December 2018
Mar-19	 RED	#	15.00	10.00	Council assisted 2 businesses to expand operations between January and March 2019

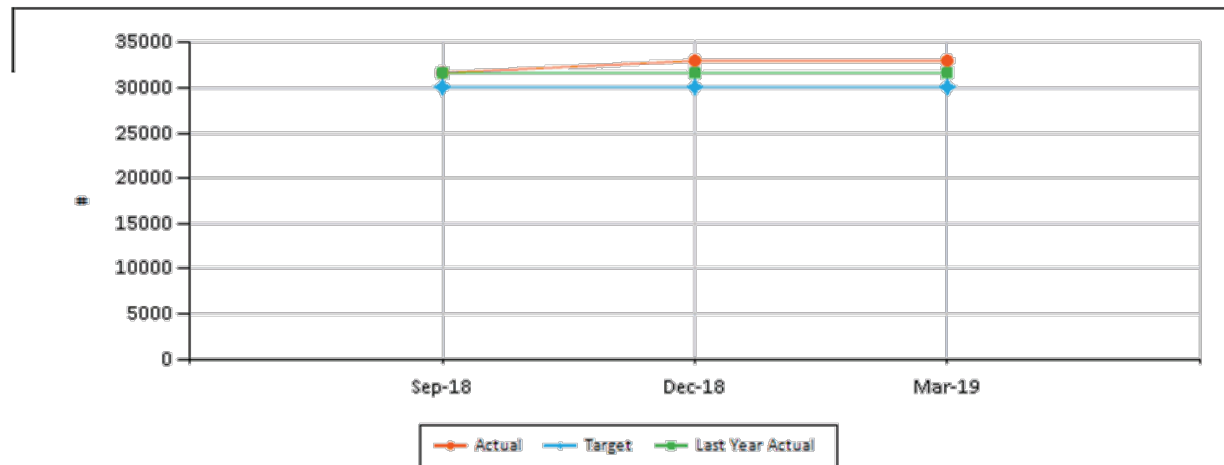







## KPI: Number of local jobs

Responsible Officer: MICHAEL CARRAFA

Reporting Officer: Kristy MCINTYRE



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	30,110.00	31,676.00	The number of local jobs in 2017 is 31,676 (based on Employment (total) by industry - Economy ID) In 2016 the number of local jobs was 30,035. There has been an increase in 1,641 jobs from 2016 to 2017.
Dec-18	 GREEN	#	30,110.00	32,996.00	The number of local jobs in 2018 is 32,996 (based on Employment (total) by industry - Economy ID) In 2016 the number of local jobs was 31,676. There has been an increase in 1,320 jobs from 2017 to 2018.
Mar-19	 GREEN	#	30,110.00	33,011.00	The number of local job in 2019 is 33011 (based on Employment (total) by industry - Economy ID)






## KPI: Number of new businesses Council assists to invest in Greater Shepparton

Responsible Officer: MICHAEL CARRAFA

Reporting Officer: Kristy MCINTYRE



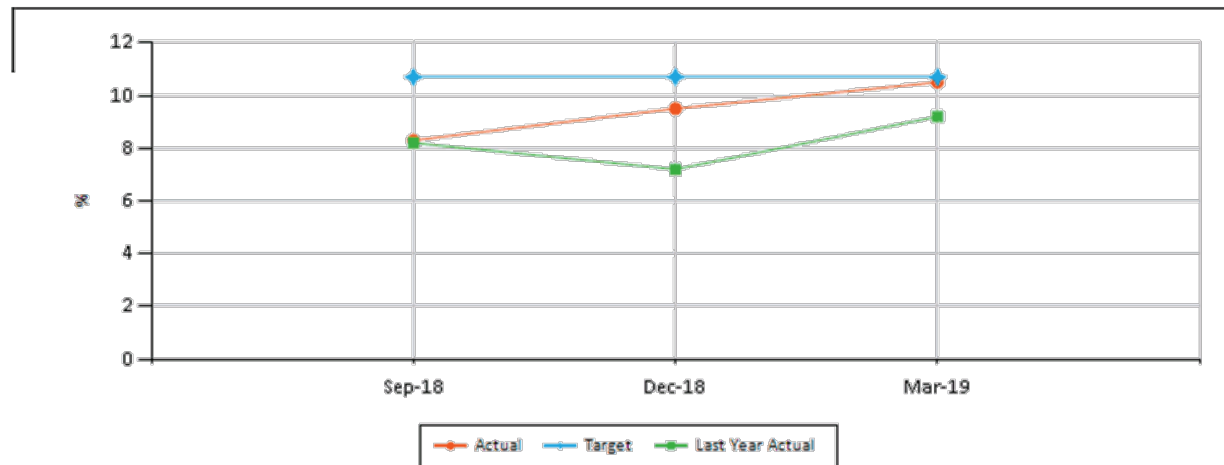
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	5.00	7.00	Council assisted 7 new businesses between July and September 2018
Dec-18	 GREEN	#	10.00	16.00	Council assisted 9 new businesses between October and December 2018
Mar-19	 GREEN	#	15.00	24.00	Council assisted 8 new businesses between January and March 2019



## KPI: Reduction in the Greater Shepparton retail vacancy rate

Responsible Officer: MICHAEL CARRAFA

Reporting Officer: Kristy MCINTYRE



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	10.70	8.30	Current vacancy rate is 8.3% as at September 2018
Dec-18		%	10.70	9.50	Current vacancy rate is 9.5% as at December 2018
Mar-19		%	10.70	10.50	Current vacancy rate is 10.5% as at March 2019

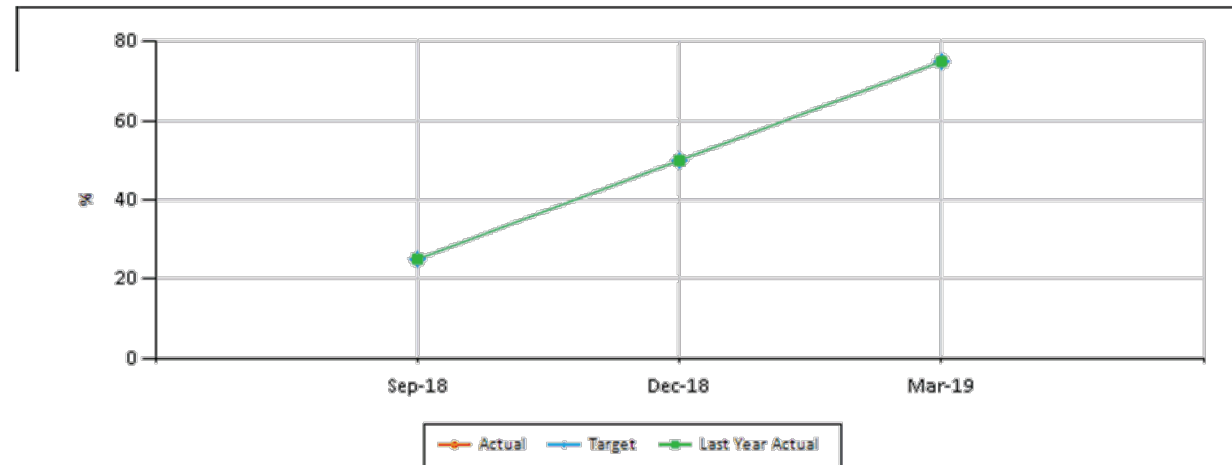




KPI: The Actions identified in the Municipal Public Health and Wellbeing Annual Action Plan linked to the Economic Theme are addressed

Responsible Officer: MICHAEL CARRAFA

Reporting Officer: MICHAEL CARRAFA



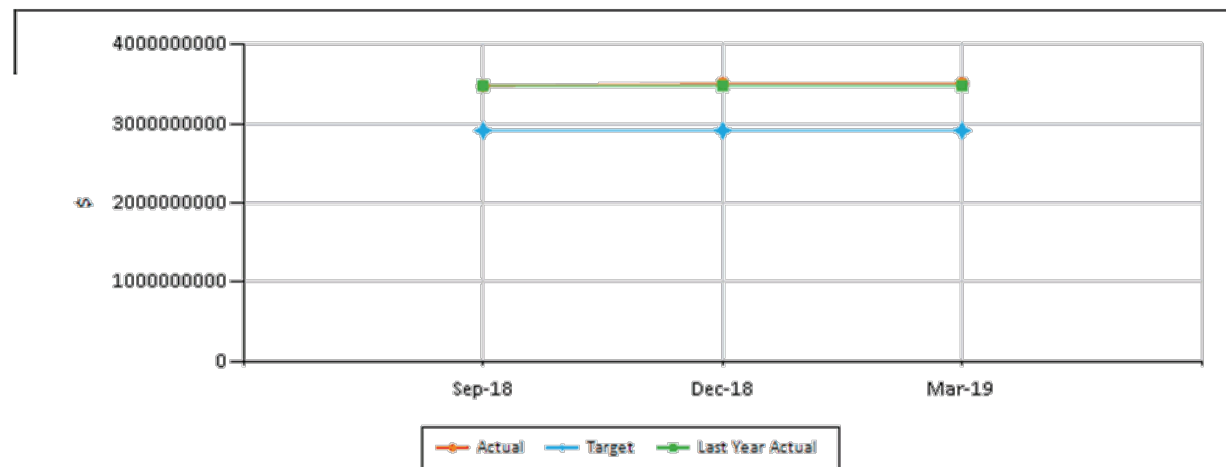
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	25.00	25.00	Ongoing
Dec-18		%	50.00	50.00	Ongoing
Mar-19		%	75.00	75.00	Ongoing






## KPI: Value of gross regional product

Responsible Officer: MICHAEL CARRAFA

Reporting Officer: Kristy MCINTYRE



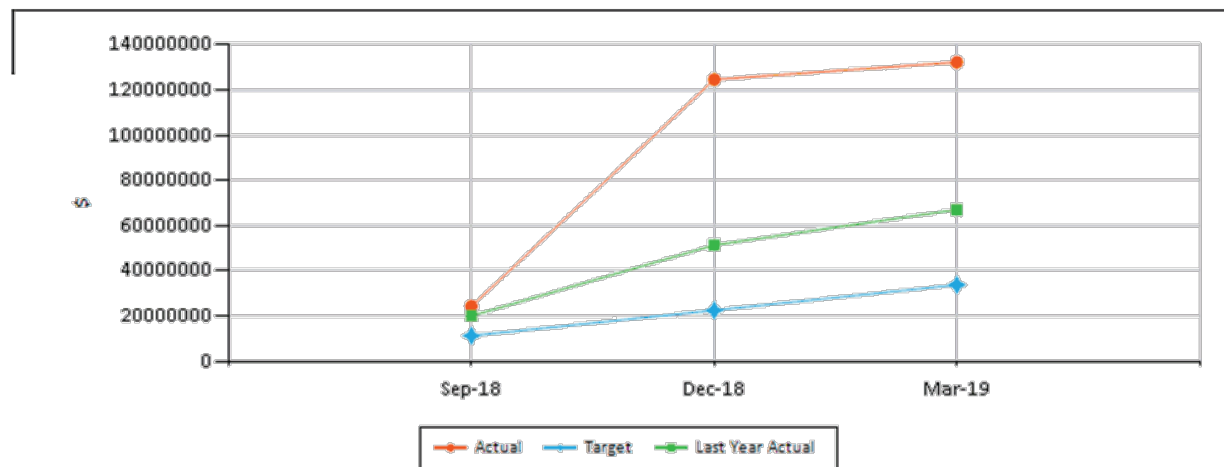
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	\$	2,914,518,125.00	3,480,000,000.00	Value of gross regional product is \$3,480,000,000 (NIEIR 2017)
Dec-18	 GREEN	\$	2,914,518,125.00	3,510,000,000.00	Value of gross regional product is \$3,510,000,000 (NIEIR 2018) This is an increase of \$30m on 2017.
Mar-19	 GREEN	\$	2,914,518,125.00	3,510,000,000.00	Value of gross regional product is \$3,510,000,000 (NIEIR 2018) This is an increase of \$30m on 2017.






## KPI: Value of non-residential building approvals

Responsible Officer: COLIN KALMS

Reporting Officer: COLIN KALMS



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	\$	11,250,000.00	24,298,592.00	The value of non-residential building approvals for July to September 2018 was \$24,298,592
Dec-18	 GREEN	\$	22,500,000.00	124,611,908.00	The value of non-residential building approvals for October to December 2018 was \$100,313,316 Year to date the value of non-residential building approvals is \$124,611,908
Mar-19	 GREEN	\$	33,750,000.00	132,251,320.00	The value of non-residential building approvals for January to February 2019 was \$7,639,412 As at the end of February 2019 year to date the value of non-residential building approvals is \$132,251,320

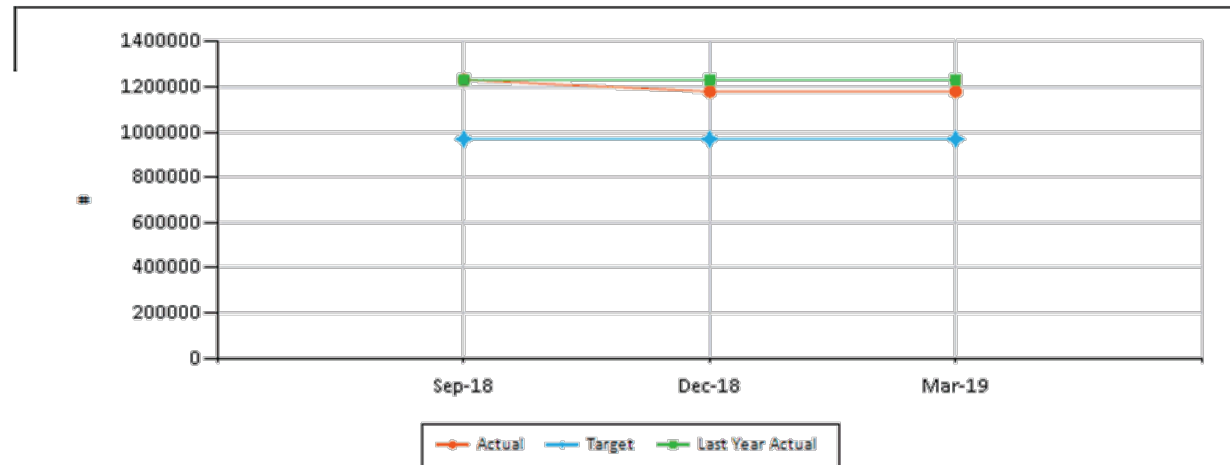







## KPI: Visitor numbers increase

Responsible Officer: MICHAEL CARRAFA

Reporting Officer: Kristy MCINTYRE



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	969,493.00	1,231,400.00	28% increase in visitors for period January 2017 to December 2017 418,000 domestic overnight 804,000 domestic daytrip 9,400 international visitors.
Dec-18	 GREEN	#	969,493.00	1,179,800.00	Our latest data available is for financial year ended June 2018. Domestic Overnight visitors: 380,000 stayed a total of 966,000 nights (average length of stay 2.5 nights) Domestic Day trippers: 789,000 International overnight visitors: 10,800 stayed a total of 272,100 nights (average length of stay 25.2 nights)
Mar-19	 GREEN	#	969,493.00	1,179,800.00	Our latest data available is for financial year ended June 2018. Domestic Overnight visitors: 380,000 stayed a total of 966,000 nights (average length of stay 2.5 nights) Domestic Day trippers: 789,000 International overnight visitors: 10,800 stayed a total of 272,100 nights (average length of stay 25.2 nights)



						25.2 nights)									

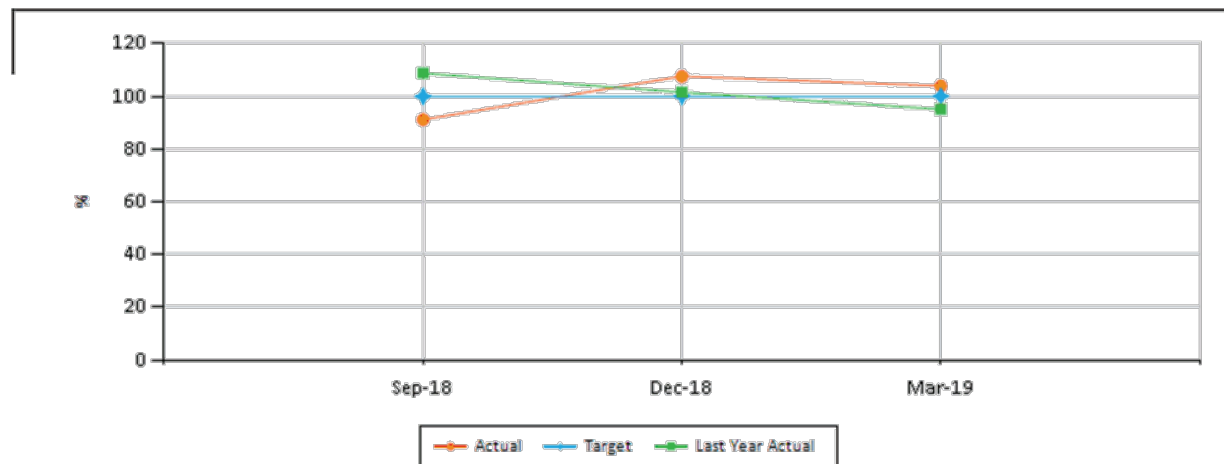





## 1.4 Built

## KPI: Asset renewal funding as a percentage of total depreciation

Responsible Officer: MATTHEW JARVIS

Reporting Officer: MATTHEW JARVIS

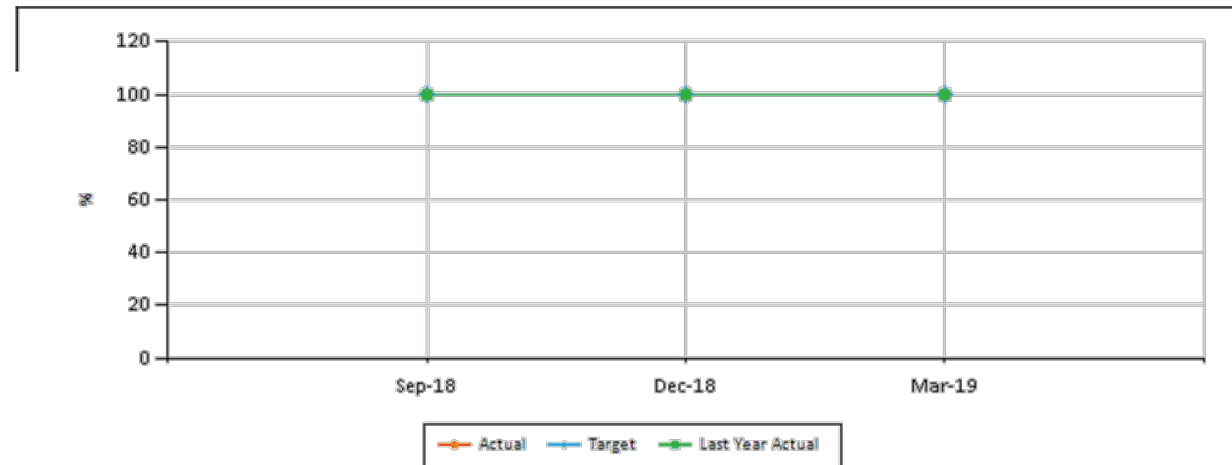





PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 RED	%	100.00	91.15	Depreciation expense forecast at Q1 increased by \$2.5m to \$26.1m. Renewal expenditure forecast only increased by \$945k to \$23.8m.
Dec-18	 GREEN	%	100.00	107.58	Indicator of assets being renewed as planned. High or increasing percentages for this indicator indicate improvement in capacity to meet long term obligations.
Mar-19	 GREEN	%	100.00	103.90	Indicator of assets being renewed as planned. High or increasing percentages for this indicator indicate improvement in capacity to meet long term obligations





**KPI: Building applications decided within 14 days (for complete applications)**
**Responsible Officer:** COLIN KALMS

**Reporting Officer:** COLIN KALMS


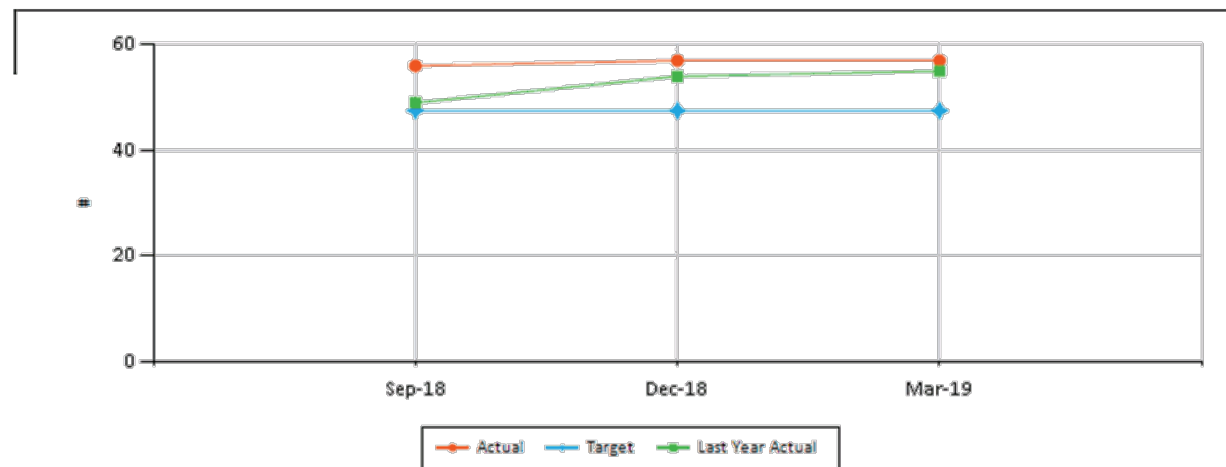
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	100.00	100.00	
Dec-18	 GREEN	%	100.00	100.00	
Mar-19	 GREEN	%	100.00	100.00	






## KPI: Community satisfaction with condition of sealed local roads

Responsible Officer: JANELLE BUNFIELD

Reporting Officer: James NOLAN



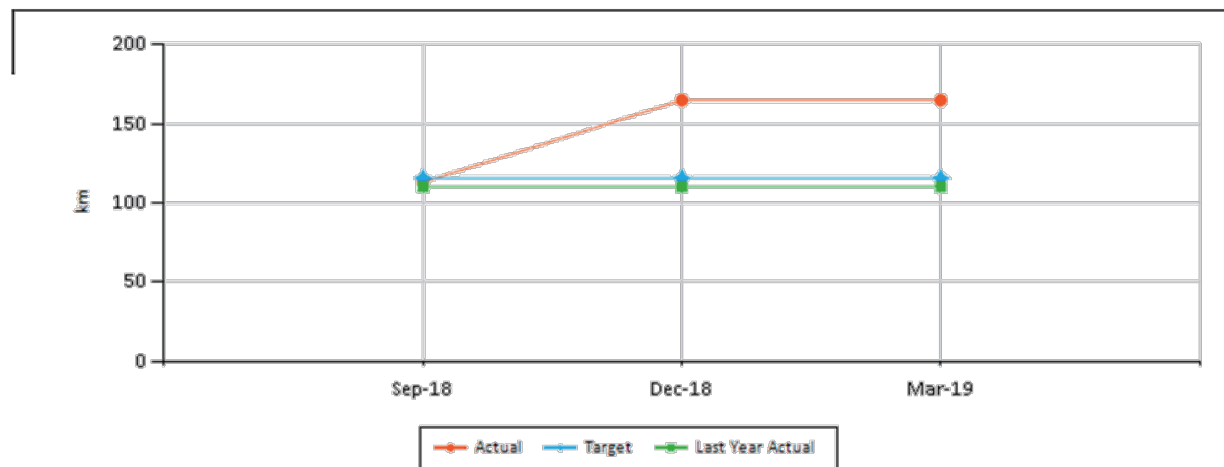
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	47.50	56.00	For the 1st Quarter 2018-19 Community Satisfaction Survey the Council received a score of 56 for satisfaction with condition of sealed local roads
Dec-18	 GREEN	#	47.50	57.00	For the 2nd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 57 for satisfaction with condition of sealed local roads
Mar-19	 GREEN	#	47.50	57.00	For the 3rd Quarter 2018-19 Community Satisfaction Survey the Council received a score of 57 for satisfaction with condition of sealed local roads






## KPI: Increase in kilometres of cycling and walking routes in Greater Shepparton

Responsible Officer: COLIN KALMS

Reporting Officer: MICHAEL MACDONAGH



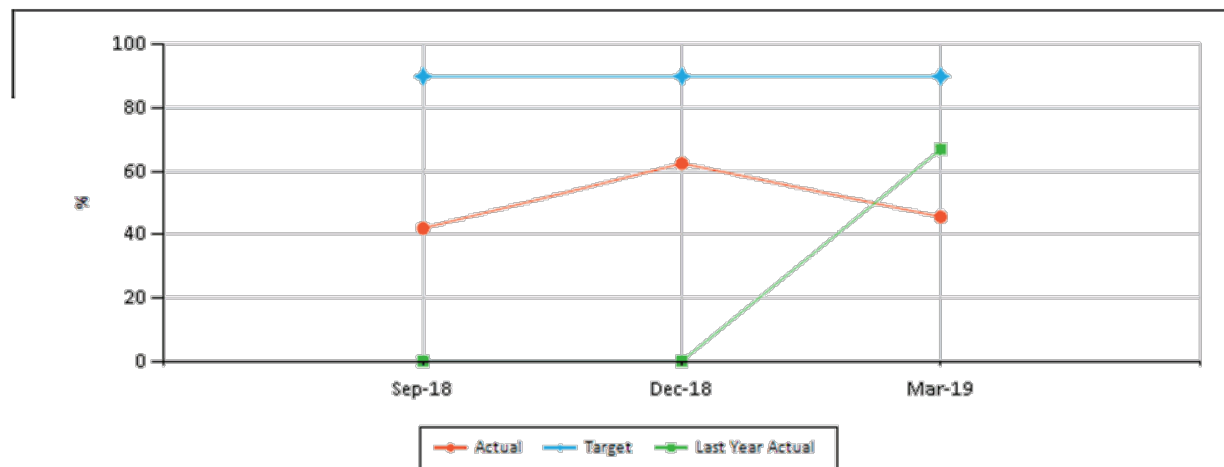
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 RED	km	115.73	113.10	There are 113.10kms of cycling and walking routes in Greater Shepparton Recent projects include Old Dookie Road Impey Street, Murchison (Station Street To Rushworth) Dhurringile Road, Tatura (Pike Road to Ferguson Road) Ryans Road, Dookie (Cashel Road South)
Dec-18	 GREEN	km	115.73	164.95	There are 164.95kms of cycling and walking routes in Greater Shepparton Cycle Lanes – 65.37km Recreation Path (walking) – 43.18km Shared Path – 56.40km
Mar-19	 GREEN	km	115.73	164.95	There are 164.95kms of cycling and walking routes in Greater Shepparton Cycle Lanes – 65.37km Recreation Path (walking) – 43.18km Shared Path – 56.40km








## KPI: Infrastructure asset defects addressed within relevant intervention period by class of asset

Responsible Officer: ROHAN  
MONTGOMERY  
Reporting Officer: ROHAN MONTGOMERY

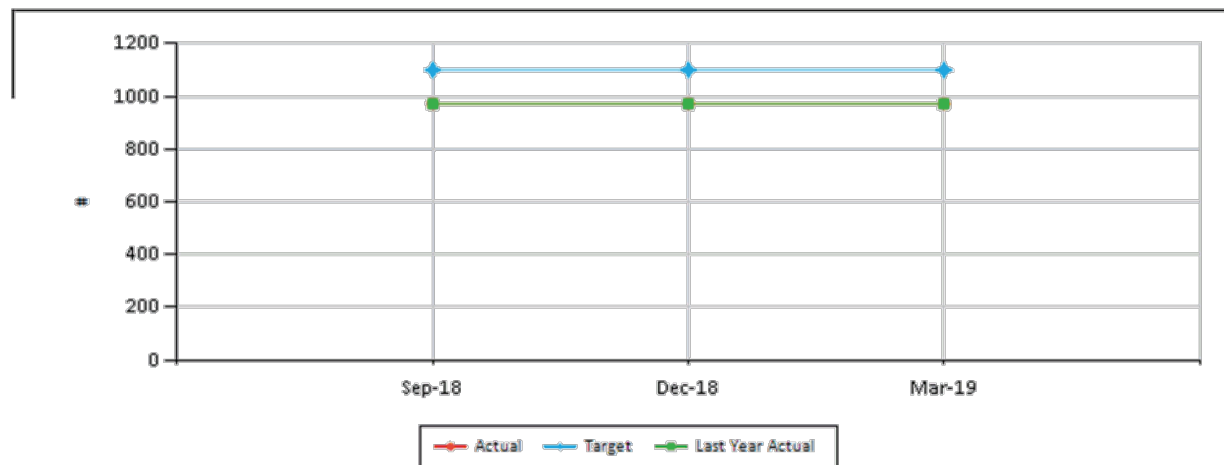





PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	90.00	41.98	806 defects addressed within relevant intervention period 1114 defects addressed outside relevant intervention period
Dec-18		%	90.00	62.49	1543 defects addressed within relevant intervention period 926 defects addressed outside relevant intervention period
Mar-19		%	90.00	45.62	2072 defects addressed within relevant intervention period 807 defects addressed outside relevant intervention period 1663 defects remain outstanding outside of relevant intervention period



### KPI: Maturity of Council's asset management practices and processes

**Responsible Officer:** ROHAN MONTGOMERY  
**Reporting Officer:** ROHAN MONTGOMERY



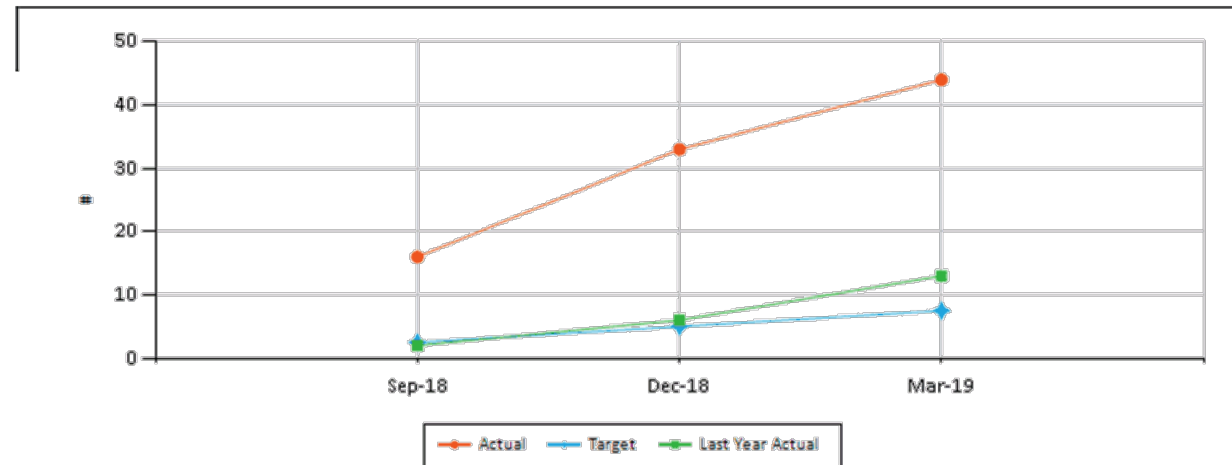
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		#	1,100.00	971.87	Our current score is 971.87 Our initial goal is to achieve Baseline which is a score of 1100 Our longer term target is Advanced.
Dec-18		#	1,100.00	971.87	Our current score is 971.87 Our initial goal is to achieve Baseline which is a score of 1100 Our longer term target is Advanced.
Mar-19		#	1,100.00	971.87	Our current NAMAFA (National Asset Management Assessment Framework) score is 971.87 Our initial goal is to achieve Baseline NAMAFA score of 1100 Our longer term target is Advanced. There is expected to be a revised NAMAFA score (National Asset Management Assessment Framework) in Quarter 4.






KPI: Number of Federal and ministerial meetings and briefing held per year in advocating for projects, services and programs

Responsible Officer: BEC GOOD

Reporting Officer: BEC GOOD



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	2.50	16.00	There were 16 Federal and ministerial meetings between July and September 2018.
Dec-18	 GREEN	#	5.00	33.00	There were 17 Federal and ministerial meetings between October and December 2018.
Mar-19	 GREEN	#	7.50	44.00	There were 11 Federal and ministerial meetings between January and March 2019.

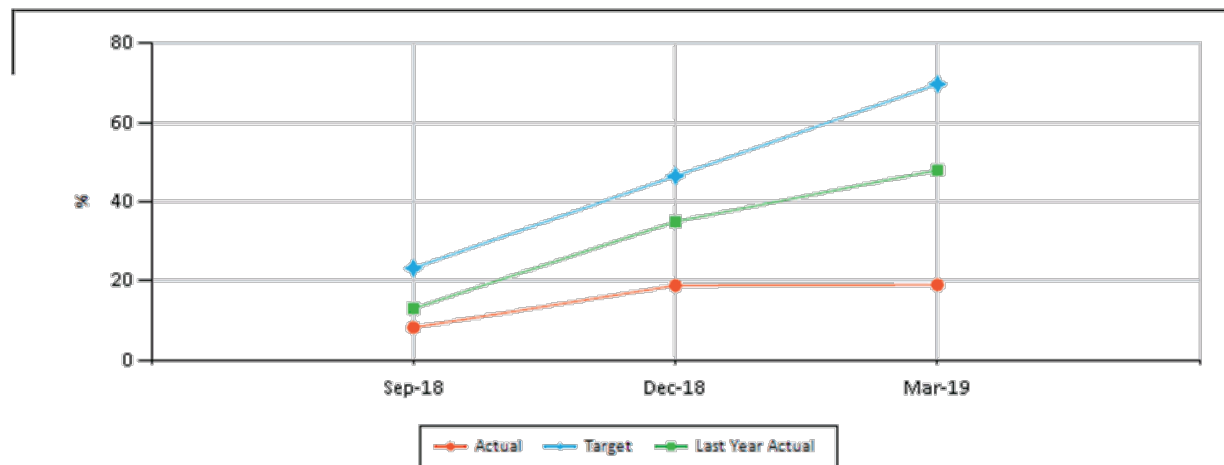







KPI: Percentage of capital projects completed at the conclusion of the financial year (based on number of projects)

Responsible Officer: Craig EXTON

Reporting Officer: Craig EXTON

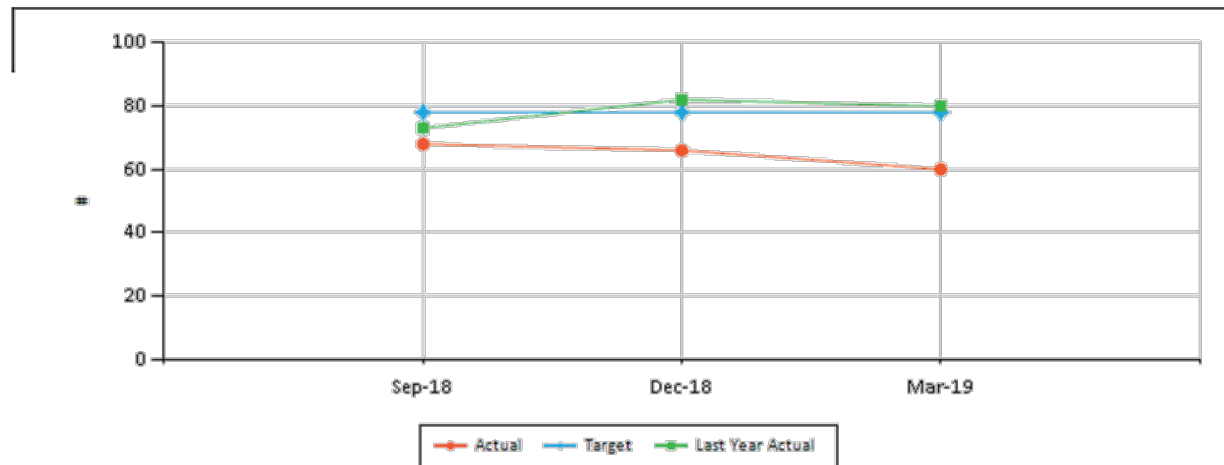





PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	23.25	8.21	11 of 134 projects have been completed. 53 projects are currently in procurement or delivery. Additional resources are being brought in to ensure the remaining projects are moved from planning and design into procurement and delivery ASAP.
Dec-18		%	46.50	18.85	26 of 138 capital projects have been completed. 9 projects are not started, 16 projects are being planned, 18 projects are in design, 16 in procurement and 45 are being delivered. Additional resources are being brought in to ensure the remaining projects are moved from planning and design into procurement and delivery ASAP.
Mar-19		%	69.75	19.00	26/137 active projects completed



## KPI: Planning applications decided within 60 days

Responsible Officer: COLIN KALMS  
Reporting Officer: BRAYDON AITKEN

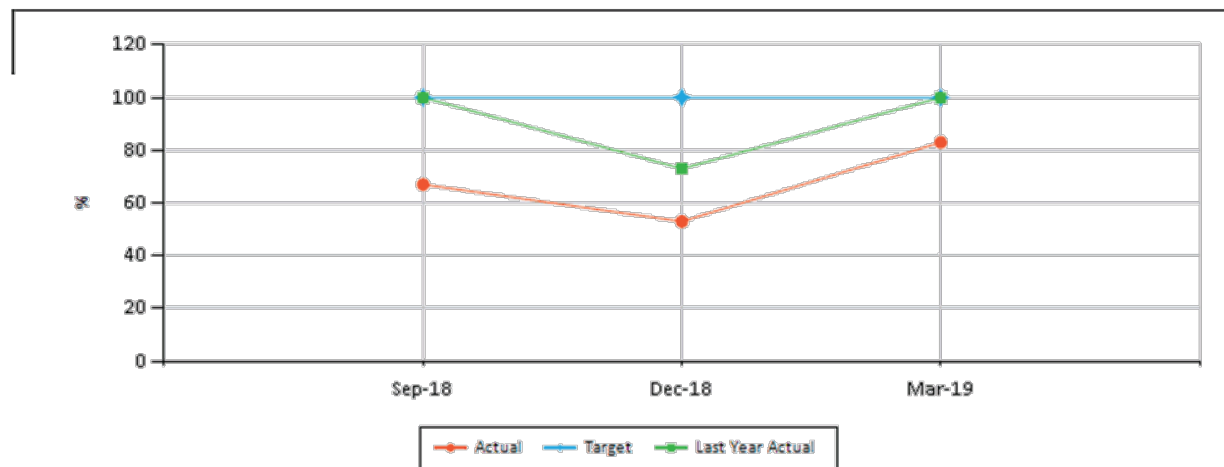





PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 RED	#	78.00	68.00	68% of planning applications decided within 60 days
Dec-18	 RED	#	78.00	66.00	66% of planning applications decided within 60 days
Mar-19	 RED	#	78.00	60.00	60% of planning applications decided within 60 days The Statutory Planning Team was significantly understaffed for most of 2018 and lost a number of senior staff. Vacancies have now been filled, however senior staff were replaced with junior staff who will require on the job training. The current job market did not allow for the recruitment of senior staff. It is expected that it will take up to 6 months to see significant improvement in performance.



**KPI: Planning applications issued within 10 working days (PPARS)**

Responsible Officer: COLIN KALMS  
Reporting Officer: BRAYDON AITKEN



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 RED	%	100.00	67.00	67% of planning applications were issued within 10 working days (PPARS)
Dec-18	 RED	%	100.00	53.00	53% of planning applications were issued within 10 working days (PPARS)
Mar-19	 RED	%	100.00	83.00	83% of planning applications were issued within 10 working days (PPARS)

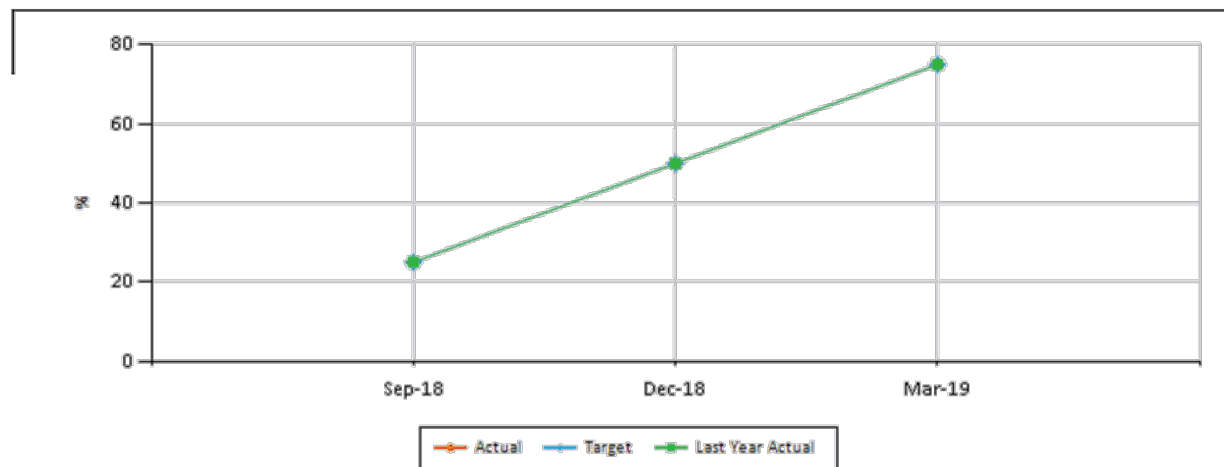







KPI: The Actions identified in the Municipal Public Health and Wellbeing Annual Action Plan linked to the Built Theme are addressed.

Responsible Officer: Phillip HOARE

Reporting Officer: Phillip HOARE



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	25.00	25.00	
Dec-18	 GREEN	%	50.00	50.00	
Mar-19	 GREEN	%	75.00	75.00	

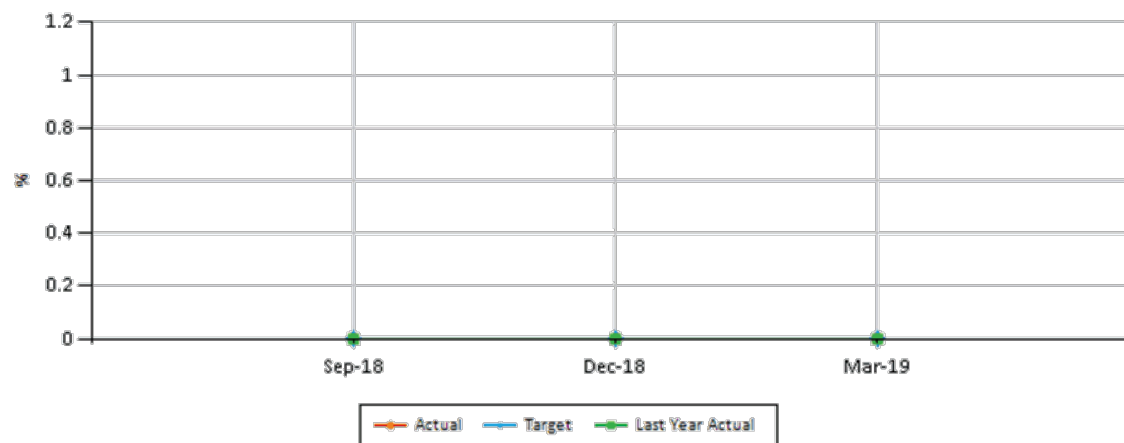





## 1.5 Environment

KPI: Improve Council's energy efficiency rating in accordance with the Energy Reduction plan

Responsible Officer: GREG MCKENZIE

Reporting Officer: SHARON TERRY



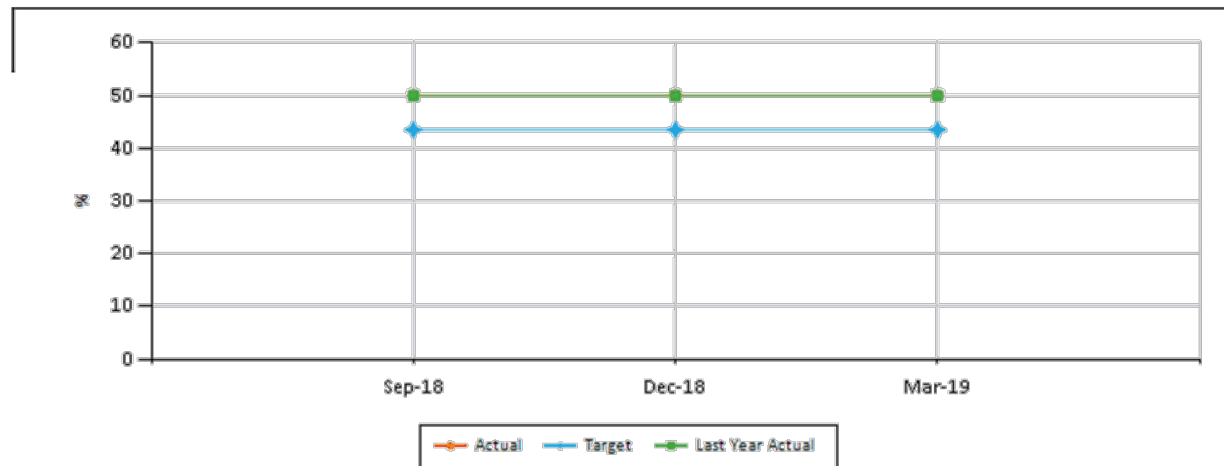
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	0.00	0.00	
Dec-18	 GREEN	%	0.00	0.00	
Mar-19	 GREEN	%	0.00	0.00	There will be reporting in quarter 4. Solar has been installed at Doyles Road Complex and Mooroopna Hub this financial year.



## KPI: Kerbside collection waste diverted from landfill

Responsible Officer: JANELLE BUNFIELD

Reporting Officer: JANELLE BUNFIELD



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	43.50	50.00	50% of kerbside collection waste has been diverted from landfill
Dec-18		%	43.50	50.00	50% of kerbside collection waste has been diverted from landfill
Mar-19		%	43.50	50.00	50% of kerbside collection waste has been diverted from landfill

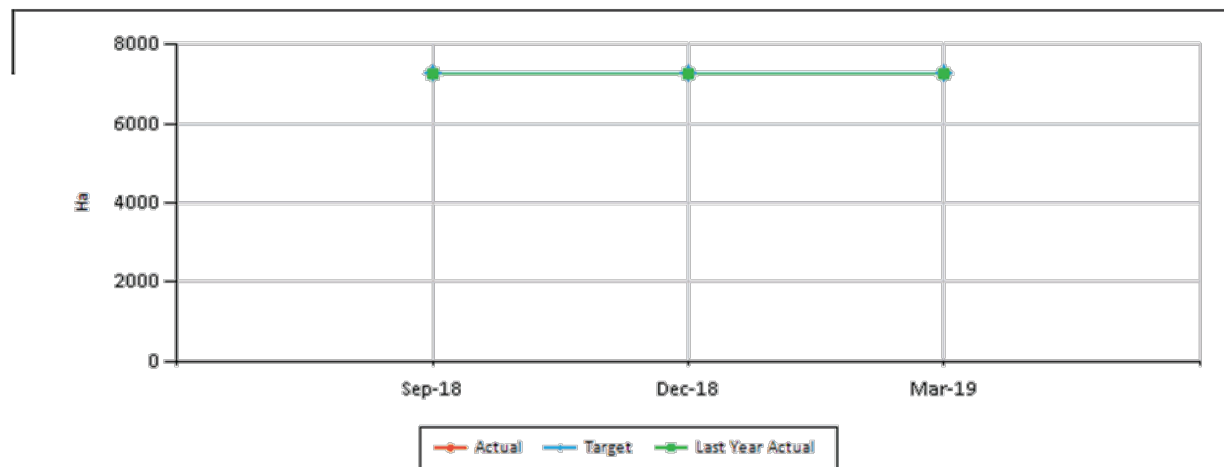







## KPI: Percentage of Native Vegetation cover (NVC)

Responsible Officer: GREG MCKENZIE

Reporting Officer: GREG MCKENZIE



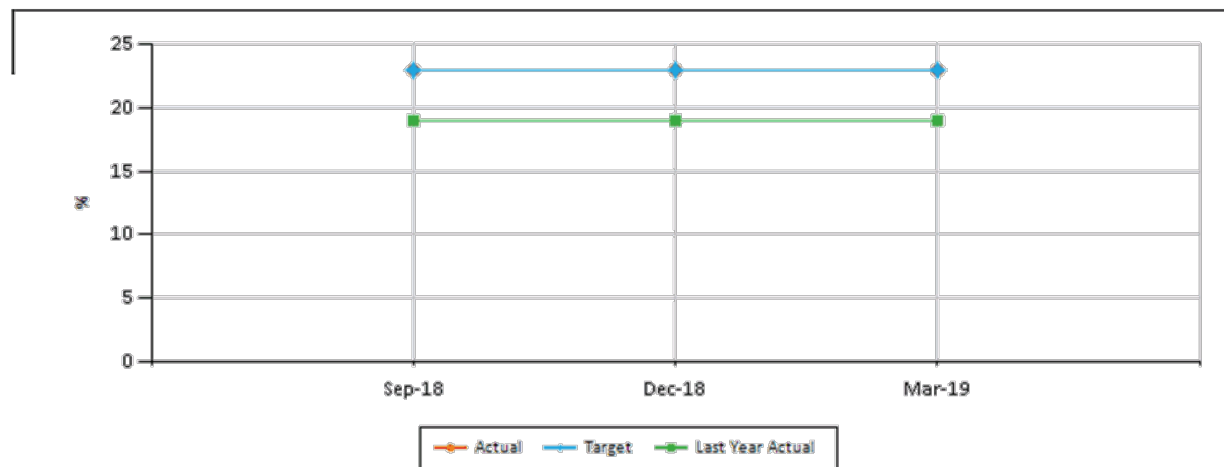
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		Ha	7,287.00	7,275.00	7275Ha of Native Vegetation Cover
Dec-18		Ha	7,287.00	7,275.00	7275Ha of Native Vegetation Cover
Mar-19		Ha	7,287.00	7,275.00	7275Ha of Native Vegetation Cover



## KPI: Percentage of tree canopy cover

Responsible Officer: Phillip HOARE

Reporting Officer: TIM ZAK



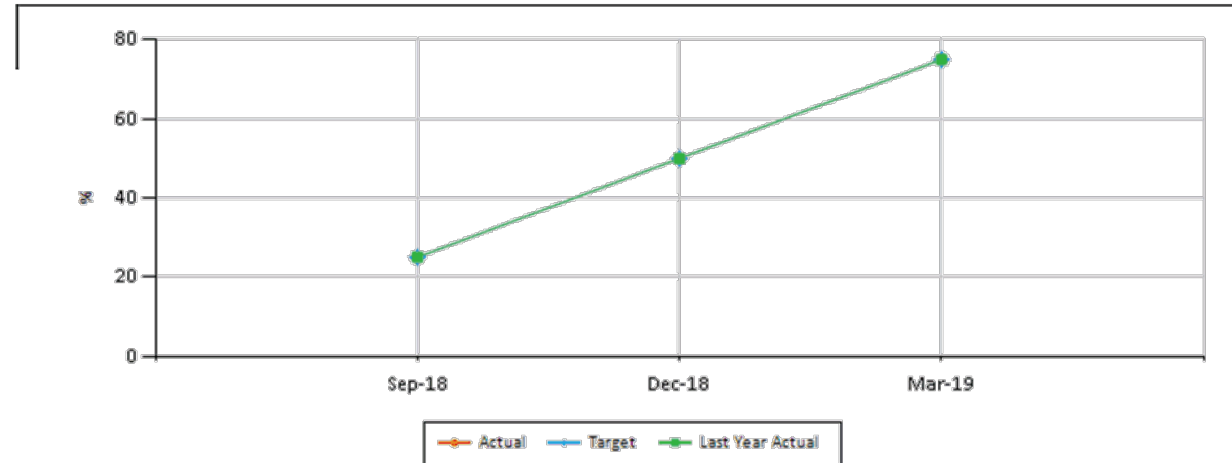
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18		%	23.00	23.00	23% of tree canopy cover
Dec-18		%	23.00	23.00	23% of tree canopy cover
Mar-19		%	23.00	23.00	Currently on track with 1200 street trees to be planted this financial year






KPI: The Actions identified in the Municipal Public Health and Wellbeing Annual Action Plan linked to the Environment Theme are addressed.

Responsible Officer: GREG MCKENZIE

Reporting Officer: GREG MCKENZIE



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	%	25.00	25.00	
Dec-18	 GREEN	%	50.00	50.00	
Mar-19	 GREEN	%	75.00	75.00	

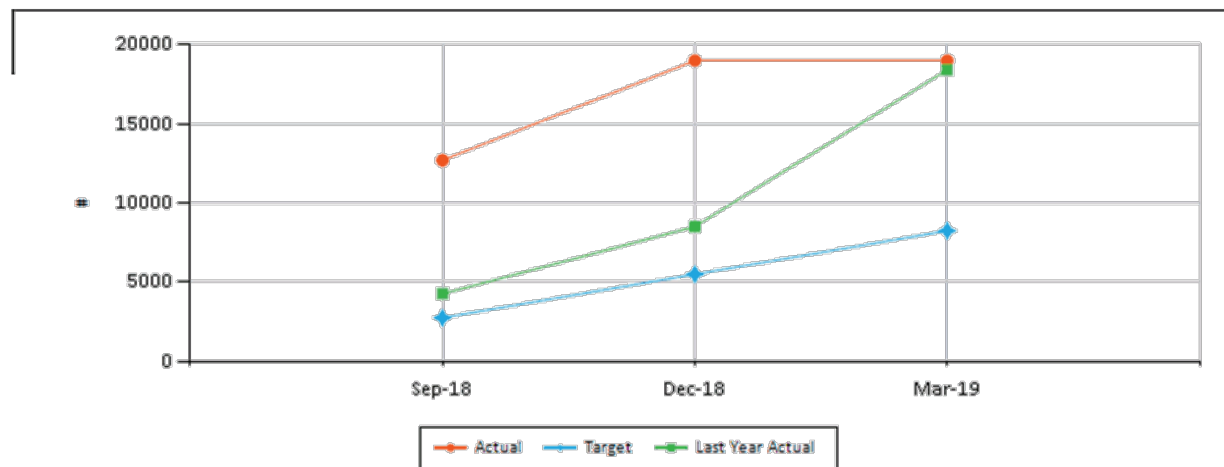







## KPI: Trees planted per year (including One Tree Per Child)

Responsible Officer: TIM ZAK

Reporting Officer: SHARON TERRY



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Sep-18	 GREEN	#	2,748.25	12,700.00	12700 trees planted as part of One Tree Per Child Program 6300 other trees given to other groups to plant Other trees planted by our Parks, Sports and Recreation team - number to be confirmed.
Dec-18	 GREEN	#	5,496.50	19,000.00	12700 trees planted as part of One Tree Per Child Program and 6300 other trees given to other groups to plant Other trees planted by our Parks, Sports and Recreation team - number to be confirmed.
Mar-19	 GREEN	#	8,244.75	19,000.00	One Tree Per Child program target achieved for the 2018-19 financial year.

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

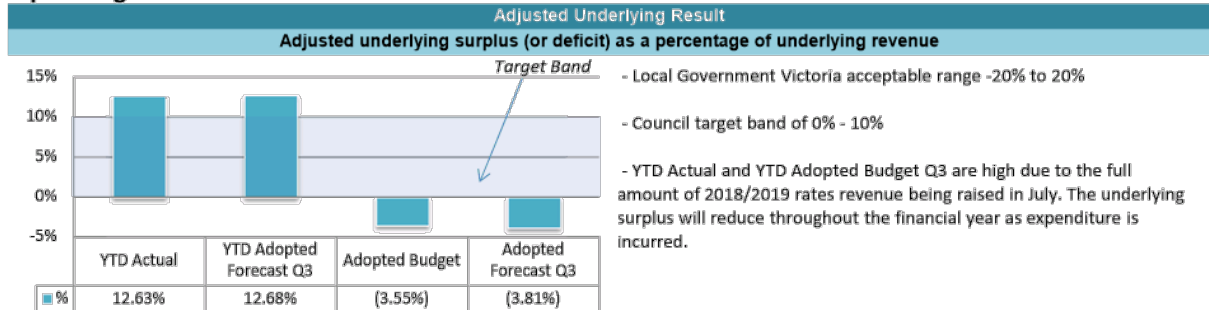
**21 May 2019**

**Agenda Item 9.3      April 2019 Monthly Financial Report**

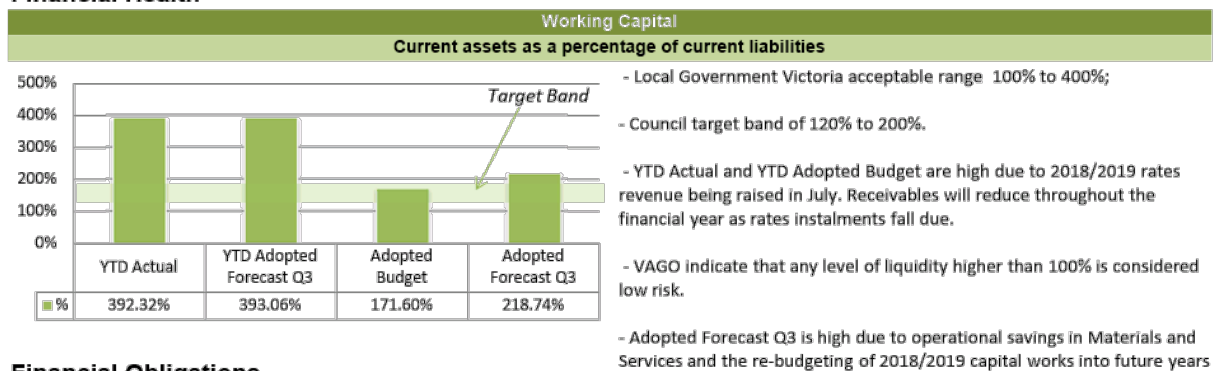
**Attachment 1      April 2019 - Monthly Financial Report.....417**

## MONTHLY FINANCIAL REPORT APRIL 2019

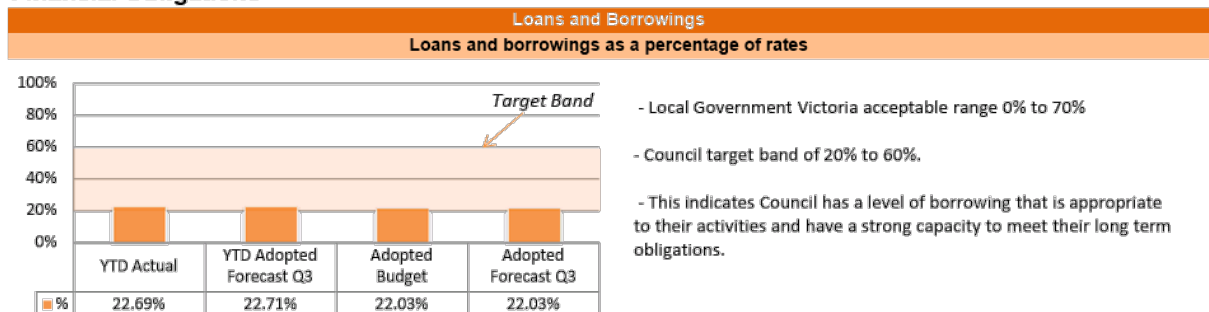
### Operating Performance



### Financial Health

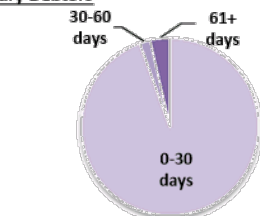


### Financial Obligations



### Other Financial Performance

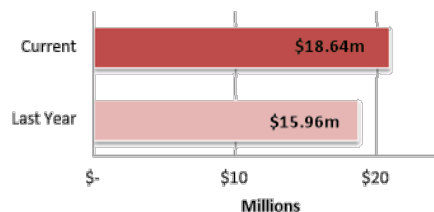
#### Sundry Debtors



0-30 days	30-60 days	61+ days
94.48%	1.92%	3.60%
\$ 3,188,056	\$ 64,837	\$ 121,552

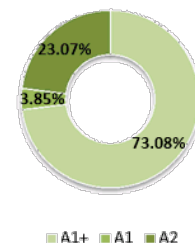
#### Rates Debtors

Fourth instalment due 31 May 2019



#### Investments

\$52m with average 2.35%  
\$1.04m interest income to date



**Operating Performance**  
**APRIL 2019**

	<b>YTD Adopted Forecast Q3 vs YTD Actual (Fav)/Unfav</b>		<b>Projected Full Year vs Adopted Forecast Q3 (Fav)/Unfav</b>	
<b>Income</b>				
Rates and Charges	Steady	(\$0.08m)	Steady	(\$0.01m)
Statutory Fees	Steady	(\$0m)	Steady	\$0m
User Charges	Steady	(\$0.11m)	Steady	(\$0.07m)
Grants	Steady	(\$0.31m)	Steady	(\$0.3m)
Contributions	Steady	(\$0.01m)	Steady	(\$0m)
Other Revenue	Steady	(\$0.06m)	Steady	\$0.01m
<b>Total Income</b>	Steady	<b>(\$0.58m)</b>	Steady	<b>(\$0.37m)</b>
<b>Expense</b>				
Employee Costs	Steady	\$0.18m	Steady	\$0.08m
Materials and Consumables	Steady	\$0.34m	Steady	\$0.46m
Bad and Doubtful Debts	Steady	\$0m	Steady	(\$0.01m)
Depreciation and Amortisation	Steady	\$0.04m	Steady	\$0m
Borrowing Costs	Steady	(\$0m)	Steady	\$0m
Other Expenses	Steady	\$0m	Steady	(\$0.03m)
<b>Total Expense</b>	Steady	<b>\$0.56m</b>	Steady	<b>\$0.5m</b>

### Capital Works Performance APRIL 2019

ADOPTED BUDGET	ADOPTED FORECAST Q3	PROJECTED FULL YEAR	YTD ACTUAL
<b>\$46.36m</b>	<b>\$43.87m</b>	<b>\$43.58m</b>	<b>\$21.59m</b>

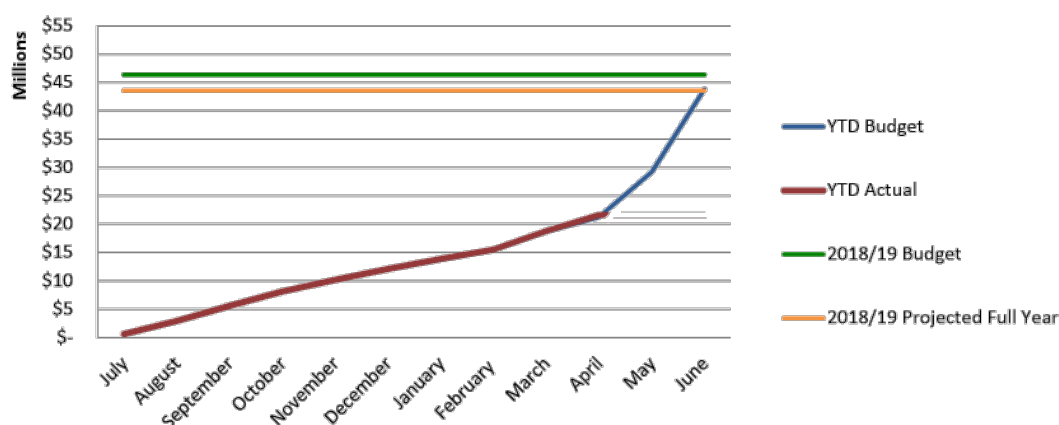
#### PROGRESS

\*46.57% of Adopted Budget spent

\*49.54% of current full year projection spent

\* Same time last year: \$21.75m (56.8%) of the 2017/2018 Adopted Budget had been spent

#### CAPITAL WORKS BUDGET VS. ACTUAL



#### RENEWAL

Asset Renewal	
Asset renewal as a percentage of depreciation	

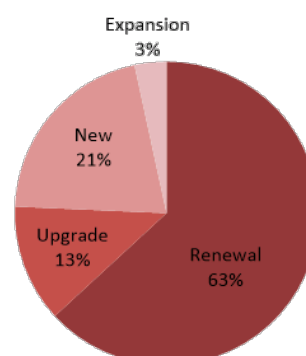
ADOPTED BUDGET	PROJECTED FULL YEAR
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**96.80%**

**103.02%**

- Expected range of 40% to 130%; Target band of 90% to 110%.
- Indicator of assets being renewed as planned. High or increasing percentages indicate improvement in capacity to meet long term obligations.
- The variance between Adopted Budget and Projected Full Year is mostly due to the timing of renewal works at Cosgrove Landfill

#### % Split of Projected Full Year by Capital Works Type



## Greater Shepparton City Council

# Income Statement

for period ended April 2019

	YEAR TO DATE					FULL YEAR					Notes
	2018/2019 YTD Adopted Budget	2018/2019 YTD Adopted Forecast Q3	2018/2019 YTD Actual	YTD Adopted Budget Variance (Fav)/Unfav	YTD Adopted Forecast Q3 Variance (Fav)/Unfav	2018/2019 Adopted Budget	2018/2019 Adopted Forecast Q3	2018/2019 Projected Full Year	Adopted Budget Variance (Fav)/Unfav	Adopted Forecast Q3 Variance (Fav)/Unfav	
	\$	\$	\$	%	%	\$	\$	\$	%	%	
<b>Revenues from Operating Activities</b>											
Rates and Charges	77,383,385	77,378,086	77,461,312	(0.1%)	(0.1%)	77,426,385	77,468,622	77,482,224	(0.1%)	(0.0%)	1
Statutory Fees	2,930,875	2,150,523	2,155,201	26.5%	(0.2%)	3,394,929	2,888,556	2,888,556	14.9%	0.0%	
User Charges	15,738,325	15,515,391	15,628,955	0.7%	(0.7%)	18,748,202	18,892,778	18,961,812	(1.1%)	(0.4%)	
Operating Grants	14,561,811	14,780,562	15,093,645	(3.7%)	(2.1%)	17,602,271	18,317,229	18,620,025	(5.8%)	(1.7%)	2
Operating Contributions	1,152,881	1,415,961	1,422,712	(23.4%)	(0.5%)	1,357,669	1,722,507	1,726,257	(27.1%)	(0.2%)	
Other	1,710,773	2,030,653	2,090,856	(22.2%)	(3.0%)	1,992,131	2,508,728	2,493,733	(25.2%)	0.6%	
<b>Total Operating Revenue</b>	<b>113,478,050</b>	<b>113,271,176</b>	<b>113,852,681</b>	<b>(0.3%)</b>	<b>(0.5%)</b>	<b>120,521,587</b>	<b>121,798,420</b>	<b>122,172,607</b>	<b>(1.4%)</b>	<b>(0.3%)</b>	3
<b>Expenses from Operating Activities</b>											
Employee Costs	40,621,028	40,485,731	40,670,041	0.1%	0.5%	49,543,187	49,337,264	49,418,986	(0.3%)	0.2%	4
Materials and Consumables	40,848,087	35,675,688	36,012,012	(11.8%)	0.9%	49,745,854	49,114,631	49,572,143	(0.3%)	0.9%	
Bad & Doubtful Debts	47,487	14,386	14,472	(69.5%)	0.6%	173,740	170,866	158,529	(8.8%)	(7.2%)	
Depreciation and Amortisation	21,305,823	21,383,168	21,423,370	0.6%	0.2%	23,602,979	26,101,548	26,101,548	10.6%	0.0%	
Borrowing Costs	500,000	534,127	534,127	6.8%	(0.0%)	1,002,000	1,002,000	1,002,000	0.0%	0.0%	
Other Expenses	465,288	537,892	539,789	16.0%	0.4%	587,091	698,806	672,772	14.6%	(3.7%)	
<b>Total Operating Expenses</b>	<b>103,787,713</b>	<b>98,630,992</b>	<b>99,193,811</b>	<b>(4.4%)</b>	<b>0.6%</b>	<b>124,654,851</b>	<b>126,425,115</b>	<b>126,925,978</b>	<b>1.8%</b>	<b>0.4%</b>	
<b>UNDERLYING OPERATING RESULT</b>	<b>9,690,337</b>	<b>14,640,184</b>	<b>14,658,871</b>	<b>(51.3%)</b>	<b>(0.1%)</b>	<b>(4,133,264)</b>	<b>(4,626,695)</b>	<b>(4,753,371)</b>	<b>(15.0%)</b>	<b>(2.7%)</b>	
<b>Non-operating Income and Expenditure</b>											
Capital Grants	4,870,000	3,864,085	3,913,585	19.6%	(1.3%)	8,700,370	9,151,945	9,355,147	(7.5%)	(2.2%)	5
Capital Contributions	597,000	1,344,493	1,352,151	(126.5%)	(0.6%)	911,000	1,558,312	1,558,312	(71.1%)	0.0%	
Contributed Assets	10,780,950	8,660,360	8,660,360	19.7%	0.0%	13,842,129	13,030,970	13,030,970	5.9%	0.0%	
Proceeds from Sale of Assets	250,000	142,608	142,608	43.0%	(0.0%)	390,000	390,000	390,000	0.0%	0.0%	
Written Down Value of Asset Disposals	(449,430)	(537,992)	(537,993)	(19.7%)	(0.0%)	(539,535)	(539,535)	(539,535)	0.0%	0.0%	
Other Revenue	0	133,030	133,030	(100.0%)	0.0%	0	133,030	133,030	(100.0%)	0.0%	
<b>Total Non Operating Items</b>	<b>16,048,520</b>	<b>13,666,584</b>	<b>13,663,742</b>	<b>14.9%</b>	<b>(0.4%)</b>	<b>23,303,964</b>	<b>23,724,722</b>	<b>23,927,924</b>	<b>(2.7%)</b>	<b>(0.9%)</b>	
<b>ACCOUNTING SURPLUS/(DEFICIT)</b>	<b>25,738,857</b>	<b>28,246,768</b>	<b>28,322,612</b>	<b>(10.0%)</b>	<b>(0.3%)</b>	<b>19,170,700</b>	<b>19,098,027</b>	<b>19,174,553</b>	<b>(0.0%)</b>	<b>(0.4%)</b>	





**Notes to the Income Statement for period ended April 2019**

- 1) Statutory fees Projected Full Year is \$506k less than 2018/2019 Adopted Budget. This unfavourable variance is mostly due to a lower number of parking infringements \$204k, and less volume of planning and building inspection permits \$120k.
- 2) Operating Contributions Projected Full Year is \$368k more than 2018/2019 Adopted Budget. This favourable variance is mostly due to additional Natural Disaster financial assistance from the Department of Treasury and Finance \$133k, additional developer contributions for civil works and trees in new estates \$124k, additional contributions towards insurance from Council's leasees \$46k and developer contributions to the Recreational Land Fund \$40k
- 3) Other Revenue Projected Full Year is \$502k more than 2018/2019 Adopted Budget. This favourable variance is mostly due to additional interest income from higher levels of investment \$650k, and additional fuel rebates \$384k.
- 4) Depreciation Projected Full Year is \$2.49m more than 2018/2019 Adopted Budget. This unfavourable variance is due to asset revaluations which resulted in an increase in asset values.
- 5) Capital Contributions Projected Full Year is \$647k more than 2018/2019 Adopted Budget. This favourable variance is mostly due to additional developer contributions \$668k for Northside Estate, Seven Creeks Estate, Kialla Green Estate and Windsor Park.

## Greater Shepparton City Council

**Balance Sheet**

as at April 2019

	Total Actual June 2018 \$	Adopted Budget June 2019 \$	Adopted Forecast Q3 June 2019 \$	YTD Adopted Budget 2019 \$	YTD Adopted Forecast Q3 2019 \$	YTD Actual 2019 \$	Total Actual June 2018 Variance (Fav)/Unfav %	Adopted Forecast Q3 Variance (Fav)/Unfav %	Notes
<b>Current Assets</b>									
Cash and Cash Equivalent	23,809,567	18,057,669	29,184,268	6,746,626	16,756,150	16,598,339	30.3%	43.1%	
Receivables	7,943,794	6,692,000	8,975,559	24,925,490	24,442,299	24,442,299	(207.7%)	(172.3%)	
Other Financial Assets	31,500,000	13,600,000	13,600,000	45,000,000	41,000,000	41,000,000	(30.2%)	(201.5%)	
Inventories	120,198	74,000	120,198	152,619	235,241	235,241	(95.7%)	(95.7%)	
Assets Held for Resale	248,085	-	248,085	-	205,875	248,085	0.0%	0.0%	
Other Assets	1,375,355	1,050,000	1,375,354	254,377	405,499	363,288	73.6%	73.6%	
<b>Total Current Assets</b>	<b>64,996,998</b>	<b>39,473,669</b>	<b>53,503,464</b>	<b>77,079,112</b>	<b>83,045,064</b>	<b>82,887,251</b>	<b>(27.5%)</b>	<b>(74.4%)</b>	
<b>Non Current Assets</b>									
Investment in Associates	1,457,302	1,511,499	1,457,302	1,511,499	1,457,302	1,457,302	0.0%	0.0%	
Infrastructure	1,036,461,256	1,118,546,000	1,066,717,367	1,049,109,025	1,044,371,362	1,044,673,619	(0.8%)	2.1%	
Intangible Assets	-	848,000	-	-	-	-	0.0%	0.0%	
<b>Total Non Current Assets</b>	<b>1,037,918,558</b>	<b>1,120,905,499</b>	<b>1,068,174,669</b>	<b>1,050,620,524</b>	<b>1,045,828,664</b>	<b>1,046,130,921</b>	<b>(0.8%)</b>	<b>2.1%</b>	
<b>Total Assets</b>	<b>1,102,915,556</b>	<b>1,160,379,168</b>	<b>1,121,678,133</b>	<b>1,127,699,636</b>	<b>1,128,873,728</b>	<b>1,129,018,172</b>	<b>(2.4%)</b>	<b>(0.7%)</b>	
<b>Current Liabilities</b>									
Trade & Other Payables	9,997,114	8,720,000	11,041,320	9,964,513	7,271,469	7,271,198	(27.3%)	(34.1%)	
Trust Funds	2,836,213	2,717,000	2,836,213	3,502,109	4,242,663	4,242,663	49.6%	49.6%	
Provisions	9,220,504	10,119,000	9,220,506	8,795,713	9,114,228	9,114,229	(1.2%)	(1.2%)	
Interest Bearing Liabilities	1,362,130	1,447,000	1,362,130	734,994	499,502	499,502	(63.3%)	(63.3%)	
<b>Total Current Liabilities</b>	<b>23,415,961</b>	<b>23,003,000</b>	<b>24,460,169</b>	<b>22,997,329</b>	<b>21,127,862</b>	<b>21,127,592</b>	<b>(9.8%)</b>	<b>(13.6%)</b>	
<b>Non Current Liabilities</b>									
Provisions	7,107,824	7,094,000	7,107,824	7,118,151	7,107,824	7,107,824	0.0%	(0.0%)	
Interest Bearing Liabilities	17,073,415	15,610,000	15,706,200	16,837,286	17,073,415	17,073,415	0.0%	8.7%	
<b>Total Non Current Liabilities</b>	<b>24,181,238</b>	<b>22,704,000</b>	<b>22,814,024</b>	<b>23,955,437</b>	<b>24,181,239</b>	<b>24,181,238</b>	<b>0.0%</b>	<b>6.0%</b>	
<b>Total Liabilities</b>	<b>47,597,199</b>	<b>45,707,000</b>	<b>47,274,193</b>	<b>46,952,766</b>	<b>45,309,101</b>	<b>45,308,830</b>	<b>(4.8%)</b>	<b>(4.2%)</b>	
<b>Net Assets</b>	<b>1,055,318,357</b>	<b>1,114,672,168</b>	<b>1,074,403,940</b>	<b>1,080,746,870</b>	<b>1,083,564,627</b>	<b>1,083,709,342</b>	<b>97.2%</b>	<b>(0.9%)</b>	
<b>Represented By</b>									
Accumulated Surplus	392,432,069	555,416,922	411,517,652	417,860,582	420,678,339	420,823,054	(7.2%)	(2.3%)	
Reserves	662,886,288	559,255,246	662,886,288	662,886,288	662,886,288	662,886,288	0.0%	0.0%	
<b>Total Equity</b>	<b>1,055,318,357</b>	<b>1,114,672,168</b>	<b>1,074,403,940</b>	<b>1,080,746,870</b>	<b>1,083,564,627</b>	<b>1,083,709,342</b>	<b>97.2%</b>	<b>(0.9%)</b>	

**Notes to the Balance Sheet as at April 2019**

1) Intangible assets is \$848k less than 2018/2019 Adopted Budget. Land controlled by Places Victoria, creating an intangible asset for the right to receive income, was gifted back to Council resulting in a write off of intangible assets as part of the 2017/2018 end of financial year reports. The budget for this was adjusted as part of the 2018/2019 Q1 Forecast Review.

Greater Shepparton City Council

**Cash Flow Statement**

as at April 2019

	2018/2019 Adopted Budget \$	2018/2019 Adopted Forecast Q3 \$	2018/2019 YTD Adopted Budget \$	2018/2019 YTD Adopted Forecast Q3 \$	2018/2019 YTD Actual \$	Adopted Budget Variance (Fav)/Unfav \$	Adopted Forecast Q3 Variance (Fav)/Unfav \$
<b>Cash flows from operating activities</b>							
Receipts from customers	101,251,809	100,691,614	81,827,866	81,882,951	82,191,895	(0.44%)	(0.38%)
Payments to suppliers	(97,376,000)	(99,321,568)	(82,529,165)	(79,364,407)	(79,823,543)	(3.28%)	0.58%
Net cash inflow(outflow) from customers(suppliers)	3,875,809	1,370,046	(701,299)	2,518,544	2,368,352	(437.71%)	(5.96%)
Interest received	582,000	1,200,100	411,526	873,389	873,448	(112.25%)	(0.01%)
Government receipts	26,371,000	27,469,174	19,431,811	18,644,647	19,007,230	2.18%	(1.94%)
Contributions	2,269,000	3,280,819	1,782,272	2,792,845	2,807,254	(57.51%)	(0.52%)
<b>Net cash inflow(outflow) from operating activities</b>	<b>33,097,809</b>	<b>33,320,139</b>	<b>20,924,310</b>	<b>24,829,425</b>	<b>25,056,284</b>	<b>19.75%</b>	<b>0.91%</b>
<b>Cash flows from investing activities</b>							
Net movement in other financial assets	3,400,000	17,900,000	(13,500,000)	(9,500,000)	(9,500,000)	29.63%	153.07%
Infrastructure, property, plant & equipment - proceeds	390,000	390,000	250,000	142,608	142,608	42.96%	(0.00%)
Infrastructure, property, plant & equipment - payments	(46,356,000)	(43,866,224)	(23,373,987)	(21,128,696)	(21,513,366)	(7.96%)	1.82%
<b>Net cash inflow(outflow) from investing activities</b>	<b>(42,566,000)</b>	<b>(25,576,224)</b>	<b>(36,623,987)</b>	<b>(30,486,088)</b>	<b>(30,870,758)</b>	<b>15.71%</b>	<b>(1.26%)</b>
<b>Cash flows from financing activities</b>							
Finance Cost	(1,002,000)	(1,002,000)	(500,000)	(534,127)	(534,127)	6.83%	(0.00%)
Repayment of interest-bearing loans and borrowings	(1,377,000)	(1,367,214)	(863,264)	(862,627)	(862,628)	(0.07%)	0.00%
<b>Net cash inflow(outflow) from financing activities</b>	<b>(2,379,000)</b>	<b>(2,369,214)</b>	<b>(1,363,264)</b>	<b>(1,396,754)</b>	<b>(1,396,755)</b>	<b>2.46%</b>	<b>0.00%</b>
<b>Net increase(decrease) in cash and equivalents</b>	<b>(11,847,191)</b>	<b>5,374,701</b>	<b>(17,062,941)</b>	<b>(7,053,417)</b>	<b>(7,211,228)</b>	<b>(57.74%)</b>	<b>2.24%</b>
Cash and equivalents at the beginning of the year	29,904,860	23,809,567	23,809,567	23,809,567	23,809,567	(0.00%)	(0.00%)
<b>Cash and equivalents at the end of the year</b>	<b>18,057,669</b>	<b>29,184,268</b>	<b>6,746,626</b>	<b>16,756,150</b>	<b>16,598,339</b>	<b>(146.02%)</b>	<b>0.94%</b>



Greater Shepparton City Council  
**Capital Works Statement**  
 period ended April 2019

Capital Works Area	2018/2019 YTD Adopted Budget	2018/2019 YTD Adopted Forecast Q3	2018/2019 YTD Actual	YTD Adopted Budget Variance (Fav)/Unfav %	YTD Adopted Forecast Q3 Variance (Fav)/Unfav %	2018/2019 Adopted Budget	2018/2019 YTD Adopted Forecast Q3	2018/2019 Projected Full Year	Adopted Budget Variance (Fav)/Unfav %	Adopted Forecast Q3 Variance (Fav)/Unfav %	Note
	\$	\$	\$			\$	\$	\$			
Aerodrome	399,000	18,325	18,325	(95%)	0%	399,000	33,435	33,435	(92%)	0%	1
Bridges	450,000	22,028	22,028	(95%)	(0%)	450,000	750,000	750,000	67%	0%	2
Buildings	5,264,724	2,256,038	2,332,629	(56%)	3%	9,929,300	7,579,232	7,573,867	(24%)	(0%)	3
Computer & Telecommunications	1,405,000	282,007	282,382	(80%)	0%	1,405,000	1,457,241	1,457,241	4%	0%	
Drainage	670,000	110,688	110,908	(83%)	0%	1,076,000	337,528	341,828	(68%)	1%	4
Fixture Fittings and Furniture	341,000	262,728	258,676	(24%)	(2%)	349,000	357,346	357,346	2%	0%	
Footpaths & Cycleways	1,141,380	296,715	297,045	(74%)	0%	1,641,380	901,921	945,921	(42%)	5%	5
Land	44,000	0	900	(98%)	100%	649,000	462,500	462,500	(29%)	0%	6
Land Improvements	1,155,980	762,817	815,564	(29%)	7%	1,205,980	880,019	876,519	(27%)	(0%)	7
Off Street Car Parks	65,000	14,145	14,145	(78%)	0%	65,000	65,000	65,000	0%	0%	
Parks, Open Space & Streetscape	1,418,000	423,250	441,682	(69%)	4%	1,646,000	1,720,738	1,722,738	5%	0%	
Plant Machinery & Equipment	2,195,000	2,397,246	2,397,246	9%	(0%)	2,795,000	2,945,993	2,945,993	5%	0%	
Recreational Leisure and Community Facilities	1,577,430	926,112	1,009,468	(36%)	9%	1,624,439	2,190,128	2,189,593	35%	(0%)	8
Roads	13,374,470	9,202,362	9,221,017	(31%)	0%	16,219,194	13,288,878	13,286,226	(18%)	(0%)	9
Waste Management	3,400,000	3,306,280	3,360,983	(1%)	2%	5,510,000	9,616,265	9,291,265	69%	(3%)	10
Other Infrastructure	392,000	202,157	202,156	(48%)	(0%)	392,000	280,000	280,000	(29%)	0%	11
Project Management Office	829,632	804,803	804,803	(3%)	0%	1,000,000	1,000,000	1,000,000	0%	0%	
<b>Total Capital Works</b>	<b>34,122,616</b>	<b>21,287,701</b>	<b>21,589,959</b>	<b>(37%)</b>	<b>1%</b>	<b>46,356,293</b>	<b>43,866,224</b>	<b>43,579,472</b>	<b>(6%)</b>	<b>(1%)</b>	

Capital Works Area	2018/2019 YTD Adopted Budget	2018/2019 YTD Adopted Forecast Q3	2018/2019 YTD Actual	YTD Adopted Budget Variance (Fav)/Unfav %	YTD Adopted Forecast Q3 Variance (Fav)/Unfav %	2018/2019 Adopted Budget	2018/2019 YTD Adopted Forecast Q3	2018/2019 Projected Full Year	Adopted Budget Variance (Fav)/Unfav %	Adopted Forecast Q3 Variance (Fav)/Unfav %	Note
	\$	\$	\$			\$	\$	\$			
Renewal	19,178,551	15,963,230	16,054,655	(16%)	1%	22,846,980	27,131,070	26,888,790	18%	(1%)	
Upgrade	5,419,740	1,702,164	1,723,462	(68%)	1%	8,294,744	5,378,348	5,338,196	(36%)	(1%)	
New	6,659,693	2,481,318	2,670,523	(60%)	8%	11,679,569	8,920,371	8,912,051	(24%)	(0%)	
Expansion	2,035,000	336,186	336,515	(83%)	0%	2,535,000	1,436,435	1,440,435	(43%)	0%	
Project Management Office	829,632	804,803	804,803	(3%)	0%	1,000,000	1,000,000	1,000,000	0%	0%	
<b>Total Capital Works</b>	<b>34,122,616</b>	<b>21,287,701</b>	<b>21,589,959</b>	<b>(37%)</b>	<b>1%</b>	<b>46,356,293</b>	<b>43,866,224</b>	<b>43,579,472</b>	<b>(6%)</b>	<b>(1%)</b>	



**Notes to the Capital Works Statement for period ended April 2019**

- 1) Aerodrome Projected Full Year is \$365k less than 2018/2019 Adopted Budget. This favourable variance is mostly due to the rebudget of the Shepparton Aerodrome Plane Parking CASA Compliance project \$378k into the 2019/2020 capital works program.
- 2) Bridges Projected Full Year is \$300k more than 2018/2019 Adopted Budget. This unfavourable variance is due to Toolamba bridge works, offset by additional Fixing Country Roads grant funding.
- 3) Buildings Projected Full Year is \$2.35m less than 2018/2019 Adopted Budget. This favourable variance is mostly due to the rebudget of works for the New Shepparton Art Museum building \$2m into future financial years. Also impacted by the rebudget of the Maude Street Mall Design \$591k into the 2019/2020 capital works program.
- 4) Drainage Projected Full Year is \$734k less than 2018/2019 Adopted Budget. This favourable variance is mostly due to the rebudget of North Growth Corridor drainage and landscaping works \$530k, Marlboro Precinct drainage and wetland works \$235k and Localised drainage works \$130k into the 2019/2020 capital works program.
- 5) Footpaths and Cycleways Projected Full Year is \$695k less than 2018/2019 Adopted Budget. This favourable variance is mostly due to the rebudget of the Dookie Rail Trail Stage 2 \$525k and Shared Path extension RiverConnect project \$216k into the 2019/2020 capital works program.
- 6) Land Projected Full Year is \$186k less than 2018/2019 Adopted Budget. This favourable variance is mostly due to North Growth Corridor land purchases \$143k no longer occurring in 2018/2019.
- 7) Land Improvements Projected Full Year is \$329k less than 2018/2019 Adopted Budget. This favourable variance is mostly due to a reduction in the scope of the trade waste treatment project at the Saleyards due to revised Goulburn Valley Water requirements \$290k. The favourable variance is also due to the deferral of Children Services garden renewals until future financial years to allow for the development of a renewal program \$50k.
- 8) Recreational Leisure and Community Facilities Projected Full Year is \$565k more than 2018/2019 Adopted Budget. This unfavourable variance is mostly due to new capital works including Central Park netball court upgrade \$315k which is offset by additional grant funding. Also impacted by additional works associated with Federal funding at the Greater Shepparton Sports Precinct \$148k and additional playground works at Kinchenga Park \$75k.
- 9) Roads Projected Full Year is \$2.93m less than 2018/2019 Adopted Budget. This favourable variance is mostly due to the rebudget of Maude Street Upgrade - High Street to Ashenden Street \$1.39m, Balaclava/Verney/Dookie road intersection \$954k and McIntosh Street and Fitzjohn Street intersection \$50k into the 2019/2020 capital works program. This favourable variance is also impacted by the reduction of scope and removal of contingency from Nixon Street Bus Interchange project \$266k, the removal of contingency from Maude Street Upgrade - Higher Street to Ashenden Street \$212k, and the deferral of service relocation works for Welsford Street stage 4 \$112k into future years.
- 10) Waste Management Projected Full Year is \$3.78m more than 2018/2019 Adopted Budget. This unfavourable variance is due to an increase in Cosgrove 3 landfill renewal works \$3.76m, adopted as part of the Q2 forecast review, rebudgeted from 2017/2018. Overall the project costs are not expected to increase.
- 11) Other Infrastructure Projected Full Year is \$112k less than 2018/2019 Adopted Budget. This favourable variance is mostly due to contingency for the installation of solar on Council buildings not being required \$112k.



# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

**Agenda Item 9.4      Domestic Animal Management Plan - 2021**

**Attachment 1      Domestic Animal Management Plan - 2021 ..... 430**



GREATER  
SHEPPARTON

# Domestic Animal Management Plan 2021



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## 1. Introduction

Council plays an important leadership role in supporting and promoting responsible pet ownership, community safety and healthy living through a well-informed community.

In accordance with the *Domestic Animals Act 1994*, Council adopted Domestic Animal Management Plans in 2008 and in 2013, with each plan providing a formal approach to service delivery and animal management initiatives over 4 years.

This latest plan will build on the foundation of the initial two plans and will guide service delivery and actions through to the year 2021. This plan outlines Council's strategic direction and objectives towards animal management and provides a structured framework for Council's animal management service to address responsible pet ownership and animal welfare.

Council has spent the previous four years working towards operational efficiency and streamlining processes at the Shepparton Animal Shelter to improve practices. Over the next four years Council will begin to shift towards more aspirational strategies that can directly impact responsible pet ownership and improve the health and wellbeing of our domestic animals.

### 1.1 Demographic profile

Greater Shepparton City Council is a semi-rural Council located in north-central Victoria, about 180 kilometres north of Melbourne.

The City of Greater Shepparton includes the major centre of Shepparton, as well as significant rural hinterland. Three quarters of the population live in the main urban centres of Shepparton and Mooroopna.

The municipality encompasses a total land area of 2,422 square kilometres. Rural land is used mainly for dairy farming and agriculture, including wineries and orchards, with the region being a major fruit and vegetable processing centre.

The resident population for 2017 is 65,949. This population is expected to grow by 26.21% to an estimated population of 83,234 in 2036. In 2016 there were 24,404 total households in the municipality.

### 1.2 Council Plan and Strategic links

The Domestic Animal Management Plan is included in the *Greater Shepparton City Council, Council Plan 2017-2021, the Greater Shepparton 2030 Strategy and the Community Safety Strategy 2014-2017*.

#### ***Greater Shepparton City Council, Council Plan 2017-2021***

Goal 1: Leadership and Governance (Provide strong civic leadership, advocacy and good governance in the operation of Greater Shepparton City Council.)

- Objective 1.3: Council demonstrates strong leadership and sound decision making in the best interests of the community.
- Objective 1.5: Council is high performing, customer focused and is marked by great people and quality outcomes.
- Objective 1.7: Council advocates on issues, priorities and needs that matter to our community in partnership with key stakeholders.
- Objective 1.9: Service standard and service delivery models are realistic and meet community expectations and demand while being financially viable and in line with Council's core business.

Goals 2: Social (Develop resilient, inclusive, healthy communities that make Greater Shepparton a safe and harmonious place to live, work, learn and play.)

- Objective 2.1: Greater Shepparton is a welcoming, inclusive and safe place for all.
- Objective 2.6: Volunteering is promoted and encouraged along with other measures to improve community resilience.
- Objective 2.9: Public places, open spaces and community facilities are safe and accessible for all and presented to a high quality.
- Objective 2.10: Council demonstrates strong regional and local partnership efforts across health and wellbeing.

### **Greater Shepparton 2030 Strategy**

Topic: Community Life

Direction: Enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability and a greater range of community services.

Themes:

- Health and social services
  - Objective 1; to provide an equitable and efficient distribution of community facilities and services
  - Objective 2; to encourage and implement activities that will strengthen community spirit.
- Recreation and open space;
  - Objective 2; to protect and enhance the network of public open space that contributes to the amenity of the municipality and advances the image of the community.
  - Objective 2.5; Protect open space areas from pest plants and animals.
- Safe and accessible environments;
  - Objective 1; to address community safety in the planning and management of the urban environment.

### **Community Safety Strategy 2014-2017**

Key Direction 1: Safer Places and Spaces. The key direction "Create and maintain safe public areas which enhance perceptions of safety, liveability and encourage community engagement and connectedness."

### **1.3 Domestic Animal Management Plan 2013-2017**

The Domestic Animal Management Plan 2013-2017 (DAMP 2013-17) was endorsed by Council in September 2013 with the DAMP 2013-17 Action Plan being endorsed by Council in September 2014 in accordance with the *Domestic Animals Act 1994* (The Act).

The DAMP 2013-17 and subsequent Action Plan aimed to promote animal welfare, the responsible pet ownership of dogs and cats and the protection of the environment by providing schemes to;

- protect the community and the environment from feral and nuisance dogs and cats;
- register and permanently identify dogs and cats;
- promote responsible ownership;
- identify and control dangerous, menacing and restricted breed dogs; and
- identify, monitor and register domestic animal businesses to maintain the standards of those businesses.

The DAMP 2013-17 and the Action Plan have been utilised over the last four years to steer the direction of animal management activities with the following achievements -



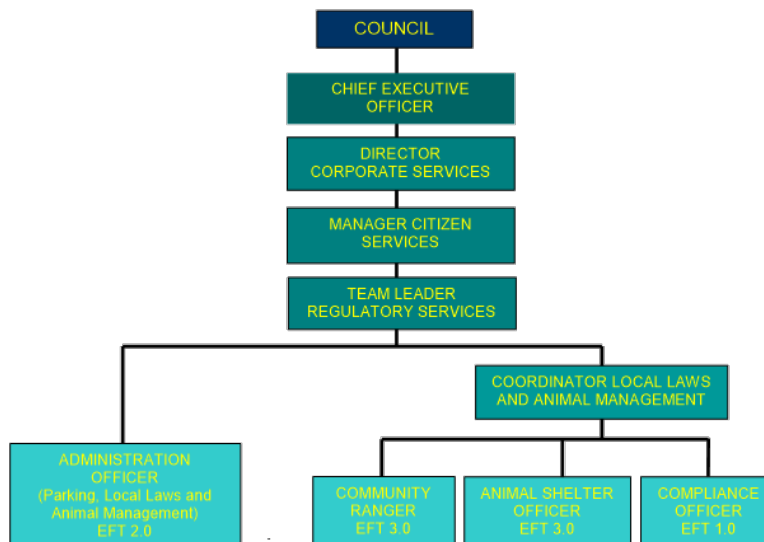
- Investment of resources into the animal shelter to move toward legislation compliance, with building maintenance and equipment upgrades, improved disease control and enhanced animal comfort.
- Development and implementation of major philosophical and cultural changes resulting in significant reduction in euthanasia and a considerable increase in animal adoption.
- Employment of an additional Animal Shelter Officer to ensure that the service can be delivered efficiently and in line with Code of Practice.
- All Community Rangers and Animal Shelter Officers are now appropriately qualified and experienced to enforce the Act with the department showing a continued commitment to training through attending Bureau of Animal Welfare sessions and various conferences.
- Development of educational programs surrounding animal management including primary school and high school education packages and Shepparton Animal Shelter visits.
- Improvement in enforcement and prosecution practices with an increase in the number of prosecutions undertaken.
- Completing a number of successful prosecutions for serious dog attacks resulting in substantial penalties for dog owners including convictions and orders banning offenders for owning dogs for 3-5 years.
- The trial of an off leash dog park that resulted in a permanent site being established at Ducat's Reserve, Paterson Road Shepparton.
- The establishment of an Off Leash Dog Park Committee to provide advice on the current location and opportunities for additional parks in the future as part of the capital works program.
- The development and promotion of a MAV desexing subsidy scheme to further support the community in the quest for responsible pet ownership.





## 1.4 Local Laws and Animal Management Organisational Structure

Local Laws and Animal Management is a branch of the Citizen Services Department and is a part of the Corporate Services Directorate.



## 1.5 Shepparton Animal Shelter

The Shepparton Animal Shelter is a Council owned and operated animal shelter and pound and cares for a variety of domestic animals and livestock including dogs, cats, rabbits, guinea pigs, horses, cattle, sheep, pigs, goats, ferrets, domestic rats and birds. Animals are admitted by members of the public, Community Rangers or surrendered by their owners with approximately 800 dogs, 1300 cats and 100 livestock and small animals admitted to the shelter each year.

The facility operates in accordance with the *Domestic Animals Act 1994* and Code of Practice for the Management of Dogs and Cats in Shelters and Pounds and contains forty dog pens, forty cat pens, isolation facilities, adoption areas and various pens and yards for livestock and small animals.

The Shepparton Animal Shelter runs a successful adoption program at the shelter and also works closely with other animal shelters, local pet shops and community foster care networks to promote animal adoption.

## 1.6 Statutory Requirements

Under Section 68A of the *Domestic Animals Act 1994*, every Council must prepare a domestic animal management plan (DAMP) every four years. Council is required to set out a method for evaluating whether the animal control services provided by Council are adequate to give effect to the requirements of the *Domestic Animals Act 1994* (The Act) and the regulations.

## 2. Objectives

### 2.1 Authorised Officer Training

*The Act section 68A(2)(b) requirement; outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of Domestic Animals Act 1994 in the Council's municipal district.*

Over the last four years, Council has committed to increasing the authorised officer qualifications by amending position descriptions for new employees to require further qualifications and experience. The Appendix outlines the number of staff currently employed by Council who have a large component of their role dedicated to animal management.

In order for Council to deliver the requirements of the Act, the number of resources dedicated to the essential service will need to increase to cater for the ongoing demand and community expectations. Service requirements will be reviewed statistically on an ongoing basis in line with Council's service planning.

Over the next four years, Council will also focus on ensuring Officers are appropriately trained and experienced to educate and enforce the amendments to the *Domestic Animals Act 1994* as outlined in the Action Plan and to stay abreast of industry development and best practice.

The aspirational training needs will focus on ensuring that technical knowledge is developed in relation to animal investigation techniques, prosecution capability; animal handling and behaviour, with a focus on developing people skills that allow positive partnerships and relationships to develop across the industry and with the community.

### 2.2 Registration and Identification

*The Act section 68A(2)(c)(v) requirement; outline programs, services and strategies to encourage the registration and identification of dogs and cats.*

Registration and identification of domestic animals has the greatest impact on providing animal control services to the community. Animal registration currently provides limited funding to the operational running of the animal shelter and other animal management services. Council needs to focus on ensuring that the financial burden is shared equitably amongst all pet owners and has limited reliance on general rates.

While officers have encouraged and promoted the benefits of animal registration to the community, the number of animal registrations has declined and the number of animals being reclaimed from the shelter has not improved. Over the next four years, Council will focus on increasing the number of animal registrations within the municipality by undertaking the actions outlined in the attached Action Plan.

Council will manage dedicated campaigns and incentives to register, desex and microchip domestic animals. Compliance will be more efficient and processes for registering, renewing and updating details will be reviewed to streamline and improve the service. Council will take discount microchipping and desexing to the community to improve the ease of identification and promote responsible pet ownership, with the overall aim of reducing the number of unwanted animals admitted to the shelter and increasing the number of animals reclaimed from the shelter.

### 2.3 Nuisance

*The Act section 68A(2)(c)(vi) requirement; outline programs, services and strategies to minimise the potential for dogs and cats to create a nuisance.*

Over the last four years, Council has seen an increase in the number of reports of dog nuisance and cat nuisance complaints throughout the municipality as outlined in the Appendix.

While Council continues to receive complaints regarding dogs barking, Council has formed an effective relationship with the Dispute Settlement Centre. This relationship and the barking dog resolution process developed has allowed for the majority of Barking Dog complaints to be resolved through the Dispute Settlement Centre whilst maintaining relationships between neighbours.

The number of nuisance cats and wandering dogs being admitted into the animal shelter has also continued to increase.

Over the next four years, Council will undertake a number of activities regarding the current stray cat population, desexing requirements and educating dog owners to ensure their animals are adequately confined to their premises as outlined in the Action Plan.

### 2.4 Dog Attacks

*The Act section 68A(2)(c)(iii) requirement; outline programs, services and strategies to minimise the risk of attacks by dogs on people and animals.*

Over the last four years, Council has focussed on encouraging the community to report dog attacks to Council for investigation and have shown an improved commitment to prosecute dog owners for serious offences. This strategy has seen the number of dog attacks reported to Council increase, resulting in Council investigating and prosecuting dog owners for serious offences. All of the prosecutions for serious dog attacks have been highly successful in reducing the number of highly aggressive dogs within the municipality and to obtain compensation for victims of dog attack.

The majority of dog attacks occur when the attacking dog is wandering at large or not securely confined to its property. Council is committed to implementing education and enforcement programs to effectively reduce the number of dogs wandering and reducing the potential and risk of dogs attacking.

In order for Council to meet community expectations to effectively investigate and prosecute serious offences under the Act, including dog attack, the resources dedicated to this service will be required to increase. Service requirements will be reviewed statistically on an ongoing basis in line with Council's service planning.

Over the next four years, as outlined in the Action plan, Council will focus on the following;

- educate the community on dog attack, dog attack prevention and the importance of confining a dog to its own property;
- undertake various enforcement activities in situations where dogs continually wander;
- encourage the community to report dog wandering, dog attack and dog rush incidents to Council for investigation through media campaigns and by working closely with relevant agencies; and
- develop standard operating procedures and prosecution guidelines surrounding the enforcement of dog attack, dog rush and dog wandering legislation.

## **2.5 Dangerous, Menacing and Restricted Breed Dogs**

*The Act section 68A(2)(c)(vii) requirement; outline programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations.*

Over the last four years, Council has undertaken a number of audits of the Victorian Declared Dog Registry to ensure the information is accurate and have monitored all declared dangerous, menacing and restricted breed dogs for compliance with the Act. Council has also reviewed menacing declarations when requested by the dogs' owner. The Appendix outlines the number of dogs that have been declared and have resided within our municipality.

With the increase number of investigations and prosecutions being undertaken for serious dog attack offences, the number of dogs being declared over the last four years has increased, with successful prosecutions often resulting in the dog being declared and then being destroyed.

Over the next four years, Council will continue to declare dangerous and menacing dogs, to monitor all declared dogs to ensure compliance with the Act and to focus on identifying guard dogs in accordance with the Action plan.

## **2.6 Overpopulation and High Euthanasia**

*The Act section 68A(2)(c)(iv) requirement; outline programs, services and strategies to address any over-population and high euthanasia rates for dogs and cats.*

Over the last four years, Council has committed to reduce the high euthanasia rate at the Shepparton Animal Shelter through the development and implementation of a health management plan and animal adoption programs. To enable Council to deliver the new initiatives, the number of resources dedicated to the Animal Shelter has increased. This has enabled Council to form positive partnerships and relationships across the animal shelter industry, with local businesses and the community.

Over the next four years, Council will focus on reducing the number of unowned and unidentified cats and dogs entering the shelter, to increase the number of animals being reclaimed, to educate the community on the semi-owned cat population and to continue to reduce the euthanasia rate further as outlined in the Action Plan. Council will continue to liaise with industry leaders in order to seek opportunities that may assist to reduce overpopulation and euthanasia and have become involved in an Australia wide scientific community cats research program aimed at reducing unowned and semi-owned cat populations.

## **2.7 Domestic Animal Businesses**

*The Act section 68A(2)(c)(ii) requirement; Outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation.*

Over the last four years, Council has undertaken numerous audits of all registered Domestic Animal Businesses to ensure that a level of compliance with legislation and relevant Code of Practice is maintained. Council has also undertaken a number of investigations into potential unregistered or non-compliant domestic animal businesses and have commended prosecutions as required.



With the introduction of amendments to the Act in relation to puppy farms and cat breeders, Council has seen an increase in the number of reports of unregistered puppy farms and cat breeders within the municipality. It is predicted that the number of reports of illegal domestic animal businesses will continue to increase in the next few years.

Over the next four years, Council is required to implement the various amendments to the Act regarding puppy farms and illegal cat breeders by identifying, investigating and commence legal action of any illegal business. Council is motivated to ensure that a minimum level of animal care is maintained in all pet shops, animal breeders and boarding kennels through the implementation of the Action Plan.

## **2.8 Other Matters**

*The Act section 68A(2)(e) requirement; provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary.*

### **2.8(a) Domestic Animals Amendment (Puppy Farms and Pet Shops)**

The Domestic Animals Amendment (Puppy Farm and Pet Shops) passed parliament in 2017 and introduced the following amendments to the Act;

- there are limits on the number of fertile female dogs breeders can keep;
- pet shops are only able to sell dogs and cats sourced from shelters, pounds or enrolled foster carers;
- there are new definitions for 'recreational breeders' and 'microbreeders';
- a maximum number of fertile females for breeders are introduced;
- the definition of 'farm working dogs' is clarified;
- the animal sale permit system is simplified;
- a Pet Exchange Register will improve the traceability of cats and dogs; and
- new requirements for publishing pet sale advertisements.

Over the next four years, Council is committed to educating the community and implementing the various amendments as outlined in the Action Plan and strives to achieve best practice by staying abreast of industry development and best practice.

The Puppy Farm and Pet Shop amendments will continue to alter the requirements of the Act over the next few years. In order for Council to deliver the new requirements, the number of resources dedicated to this service will need to increase, to enable for all potential illegal dog and cat breeders to be thoroughly investigated. Service requirements will be reviewed statistically on an ongoing basis in line with Council's service planning.

### **2.8(b) Compliance and Enforcement**

Over the last four years, Council has undertaken a review of its compliance and enforcement activities with an increase in the number of prosecutions and compliance activities undertaken. The strategies implemented have required an increase in the qualifications and experience of Councils authorised officers as outlined in the previous DAMP.

Over the next four years, Council will focus on undertaking enforcement and compliance activities in accordance with the Action Plan to ensure all requirements of the Act and community expectations are fulfilled. The Action Plan aspirations can only be achieved by ensuring authorised officers are able to fulfil their required duties through; regular service reviews and the implementation of recommendations; applying legislation amendments, authorisations and delegations; reviewing and developing standard operating procedures (SOP's) and equipment; and through the development of relationships with external agencies.

### **2.8(c) Legislation**

Over the last four years, Council utilised the Community Living local Law No 1 2008 to regulate the number of dogs and cats kept in residential areas, to regulate the collection of dogs faeces in public places and to regulate dogs on leashes in public areas.

In 2018, Council resolved to revoke Councils Community Living local Law No 1 2008 and resolved to introduce Community Living Local Law No 1, 2018. The new Local Law came into operation on 29 June 2018 and takes into consideration animal management requirements as identified in the Action Plan.

Over the next four years, to coincide with the new Community Living Local law No 1 2018, the Action Plan will outline the development and review of any Order made by Council under the *Domestic Animals Act 1994*. Council will also advocate for legislation amendments that may assist Councils animal management activities and strategies and seek participation in available research trials that may assist Council to achieve the goals of the DAMP.

### **2.8(d) Emergencies**

Over the last four years, Council has committed to provide assistance to animals in the event of a large scale emergency situation.

Over the next four years, Council will develop the Emergency Animal Welfare Plan (EAWP), a plan for the management of domestic animals in a municipal emergency which forms part of the Municipal Emergency Management Plan (MEMP). Once the EAWP is completed, Council will undertake a number of community education initiatives in accordance with the Action Plan, to educate the community on their responsibilities.

### **2.8(e) Community Education - Overall**

Over the last four years, Council undertook various community education activities to promote responsible pet ownership, animal welfare and the services provided by Council. The activities and strategies aimed to reach the wider community through multiple avenues with a strong focus on the requirements of the Act.

Over the next four years, the new DAMP plays an important overall leadership role in supporting and promoting responsible pet ownership, community safety and healthy living through a well-informed community. The Action Plan outlines a variety of community education initiatives and media campaigns to educate the community on the Act, and includes specific targeted programs to address issues identified from the previous plan's implementation.

## **2.9. Annual Review of Plan and Annual Reporting**

*The Act, section 68A(3) requirement; every Council must; review its domestic animal management plan annually and, if appropriate, amend the plan; provide the Department of Primary Industries' Secretary with a copy of the plan and any amendments to the plan; and publish an evaluation of its implementation of the plan in its annual report.*

In accordance with the Act, Council will review the DAMP annually as part of service delivery planning and budget preparations. This review will ensure the Action Plan is relevant and identified objectives can be completed. Officers will report on the strategies, identified amendments and objective results. An evaluation of the DAMP's implementation is required to be included in Councils annual report. In the final year of the plan, Council will undertake a major review and commence preparations for drafting the next Domestic Animal Management Plan.

### 3. Appendix - Action Plan

AVA	Australian Veterinary Association	EAWP	Emergency Animal Welfare Plan	RSPCA	Royal Society for the Prevention of Cruelty to Animals
DAA	Domestic Animals Act 1994	HMP	Health Management Plan	SOP	Standard Operating Procedure
DAB	Domestic Animal Business	MAV	Municipal Association of Victoria	VDDR	Victorian Declared Dog Registry
DAMP	Domestic Animal Management Plan	MEMP	Municipal Emergency Management Plan	VFF	Victorian Farmers Federation
DJPR	Department of Jobs, Precincts and Regions	MEMPC	Municipal Emergency Management Planning Committee		
DELWP	Department of Environment, Land, Water and Planning	POCTAA	Prevention of Cruelty to Animals Act 1986		

#### 3.1 Authorised Officer Training

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Training guidelines	Develop a training plan that clearly identifies minimum training requirements and any additional training needs that should be undertaken by Authorised Officers to ensure Officers can properly administer and enforce the DAA	Develop and maintain a matrix of current and required skills of each officer	Audit matrix annually, ensure all Authorised Officers have completed their minimum training requirements and identify needs for the following year	All staff meet performance standards in annual employee performance and skills level review with Reduction in skills gap over previous year	Ongoing review of Position descriptions and turnover of staff have assisted to ensure that staff have the relevant qualifications and experience required	Develop and maintain a matrix of current and required skills of each officer	Ongoing reviews	Ongoing reviews	Ongoing reviews
		Develop a training program for new officers	Ongoing evaluation of success of training program through feedback from management and staff	Training plan developed and utilised for new staff member	Training program developed for new Animal Shelter Officer	Review training requirements	Leadership training to be undertaken by key management staff to complement legislative requirements	Develop a training program for new Community Ranger	Ongoing reviews
Training sessions	Bureau of Animal Welfare	Attend Bureau of Animal Welfare seminars and information days as gazetted	Report on sessions as attended by staff	Attendance by at least one Officer at every Bureau of Animal Welfare seminar and information day as gazetted	A commitment to attend all sessions where opportunities exist	Attendance by at least one Officer at every Bureau of Animal Welfare seminar and information day as gazetted dependent on resourcing	Attendance by at least one Officer at every Bureau of Animal Welfare seminar and information day as gazetted dependent on resourcing	A commitment to attend all sessions where opportunities exist	A commitment to attend all sessions where opportunities exist
	Australian Institute of Animal Management (AIAM)	Maintain membership and attend meetings and seminars	Report on sessions as attended by staff	Attendance by at least one Officer at every AIAM conference	A commitment to attend all sessions where opportunities exist. Four officers attended the AIAM conference in late 2016	Attendance by at least one Officer at every AIAM conference	A commitment to attend all sessions where opportunities exist	A commitment to attend all sessions where opportunities exist	A commitment to attend all sessions where opportunities exist
	Getting 2 Zero	Maintain membership and attend meetings and seminars	Report on sessions as attended by staff	Attendance by at least one Officer at every Getting 2 Zero conference and information days	A commitment to attend all sessions where opportunities exist. One officer attended Getting 2 Zero conference in 2015	Two officers attended Getting 2 Zero conference in 2017, none attended in 2018 due to operational issues	A commitment to attend all sessions where opportunities exist	A commitment to attend all sessions where opportunities exist	A commitment to attend all sessions where opportunities exist
	North East Authorised Officers Association	Maintain membership and attend meetings and seminars	Report on sessions as attended by staff	Attendance by at least one Officer at every seminar and meeting	A commitment to attend all sessions where opportunities exist	Attendance by at least one Officer at every seminar and meeting is desired dependent on resourcing	A commitment to attend all sessions where opportunities exist	A commitment to attend all sessions where opportunities exist	A commitment to attend all sessions where opportunities exist
	Internal Training sessions on new Domestic Animals Act 1994 amendments	Conduct internal training sessions on new legislation	Training sessions conducted	Training sessions conducted and officers able to utilise new legislation	Not addressed	Conduct training session for Officers on new legislation	Conduct training session for Officers on new legislation	Conduct training session for Officers on new legislation	Conduct training session for Officers on new legislation
After hours service	Tender After hours contract	Provide after hours service to the community	Service provision in place but an ongoing contract is now required	After hours contract in place	Contractor trialled and commenced ongoing work	Contractor providing ongoing service	Tender developed and expressions of interest accepted. Successful respondent to be appointed.	Tender contract and conditions performance monitored	Tender contract and conditions performance monitored
	After Hours Officer training	Develop a training program for section 72A officers and ensure all Officers are appropriately trained	Ongoing evaluation of success of training program through feedback from contractor management and staff	Training plan developed and utilised for contractor staff	Contractor trialled and Officers trained as required	To be investigated and reported in the 2018-2019 year	Ensure training program provided by external contractor covers legislative requirements	Ongoing reviews	Ongoing reviews





### 3.2 Registration and Identification

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Registration	Increase the percentage of registered domestic animals in the municipality	Implement all strategies as below	Number of animals registered each year	Increase in the number of registered domestic animals	Implemented strategies and conducted campaigns	Implement strategies as below	Implement strategies as below	Implement strategies as below	Implement strategies as below
		Distribution of animal registration renewal notices	Ensure all renewal notices are issued within specified time period	Renewal notices issued	Renewal notices issued within timeframe	Renewal notices issued within timeframe	Renewal notices issued within timeframe	Renewal notices issued within timeframe	Renewal notices issued within timeframe
		Distribution of animal registration reminder notices	Ensure all reminder notices are issued within specified time period	Reminder notices issued	Reminder notices issued within timeframe	Reminder notices issued within timeframe	Reminder notices issued within timeframe	Reminder notices issued within timeframe	Reminder notices issued within timeframe
		Implement new Foster Carer animal registration status	SOP, guidelines and media developed	Foster Carer program and SOP implemented	New legislation / definition	Create procedure plan and templates for implementation of program	Create new SOP for Foster Carer database and registration status for discount animal registrations. Update website to include information supplied by DJPR. Continue to implement program and provide feedback to DJPR	Continue to implement program and provide feedback to DJPR	Continue to implement program and provide feedback to DJPR
		Implement new Working Dog Registration requirements	SOP, guidelines and media developed	Working dog procedure and SOP implemented	New legislation / definition	Create procedure plan for implementation of program	Create new SOP for Working dog status for discount animal registrations. Update website to include information supplied by DJPR. Continue to implement program and provide feedback to DJPR	Continue to implement program and provide feedback to DJPR	Continue to implement program and provide feedback to DJPR
		Door knock random properties each year to check for unregistered dogs and cats	Report on the number of random properties inspected	Report on the number of properties inspected. Increase in animal registrations as a direct result of the door knock campaign	Minimal doorknocking undertaken throughout this period	Doorknocking strategy to be investigated	Doorknocking strategy to be budgeted for to trial impact on registration numbers	Doorknocking strategy to be implemented. Results reviewed	Doorknocking strategy to be implemented. Results reviewed
		Follow up properties where animal registration has lapsed	Report on the number of properties inspected	Report on the number of properties inspected. Increase in animal registrations as a direct result of the campaign	Minimal doorknocking undertaken throughout this period	Doorknocking strategy to be investigated	Doorknocking strategy to be budgeted for to trial impact on registration renewal	Doorknocking strategy to be implemented. Results reviewed	Doorknocking strategy to be implemented. Results reviewed
		Develop and implement strategies and incentives to register animals, eg. registered animal receives first trip home free if returned home on same day (one trip over the life of the animal)	Implement one strategy/incentive to register animals	Strategy implemented with an increase in number of animals that are returned to owners and decrease in repeat offenders	Developed and implement process where animals are returned home free of charge if registered. Strategy reviewed and amended to be one trip per lifetime for registered animal	Implement strategy. Review results and amend strategy as required	Implement strategy. Review results and amend strategy as required	Review results and amend strategy as required	Review results and amend strategy as required
		Investigate the feasibility of lifetime registration tags to determine if it will result in a reduction in number of registered animals found with old tags and reduction in costs of purchasing new tags	Feasibility conducted and results implemented	Ongoing evaluation of success of registration tag strategy through feedback from management and community	Reviewed operational requirements and priorities. To be reviewed in the new DAMP	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Investigate the feasibility of lifetime registration tags to determine if it will result in a reduction in number of registered animals found with old tags and reduction in costs of purchasing new tags	Implement strategy. Review results and amend strategy as required





	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Registration (continued)	Increase the percentage of registered domestic animals in the municipality	Investigate the feasibility of registrations being completed by Veterinary clinics under 84Y agreements	Feasibility conducted and results implemented	Ongoing evaluation of success of registration strategy through feedback from management and community	Initial discussions with Vet Clinics showed minimal interest in uptake. Investigation into and report will be presented in new DAMP	To be investigated and reported in the 2018-2019 year	To be investigated and reported in the 2019-2020 year	Undertake trial with one Vet to collect results for feasibility study	Investigate the feasibility of Veterinary Clinics completing registrations to determine if it will result in an increase in registration compliance
		Implement pro rata fee to encourage registration	Number of registrations specifically over that period	Increase in registrations specifically over that period	Pro rata fees were implemented for final 3 months of registration period.	Continue pro rata fees	Consider extending pro rata period and implement if required	Review and continue pro rata fees if feasible	Review and continue pro rata fees if feasible
		Investigate the viability of decreasing registration fee for animals purchased from welfare agencies within one month of adoption	Feasibility conducted and results implemented	Ongoing evaluation of success if strategy implemented through feedback from management and community and increase in animals registered from welfare agencies	Not undertaken	Program to be submitted as part of budget process	Program to be implemented if approved	Review results and continue if successful	Review results and continue if successful
		Increase the number of locations/outlets where animal registration is promoted and provide directions to access registration forms	Number of outlets promoting animal registration	Increase in the number of outlets promoting animal registration	Not undertaken	To be investigated and reported in the 2018-2019 year	Development and distribution of promotional materials	Review of number of outlets promoting animal registration and gain feedback. Continue to distribute materials	Review of number of outlets promoting animal registration and gain feedback. Continue to distribute materials
		Review registration fee scheme structure in accordance with DAA to determine if this is effective	Number of registrations and service provision	Balance between fee structure, the number of animals registered and our ability to provide services for the community	Implement two strategies being a pro rata fee structure and free registration for animals under 6 months of age	Review as part of annual budget development	Review as part of annual budget development	Review as part of annual budget development	Review as part of annual budget development
Compliance and Enforcement	Increase compliance with Animal Registration and Identification	Enforce Animal Registration through issuing of infringements and court action when required	Number of infringements issued	Number of animals registered increases	Follow up has taken place as required	Enforce Animal Registration through issuing of infringements and court action when required	Enforce Animal Registration through issuing of infringements and court action when required	Enforce Animal Registration through issuing of infringements and court action when required	Enforce Animal Registration through issuing of infringements and court action when required
		Increase efficiency of infringement process	Implementation of electronic infringement system	Electronic system implemented	New legislation	To be investigated and reported in the 2018-2019 year	Investigate feasibility of electronic infringement system	Implement electronic infringement system	Review and continue to implement
		Investigate Fines Victoria process	Implementation of Fines Victoria process	Fines Victoria implemented	New legislation	To be investigated and reported in the 2018-2019 year	Investigate feasibility of Fines Victoria Infringement model	Implement Fines Victoria system	Review and continue to implement
Identification databases	Improve the accuracy of registration and microchip records	Improve the accuracy of registration and microchip records	Actions undertaken including ongoing monitoring of database and education activities	Develop a culture where Council staff advise animal owners to update their details and actively question the accuracy of information in the system	Staff have commenced but not established protocols	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop a SOP and implement and monitor staff actions	Review implementation of SOP
		Contact microchip registries to request details of dogs and cats in the municipality that are microchipped and cross reference if information available	Outcome of request received and project commenced	Records provided and utilised by Council staff to contact animal owner	To be investigated and reported in the new DAMP	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Contact microchip registries to request details of dogs and cats in the municipality that are microchipped and cross reference if information available	Records provided and utilised by Council staff to contact animal owner



	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Microchip	Increase number of animals microchipped	Organise annual microchipping day	Microchipping day conducted	Microchipping day attended by community	Three microchipping days conducted	To be investigated and reported in the 2018-2019 year	Investigate feasibility of conducting a microchipping day	Organise annual microchipping day	Organise annual microchipping day
		Consider or develop a reduced microchipping incentive scheme	Incentive scheme developed and deliverable	Ability to partner with microchip implanters which enables the process to be at a lower cost	Authorised Officers commenced training as microchip implanters	To be investigated and reported in the 2019-2020 year	Incentive scheme developed and delivered	Review of scheme to consider success and amend as required	Review of scheme to consider success and amend as required
Community Education	Educate community on registration and identification	Develop and implement media strategy regarding microchipping and registration	Media strategy implemented	Increase in the number of dogs and cats entering the animal shelter that are registered and/or identifiable	Registration media campaign and school visits conducted	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy regarding microchipping and registration	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required

### 3.3 Nuisance

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Nuisance Animals	Encourage people to manage their pets in a way that minimises the potential for nuisance to others	Implement all strategies as below	Number of animal nuisance complaints received each year	Decrease in the number of nuisance complaints received	Implemented strategies and conducted campaigns	Implement strategies as below	Implement strategies as below	Implement strategies as below	Implement strategies as below
Wandering Dogs	Reduce the number of wandering dogs throughout the municipality	Increase patrols to minimise dogs wandering at large and attend to dog wandering reports promptly	Number of reports received and dogs proactively located	Reduction in the number of wandering dogs and repeat offenders	Not addressed	Attend to dog wandering reports promptly	Increase patrols to minimise dogs wandering at large and attend to dog wandering reports promptly	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required
		Undertake enforcement action to prevent repeat offending.	Number of reports received and dogs proactively located.	Reduction in the number of wandering dogs and repeat offenders	Not addressed	Develop SOP for enforcement action	Increase enforcement action in accordance with SOP	Continue enforcement action in accordance with SOP. Review of SOP to consider success and amend as required	Continue enforcement action in accordance with SOP. Review of SOP to consider success and amend as required
Barking Dogs	Continue managing barking dog complaints with a focus on resolution outside formal enforcement	Continue managing barking dog complaints to focus on resolution outside formal enforcement	Number of Barking Dog Complaints received and number of unresolved complaints after external mediation	Reduction in barking dog complaints	Developed and implemented successful external mediation resolution process	Continue established resolution process, monitor ongoing success and amend as required	Continue established resolution process, monitor ongoing success and amend as required	Continue established resolution process, monitor ongoing success and amend as required	Continue established resolution process, monitor ongoing success and amend as required
Dog poo	Develop Local Law under section 42 of the DAA regarding collection and disposal of dog faeces	Ensure the new Local law includes the collection and disposal of dog faeces	New Local law created to cover this issue	Local Law is in plain English and is able to be enforced.	Review of bin locations completed and determined current bin locations adequate at this time as very few complaints received	New Local law created to cover this issue that is in plain english and able to be enforced	New local law enacted and clause enforced as required	New local law enacted and clause enforced as required	New local law enacted and clause enforced as required
Off Leash Dog Park	Continue with Off Leash Dog Park Committee	Establish Off Leash Dog Park and Committee	Park and Committee established and operating with feedback from management and park users received	Positive feedback from the community and park utilised by dog owners.	Developed and built one off leash dog park	To be investigated and reported in the 2018-2019 year	Established advisory committee to participate in second dog park site research and development	Committee to continue to participate in second dog park site research and development .	Provide advice regarding maintenance and further development of all off leash dog parks
		Investigate the trial of a second off leash dog park site	Research to ascertain community acceptance and desire for a permanent location of a second site	More than 90% of users recommend the establishment of a permanent off leash second site	Not addressed	To be investigated and reported in the 2018-2019 year	Research to ascertain community acceptance and desire for a permanent location of a second site	Committee to provide advice in relation to plans for possible dog park located within the Princes Park development.	Princes Park dog park monitored if established.





	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Wandering Cats	Reduce the number of wandering cats throughout the municipality	Review Order under section 25 of the Domestic Animals Act as order created in 1996	Number of complaints, number of trespassing cats impounded and community feedback	Order reviewed and amended as required	Not addressed	Review Order under section 25 of the Domestic Animals Act 1994	Develop SOP for enforcement action	Increase enforcement action in accordance with SOP	Continue enforcement action in accordance with SOP. Review of SOP to consider success and amend as required
		Investigate further strategies to address trespassing cats	Number of strategies identified, researched and implemented	Number of strategies implemented	Further investigation surrounding other strategies to address the stray and wandering cat issue is required in the Domestic Animal Management Plan 2017-2021	To be investigated and reported in the 2018-2019 year	Develop and implement cat wandering strategies	Review of strategies to consider success and amend as required	Review of strategies to consider success and amend as required
		Provide education material and information on website about cat enclosures and nuisance issues to cat owners	Amount of education material distributed and accessed	Increase in the amount of information provided to the community and the number of hits to webpage	Not addressed	To be investigated and reported in the 2018-2019 year	Development and distribution of promotional materials	Review of number of outlets promoting cat enclosures and gain feedback. Continue to distribute materials	Review of number of outlets promoting cat enclosures and gain feedback. Continue to distribute materials
		Review the need or availability of cat traps to trap nuisance cat	Number of cat traps hired and the number of residents requesting cat traps	Review completed and number of cat traps available maintained at highest possible rate	The larger number of cat cages available caused over population concerns at the animal shelter with the shelter limited to the number of pens available to house cats at any one time. The trapping program has not reduced the number of cats entering the shelter environment	Compare number of traps available with the number of cat pens available at the Shepparton Animal Shelter to accommodate the incoming strays. Consider campaign for cat trapping outside kittens season when pens are available, capacity requirements at Animal Shelter and rehouse options	Undertake campaign for cat trapping and Ranger trapping programs when shelter capacity permits.	Undertake campaign for cat trapping and Ranger trapping programs when shelter capacity permits.	Undertake campaign for cat trapping and Ranger trapping programs when shelter capacity permits.
Community Education	Educate community on nuisance animal issues	Develop and implement media strategy regarding nuisance animals	Media strategy implemented	Number of media strategies implemented	Not addressed	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required



### 3.4 Dog Attacks

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Reporting	Ensure dog attacks and dog rush are reported to Council	Increase reporting of dog attacks and dog rush in the community. (shorter term objective – initial education / enforcement activities will increase reporting of incidents)	Number of dog attack and dog rush reports recorded	Increase in the number of attacks and dog rush reported	Media campaign to encourage reporting of dog attack and dog rush incidents saw an increase in the number of incidents reported. Community Rangers educated dog owners during investigations of 89 dog attack and 15 dog rush incidents	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy including developing website information for residents on how to report dog attacks to Council and the investigation process	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required
		Further develop the relationship with Veterinarians, Police, Government agencies and larger businesses including Australia Post, electricity companies etc to report all dog attacks, rushes and wandering animal to Council	Relationships developed and evidence of communication with agencies	Increase in dog attack and dog rush reports	Relationships continue to be developed to ensure collaborative response for the community including working closely with local vets in establishing evidence collection and statement requirements for prosecutions	Liaise with agencies to encourage reporting of incidents	Educate vets and vet clinics to ensure dog attacks are reported to Council for investigation and educate vets on dog attack investigative procedures and statement preparation	Liaise with agencies to encourage reporting of incidents	Liaise with agencies to encourage reporting of incidents
Compliance and Enforcement	Enforce legislation regarding dog attacks, dog rush and dog wandering at large	Develop SOP's and guidelines regarding dog attack investigations and prosecution process	SOP's and guidelines developed	SOP's and guidelines developed and utilised by authorised officers	Developed relationship with legal team to ensure investigative techniques favour desired outcomes of dog attack prosecutions	Continue to develop relationship with legal team to ensure investigative techniques favour desired outcomes of dog attack prosecutions	Prepare SOP's and guidelines for investigation processes and procedures	Continue enforcement action in accordance with SOP. Review of SOP to consider success and amend as required	Continue enforcement action in accordance with SOP. Review of SOP to consider success and amend as required
		Undertake prosecutions for serious dog attack incidents	Number of prosecutions conducted, number of incidents reported and outcomes	All dog attack reports are investigated and appropriate action undertaken	Developed relationship with legal team to ensure investigative techniques favour desired outcomes of dog attack prosecutions	To be investigated and reported in the 2018-2019 year	Prepare SOP's and guidelines for investigation processes and procedures	All serious dog attack investigations handled in accordance with legislation and procedures	All serious dog attack investigations handled in accordance with legislation and procedures
		Develop SOP's regarding the destruction of dogs and cats found at large	SOP's and guidelines developed	SOP's and guidelines developed and utilised by authorised officers	Not addressed	To be investigated and reported in the 2018-2019 year	Prepare SOP's and guidelines for investigation processes and procedures	SOP's and guidelines developed and utilised by officers	SOP's and guidelines developed and utilised by officers
		Develop a database to monitor dog attack location hot spots and increase patrols in these areas	Database developed	Database developed, hot spots determined and patrols increased in area	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop database to monitor dog attack location hot spots	Utilise data from database to locate dog attack hot spots. Develop media strategy for these areas



	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Community Education	Educate the community on dog attack and dog attack prevention	Educate pet owners of problems caused by dog confinement, leash laws and penalties for dog attack	Report on types of activities for education conducted. Compare number of dog attacks reported to council pre and post campaign. Consider conducting community survey to measure awareness of dog attacks and how to report them, before and after the campaign	Increase in the number of education activities and positive results from community survey (if conducted)	Multiple dog attack media releases with results from dog attack prosecutions. Media releases continue to advertise results of dog attack prosecutions and provide information regarding dog attack and confinement laws	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required
		Dog attack prevention kit on website with information on how to prevent and avoid dog bites	Kit developed and available on website	Kit developed and available on website	Not addressed	To be investigated and developed in the 2019-2020 year	To be investigated and developed in the 2019-2020 year	Kit developed and made available on website	Kit developed and made available on website
		Create dog attack webpage advising the community how to report dog attacks and dog rush incidents	Webpage developed and available to the community	Number of hits to webpage	Not addressed	To be investigated and developed in the 2019-2020 year	To be investigated and developed in the 2019-2020 year	Webpage developed and made available to public	Webpage developed and made available to public
		Media releases with results of dog attack prosecutions.	Media releases prepared and disseminated to media agencies	Number of media releases prepared and released	Not addressed	Develop and implement media strategy	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required
		Develop relationships with agencies regarding family health and child care to promote dog ownership and preventing dog attack in the home	Relationships developed with internal and external agencies	Information provided to a variety of agencies	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop relationships and implement strategy	Review of strategy to consider success and amend as required





### 3.5 Dangerous, menacing and restricted breed dogs

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Compliance and Enforcement	Effectively inspect and audit all declared dog premises annually to ensure they are kept in accordance with the Act	Investigate complaints regarding dangerous, menacing and restricted dog breeds	Number of complaints received regarding dangerous, menacing or restricted dogs, recorded and reviewed annually	Ensure every complaint is investigated and actioned	Audit conducted on identified dangerous, menacing and restricted breed dogs. Serious dog incidents are now direct prosecutions with Council seeking destruction orders instead of declaring a dog a dangerous dog	Investigate complaints regarding dangerous, menacing and restricted dog breeds	Investigate complaints regarding dangerous, menacing and restricted dog breeds	Investigate complaints regarding dangerous, menacing and restricted dog breeds	Investigate complaints regarding dangerous, menacing and restricted dog breeds
	Victorian Declared Dog Registry (VDDR)	All declared dogs to be monitored and inspected annually	All declared dogs registered and compliant	Every declared dog is registered and inspected each year	Dogs identified and inspected for compliance	CRM's entered for every declared dog and inspected by Rangers. All dogs located and registered or details updated both with Council and on the VDDR	CRM's entered for every declared dog and inspected by Rangers. All dogs located and registered or details updated both with Council and on the VDDR	CRM's entered for every declared dog and inspected by Rangers. All dogs located and registered or details updated both with Council and on the VDDR	CRM's entered for every declared dog and inspected by Rangers. All dogs located and registered or details updated both with Council and on the VDDR
		Ensure all declared dogs are recorded on the VDDR and the information is up to date	VDDR is up to date	Database is inspected and up to date annually	Dogs identified, audit completed and information on VDDR updated	Ensure the data on the VDDR is current	Ensure the data on the VDDR is current	Ensure the data on the VDDR is current	Ensure the data on the VDDR is current
		Ensure any dog destroyed under s84TA/TB/TC, destroyed under s84T(2) or surrendered for euthanasia under s33A is reported on VDDR	Every situation reported on VDDR within 28 days	Number of animals reported to VDDR	Not addressed	Ensure any dog destroyed under s84TA/TB/TC, destroyed under s84T(2) or surrendered for euthanasia under s33A is reported on VDDR	Develop SOP for reporting process. Ensure any dog destroyed under s84TA/TB/TC, destroyed under s84T(2) or surrendered for euthanasia under s33A is reported on VDDR	Ensure any dog destroyed under s84TA/TB/TC, destroyed under s84T(2) or surrendered for euthanasia under s33A is reported on VDDR	Ensure any dog destroyed under s84TA/TB/TC, destroyed under s84T(2) or surrendered for euthanasia under s33A is reported on VDDR
	Enforce legislation	Conduct random, unannounced inspections of declared dogs to ensure compliance with the Act and Regulations	Number of random inspections undertaken and results	Inspections discover any breaches which are investigated and enforcement action commenced	Dogs identified, audit completed and information on VDDR updated	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop a SOP and implement and monitor staff actions	Review implementation of SOP
		Develop a guideline on when to declare a dog dangerous and/or menacing	Guidelines developed	Guidelines developed and utilised	Staff have commenced but not established protocols	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop a SOP and implement and monitor staff actions	Review implementation of SOP
		Prosecute breaches of the Act or Regulations in relation to declared dogs	Number of prosecutions and number of audits undertaken	Number of prosecutions and number of audits undertaken	Not addressed	Prosecute breaches of the Act or Regulations in relation to declared dogs	Prosecute breaches of the Act or Regulations in relation to declared dogs	Prosecute breaches of the Act or Regulations in relation to declared dogs	Prosecute breaches of the Act or Regulations in relation to declared dogs
		Develop guideline on when menacing declaration may be revoked	Guidelines developed	Guidelines developed and utilised	Staff have commenced but not established protocols	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop a SOP and implement and monitor staff actions	Review implementation of SOP
		Propose guidelines regarding the registration of declared dogs	Guidelines developed	Guidelines developed and utilised	Staff have commenced but not established protocols	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop a SOP and implement and monitor staff actions	Review implementation of SOP
Guard dogs	Identify and register all Guard Dogs	Patrol industrial and commercial areas for guard dogs	Patrols conducted and results found	Number of patrols conducted, sites visited and dogs found	Not addressed	To be investigated and reported in the 2018-2019 year	Conduct patrol of all industrial areas	Conduct patrol of all industrial areas	Conduct patrol of all industrial areas
		Develop a guideline on declaring guard dogs dangerous	Guidelines developed	Guidelines developed and utilised	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop a SOP and implement and monitor staff actions	Review implementation of SOP
		Identify, declare guard dogs and ensure compliance	Guard dogs identified have been declared	Number of guard dogs declared and number compliant with legislation	Not addressed	To be investigated and reported in the 2018-2019 year	Conduct patrol, identify guard dogs and declare following guidelines	Conduct patrol, identify guard dogs and declare following guidelines	Conduct patrol, identify guard dogs and declare following guidelines





	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Restricted Breed dogs	Restricted Breed dogs	Develop guidelines for declaring Restricted Breed dogs	Guidelines developed	Guidelines developed and utilised	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop a SOP and implement and monitor staff actions
		Monitor new registration for potential restricted breed dogs	Actions undertaken including ongoing monitoring of database and education activities	Develop a culture where Council staff advise animal owners to correctly identify restricted breed dogs and actively question the accuracy of information in the system	Staff have commenced but not established protocols	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop a SOP and implement and monitor staff actions
		Flag certain breeds on registration data base for assessment under the approved standard	Assessment completed	Assessment completed. Number of dogs identified	Not addressed	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	Flag certain breeds on registration data base for assessment under the approved standard
Community Education	Educate the community on dangerous, menacing and restricted breed dogs	Educate the community about what are dangerous menacing and restricted breed dogs	Number of identified dangerous, menacing and restricted dogs, recorded and reviewed annually	Decrease number of identified dangerous, menacing and restricted dogs over the next four years	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Information prepared for website	Develop and implement media strategy



### 3.6 Overpopulation and high euthanasia

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Getting 2 Zero	Work with Getting 2 Zero to improve overpopulation	Liaise with the Getting 2 Zero(G20) and work towards implementing ideas to improve euthanasia rates and reduce overpopulation	Report on additional statistics generated to date	Number of visits between Getting 2 Zero and Council	Statistics collected audited by Getting 2 Zero with further development suggested. Continue to improve quality and type of statistics collected. Maintain Getting 2 Zero's target of dogs returned or rehoused at 80% and continue to work on improving cat return and adoption rates	A commitment to liaise with Getting 2 Zero, provide statistics and consider all suggestions for improvement where opportunities exist	A commitment to liaise with Getting 2 Zero, provide statistics and consider all suggestions for improvement where opportunities exist	A commitment to liaise with Getting 2 Zero, provide statistics and consider all suggestions for improvement where opportunities exist	A commitment to liaise with Getting 2 Zero, provide statistics and consider all suggestions for improvement where opportunities exist
Pest controllers / other organisations	Develop relationships with licensed pest controllers and organisations regarding cat trapping	Assist pest controllers and other organisations about cat trapping conditions, animal welfare standards and legislation requirements	Relationships formed and results of cat trapping programs	Number of relationships formed and results of cat trapping programs	Not addressed	Begin to develop relationships to allow cat trapping programs to occur	Continue to maintain relationships and develop further relationships for cat trapping programs	Continue to maintain relationships and develop further relationships for cat trapping programs	Continue to maintain relationships and develop further relationships for cat trapping programs
Community Education	Raise awareness about semi-owned cat population	Develop media campaign to educate the community on the semi-owned cat population utilising 'Are you feeding a bigger problem?' and 'Who's for Cats?' Campaign information	Measure number and type of education materials distributed. Record number of campaign queries received by council. Record number of semi owned cats handed into Shepparton Animal Shelter.	Record number of campaign queries received by council. Record number of semi owned cats handed into Shepparton Animal Shelter.	Not addressed	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required
		Promotions to encourage people to take full ownership of cats eg discount desex / microchip / vaccinate offers, free products	Measure uptake on any promotions to encourage people to take ownership of cats.	Increase in the number of people taking ownership of cats and having them desexed, microchipped and registered.	Not addressed	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required
		Promote the benefits of desexing, via media, social media, website	Measure uptake on any promotions to encourage people to desex cats.	Number of desexing vouchers issued for cats.	Not addressed	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required
		Gather data and undertake research to determine if there's an overpopulation problem and what is the priority for community	Data gathered and analysed.	Data identified if overpopulation an issue and areas to target for campaigns.	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Gather data and undertake research to determine if there's an overpopulation problem and what is the priority for community	Campaign developed to target areas with overpopulation
		Investigate free kitten adverts and owners of farm cats to determine how we can promote desexing to owners	Number of adverts investigated and the number of cats desexed and registered as result of investigations	Increase in the number of cats desexed and registered.	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Investigate free kitten adverts and owners of farm cats to determine how we can promote desexing to owners	Investigate free kitten adverts and owners of farm cats to determine how we can promote desexing to owners



	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Desexing	Increase the number of dog and cats that are desexed and not part of a Domestic Animal Breeding Business	Continue to implement ongoing subsidised desexing for pets of low income earners via agreements with local vet clinics, and /or organisations such as the National Desexing Network and /or AVA / MAV	Number of animals desexed as part of the scheme. Cost to run scheme. Any changes in the longer term re proportion of desexed animals on pet registration database, proportion of impounded pets that are desexed etc	Increase in number of animals desexed under scheme	Vouchers are electronic for ease of reporting	To be investigated and reported in the 2018-2019 year	Make vouchers available through Animal Shelter	Continue to implement ongoing subsidised desexing for pets of low income earners via agreements with local vet clinics, and /or organisations such as the National Desexing Network and /or AVA / MAV	Continue to implement ongoing subsidised desexing for pets of low income earners via agreements with local vet clinics, and /or organisations such as the National Desexing Network and /or AVA / MAV
		Research feasibility of conducting discount desexing days	Feasibility study conducted	Feasibility study conducted and implemented if feasible	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Conduct Feasibility study	Implement strategy if found to be feasible
		Investigate if compulsory cat desexing Order is having an effect on preventing unwanted litters	Evaluation undertaken	Evaluation conducted and reported	Not addressed	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	Conduct Feasibility study
		Review animal registration fee schedule review to increase incentive to desex dogs and cat	Review conducted	Review conducted	Not addressed	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	Undertake review





### 3.6(a) Shepparton Animal Shelter

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Euthanasia	Decrease euthanasia rates of impounded and unclaimed animals	Review and implement protocols to reduce euthanasia	Report on rehoused animals who are desexed and microchipped	Reduction in euthanasia rates per year and increase in number of animals rehoused	Commit to implementing programs for behaviour assessments and rehousing practices	Implement programs for behaviour assessments and rehousing practices	Review programs regarding the health and wellbeing of animals	Review programs regarding the health and wellbeing of animals	Review programs regarding the health and wellbeing of animals
Volunteers	Implement foster carer program	Implement foster carer program	Foster Carer program implemented	Number of Carers increasing each year	Animal Shelter Foster Care program continues to grow and improve. Program reviewed and found to be successful however more carers are required	Implement Foster carer program with number of carers increasing	Implement Foster carer program with number of carers increasing	Implement Foster carer program with number of carers increasing	Implement Foster carer program with number of carers increasing
	Implement volunteer program	To establish an Animal Shelter volunteer program	Report on volunteers who have worked or volunteered in the Animal Shelter	Feasibility study conducted. Program developed and implemented. Number of Volunteers continues to increase at the Animal Shelter	Animal Shelter volunteer program to be investigated. Procedures and policies continue to be developed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Investigate the feasibility of volunteers working at the animal shelter and develop program (if approved)	Develop and implement Volunteer program (if approved)
	Implement Work Experience program	Implement Work Experience program	Report on students and volunteers who have worked or volunteered in the Animal Shelter	No less than 2 students per year undertaking work placement at the shelter	Animal Shelter Work experience program continues to grow and improve. Procedures and policies continue to be developed	Implement Work Experience program with number of students per year increasing	Implement Work Experience program with number of students per year increasing	Implement Work Experience program with number of students per year increasing	Implement Work Experience program with number of students per year increasing
		Contact TAFE and Universities to encourage applicant to utilise the Shelter for work experience	TAFE and Universities contacted	No less than 2 students per year undertaking work placement at the shelter	Not addressed	To be investigated and reported in the 2018-2019 year	Contact TAFE and Universities to encourage applicant to utilise the Shelter for work experience	Implement Work Experience program with number of students per year increasing	Implement Work Experience program with number of students per year increasing
		Encourage the community to donate to the Animal Shelter	Donations accepted	Amount of donations accepted increases per year	Not addressed	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required



	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Animal adoptions	Increase Animal Adoptions	Investigate different methods of animal adoption available for Shelter animals	Different methods investigated	Number of animals adopted and methods utilised increases	Animals available to meet at local pet shop. Animal adoption days held at two local pet shops	Animals available to meet at local pet shop. Animal adoption days held at local pet shops	Animals available to meet at local pet shop. Animal adoption days held at local pet shops	Animals available to meet at local pet shop. Animal adoption days held at local pet shops	Animals available to meet at local pet shop. Animal adoption days held at local pet shops
		Promote adoption of older animals and long term foster care	Number of older animals (over 7 years) adopted	Increase in number of older animals adopted or on permanent foster care	Animal adoption fees for older animals reduced. Guidelines allowing older animals to be adopted or permanent foster care with vet issues developed	Review Adoption Fees and guidelines to ensure older animals are able to be adopted	Review guidelines and other methods to ensure older animals are able to be adopted	Review guidelines and other methods to ensure older animals are able to be adopted	Review guidelines and other methods to ensure older animals are able to be adopted
		Review methods for assessing an animal's behaviour and suitability for sale	All animals are assessed appropriately to determine suitability for adoption	All animals are assessed appropriately to determine suitability for adoption	Methods for assessing suitability developed, implemented and reviewed	Review methods for assessing suitability developed, implemented and reviewed	Review methods for assessing suitability developed, implemented and reviewed	Review methods for assessing suitability developed, implemented and reviewed	Review methods for assessing suitability developed, implemented and reviewed
		Review Animal Adoption page of website	Website updated	Website reviewed and updated	Website reviewed and updated	To be reviewed in the 2018-2019 year	Review website and update accordingly	Review website and update accordingly	Review website and update accordingly
		Development of database of wording and phrases for animal profiles	Database developed	Database developed and implemented	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Database developed and utilised for website profiles	Continue to develop and utilise for website profiles
		Investigate 84Y's and a procedure for rescue groups to adopt from the Animal Shelter	Reduction in euthanasia rates	Reduction in euthanasia rates per year and increase in number of animals rehouse	Continue and utilise relationships. Investigate other available options for Community Foster Care Networks to adopt animals from shelter. Investigated 84Y's with other groups	Continue and utilise current relationships. Community Foster Care Networks adopting animals from shelter. Continue to initiate agreements with other organisations if required	Continue and utilise current relationships. Community Foster Care Networks adopting animals from shelter. Continue to initiate agreements with other organisations if required	Continue and utilise current relationships. Community Foster Care Networks adopting animals from shelter. Continue to initiate agreements with other organisations if required	Continue and utilise current relationships. Community Foster Care Networks adopting animals from shelter. Continue to initiate agreements with other organisations if required
		Investigate and increase use of social media	Use of social media investigated	Social media presence increased	Not addressed	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy	Review of strategy to consider success and amend as required	Review of strategy to consider success and amend as required
		Consider use of Pet Rescue and website for rehouse animals	Pet Rescue and website considered for rehouse animals	Pet Rescue and website considered for rehouse animals	Not addressed	To be investigated and reported in the 2018-2019 year	Investigate use of Pet Rescue website and implement if required.	Utilise Pet Rescue website for rehouse animals (if feasible)	Utilise Pet Rescue website for rehouse animals (if feasible)
		In accordance with new legislation, partner with local Pet Shops for animal adoption	Pets Shops having animals available for adoption	Number of pet shops having animals available for adoption	One pet shop currently has kittens and cats available for adoption	To be investigated and reported in the 2018-2019 year	Continue to partner with local Pet Shops for animal adoption	Continue to partner with local Pet Shops for animal adoption	Continue to partner with local Pet Shops for animal adoption
		Undertake Animal Adoption Days	Number of animal adoption days undertaken	Number of animal adoption days undertaken and number of animals adopted as a result	Animal Adoption Days undertaken at Petstock and Pets Domain	Continue to partner with local Pet Shops for animal adoption days	Investigate feasibility of undertaking an adoption day at the animal shelter and undertake (if approved). Continue with adoption days at pet shops	Animal adoption day at the animal shelter (if approved). Continue with adoption days at pet shops	Animal adoption day at the animal shelter (if approved). Continue with adoption days at pet shops
		Develop information to educate the community on pet selection	Information created and available to the public	Information created and available to the public	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Information developed and made available on website	Provide information to other agencies for use





	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Community Education	Educate the community on the work undertaken at the Animal Shelter	Identify lost animals on the Council website	Record the number of lost animals reunited with owner	Lost animals that are unable to be identified included on website	Lost animals identified and updated on council website	Review information on website	Improve quality of photos with the purchase of a new camera	Lost animals identified and updated on council website	Lost animals identified and updated on council website
		Investigate the feasibility for a 'friends of the shelter' group	Feasibility conducted and results implemented	Feasibility conducted and results implemented	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Investigate the feasibility for a 'friends of the shelter' group and implement (if approved)	Implement 'friends of the shelter' group (if approved)
		Promote the Shepparton Animal Shelter as the first point for animal adoption and surrender	Media strategy implemented	Increase in the number of dogs and cats entering the animal shelter as surrendered and number of animals being adopted	Not addressed	To be investigated and reported in the 2018-2019 year	Develop and implement media strategy to promote the Shepparton Animal Shelter as the first point for animal adoption and surrender	Implement media strategy to promote the Shepparton Animal Shelter as the first point for animal adoption and surrender	Implement media strategy to promote the Shepparton Animal Shelter as the first point for animal adoption and surrender
Fees and Charges	Review Fees and Charges	Review fees and charges to ensure adequate fee structure	Annual review undertaken	Fee structure sufficient	Review fees and charges annually to ensure adequate fee structure	Review fees and charges annually to ensure adequate fee structure	Review fees and charges annually to ensure adequate fee structure	Review fees and charges annually to ensure adequate fee structure	Review fees and charges annually to ensure adequate fee structure
Compliance and Enforcement	Ensure Animal shelter is conducted in accordance with legislation and Codes of Practice	Consider options for monitoring of statistics	Statistics kept to indicate compliance with target plans	Statistics kept to indicate compliance with target plans	Statistics collected audited by Getting 2 Zero with further development suggested. Continue to improve quality and type of statistics collected	To be investigated and reported in the 2018-2019 year	Consider options for monitoring of statistics	Ensure statistics kept meet requirements to ensure compliance with target plans	Ensure statistics kept meet requirements to ensure compliance with target plans
		Animal Shelter Veterinary Contract tendered	Animal Shelter Veterinary Contract tendered	Animal Shelter Veterinary Contract tendered	Contract continued	Tender developed and expressions of interest accepted	Animal Shelter Veterinary Contract reviewed and successful respondent appointed	Animal Shelter Veterinary Contract reviewed	Animal Shelter Veterinary Contract reviewed
		Tender contract for After Hours services	Tender completed	After hours contract in place	Contract finalised. To tender for new contract	To be investigated and reported in the 2018-2019 year	Tender developed and expressions of interest accepted. Successful respondent appointed	Tender contract and conditions performance monitored	Tender contract and conditions performance monitored
		Audit animal shelter annually to ensure compliance under the Code of Practice. Develop program of capital and other works required to maintain compliance with the Code of Practice and best practice	Annual audits to ensure compliance with Code of Practice and best practice	Compliance with the Code of Practice	New floor installed in dog and cat areas. New cat room and isolation room created	Annual audits to ensure compliance with Code of Practice and best practice	Annual audits to ensure compliance with Code of Practice and best practice	Annual audits to ensure compliance with Code of Practice and best practice	Annual audits to ensure compliance with Code of Practice and best practice
Vet Contract	Review current, develop new and implement Vet contract in accordance with COP	Develop and implement vet contract in accordance with COP	Vet Contract developed and implemented	Vet Contract developed and implemented in accordance with COP	Vet Contract valid.	New Vet contract to be developed and implemented 2018-2019	New vet contract developed and implemented in accordance with COP and best practice	Vet contract implemented in accordance with COP and HMP	Vet contract implemented in accordance with COP and HMP
Health Management Plan (HMP)	Develop and implement HMP in accordance with COP	Review of current HMP with a focus on animal welfare, disease control and compliance	Plan reviewed annually. HMP is current and in line with best practice	Plan regularly reviewed with Veterinarian and Getting 2 Zero to ensure most up to date techniques and animal welfare practices utilised	HMP developed and implemented	Review HMP with current Vet, with a focus on animal welfare, disease control and compliance	Develop new HMP in accordance with new Vet Contract with a focus on animal welfare, disease control, euthanasia and compliance	Review HMP annually with a focus on animal welfare, disease control, euthanasia and compliance	Review HMP annually with a focus on animal welfare, disease control, euthanasia and compliance
		Consider opening the Animal Shelter on weekends	Feasibility study conducted and results implemented	Results of study implemented	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Conduct feasibility study to open animal shelter to public on weekends	Implement outcome to study
Development	Consider options of new Animal Shelter or improving current facility	Undertake a feasibility study for the possibility of a new animal shelter or improve current facility	Feasibility study conducted	Feasibility study conducted	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Conduct feasibility study	Implement if found to be feasible





### 3.7 Domestic Animal Businesses

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Registered Domestic Animal Businesses (DAB)	Ensure all DAB's are registered with Council and comply with the requirements of the Act	Audit every DAB each year for compliance. Enforce compliance with minimum requirements. Ensure all registered DAB have work plans	Number of audits conducted, and summary of outcomes (including any DAB's closed due to non-compliance)	All businesses audited and permits renewed or work plans issued. Evidence of audits collected and collated	Requests entered and businesses audited. Work plans created	Enter requests for each business and businesses audited. Work plans assessed and updated	Enter requests for each business and businesses audited. Work plans assessed and updated	Enter requests for each business and businesses audited. Work plans assessed and updated	Enter requests for each business and businesses audited. Work plans assessed and updated
		Inspect domestic animal businesses in response to complaints	Number of complaints received regarding domestic animal businesses reviewed annually	All complaints investigated and compliance with legislation reached	Community Rangers investigated complaints when received. Work plans continue to be monitored. New Puppy farm legislation to be implemented	Inspect domestic animal businesses in response to complaints	Inspect domestic animal businesses in response to complaints	Inspect domestic animal businesses in response to complaints	Inspect domestic animal businesses in response to complaints
		Establish list of conditions for each Domestic Animal Business permit	All DAB permits have relevant conditions listed. Annual audit undertaken	All DAB permits have relevant conditions listed. Annual audit undertaken	Not addressed	Develop list of conditions for each DAB permit to ensure compliance with the Act	Audit conditions for each DAB permit and update accordingly to ensure compliance with the Act	Audit conditions for each DAB permit and update accordingly to ensure compliance with the Act	Audit conditions for each DAB permit and update accordingly to ensure compliance with the Act
		Provide education material regarding Animal Registration to DAB's for clients to utilise	Information supplied to DAB's	Information created and provided to DAB's	Not addressed	To be reviewed in the 2019-2020 year	To be reviewed in the 2019-2020 year	Information created and provided to DAB's	Review information and update accordingly
		Educate DAB's on legislation including new legislation (eg: puppy farm bill)	Information supplied to DAB's	Information created and provided to DAB's	Not addressed	Information created and provided to DAB's	Information created and provided to DAB's	Information created and provided to DAB's	Information created and provided to DAB's
Community Education	Education and communication	Advertisements in local classifieds	Advertisements placed in local classifieds regarding new legislation	Number of advertisements placed in local classified	New legislation	To be reviewed in the 2019-2020 year	To be reviewed in the 2019-2020 year	Contact local media classifieds regarding new legislation. Include Ad regarding new legislation requirements	Contact local media classifieds regarding new legislation. Include Ad regarding new legislation requirements
		Information for website developed regarding DAB requirements under new legislation for business and general public – media, website searches/publications, vets, excess animal permits, public reporting	Information created and provided to public	Information created and provided to public	New legislation	To be reviewed in the 2018-2019 year	Develop information regarding DAB requirements under new legislation	Disseminate information regarding DAB requirements under new legislation	Disseminate information regarding DAB requirements under new legislation
		Educate the public on DABs including microchip requirements, DAB Number or Pet Register number (when applicable) on advertisements for sale	Information created and provided to public	Information created and provided to public	New legislation	To be reviewed in the 2018-2019 year	Develop information regarding DAB requirements under new legislation	Disseminate information regarding DAB requirements under new legislation	Disseminate information regarding DAB requirements under new legislation





	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Compliance and Enforcement	Legislation / Enforcement	Identify new businesses that should be registered DAB's in the municipality, using advertisements, social media, pets for sale ads, newspapers etc. Follow up to determine whether they are a DAB and should be registered with council	Compare number of registered DAB's before and after activity	Identified businesses are either registered and compliant or have enforcement proceedings	Businesses identified and investigations conducted for compliance with legislation	To be reviewed in the 2018-2019 year	Identify all new businesses that should be registered DAB's in the municipality, using advertisements, social media etc. Follow up to determine whether they are and should be registered with council. Register if compliant or enforcement action if non-compliant	Identify all new businesses that should be registered DAB's in the municipality, using advertisements, social media etc. Follow up to determine whether they are and should be registered with council. Register if compliant or enforcement action if non-compliant	Identify all new businesses that should be registered DAB's in the municipality, using advertisements, social media etc. Follow up to determine whether they are and should be registered with council. Register if compliant or enforcement action if non-compliant
		Inspect properties with excess animal permits to ensure they are not a breeding business	Properties inspected and breeders identified	Number of properties inspected and outcomes	Not addressed	To be reviewed in the 2018-2019 year	Inspect properties with excess animal permits to ensure they are not a breeding business	Inspect properties with excess animal permits to ensure they are not a breeding business	Inspect properties with excess animal permits to ensure they are not a breeding business
		Review keeping of animals numbers given in Local Law	Local Laws review completed and new Local law in place	New Local law in place and utilised by Officers	To be completed during Local Law review 2017-2018	Complete Local law review regarding number of dogs, cats and other animals permitted to be kept at properties without permits	New Local Law 2018 in place and enforced	Local Law 2018 in place and enforced	Local Law 2018 in place and enforced
		Develop relationships with Planning Officers to ensure they are aware of the DAA requirements	Relationship developed	Planning Officers are aware of requirements under the DAA with relevant applications referred to Local laws	Not addressed	Develop relationships with Planning Officers to ensure Planning department are aware of the DAA	Continue relationship with Planning Officers to ensure Planning department are aware of the DAA	Continue relationship with Planning Officers to ensure Planning department are aware of the DAA	Continue relationship with Planning Officers to ensure Planning department are aware of the DAA
		Develop relationships with Building Inspectors to ensure they are aware of the DAA requirements	Relationship developed	Building Inspectors are aware of requirements under the DAA with relevant applications referred to Local laws	Not addressed	Develop relationships with Building Inspectors to ensure Planning department are aware of the DAA	Continue relationship with Building Inspectors to ensure Planning department are aware of the DAA	Continue relationship with Building Inspectors to ensure Planning department are aware of the DAA	Continue relationship with Building Inspectors to ensure Planning department are aware of the DAA
		Consider Council Guidelines / policies on; limiting the number of DAB's in municipality, process to refuse to register, transfer of registration, revoking registration and dealing with VCAT	Guidelines considered and developed as required	Guidelines developed and implemented	Not addressed	To be reviewed in the 2019-2020 year	To be reviewed in the 2019-2020 year	Consider Council Guidelines / policies on; limiting the number of DAB's in municipality, process to refuse to register, transfer of registration, revoking registration and dealing with VCAT	Consider Council Guidelines / policies on; limiting the number of DAB's in municipality, process to refuse to register, transfer of registration, revoking registration and dealing with VCAT
Project - implement puppy farm and pet shop bill	Implement puppy farm and pet shop bill	Commercial Dog Breeder requirements	Information available to the public as advised by DJPR	Information provided to public	New legislation	To be investigated and reported in the 2018-2019 year	Develop media campaign/material regarding new Commercial dog breeder requirements	Implement media campaign/material regarding new Commercial dog breeder requirements	Implement media campaign/material regarding new Commercial dog breeder requirements
		Undertake education campaign to promote awareness about definition of breeding DABs, and Code of Practice requirements for businesses	Compare number of council registered breeding establishments before and after campaign (would expect an increase)	Campaign undertaken	New legislation	To be investigated and reported in the 2018-2019 year	Develop and implement media campaign/material regarding legislation surrounding DAB's	Implement media campaign/material regarding legislation surrounding DAB's	Implement media campaign/material regarding legislation surrounding DAB's



		Code of ethics for recreational breeders	Information available to the public as advised by DJPR	Information provided to public	New legislation	To be investigated and reported in the 2018-2019 year	Develop media campaign/material regarding new Code of ethics for recreational breeders	Implement media campaign/material regarding new Code of ethics for recreational breeders	Implement media campaign/material regarding new Code of ethics for recreational breeders
		Educate Pet Shops on legislation changes	All pet shops notified of new legislation changes	All pet shops notified and compliant with new legislation	New legislation	Educate Pet Shops on new legislation including: From 01 July 2018, pet shops can only accept dogs and cats from approved sources. 10 April 2018 - 30 June 2019, pet shops must include microchip number and DAB in all advertisements	Educate Pet Shops on new legislation including: 01 July 2019, offence to advertise a dog or cat for sale unless the advert includes the microchip number and the unique source generated by the register	Ensure Pet Shops comply with legislative changes	Ensure Pet Shops comply with legislative changes
		Investigate co registration of breeding, shelter, pound and pet shop	Information available to the public as advised by DJPR	Information provided to public	New legislation	To be investigated and reported in the 2018-2019 year	Develop media campaign/material regarding co registration of DAB's	Implement media campaign/material regarding co registration of DAB's	Implement media campaign/material regarding co registration of DAB's
Fees and Charges.	Fees and Charges.	Review fees and charges to ensure adequate fee structure for DAB permits	Review completed	Review completed and fee structure adopted by Council	Not addressed	Review fees and charges to ensure adequate fee structure for DAB permits as part of Budget process	Review fees and charges to ensure adequate fee structure for DAB permits as part of Budget process	Review fees and charges to ensure adequate fee structure for DAB permits as part of Budget process	Review fees and charges to ensure adequate fee structure for DAB permits as part of Budget process
		Develop policy regarding refunding fee costs	Review completed	Policy created and implemented	Not addressed	Develop policy regarding refunding fee costs	Implement policy	Implement policy	Implement policy





### 3.8 Other Matters

#### 3.8(a) Domestic Animals Amendment (Puppy Farms and Pet Shops)

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Project - implement puppy farm and pet shop bill	Implement puppy farm and pet shop bill	Educate the community, Community foster care networks and DAB's on new legislation	Information provided	Information provided by DJPR disseminated to community, foster care networks and DAB's	New legislation	To be investigated and reported in the 2018-2019 year	Utilise information provided by DJPR and disseminate to community, foster care networks and DAB's	Ensure information is available for the community to utilise	Ensure information is available for the community to utilise
		Create Foster Carer database and SOP's	Database created	Database created and utilised. SOP's and documents created and implemented	New legislation	Create database for Foster Carers to received discount animal registration. Create website information and application form. Create SOP's for staff to utilise	Audit database of all Foster Carers to ensure accuracy. Investigate Foster Carers with excess animals	Audit database of all Foster Carers to ensure accuracy. Investigate Foster Carers with excess animals	Audit database of all Foster Carers to ensure accuracy. Investigate Foster Carers with excess animals
		Create database of breeders in municipality	Database created	Database created and utilised	New legislation	Create database of breeders in municipality as located	Maintain database of breeders in municipality as located	Maintain database of breeders in municipality as located	Maintain database of breeders in municipality as located
		Implement changes to Working dog Registration Status	Guidelines for employees and community developed	Guidelines for employees and community developed and implemented	New legislation	To be investigated and reported in the 2018-2019 year	Develop guidelines for employees and community regarding work dog status for discounted animal registration	Implement guidelines for employees and community regarding work dog status for discounted animal registration	Implement guidelines for employees and community regarding work dog status for discounted animal registration
		Pet Exchange Register and advertising animals for sale	Information available to the public as advised by DJPR	Information provided to public and database being utilised	New legislation	To be investigated and reported in the 2018-2019 year	Develop media campaign/material regarding Pet Exchange Register and advertising animals for sale	Pet Exchange register commences 01 July 2019. Educate community on Pet Exchange register and advertising animals for sale	Educate community on Pet Exchange register and advertising animals for sale
		Recommend to the government to include DAA requirements in the Planning Scheme regarding DAA's	Information provided to government	Information provided to government	New legislation	Lobby government to include DAA requirements in the Planning Scheme regarding DAA's	Lobby government to include DAA requirements in the Planning Scheme regarding DAB'S	Lobby government to include DAA requirements in the Planning Scheme regarding DAB'S	Lobby government to include DAA requirements in the Planning Scheme regarding DAB'S





### 3.8(b) Compliance and Enforcement

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Compliance and Enforcement	Maximise compliance with state and local domestic animal laws, orders and regulations	Conduct investigations and regular patrols	Number of customer complaints received about non-compliant activity	All complaints received are appropriately investigated and finalised	All complaints received are appropriately investigated and finalised. The number of requests received were 1,899	Conduct investigations and regular patrols	Conduct investigations and regular patrols	Conduct investigations and regular patrols	Conduct investigations and regular patrols
		DJPR Database Log In's - Including VDDR and Banning Order Databases	Ensure Authorised officers have access to all required DJPR databases	All authorised officers have access to required DJPR databases	Authorised officers have access to VDDR and Banning Order Databases	Ensure Authorised officers have access to all required DJPR databases	Ensure Authorised officers have access to all required DJPR databases	Ensure Authorised officers have access to all required DJPR databases	Ensure Authorised officers have access to all required DJPR databases
		Investigate feasibility of lodging infringements to Fines Victoria	Feasibility conducted and results implemented	Feasibility conducted and results implemented	Not addressed	To be investigated and reported in the 2018-2019 year	Investigate feasibility of lodging infringements to Fines Victoria and implement (if possible)	Lodge infringements to Fines Victoria (if possible)	Lodge infringements to Fines Victoria (if possible)
		Monitor current Legislation and legislation changes and implement accordingly	Monitor current Legislation and legislation changes and implement accordingly	Current Legislation and legislation changes monitored and implemented accordingly	Council continues to follow State legislation requirements	Current Legislation and legislation changes monitored and implemented accordingly	Current Legislation and legislation changes monitored and implemented accordingly	Current Legislation and legislation changes monitored and implemented accordingly	Current Legislation and legislation changes monitored and implemented accordingly
		Set up Official Warnings database	Official Warnings database implemented	Official Warnings database implemented and utilised	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Set up Official Warnings database	Implement Official Warnings
SOP's	Develop new SOP's and enforcement strategies	Review and develop required SOP's	SOP's developed and implemented as required	SOP's developed and implemented as required	Not addressed	Review and develop required SOP's	Review and develop required SOP's	Review and develop required SOP's	Review and develop required SOP's
		Develop Enforcement Strategy	Enforcement Strategy developed	Enforcement Strategy developed and implemented	Not addressed	To be investigated and reported in the 2018-2019 year	Develop and implement Enforcement Strategy	Implement Enforcement Strategy	Implement Enforcement Strategy
Officers	Ensure EFT adequate for compliance and enforcement activities	Develop business case for more Officers	Business case developed and submitted	Business case developed, submitted and outcome implemented	Not addressed	Developed business case for one additional community ranger and submitted for review. Outcome pending	Implement outcome of Business Case. Continue to review staff levels and develop business cases for additional staff as required	Continue to review staff levels and develop business cases for additional staff as required	Continue to review staff levels and develop business cases for additional staff as required
Electronics	Develop new electronic procedures and methods	Investigate feasibility of portable EFTPOS machines for vehicles to accept payment of animal registration	Feasibility of portable EFTPOS machines undertaken and results implemented	Feasibility of portable EFTPOS machines undertaken and results implemented	Not addressed	To be investigated and reported in the 2018-2019 year	Investigate feasibility of portable EFTPOS machines for vehicles to accept payment of animal registration and place budget bid if required	Purchase EFTPOS machines (if appropriate) and utilise for animal registrations in the field	Utilise EFTPOS machines for animal registrations in the field (if appropriate)
		Investigate feasibility of electronic issuing of infringements	Feasibility of electronic infringements undertaken	Feasibility of electronic infringements undertaken and results implemented	Not addressed	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	Investigate feasibility of electronic issuing of infringements
		Investigate feasibility for tablets for Rangers to utilise in the field	Feasibility of utilising tablets in the field undertaken	Feasibility of utilising tablets in the field undertaken and results implemented	Not addressed	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	Investigate feasibility of utilising iPad/tablets in the field
External agencies	Develop relationships with external agencies to ensure a collaborative approach to Animal Welfare and Animal Management	RSPCA Inspectors, Animal Health Officers, VFF, Dogs Victoria, DJPR, DELWP Wildlife Officers, Housing Networks, VicRoads, Wildlife Victoria, Vet Clinics, Parks Victoria and Pest Controllers	Develop relationships with external agencies to ensure a collaborative approach to Animal Welfare and Animal Management	Relationships developed with external agencies to ensure a collaborative approach to Animal Welfare and Animal Management	Not addressed	Develop relationships with external agencies to ensure a collaborative approach to Animal Welfare and Animal Management	Continue to develop relationships with external agencies to ensure a collaborative approach to Animal Welfare and Animal Management	Continue to develop relationships with external agencies to ensure a collaborative approach to Animal Welfare and Animal Management	Continue to develop relationships with external agencies to ensure a collaborative approach to Animal Welfare and Animal Management
POCTAA	POCTAA Authorisation	Ensure Officers are authorised under POCTAA	All Officers are authorised under POCTAA in accordance with Position Descriptions	All Officers are authorised under POCTAA in accordance with Position Descriptions	Not addressed	Ensure Officers are authorised under POCTAA	Ensure Officers are authorised under POCTAA	Ensure Officers are authorised under POCTAA	Ensure Officers are authorised under POCTAA





### 3.8(c) Legislation

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Local Laws	Develop new Local Laws to provide for the peace, order and good government of Greater Shepparton	Prepare new Local Law taking into consideration animal management requirements	New Local law created	Local Law is in plain English and is able to be enforced	Council's Local Laws sunset in 2018. A project working group will commence in this year to establish any suggested amendments to better support animal management. Prepare new Local Law taking into consideration animal management requirements	New Local law created to cover animal management issues that is in plain English and able to be enforced	New local law enacted and clause enforced as required	New local law enacted and clause enforced as required	New local law enacted and clause enforced as required
Orders	Review and develop DAA Orders	Order under section 10 of the DAA - Cat desexing	Order reviewed	Order reviewed and recommendations undertaken	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Review Order under section 10 of the DAA	Develop SOP for enforcement action.
		Order under section 25 of the DAA - Cat curfew	Order reviewed	Order reviewed and recommendations undertaken	Not addressed	To be investigated and reported in the 2019-2020 year	Develop SOP'S for enforcement action	Increase enforcement action in accordance with SOP	Continue enforcement action in accordance with SOP. Review of SOP to consider success and amend as required
		Order under section 26 of the DAA - Off leash dog park.	Order reviewed	Order reviewed and recommendations undertaken	Not addressed	To be investigated and reported in the 2019-2020 year	Develop SOP'S for enforcement action	Increase enforcement action in accordance with SOP	Continue enforcement action in accordance with SOP. Review of SOP to consider success and amend as required
		Order under section 26 of the DAA - Dogs on lead at all times.	Order created	Order created and implemented	Not addressed	Make Order under section 26 of the DAA.	Develop SOP'S for enforcement action.	Increase enforcement action in accordance with SOP.	Continue enforcement action in accordance with SOP. Review of SOP to consider success and amend as required
		Investigate potential of 'no animal areas' under section 42 (b) to protect native fauna	Feasibility study undertaken under section 42(b) of the DAA	Feasibility of section 42(b) of the Act undertaken and recommendations implemented	Not addressed	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	Feasibility of section 42(b) of the Act undertaken and recommendations implemented
Advocacy	Become advocate for development of legislation and research trials	Become involved in research projects, eg: TNR (trap, neuter, release program / Community Cats Program)	Research institute approached and discussions undertaken	Research institute approached and participation undertaken	Not addressed	To be investigated and reported in the 2018-2019 year	Contact relevant research institute. Seek involvement in research projects. eg: TNR / Community Cats Program	Participate in research program (if appropriate)	Participate in research program (if appropriate)
		Participating in Advocacy – eg: feedback on legislation	Responses provided when possible on legislation changes	Number of comments and actions undertaken	Not addressed	Participate in Advocacy – eg: feedback on legislation	Participate in Advocacy – eg: feedback on legislation	Participate in Advocacy – eg: feedback on legislation	Participate in Advocacy – eg: feedback on legislation
		Advocate for change of legislation regarding impound time frames to shorter timeframes	Advocacy undertaken	Number of comments and actions undertaken	Not addressed	To be investigated and reported in the 2020-2021 year	To be investigated and reported in the 2020-2021 year	Advocate for change of legislation regarding impound time frames to shorter timeframes	Continue to advocate for change of legislation regarding impound time frames to shorter timeframes (if required)



### 3.8(d) Emergencies

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Emergency Animal Welfare Plan (EAWP)	Plan for the management of domestic animals in a municipal emergency which forms part of the Municipal Emergency Management Plan (MEMP)	Prepare the EAWP for inclusion in Council's MEMP	Report in conjunction with the MEMP	A holistic EAWP that manages resources, people and animals to protect our community developed and implemented. EAWP approved by the MEMPC	Meeting held with Emergency management Coordinator. Committee to be established to develop the EAWP	Report on EAWP Committee development	Committee to develop EAWP in consultation with the MEMPC to ensure EAWP is included in the MEMP	EAWP and MEMPC to review EAWP annually	EAWP and MEMPC to review EAWP annually
		Investigate how to support animals in crisis cases. eg: animal food, animal shelter, vet supplies, pet friendly accommodation	Report in conjunction with the EAWP	A holistic EAWP that manages resources, people and animals to protect our community developed and implemented	Meeting held with Emergency management Coordinator. Committee to be established to develop the EAWP	Report on EAWP Committee development	Committee to develop EAWP in consultation with the MEMPC to ensure EAWP is included in the MEMP	EAWP and MEMPC to review EAWP annually	EAWP and MEMPC to review EAWP annually
		Undertaken feasibility study to purchase and build an animal management trailer for events and emergency situations	Feasibility study conducted	Feasibility study conducted and trailer purchased (if required)	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Undertaken feasibility study to purchase and build an animal management trailer for events and emergency situations	Utilise trailer (if purchased) for events and in emergency situations
Education and communication	Educate the community on their responsibilities	Inform the community of what they should do with their domestic animals in an emergency	Report in conjunction with the EAWP	A holistic EAWP that manages resources, people and animals to protect our community developed and implemented	Not addressed	To be investigated and reported in the 2018-2019 year	Develop information for the community on what to do with their pets in emergencies	Ensure information is available for the community on what to do with their pets in emergencies	Ensure information is available for the community on what to do with their pets in emergencies





### 3.8(e) Community Education (overall)

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Responsible Pet Ownership	Promote the benefits of responsible pet ownership to the community	To increase the community's awareness of the operations of Council's animal shelter by holding an annual open day and school visits	Report on all school visits and shelter tours conducted	Number of tours and school visits to educate the next generation	Promote the availability of animal shelter for school visits to promote responsible pet ownership and education	Liaise with the community regarding the possibility of holding an animal shelter open day	Implement the recommendations to arrange a Shepparton Animal Shelter open day	Implement the recommendations to arrange a Shepparton Animal Shelter open day	Implement the recommendations to arrange a Shepparton Animal Shelter open day
		Attend the RSPCA Million Paws Walk at Victoria Park Lake	Campaign reports after event to ascertain the success of involvement in the event	Attend the RSPCA Million Paws Walk every year	Attend the RSPCA Million Paws Walk at Victoria Park Lake and provided pamphlets and material to the community	Attend the RSPCA Million Paws Walk at Victoria Park Lake to provide pamphlets and material to the community	Attend the RSPCA Million Paws Walk at Victoria Park Lake to provide pamphlets and material to the community	Attend the RSPCA Million Paws Walk at Victoria Park Lake to provide pamphlets and material to the community	Attend the RSPCA Million Paws Walk at Victoria Park Lake to provide pamphlets and material to the community
Kits	Review 'New resident kits' to include animal management information	Review 'New resident kits' to include animal management information	Review conducted	Review conducted and information supplied in kits appropriate	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Review 'New resident kits' to include animal management information	Ensure information is continued to be supplied in new resident kits
	Responsible Pet Ownership kits created for community housing tenants	Responsible Pet Ownership kits created for community housing tenants	Develop Responsible Pet Ownership kits for community housing tenants	Kits developed and handed to community housing agencies	Not addressed	To be investigated and reported in the 2019-2020 year	To be investigated and reported in the 2019-2020 year	Develop Responsible Pet Ownership kits for community housing tenants	Ensure information is continued to be supplied in new resident kits
Education and communication	Media communication strategy	Develop media communication and education strategy on responsible pet ownership and animal management issues in various formats which may include brochures, website, media releases, timelines, social media, documents, newsletters, posters, signs	Media strategy developed, implemented and reviewed annually or as required	Number of methods utilised	Various methods utilised each year	Media strategy developed, implemented and reviewed annually or as required	Media strategy developed, implemented and reviewed annually or as required	Media strategy developed, implemented and reviewed annually or as required	Media strategy developed, implemented and reviewed annually or as required
Education programs	Organise education programs	Education programs conducted at community houses / groups, schools by Councils authorised officers	Council officers conduct talks to community/schools	Number of visits by Council officers	Officers conducted school education program and community group talks to provide information regarding preventing dog attacks and identifying dangerous and aggressive animals	Education program conducted by Council officers	Review of education program conducted by Council officers undertaken	Education program conducted by Council officers	Education program conducted by Council officers
		Promote Responsible Pet Ownership Schools Program and 'We Are Family' Program	Responsible Pet Ownership Schools Program and 'We Are Family' Program investigated and promoted to community development team	Responsible Pet Ownership Schools Program and 'We Are Family' Program investigated and promoted to community development team	New initiative	To be reviewed in the 2019-2020 year	To be reviewed and developed in the 2019-2020 year	Responsible Pet Ownership Schools Program and 'We Are Family' Program investigated and promoted to community development team	Responsible Pet Ownership Schools Program and 'We Are Family' Program promoted outside of community development team
		Education program conducted by DJPR staff	Join DJPR school education program database and utilise for schools. Arrange visits by DJPR staff to municipality	Schools education program database joined. Visit by DJPR arranged	New initiative	To be reviewed in the 2019-2020 year	To be reviewed and developed in the 2019-2020 year	Schools education program database joined. Visit by DJPR arranged	Visit by DJPR arranged

### 3.8(f) Annual Review

	Objective	Key Activities	Evaluation	Measure of success	2013-17 DAMP results	2017/2018	2018/2019	2019/2020	2020/2021
Annual Review of DAMP 2017-2021	Conduct review of DAMP annually and amend as required	Conduct annual reviews of the DAMP 2017-2021	Statistics to indicate compliance with target plans	Annual reporting is undertaken within 2 months of expiry of previous period	Reviews undertaken.	Undertake review and amend accordingly	Undertake review and amend accordingly	Undertake review and amend accordingly	Undertake review and amend accordingly
	Effectiveness of this plan is to be reported to Council annually	An evaluation of the plan will also be included in Council's Annual Report.	An evaluation of the plan is to be included in Council's annual report	Annual report is included in Council's Annual Report every year	Evaluation of plan by 31st August.	Evaluation of plan by 31st August	Evaluation of plan by 31st August	Evaluation of plan by 31st August	Evaluation of plan by 31st August
Domestic Animal Management Plan (DAMP) 2022-2026	Develop New DAMP 2022-2026	New DAMP developed	New DAMP developed	New DAMP developed	2013-17 DAMP finalised	DAMP 2017-2021 developed	To be reviewed and developed in the 2020-2021 year	To be reviewed and developed in the 2020-2021 year	To be reviewed and developed in the 2020-2021 year







## 4. Appendix – Current Situation

### 4(a) Statutory Requirements

The DAMP is required to set out a method for evaluating whether the animal control services provided by Council are adequate to give effect to the requirements of the *Domestic Animals Act 1994* and the regulations.

### 4(b) Our Orders, Local Laws, Council Policies and Procedures

#### Domestic Animals Act 1994 Orders

The Greater Shepparton City Council has three orders issued by Council under the *Domestic Animals Act 1994*.

Order Name	Section	Year	Description
Cat Curfew	25	19 December 1996	Resolved that cats are prohibited from being at large outside the premise of the owner at any hour during the day or night within the municipality.
Compulsory Cat Desexing	10A(1)	05 June 2006	Resolved that all cats registered with Council be desexed unless exempt under Section 10 of the Domestic Animals Act 1994.
Off Leash Dog Park	26	21 April 2015	Declared an off leash dog park at Ducat Reserve in Shepparton.

#### GREATER SHEPPARTON CITY COUNCIL Compulsory De-sexing of Cats

Pursuant to Section 10A(1) of the Domestic (Feral and Nuisance) Animals Act 1994, the Council, at a meeting held on 5 June 2006, resolved that all cats registered with the Council after 10 April 2008 be desexed unless exempt under Section 10B of the Domestic (Feral and Nuisance) Animals Act 1994.

ROBERT F. LAING  
Chief Executive Officer

#### GREATER SHEPPARTON CITY COUNCIL Domestic (Feral and Nuisance) Animals Act 1994 Order Under Section 25

Council by Order under Section 25 of the Domestic (Feral and Nuisance) Animals Act 1994 has resolved that cats are prohibited from being at large outside the premises of the owner at any hour during the day or night within the municipality of the Greater Shepparton City Council.

This Order will come into effect the day it is printed in the Government Gazette.

BURTON  
ve Officer

#### CITY OF GREATER SHEPPARTON Notice Under Domestic Animals Act 1994

Declaration of an Off Leash Dog Area in Greater Shepparton

Notice is hereby given that at its meeting on 21 April 2015, the Greater Shepparton City Council resolved for the purposes of section 26 of the Domestic Animals Act 1994, to declare an Off Leash Dog Area at Ducat Reserve in Paterson Road, Shepparton, consisting of a 100 x 40 metre fully fenced area.

CHRIS TEITZEL  
Acting Chief Executive Officer

#### Local Laws

Until June 2018, Council utilised the Community Living local Law No 1 2008 to regulate the number of dogs and cats kept in residential areas, to regulate the collection of dogs faeces in public places and to regulate dogs on leashes in public areas.

In 2018, Council resolved to revoke Councils Community Living local Law No 1 2008 and resolved to introduce Community Living Local Law no 1, 2018. The new Local Law came into operation on 29 June 2018 and takes into consideration animal management requirements as identified in the Action Plan.

### 4(c) Council Policies and Procedures

Currently authorised officers utilise a variety of resources for guidance including legislation; *Domestic Animals Act 1994* - Maddock's Investigations Manual; DART templates; practice notes; Council bulletins; Council memos; Health Management Plan and qualifications. Council is currently developing a Community Ranger procedure manual which will be completed during the life of this DAMP. Existing policies, procedures and guidelines will be reviewed and updated as required during this time.

#### 4(d) Customer Request Statistics

The following table provides information regarding the numbers of different types of requests and complaints dealt with by Community Rangers over the last few years.

Animal Management Customer Requests	2015-16	2016-17	2017-18
<b>3.2 REGISTRATION</b>			
Complaint requiring Animal Registration compliance	455	588	490
<b>3.3 NUISANCE</b>			
Barking dog	20	35	19
Cat wandering at large	24	87	52
Dog contained for collection	**	218	287
Dog wandering at large	508	398	344
Nuisance animal	149	145	156
Ranger cat trapping program	N/A	2	4
Dead animal	98	87	99
Lost animal report	35	268	398
<b>3.4 DOG ATTACKS</b>			
Dog attack	88	89	70
Dog rush	***	15	33
<b>3.5 DANGEROUS, MENACING AND RESTRICTED</b>			
Declared dogs	*	10	14
<b>3.6 OVERPOPULATION</b>			
Excess animals at property	*	26	49
Foster Care Registration Scheme enquiry	N/A	N/A	1
<b>3.7 DOMESTIC ANIMAL BUSINESS</b>			
Domestic Animal Business inspections/complaints	4	32	42
<b>3.8 OTHER MATTERS</b>			
General complaint	118	37	58
Animal welfare or animal cruelty	143	156	170
<b>TOTAL</b>	<b>1,642</b>	<b>2,193</b>	<b>2,286</b>

\* No data available

\*\* Data included in Dog wandering at large reports

\*\*\* Data included in Dog Attack reports

N/A Legislation not introduced at this time

#### 4(e) Shepparton Animal Shelter

The Shepparton Animal Shelter has had significant improvements undertaken in 2016, 2017 and 2018. While work continues to improve the animal shelter, the highlights of the completed development include;

- media and image redesign to promote a positive image in the community;

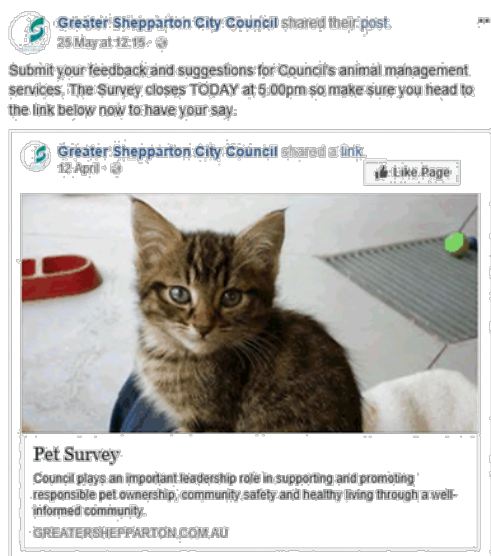
- developed dog facilities and equipment including new impervious floor and walls to help prevent spread of disease, washing machine, beds, exercise yards, water bowls and benches;
- new safety features for animal and staff welfare;
- developed cat areas include new impervious floor and walls to help prevent spread of disease, exercise area, animal handling equipment;
- new laundry, isolation ward, vet room, grooming room, updated office and livestock yards; and
- comfort and enrichment programs, equipment and activities for the animals.

#### 4(f) Community Consultation

Over the period of 6 weeks, between 16 April 2018 and 25 May 2018, a Pet Survey was launched to the community to gain feedback on a number of animal management issues.

The survey aimed to gather impressions on a number of services, facilities and activities the Council provides with the information gathered being used to inform decisions for the coming years. Council encouraged residents to have their say and participate in the consultation and all they needed to do is simply go online and fill out the survey.

The survey was advertised via social media and a media release titled 'Residents asked to provide feedback on Pets' that appeared in Shepparton News and on Council's webpage.



#### 4(g) Community Consultation Survey results

The pet survey was completed by 202 participants, with 81% participants owning a dog and 46% owning a cat. The survey consisted of a number of questions, with Council receiving a mixed response.

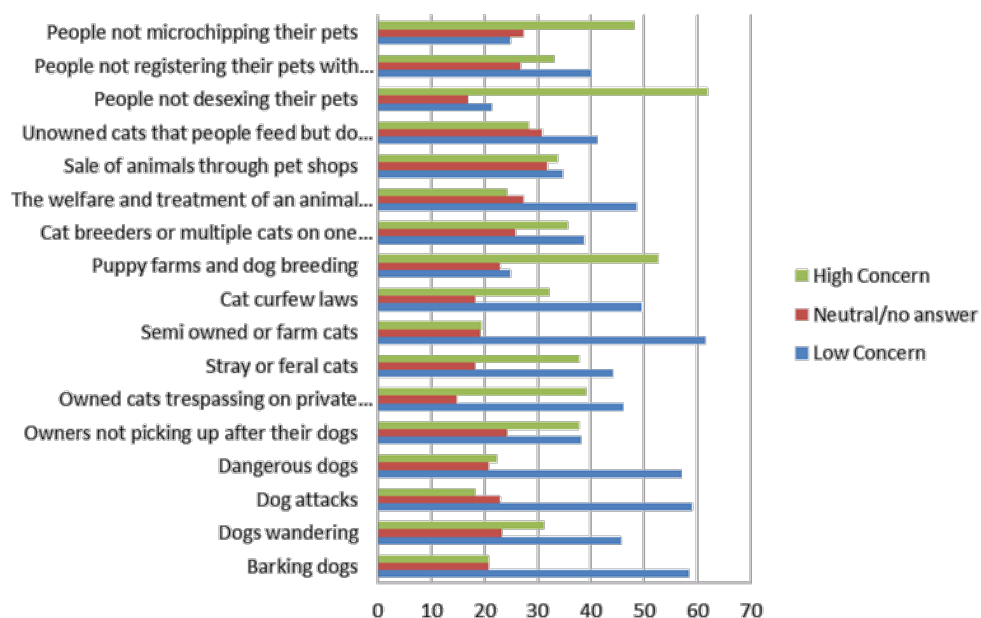
**Which of the following are an issue for you now or have been an issue in the past 12 months?**

**The participants were asked to rate the following topics from low concern to high concern (1-5)**

- Barking dogs
- Dogs wandering
- Dog attacks

- Dangerous dogs
- Owners not picking up after their dogs
- Owned cats trespassing on private property
- Stray or feral cats
- Semi owned or farm cats
- Cat curfew laws
- Puppy farms and dog breeding
- Cat breeders or multiple cats on one property
- The welfare and treatment of an animal in my neighbourhood
- Sale of animals through pet shops
- Unowned cats that people feed but do not take full responsibility for
- People not desexing their pets
- People not registering their pets with Council
- People not microchipping their pets

**Figure: Results from the question; which of the following are an issue for you now or have been an issue in the past twelve months?**

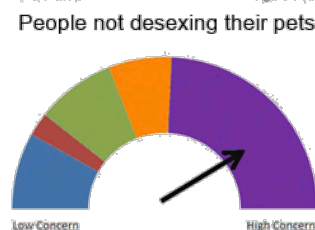
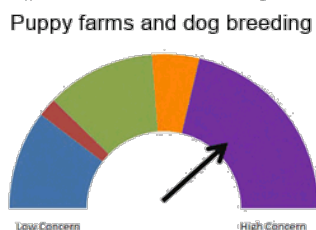
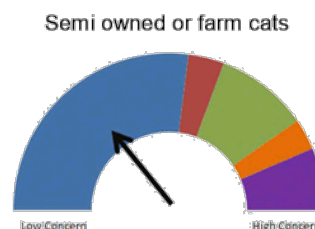
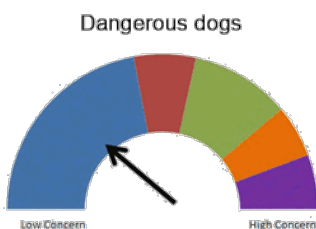
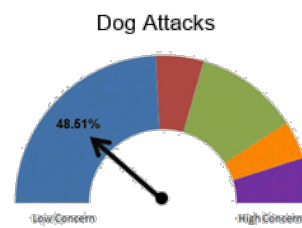
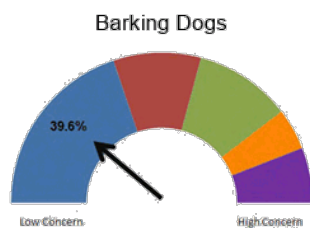




The more significant responses are as follows;

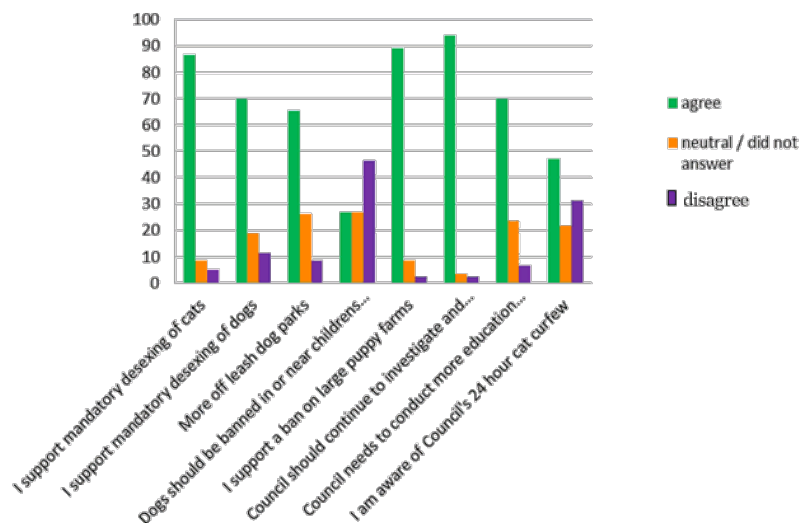
**Key**

- Low Concern (1)
- Low Concern (2)
- Neutral/no answer
- High Concern (4)
- High Concern (5)



**Please tell us if you agree or disagree with the following statements.**

- I support mandatory desexing of cats
- I support mandatory desexing of dogs
- More off leash dog parks
- Dogs should be banned in or near children's playgrounds
- I support a ban on large puppy farms
- Council should continue to investigate and prosecute owners of dogs that attack, puppy farms and animal cruelty offences
- Council needs to conduct more education campaigns regarding responsible pet ownership
- I am aware of Council's 24 hour cat curfew

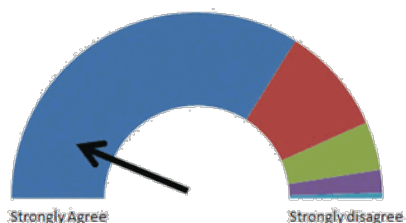


Other significant responses are as follows;

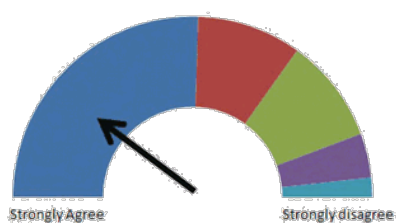
#### Key

- Strongly agree
- Agree
- Not sure / No answer
- Disagree
- Strongly disagree

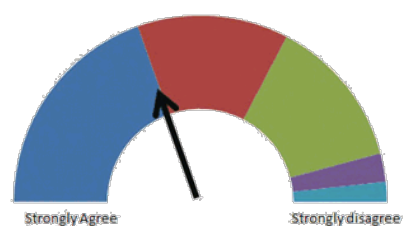
I support mandatory desexing of cats



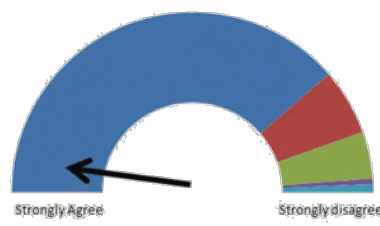
I support mandatory desexing of dogs



There should be more off leash dog parks

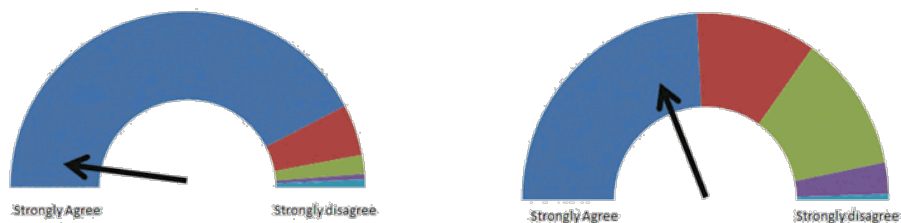


I support the ban on large puppy farms

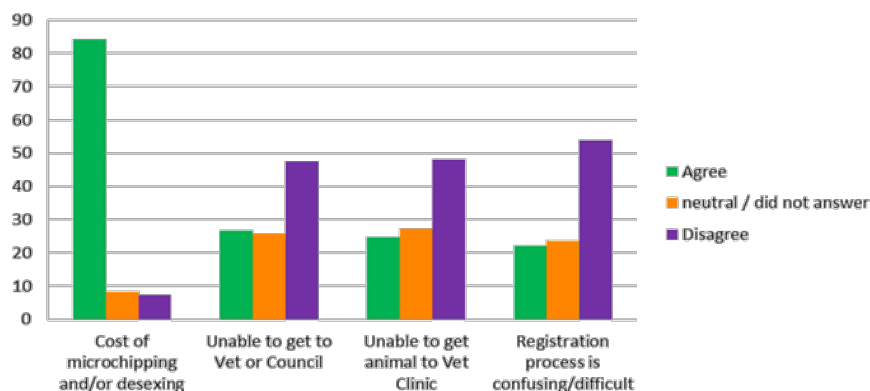


Council should continue to investigate and prosecute owners of dogs that attack, puppy farms and animal cruelty offences

Council needs to conduct more education campaigns regarding responsible pet ownership



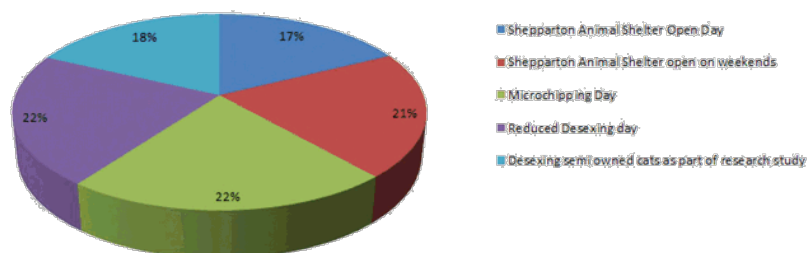
**What do you think is the reason why some people do not microchip, desex and register their animals?**



**There are a number of different campaigns and events that Council can consider in the next four years. Please indicate your preference for the following campaigns.**

- Shepparton Animal Shelter Open Day
- Shepparton Animal Shelter open on weekends
- Microchipping Day
- Reduced Desexing day
- Desexing semi owned cats as part of research study

The responses were very similar with Microchipping Day and reduced desexing day slightly preferred by the participants.



## 4.1 Authorised Officer Training

### 4.1(a) Employees

The following table outlines the current effective full time employees (EFT) dedicated to providing Animal Control and Local Law services.

Authorised Officer	Effective full time (EFT)
Coordinator Local Laws and Animal Management	1 EFT
Community Ranger	3 EFT
Compliance Officer	1 EFT
Animal Shelter Officer	3 EFT

### 4.1(b) Current and planned training

The table below outlines the current training completed by staff and the training planned to occur over the next four years.

Authorised Officer Training	Community Ranger and Compliance		Animal Shelter		Management	
	Current	Planned	Current	Planned	Current	Planned
Diploma Leadership and Management					1	
Cert IV in Animal Control and Regulation	3	1	1		1	
Cert IV Government	1					
Cert IV Frontline Management					1	
Cert IV Veterinary Nursing			2			
Cert III Animal Studies	1	0				
DJPR Animal Management seminars	All	TBA		TBA		TBA
DJPR Conducting Audits					1	
AIAM annual conference	1	2		2	1	
Getting 2 Zero	1	2		2	1	
OHS	4		1	3		
Animal handling	4		2	3	1	
Animal assessment	2	2	2			
Exceptional Investigator Series	2					
Prosecutions	1	2				
Statement taking	1	3				
Evidence gathering	1	3			1	
DNA Collection	1	3				1
Restricted Breed Dog Identification	3	1		1		
Conflict resolution	4				1	
Livestock handling and rescue	1					

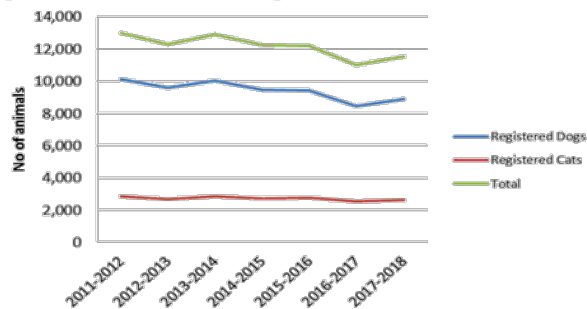
## 4.2 Registration and Identification

### 4.2(a) Animal Registration

The following are the number of animals registered with the Greater Shepparton City Council per year.

Animal Registration Period	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Registered Dogs	9,842	10,135	9,601	10,022	9,488	9,435	8,460	8,897
Registered Cats	2,932	2,864	2,683	2,871	2,750	2,764	2,536	2,660
Total	12,774	12,999	12,284	12,893	12,238	12,199	10,996	11,557

**Figure: Number of Animals Registered**

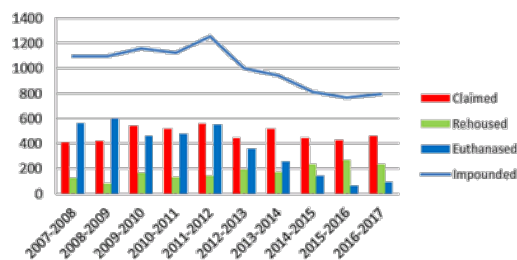


#### 4.2(b) Shepparton Animal Shelter registered when admitted

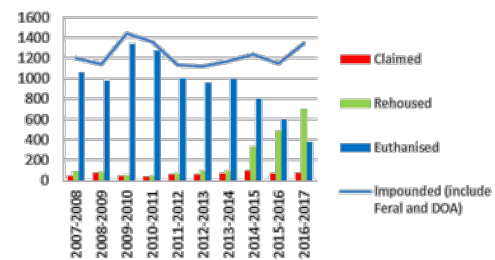
The following are the number of animals that were registered with a local Council when they were admitted to the Shepparton Animal Shelter.

Information 2016-2017	Dogs	% of Total	Cats	% of Total
Registered when admitted	175	22%	19	1.4%

**Figure: Dog Outcomes 2007-2017**



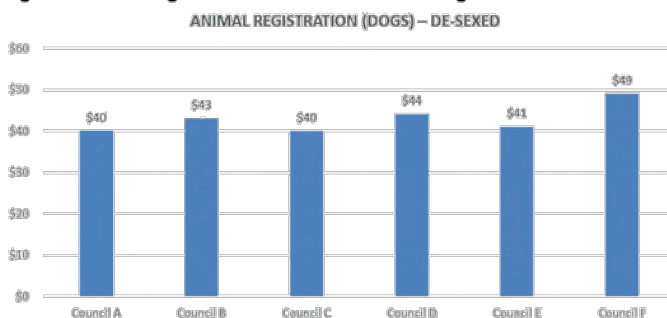
**Figure: Cat Outcomes 2007-2017**



#### 4.2(c) Benchmarking Summary

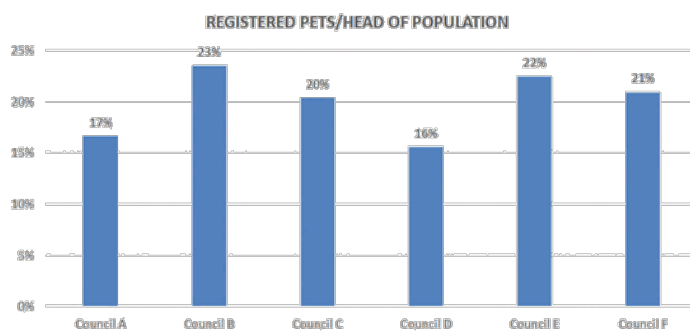
In late 2017, an independent consultant conducted a benchmarking exercise with Greater Shepparton City Council and four other regional and rural councils. The results of the exercise are shown below with Council identified as Council C.

**Figure: Annual registration fees for de-sexed dogs in the 6 benchmark councils**



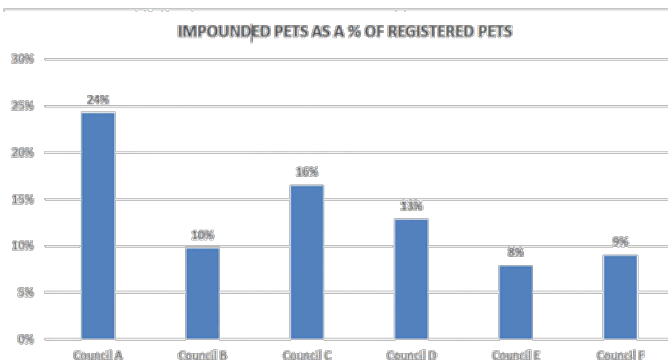
Council's animal registration fee for a de-sexed dog is equal smallest compared to other like Councils.

**Figure: Registered pet ownership rates across the 6 benchmark councils 2016**



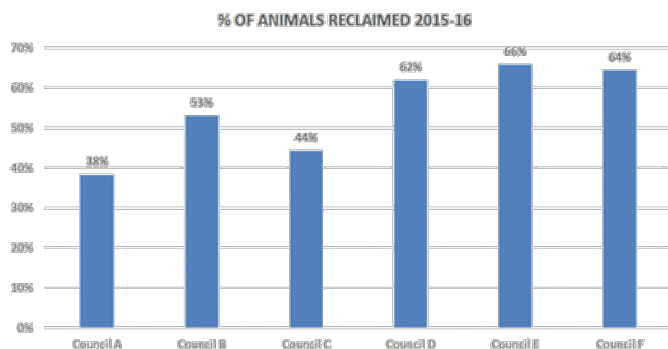
The number of registered pets per head of population is approximately average with like Councils.

**Figure: Comparative rates of impounded pets as a % of registered pets 2015-16**



The percentage of registered pets being impounded is the second highest compared to like Councils.

**Figure: Proportion of pets returned to owners 2015-16 (Know Your Council data)**



The percentage of animals being reclaimed by their owners in 2015-2016 is the second lowest percentage from like councils.



## 4.3 Nuisance

Please refer to the Current Situation in Appendix for information regarding the numbers of different types of nuisance requests and complaints dealt with by Community Rangers over the last two years. Nuisance complaints include barking dogs, cat and dogs wandering at large, dead animals and other nuisance complaints.

## 4.4 Dog Attacks

### 4.4(a) Dog Attack and Dog Rush statistics

The following table provides information regarding the numbers of dog attack and dog rush reports and the number of dogs seized by Community Rangers over the last two years.

Year	Dog attack	Dog rush	Seized dog attack
2014-2015	54	*	7
2015-2016	88	*	13
2016-2017	89	15	15
2017-2018	70	33	

\* Data not available

### 4.4(b) Prosecutions

The following prosecutions have been undertaken.

Year	Reference	Brief description of incident	Prosecution outcome
2014		No prosecutions.	
2015	A	Dog broke out of fence and while wandering at large, attacked and seriously injured another dog. Charged with serious dog attack, dog wandering at large and fail to register.	Proven with conviction. Fined \$5,000. Aggregate order. Costs \$8,524. Order for dog to be destroyed. Disqualified from owning or being in control of a dog for 5 years.
2016	B	Dog attacked multiple people who visited the dog's property. Charged with failure to register; dog attack causing injury; dog rush; and wandering at large.	Proven with conviction. Fined \$1,200.00. Costs \$6,263.15. Legal costs \$22,219.86. TOTAL of \$29,802.91. Order for dog to be destroyed. Disqualified from owning or being in control of a dog for 3 years.
2016	C	Dogs came out from property and attacked a dog causing serious injury. Charged with dog wandering at large, dog attack causing serious injury, dog rush and fail to register.	Guilty plea without conviction. Dog surrendered for euthanasia. Costs \$3,000.
2016	D	Two dogs wandered at large and attacked a cat causing death. Charged dog attack causing death and dog wandering at large.	Guilty plea. Good behaviour bond for 12 months. Costs \$3,980.00. Dogs surrendered for euthanasia.
2017	E	Dog attacked another dog under fence causing serious injury.	Guilty plea. \$1237 compensation order to victim. Costs of \$3,000. Dog declared dangerous.
2017	F	Two dogs wandered at large and attacked a cat causing death. Charged dog attack causing death and dog wandering at large.	Guilty plea. Costs \$7,330. Dogs surrendered for euthanasia.
2017	G	Dog wandered at large and attacked a cat causing death. Charged dog attack causing death, dog wandering at large.	Guilty plea. Costs \$6,500. Dog declared dangerous.
2017	H	Dog wandered at large and attacked a cat causing death. Charged dog attack causing death, dog wandering at large and fail to register.	Guilty Plea. Good behaviour bond for 12 months. Costs \$2,175. Dog surrendered for euthanasia.

## 4.5 Dangerous, Menacing and Restricted Breed dogs

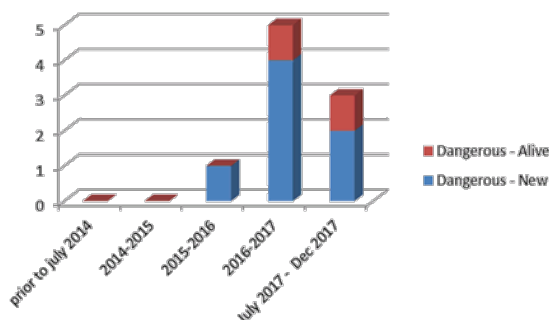
### 4.5(a) Declared Dangerous dogs

The following is a list of dogs that have been declared a Dangerous dog between 2014 and December 2017. The Dangerous dog declaration cannot be revoked.

Dog breeds declared;

- Bull Mastiff x Wolfhound
- Staffy x
- Staffy x
- Staffy x
- Staffy x
- Staghound x
- Staffordshire Bull Terrier x

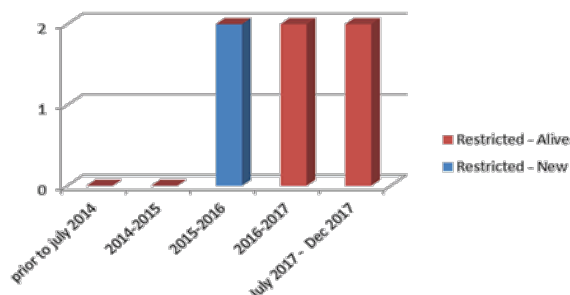
**Figure: Declared Dangerous dog numbers**



### 4.5(b) Declared Restricted Breed dogs

Two dogs have been declared Restricted Breed dogs between 2014 and December 2017. The Restricted breed declaration cannot be revoked.

**Figure: Declared Restricted Breed dog numbers**

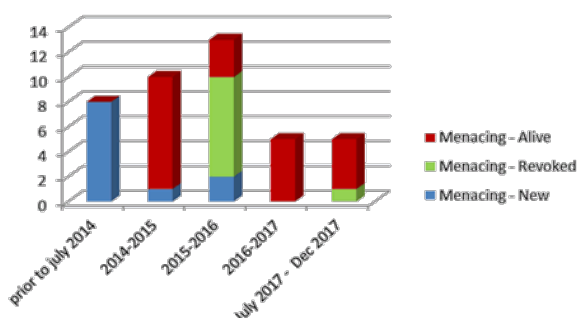


### 4.5(c) Declared Menacing dogs

The following is a list of dogs that have been declared a Menacing dog between July 2014 and December 2017. Menacing dog declarations are able to be revoked.

- Blue Heeler
- Kelpie
- Staffordshire Bull Terrier
- Rhodesian Ridgeback
- Bull Mastiff
- Labrador x mastiff
- Dachshund
- Jack Russell
- Australian Terrier
- Blue Heeler
- Boxer x Staffy

**Figure: Declared Menacing dog numbers**



## 4.6 Overpopulation and high euthanasia

### 4.6(a) Desexing program

Council participates in the Australian Veterinary Association (AVA) and Municipal Association of Victoria (MAV) Desexing Scheme. Under the Scheme, a pet owner with a valid pension or concession card attends Council to request a desexing voucher. A maximum of two vouchers (for 2 dogs, 2 cats or 1 dog and 1 cat) are issued per household.

Upon presentation of a voucher, a Council approved Veterinary practice discounts their advertised fee by 25%, if the animal owner provides proof that their animal is currently vaccinated. Council then credits a set amount directly to the veterinary practice on receipt of the veterinarian's account. The pet owner pays the remaining amount to desex their animal directly to the vet, either on admission for or discharge from surgery.

Period Start	Period End	Number of vouchers issued
01/05/2016	31/12/2016	50
01/01/2017	31/05/2017	127
01/07/2017	15/11/2017	103

### 4.6(b) Animal hoarder investigations

Community Rangers investigate all reports of animal hoarders, animal welfare or animal cruelty, excess animals kept at a premises and potential domestic animal businesses.

Animal Management Customer Requests	2015-16	2016-17	2017-18
Excess animals at property	*	26	
Domestic Animal Business complaints	4	32	
General complaint	118	37	
Complaint requiring Animal Registration compliance	455	588	
Ranger cat trapping program	N/A	2	
Animal welfare or animal cruelty	143	156	

\* Data not available

### 4.6(c) Shepparton Animal Shelter statistics

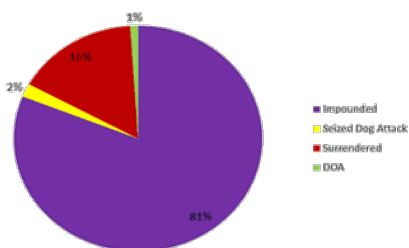
The statistics below relate to the 2016-2017 financial year.

Admission Reason 2016-2017	Dogs	% of Total	Cats	% of Total
Impounded	643	81%	1098	81.8%
Seized for Dog Attack	15	1.9%	N/A	N/A
Surrendered	127	16%	210	15.6%
Dead on Arrival	8	1.1%	35	2.6%
<b>TOTAL</b>	<b>793</b>		<b>1343</b>	
Information 2016-2017	Dogs	% of Total	Cats	% of Total
Feral	N/A	N/A	161	12%
Under 6 months of age	82	10.3%	644	48%
Females	344	43.4%	614	45.7%
Desexed on entry	226	28.5%	134	9.9%
Registered when admitted	175	22%	19	1.4%
Outcome Results 2016-2017	Dogs	% of Total	Cats	% of Total
Claimed by their owners	458	57.75%	75	6%
Rehoused at the shelter	97	12.23%	239	21%

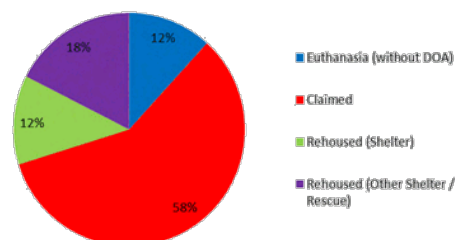
Rehoused to External Animal Shelter / Rescue groups	137	17.27%	458	40%
Total Rehoused	234	29.5%	697	61%
Euthanased (without feral and DOA)	78	9.8%	375	33%
Dog euthanased as a result of successful dog attack investigation	14	1.77%	N/A	N/A
Seized	1	0.12%	N/A	N/A
Dead on arrival	8	1%		
<b>TOTAL</b>	<b>793</b>			

N/A Not applicable

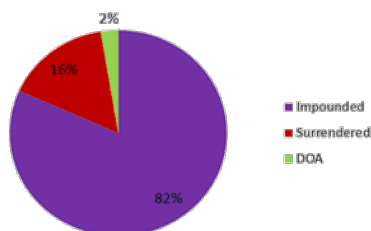
**Figure: Dog admission 2016-2017**



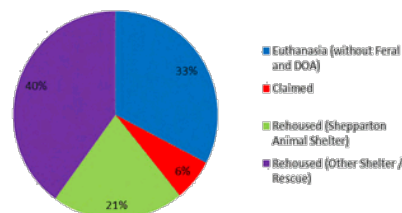
**Figure: Dog outcome 2016-2017**



**Figure: Cat admission 2016-2017**

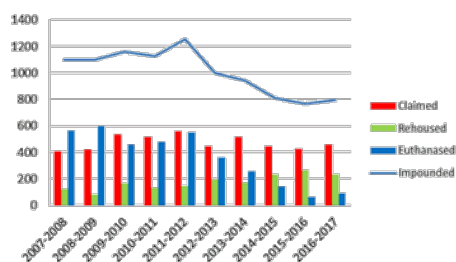


**Figure: Cat outcome 2016-2017**

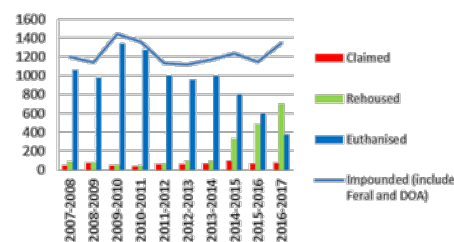


The following statistics have been collated over a 10 year period.

**Figure: Dog outcome 2007-2017**

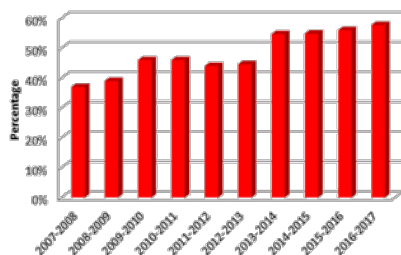


**Figure: Cat outcome 2007-2017**



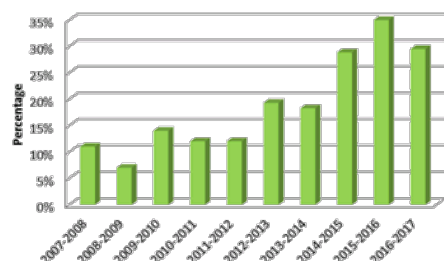
The comparison graphs includes feral cats, dogs seized as part of serious dog attack investigations, animals surrendered for euthanasia and animals found deceased after being hit by a vehicle on local roads.

**Figure: Dogs claimed 2007-2017**



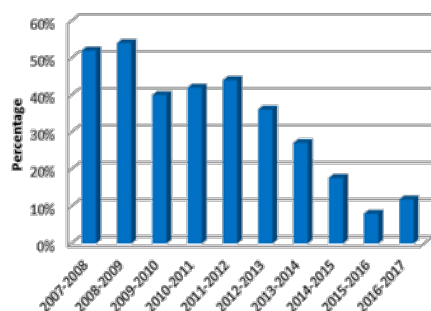
The last four years has seen a steady increase in the number of dogs claimed by their owners.

**Figure: Dogs Rehoused 2007-2017**



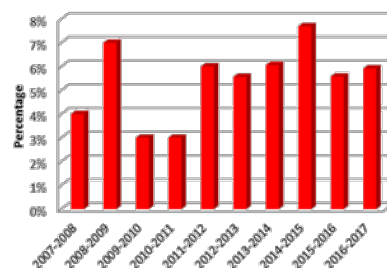
The decline in rehouse experienced in the 2016-2017 year compared to 2015-2016 was due to an increase in the number of dogs seized for serious dog attacks. These dogs have subsequently been euthanased either after being surrendered by their owners or as a result of a successful prosecution. Since the implementation of the DAMP, the number of dogs rehoused has been higher than the number of dogs' euthanased.

**Figure: Dogs euthanised 2007-2017**



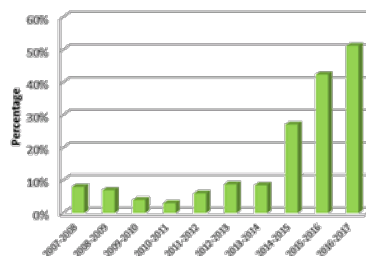
The number of dogs' euthanased has significantly reduced over the DAMP implementation period.

**Figure: Cat claimed 2016-2017 - percentage from impounded (include feral and DOA)**



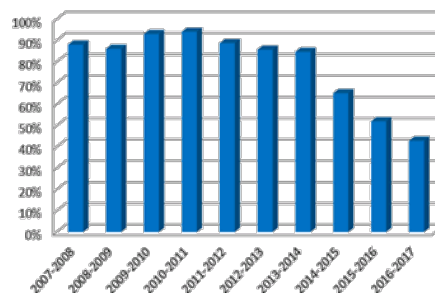
There are consistently low rates of owners claiming their cats from the shelter, which is relative to the number of cats being admitted without identification.

**Figure: Cat rehoused 2016-2017 - percentage from impounded (include feral and DOA)**



A total of 697 cats and kittens were rehoused over the 2016-2017 period, with 239 cats and kittens directly from the shelter and a further 458 being transported to an Animal Shelter in Melbourne for rehousing. In 2010-2011, the Animal Shelter rehoused 47 cats or 3% of the impounded animals. Over the last three years, initiatives and programs have resulted in an increase in the number of cats rehoused being, 100, 335 and 487 respectively. In 2016-17 the number of cats rehoused was 697.

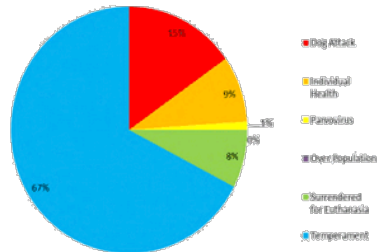
**Figure: Cats euthanised 2016-2017 (inc. feral and DOA)**



Prior to the previous DAMP, the Shepparton Animal Shelter consistently had a cat euthanasia rate over 80%. Even with the high incidents of contagious diseases being detected in our cat population, the shelter decreased the euthanasia

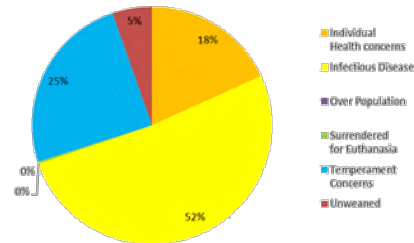
rate over the last four years.

**Figure: Dog euthanasia reason 2016-2017**



The number of animals' euthanased due to parvovirus reduced over the last 2-3 years due to the significant building improvements and new operating procedures. 15% of dogs euthanased were as a result of successful dog attack investigations. 8% of dogs euthanased were surrendered for euthanasia by their owners due to aggression, dog attack or serious veterinary issues.

**Figure: Cat euthanasia reason 2016-2017**



In 2016-17, the shelter saw a high volume of cats presenting with highly contagious and serious virus, such as cat flu, which caused 52% of the cat euthanasia rate. This year was the first year of the Shepparton Animal Shelter's records where the number of cats rehoused was significantly higher than the number of cats' euthanased.

#### 4.6(d) Shepparton Animal Shelter programs

##### Foster Carers

The Shepparton Animal Shelter continues to encourage the community to become foster carers for the Shepparton Animal Shelter. The number of foster carers continues to increase.

##### Section 84Y agreements

Council currently has an 84Y agreement with an animal shelter in Melbourne who regularly collect animals' from the shelter and transport them to Melbourne for rehoming. This process increases the chances of the animal finding a forever home, reduces the number of animals that remain at the shelter and has significantly increased the adoption rate and decreased contagious disease outbreaks.

##### Work Experience

The Shepparton Animal Shelter operates a successful work experience program, allowing those undertaking tertiary studies in animal care, veterinary nursing or statutory compliance to develop skills in animal care and animal handling in a shelter environment.



## 4.7 Domestic Animal Business

The municipality currently has the following registered Domestic Animal Businesses who are monitored and audited at least annually for compliance.

### 4.7(a) Registered Domestic Animal Businesses

The following are registered Domestic Animal Businesses with Council.

Domestic Animal Business	2017-18	2018-19
Animal Shelter	1	1
Pet Shop	3	2
Breeding and Rearing establishment	0	1
Dog Training establishment	1	2
Boarding Establishment	3	2
<b>TOTAL</b>	<b>6</b>	<b>8</b>

### 4.4(b) Prosecutions

The following prosecutions have been undertaken in relation to alleged unregistered Domestic Animal Businesses.

Year	Reference	Brief description of incident	Prosecution outcome
2018	I	Operating a domestic animal business on unregistered premises, animal cruelty and multiple unregistered dogs and cats.	Guilty plea. Fine \$5,000. Costs \$7,500
2018	J	Operating a domestic animal business on unregistered premises, animal cruelty and multiple unregistered dogs and cats.	Guilty plea. Convicted. Good Behaviour bond for 3 years. Costs \$5000.
2018	K	Multiple unregistered dog and cats.	Guilty. Convicted. Fine \$1,650. Costs \$1,467.30

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

<b>Agenda Item 9.5</b>	<b>Instrument of Delegation - Members of Staff and Development Hearing Panel</b>	
<b>Attachment 1</b>	<b>S6 Instrument of Delegation - Members of Staff and Development Hearings Panel .....</b>	<b>505</b>

***S6. Instrument of Delegation – Members of Staff***

**Greater Shepparton City Council**

**Instrument of Delegation**

**to**

**Members of Council Staff and Development Hearings Panel**

## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 4 of the Schedule;
2. record that references in the Schedule are as follows:

**AOCC: Administration Officer (Committees & Cemeteries)**

**BPCO: Building and Planning Compliance Officer**

**CDM: Coordinator - Drainage and Maintenance**

**CEH: Coordinator - Environmental Health**

**CEO: Chief Executive Officer**

**CG: Coordinator - Grading**

**CLO: Committees Liaison Officer**

**CP: Coordinator - Property**

**DC: Director - Community**

**DCS: Director - Corporate Services**

**DE: Development Engineer**

**DHP: Development Hearings Panel**

**DI: Director - Infrastructure / City Engineer**

**DO: Development Officer**

**DSD: Director - Sustainable Development**

**EHO: Environmental Health Officer**

**GCC: Group Coordinator - Cemeteries**

**GCGR: Group Coordinator - Grading and Reconstruction**

**GCSR: Group Coordinator - Sealed Roads**

**GSP: Graduate Statutory Planner**

**GSPA: Graduate Strategic Planner Amendments**

**GSPP: Graduate Strategic Planner Projects**

**MBP: Manager - Building and Planning**

**MCG: Manager - Corporate Governance**

**MCS: Manager - Citizen Services**

**ME: Manager - Environment**

**MFR: Manager - Finance and Rates**

**MN: Manager - Neighbourhoods**

**MP: Manager - Projects**

**MPD2: Manager - People and Development**

**MPSR: Manager - Parks, Sport and Recreation**

**MSA: Manager - Strategic Assets**

**MWW: Manager - Works and Waste**

**Not Delegated: Not Delegated**

**PA: Planning Assistant**

**PM: Project Manager**

**PSP1: Principal Statutory Planner**

**PSP2: Principal Strategic Planner**

**SBPCO: Senior Building and Planning Compliance Officer**

**SOBP: Support Officer - Building and Planning**

**SP1: Student Planner**

**SSP: Senior Statutory Planner**

**SSP2: Senior Strategic Planner**

**TLBPSC: Team Leader - Building and Planning Support and Compliance**

**TLC3: Team Leader - Community Strengthening**

**TLD: Team Leader - Development**

**TLEH: Team Leader - Environmental Health**

**TLFA: Team Leader - Financial Accounting**

**TLLNOS: Team Leader - Landscaping and Native Open Space**

**TLPFS: Team Leader - Plant, Fleet and Store**

**TLPMP: Team Leader - Project Management Office**

**TLRS: Team Leader - Regulatory Services**

**TLSDSP: Team Leader - Sports Development and Strategic Planning**

**TLSP1: Team Leader - Statutory Planning**

**TLSP2: Team Leader - Strategic Planning**

**TLW: Team Leader - Works**

**TO: Technical Officer - Building and Planning**

3. declares that:
  - 3.1 this Instrument of Delegation is authorised by resolution of Council passed on 21 May 2019; and
  - 3.2 the delegation:
    - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
    - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council; or
    - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategyadopted by Council; or
    - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
    - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another special committee or member of Council staff.



3.4 For delegations to Council staff and the DHP for matters pursuant or related to, the *Planning and Environment Act 1987* and the *Planning and Environment Regulations 2015*.

3.4.1 any permit or permit amendment application, for which notice is given and receives:

(a) up to 5 objections, must be decided by DHP or Council;

(b) more than 5 objections, must be decided by Council.

An objection for this purpose means an objection made and not withdrawn and if withdrawn subject to conditions, requires a decision in accordance with such conditions to continue to constitute a withdrawn objection.

3.4.2 where so noted in the Schedule the delegation to Council staff is limited to a decision to grant the relevant permission, consent or request made to Council, so that where a preliminary view or recommendation is formed to refuse the relevant request, the matter must be referred to either DHP or Council, for decision.

The COMMON SEAL of the GREATER )  
SHEPPARTON CITY COUNCIL was affixed )  
On the ..... day of ..... 2019 )  
in the presence of the Chief Executive Officer )  
being a delegated officer pursuant to Local )  
Law No. 2 of the Council. )

.....  
**PETER HARRIOTT**  
**CHIEF EXECUTIVE OFFICER**

## **SCHEDULE**

S6. Instrument of Delegation – Members of Staff and DHP

April 2019

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<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Where Council is a Class B cemetery trust	CEO, CLO, DC, MN, TLCS3
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Where Council is a Class B cemetery trust	AOCC, CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	Where Council is a Class B cemetery trust	AOCC, CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	Where Council is a Class A cemetery trust	Not Delegated
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	Where Council is a Class A cemetery trust	Not Delegated
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions		AOCC, CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 14	Power to manage multiple public cemeteries as if they are one cemetery.		Not Delegated
s 15(1) and (2)	Power to delegate powers or functions other than those listed		CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 15(4)	Duty to keep records of delegations		CEO, DCS, MCG, TLG
s 17(1)	Power to employ any persons necessary		CEO, DC, DCS, DI, MN, MPD2, MPSR, TLCS3, TLLNOS
s 17(2)	Power to engage any professional, technical or other assistance considered necessary		CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 17(3)	Power to determine the terms and conditions of employment or engagement	Subject to any guidelines or directions of the Secretary	CEO, DC, DI, MN, MPSR
s 18(3)	Duty to comply with a direction from the Secretary		CEO
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	Where Council is a Class A cemetery trust	Not Delegated



<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 18C	Power to determine the membership of the governance committee	Where Council is a Class A cemetery trust	Not Delegated
s 18D	Power to determine procedure of governance committee	Where Council is a Class A cemetery trust	Not Delegated
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	Where Council is a Class A cemetery trust	Not Delegated
s 18D(1)(b)	Power to appoint any additional community advisory committees	Where Council is a Class A cemetery trust	Not Delegated
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	Where Council is a Class A cemetery trust	Not Delegated
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	Where Council is a Class A cemetery trust	Not Delegated
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	Where Council is a Class A cemetery trust	Not Delegated
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	Where Council is a Class A cemetery trust	Not Delegated
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	Where Council is a Class A cemetery trust	Not Delegated
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	Where Council is a Class A cemetery trust	Not Delegated
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	Where Council is a Class A cemetery trust	Not Delegated
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	Where Council is a Class A cemetery trust	Not Delegated
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	Where Council is a Class A cemetery trust	Not Delegated





<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	Where Council is a Class A cemetery trust	Not Delegated
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	Where Council is a Class A cemetery trust	Not Delegated
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	Where Council is a Class A cemetery trust	Not Delegated
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	Where Council is a Class A cemetery trust	Not Delegated
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	Where Council is a Class A cemetery trust	Not Delegated
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	Where Council is a Class A cemetery trust	Not Delegated
s 19	Power to carry out or permit the carrying out of works		AOCC, CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 20(1)	Duty to set aside areas for the interment of human remains		AOCC, CEO, CLO, DC, DI, GCC, MN, MP, MPSR, TLCS3, TLLNOS
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery		CEO, DC, DI, MN, MP, MPSR, TLCS3, TLLNOS
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)		CEO, DC, DI, MN, MP, MPSR, TLCS3, TLLNOS
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land		Not Delegated
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	Subject to the approval of the Minister	CEO, DC, DI, MN, MPSR
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	Subject to the Minister approving the purpose	CEO, CP, DC, DI, MN, MPSR, MSA
s 40	Duty to notify Secretary of fees and charges fixed under s 39		CEO, CLO, DC, MN, TLCS3



<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Provided the street was constructed pursuant to the Local Government Act 1989	Not Delegated
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Report must contain the particulars listed in s 57(2)	CEO, CLO, DC, MN, TLCS3
s 59	Duty to keep records for each public cemetery		AOCC, CEO, CLO, DC, MN, TLCS3
s 60(1)	Duty to make information in records available to the public for historical or research purposes		AOCC, CEO, CLO, DC, MN, TLCS3
s 60(2)	Power to charge fees for providing information		AOCC, CEO, CLO, DC, MN, TLCS3
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)		CEO, CLO, DC, MN, TLCS3
s 64B(d)	Power to permit interments at a reopened cemetery		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	The application must include the requirements listed in s 66(2)(a)-(d)	Not Delegated
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park		Not Delegated
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed		CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 70(2)	Duty to make plans of existing place of interment available to the public		CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies		Not Delegated
s 71(2)	Power to dispose of any memorial or other structure removed		AOCC, CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 72(2)	Duty to comply with request received under s 72		CEO, CLO, DC, MN, TLCS3
s 73(1)	Power to grant a right of interment		CEO, CLO, DC, MN, TLCS3
s 73(2)	Power to impose conditions on the right of interment		CEO, CLO, DC, MN, TLCS3
s 75	Power to grant the rights of interment set out in s 75(a) and (b)		CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS



<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application		CEO, DC, DI, MN, MPSR
s 80(1)	Function of receiving notification and payment of transfer of right of interment		AOCC, CEO, CLO, DC, MN, TLCS3
s 80(2)	Function of recording transfer of right of interment		AOCC, CEO, CLO, DC, MN, TLCS3
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment		AOCC, CEO, CLO, DC, MN, TLCS3
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)		AOCC, CEO, CLO, DC, MN, TLCS3
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment		AOCC, CEO, CLO, DC, MN, TLCS3
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment		AOCC, CEO, CLO, DC, MN, TLCS3
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	The notice must be in writing and contain the requirements listed in s 85(2)	Not Delegated
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	Does not apply where right of interment relates to remains of a deceased veteran.	CEO, CLO, DC, MN, TLCS3
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment	CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS





<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified		Not Delegated
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment		Not Delegated
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment		Not Delegated
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)		Not Delegated
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains		Not Delegated
s.86(5)	duty to provide notification before taking action under s.86(4)		Not Delegated
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)		Not Delegated
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment		Not Delegated
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment		CEO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 91(1)	Power to cancel a right of interment in accordance with s 91		CEO, DC, MN, TLCS3
s 91(3)	Duty to publish notice of intention to cancel right of interment		CEO, CLO, DC, MN, TLCS3
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment		CEO, CLO, DC, MN, TLCS3
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment		AOCC, CEO, CLO, DC, MN, TLCS3
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval		AOCC, CEO, CLO, DC, MN, TLCS3



<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested		AOCC, CEO, CLO, DC, MN, TLCS3
s 100(1)	Power to require a person to remove memorials or places of interment		AOCC, CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)		AOCC, CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 100(3)	Power to recover costs of taking action under s 100(2)		CEO, DC, DI, MN, MPSR
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 103(1)	Power to require a person to remove a building for ceremonies		CEO, DC, DI, MN, MPSR
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)		CEO, DC, DI, MN, MPSR
s 103(3)	Power to recover costs of taking action under s 103(2)		CEO, DC, DI, MN, MPSR
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs		CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 106(2)	Power to require the holder of the right of interment to provide for an examination		CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with		CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with		CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS



<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 108	Power to recover costs and expenses		CEO, CLO, DC, DI, MN, MPSR, TLCS3
s 109(1)(a)	Power to open, examine and repair a place of interment	Where the holder of right of interment or responsible person cannot be found	CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 109(1)(b)	Power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	Where the holder of right of interment or responsible person cannot be found	Not Delegated
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	Where the holder of right of interment or responsible person cannot be found	CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary		CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran		CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment		AOCC, CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
s 112	Power to sell and supply memorials		Not Delegated
s 116(4)	Duty to notify the Secretary of an interment authorisation granted		CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application		AOCC, CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS





<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met		AOCC, CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 119	Power to set terms and conditions for interment authorisations		CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 131	Function of receiving an application for cremation authorisation		Not Delegated
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	Subject to s 133(2)	Not Delegated
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner		Not Delegated
s 146	Power to dispose of bodily remains by a method other than interment or cremation	Subject to the approval of the Secretary	Not Delegated
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation		CEO, DC, DI, MN, MPSR
s 149	Duty to cease using method of disposal if approval revoked by the Secretary		Not Delegated
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met		AOCC, CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 151	Function of receiving applications to inter or cremate body parts		AOCC, CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150		AOCC, CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication		Not Delegated
sch 1 cl 8(8)	Power to regulate own proceedings	Subject to cl 8	Not Delegated
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Where Council is a Class A cemetery trust	Not Delegated



<b>Cemeteries and Crematoria Act 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
sch 1A cl 8(8)	Power to regulate own proceedings	Where Council is a Class A cemetery trust Subject to cl 8	Not Delegated
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Where Council is a Class B cemetery trust	CEO, CLO, DC, MN, TLCS3



Domestic Animals Act 1994			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 41A(1)	Power to declare a dog to be a menacing dog	Council may delegate this power to a Council authorised officer	CEO, DCS, MCS, TLRS





Environment Protection Act 1970			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 53M(3)	Power to require further information		CEH, CEO, DSD, EHO, ME, TLEH
s 53M(4)	Duty to advise applicant that application is not to be dealt with		CEH, CEO, DSD, EHO, ME, TLEH
s 53M(5)	Duty to approve plans, issue permit or refuse permit	Refusal must be ratified by Council or it is of no effect	CEH, CEO, DSD, EHO, ME, TLEH
s 53M(6)	Power to refuse to issue septic tank permit	Refusal must be ratified by Council or it is of no effect	CEH, CEO, DSD, EHO, ME, TLEH
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	Refusal must be ratified by Council or it is of no effect	CEH, CEO, DSD, EHO, ME, TLEH



Food Act 1984			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	If s 19(1) applies	CEH, CEO, DSD, EHO, ME, TLEH
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	If s 19(1) applies	CEH, CEO, DSD, EHO, ME, TLEH
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	If s 19(1) applies  Only in relation to temporary food premises or mobile food premises	CEH, CEO, DSD, EHO, ME, TLEH
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	If s 19(1) applies	CEO
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	If s 19(1) applies	CEH, CEO, DSD, EHO, ME, TLEH
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	If s 19(1) applies	CEH, CEO, DSD, EHO, ME, TLEH
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Where Council is the registration authority	CEO, DSD, ME, TLEH
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution	CEO, DSD, ME, TLEH



Food Act 1984			
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Where Council is the registration authority	CEO, DSD, ME, TLEH
s 19CB(4)(b)	Power to request copy of records	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 19E(1)(d)	Power to request a copy of the food safety program	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Where Council is the registration authority	Not Delegated
s 19NA(1)	Power to request food safety audit reports	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances		CEO, DSD, ME
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.	CEO, DSD, ME, TLEH
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH



Food Act 1984			
	Power to register, renew or transfer registration	Where Council is the registration authority  refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))	CEH, CEO, DSD, EHO, ME, TLEH
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Where Council is the registration authority	CEO, DSD, ME
s 38A(4)	Power to request a copy of a completed food safety program template	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38D(3)	Power to request copies of any audit reports	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38E(2)	Power to register the food premises on a conditional basis	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH





Food Act 1984			
		not exceeding the prescribed time limit defined under s 38E(5)	
s 38E(4)	Duty to register the food premises when conditions are satisfied	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 39A	Power to register, renew or transfer food premises despite minor defects	Where Council is the registration authority  Only if satisfied of matters in s 39A(2)(a)-(c)	CEH, CEO, DSD, EHO, ME, TLEH
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008		CEH, CEO, DSD, EHO, ME, TLEH
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 40D(1)	Power to suspend or revoke the registration of food premises	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Where Council is the registration authority	CEH, CEO, DSD, EHO, ME, TLEH



Heritage Act 2017			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 116	Power to sub-delegate Executive Director's functions, duties or powers	<p>Must first obtain Executive Director's written consent</p> <p>Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation</p>	CEO, DSD, MBP



Local Government Act 1989			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge		CEO





Planning and Environment Act 1987			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	If authorised by the Minister	CEO, DSD, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 4H	Duty to make amendment to Victoria Planning Provisions available		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 4I	Duty to keep Victorian Planning Provisions and other documents available		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 8A(5)	Function of receiving notice of the Minister's decision		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district		CEO, DSD, MBP, TLSP2
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2



Planning and Environment Act 1987			
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 12B(1)	Duty to review planning scheme		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 12B(2)	Duty to review planning scheme at direction of Minister		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 17(1)	Duty of giving copy amendment to the planning scheme		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 17(2)	Duty of giving copy s 173 agreement		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 18	Duty to make amendment etc. available		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or	CEO, DSD, MBP, PSP2, SSP2, TLBPSC, TLSP2



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		Where the amendment will amend the planning scheme to designate Council as an acquiring authority.	
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19		CEO, DSD, MBP, TLSP2
s 21(2)	Duty to make submissions available		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 21A(4)	Duty to publish notice		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 22	Duty to consider all submissions	Except submissions which request a change to the items in s 22(5)(a) and (b)	CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel		CEO, DSD, MBP, PSP2, TLBPSC, TLSP2
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment		CEO, DSD, MBP, PSP2, TLBPSC, TLSP2
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 26(1)	Power to make report available for inspection		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 26(2)	Duty to keep report of panel available for inspection		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO



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s 27(2)	Power to apply for exemption if panel's report not received		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 28	Duty to notify the Minister if abandoning an amendment	Note: the power to make a decision to abandon an amendment cannot be delegated	Not Delegated
s 30(4)(a)	Duty to say if amendment has lapsed		CEO, DSD, MBP, PSP2, TLBPSC, TLSP2
s 30(4)(b)	Duty to provide information in writing upon request		CEO, DSD, MBP, PSP2, TLBPSC, TLSP2
s 32(2)	Duty to give more notice if required		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 33(1)	Duty to give more notice of changes to an amendment		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 36(2)	Duty to give notice of approval of amendment		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 38(5)	Duty to give notice of revocation of an amendment		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 40(1)	Function of lodging copy of approved amendment		CEO, DSD, GSPA, GSPP, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 41	Duty to make approved amendment available		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 42	Duty to make copy of planning scheme available		CEO, DSD, GSPA, GSPP, MBP, PSP2, SOBP, SSP2, TLBPSC, TLSP2, TO
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra	Where Council is a responsible public entity and is a planning	Not Delegated





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	Strategic Plan which is expressed to be binding on the responsible public entity	authority  Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils	
s 46AW	Function of being consulted by the Minister	Where Council is a responsible public entity	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Where Council is a responsible public entity	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Where Council is a responsible public entity	CEO, DE, DI, DSD, MBP, MP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Where Council is a responsible public entity	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency	CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2



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s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GP	Function of receiving a notice under s 46GO	Where Council is the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2



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s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Where Council is the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Where Council is the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Where Council is the development agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Where Council is the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Where Council is the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Where Council is the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1, TLSP2





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s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Where Council is the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GY(1)	Duty to keep proper and separate accounts and records	Where Council is the collecting agency	CEO, DCS, DI, DSD, MBP, MFR, MP, PSP1, PSP2, TLBPSC, TLD, TLFA, TLSP1, TLSP2
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	Where Council is the collecting agency	CEO, DCS, DI, DSD, MBP, MFR, MP, PSP1, PSP2, TLBPSC, TLD, TLFA, TLSP1, TLSP2
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority	CEO, DCS, DI, DSD, MBP, MFR, MP, PSP1, PSP2, TLBPSC, TLD, TLFA, TLSP1, TLSP2
s 46GZ(2)(a)	Function of receiving the monetary component	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency	CEO, DCS, DI, DSD, MBP, MFR, MP, PSP1, PSP2, TLBPSC, TLD, TLFA, TLSP1, TLSP2
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency	CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1, TLSP2



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s 46GZ(2)(b)	Function of receiving the monetary component	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency	CEO, DCS, DI, DSD, MBP, MFR, MP, PSP1, PSP2, TLBPSC, TLD, TLFA, TLSP1, TLSP2
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLPMO, TLSP1, TLSP2
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Where Council is the development agency specified in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2



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s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>	CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1, TLSP2
s 46GZ(9)	Function of receiving the fee simple in the land	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZA(1)	Duty to keep proper and separate accounts and records	Where Council is the development agency under an approved infrastructure contributions plan	CEO, DCS, DI, DSD, MBP, MFR, MP, PSP1, PSP2, TLBPSC, TLD, TLFA, TLSP1, TLSP2
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	Where Council is a development agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1, TLSP2
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Where Council is a development agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2



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s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	If the VPA is the collecting agency under an approved infrastructure contributions plan  Where Council is a development agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Where Council is the development agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1, TLSP2
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency	CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1, TLSP2
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2





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s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Where Council is the development agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Where Council is the development agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Where Council is a collecting agency or development agency	CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1, TLSP2



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s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Where Council is a collecting agency or development agency	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy		CEO, DE, DI, DSD, GSP, MBP, MP, PA, PSP1, SP1, SSP, TLBPSC, DO, TLD, TLSP1
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy		CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit		CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy		CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured		CEO, DI, DSD, GSP, MBP, MP, PA, PSP1, SP1, SSP, TLBPSC, TLPMO, TLSP1
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable		CEO, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1
s 46Q(1)	Duty to keep proper accounts of levies paid		CEO, DI, DSD, MBP, MP, PSP1, PSP2, SSP, TLBPSC, TLPMO, TLSP1, TLSP2



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s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency		CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc		CEO, DI, DSD, GSP, MBP, MP, PA, PSP1, SP1, SSP, TLBPSC, TLPMO, TLSP1, TLSP2
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Only applies when levy is paid to Council as a &#39;development agency&#39;	CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister	CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1, TLSP2
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Must be done in accordance with Part 3	CEO, DSD, MBP, PSP2, SSP2, TLBPSC, TLSP2
s46Q(4)(e)	Duty to expend that amount on other works etc.	With the consent of, and in the manner approved by, the Minister	CEO, DI, DSD, MBP, MP, TLPMO, TLSP1, TLSP2
s 46QC	Power to recover any amount of levy payable under Part 3B		CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1, TLSP2
s 46QD	Duty to prepare report and give a report to the Minister	Where Council is a collecting agency or development agency	CEO, DI, DSD, MBP, MP, PSP1, TLBPSC, TLPMO, TLSP1, TLSP2
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available		Not Delegated





Planning and Environment Act 1987			
s 46Y	Duty to carry out works in conformity with the approved strategy plan		CEO, DSD, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 47	Power to decide that an application for a planning permit does not comply with that Act		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits		CEO, DSD, GSP, MBP, PA, PSP1, SOBP, SP1, SSP, TLBPSC, TLSP1, TO
s 49(2)	Duty to make register available for inspection		CEO, DSD, GSP, MBP, PA, PSP1, SOBP, SP1, SSP, TLBPSC, TLSP1, TO
s 50(4)	Duty to amend application		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 50(45)	Power to refuse to amend application		DHP
s 50(6)	Duty to make note of amendment to application in register		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 50A(1)	Power to make amendment to application		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 50A(4)	Duty to note amendment to application in register		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 51	Duty to make copy of application available for inspection		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 52(1)(b)	Duty to give notice of the application to other municipal Council where appropriate		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1



Planning and Environment Act 1987			
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 52(3)	Power to give any further notice of an application where appropriate		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 54(1)	Power to require the applicant to provide more information		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 54(1A)	Duty to give notice in writing of information required under s 54(1)		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 54(1B)	Duty to specify the lapse date for an application		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1



Planning and Environment Act 1987			
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector		CEO, DSD
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go		CEO, DSD, GSP, MBP, PA, PSP1, SOBP, SP1, SSP, TLBPSC, TLSP1, TO
s 57(5)	Duty to make available for inspection copy of all objections		CEO, DSD, GSP, MBP, PA, PSP1, SOBP, SP1, SSP, TLBPSC, TLSP1, TO
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 57A(5)	Power to refuse to amend application		DHP
s 57A(6)	Duty to note amendments to application in register		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 57B(1)	Duty to determine whether and to whom notice should be given		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 57B(2)	Duty to consider certain matters in determining whether notice should be given		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 57C(1)	Duty to give copy of amended application to referral authority		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 58	Duty to consider every application for a permit		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1



Planning and Environment Act 1987			
s 58A	Power to request advice from the Planning Application Committee		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 60	Duty to consider certain matters		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 60(1A)	Duty to consider certain matters		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006. Officers do not have the power to refuse - any recommendation for refusal must be referred to DHP or Council. DHP does not have the power to decide if greater than 5 (not withdrawn) objections.	CEO, DHP, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit		DHP
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent		Not Delegated
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent		DHP
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant		DHP





Planning and Environment Act 1987			
s 62(1)	Duty to include certain conditions in deciding to grant a permit		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 62(2)	Power to include other conditions		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	This provision applies also to a decision to grant an amendment to a permit - see s 75	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 64(3)	Duty not to issue a permit until after the specified period	This provision applies also to a decision to grant an amendment to a permit - see s 75	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1



Planning and Environment Act 1987			
s 64(5)	Duty to give each objector a copy of an exempt decision	This provision applies also to a decision to grant an amendment to a permit - see s 75	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	This provision applies also to a decision to grant an amendment to a permit - see s 75A	CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 66(46)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1



Planning and Environment Act 1987			
s 69(1)	Function of receiving application for extension of time of permit		CEO, DHP, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 69(1A)	Function of receiving application for extension of time to complete development		CEO, DHP, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 69(2)	Power to extend time	Officers do not have the power to refuse - any recommendation for refusal must be referred to DHP or Council.	CEO, DHP, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 70	Duty to make copy permit available for inspection		CEO, DSD, GSP, MBP, PA, PSP1, SOBP, SP1, SSP, TLBPSC, TLSP1, TO
s 71(1)	Power to correct certain mistakes		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 71(2)	Duty to note corrections in register		CEO, DSD, GSP, MBP, PA, PSP1, SOBP, SP1, SSP, TLBPSC, TLSP1, TO
s 73	Power to decide to grant amendment subject to conditions	Officers do not have the power to decide if any (not withdrawn) objections. Officers do not have the power to refuse - any recommendation for refusal must be referred to DHP or Council. DHP do not have the power to decide if greater than 5 (not withdrawn) objections.	CEO, DHP, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 74	Duty to issue amended permit to applicant if no objectors		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1





Planning and Environment Act 1987			
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 76A(46)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit	CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 76D	Duty to comply with direction of Minister to issue amended permit		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 83	Function of being respondent to an appeal		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 83B	Duty to give or publish notice of application for review		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1



Planning and Environment Act 1987			
s 84(6)	Duty to issue permit on receipt of advice within 3 working days		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 84AB	Power to agree to confining a review by the Tribunal		CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 86	Duty to issue a permit at order of Tribunal within 3 working days		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 91(2)	Duty to comply with the directions of VCAT		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 93(2)	Duty to give notice of VCAT order to stop development		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 95(3)	Function of referring certain applications to the Minister		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 95(4)	Duty to comply with an order or direction		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1



Planning and Environment Act 1987			
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1, TLSP2
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C		CEO, DSD, MBP, PSP1, PSP2, SSP2, TLBPSC, TLSP1, TLSP2
s 96F	Duty to consider the panel's report under s 96E		CEO, DSD, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	Officers do not have the power to refuse - any recommendation for refusal must be referred to DHP or Council.	CEO, DHP, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 96H(3)	Power to give notice in compliance with Minister's direction		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 96J	Power to issue permit as directed by the Minister		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 96K	Duty to comply with direction of the Minister to give notice of refusal		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 97C	Power to request Minister to decide the application		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2

S6. Instrument of Delegation – Members of Staff and DHP

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Planning and Environment Act 1987			
s 97L	Duty to include Ministerial decisions in a register kept under s 49		CEO, DSD, GSP, GSPA, GSPP, MBP, PA, PSP1, PSP2, SP1, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 97MH	Duty to provide information or assistance to the Planning Application Committee		CEO, DSD, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee		CEO, DSD, MBP, PSP2, SSP2, TLBPSC, TLSP2
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 97Q(4)	Duty to comply with directions of VCAT		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions		CEO, DSD, GSP, MBP, PA, PSP1, SOBP, SP1, SSP, TLBPSC, TLSP1, TO
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 101	Function of receiving claim for expenses in conjunction with claim		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 103	Power to reject a claim for compensation in certain circumstances		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s.107(1)	function of receiving claim for compensation		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 107(3)	Power to agree to extend time for making claim		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 114(1)	Power to apply to the VCAT for an enforcement order		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1





Planning and Environment Act 1987			
s 117(1)(a)	Function of making a submission to the VCAT where objections are received		BPCO, CEO, DSD, GSP, MBP, PA, PSP1, SBPCO, SP1, SSP, TLBPSC, TLSP1
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 123(1)	Power to carry out work required by enforcement order and recover costs		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Except Crown Land	CEO, DSD, MBP
s 129	Function of recovering penalties		CEO, DSD, MBP, PSP1, SSP, TLBPSC, TLSP1
s 130(5)	Power to allow person served with an infringement notice further time		BPCO, CEO, DSD, MBP, PSP1, SBPCO, SSP, TLBPSC, TLSP1
s 149A(1)	Power to refer a matter to the VCAT for determination		BPCO, CEO, DSD, MBP, PSP1, SBPCO, SSP, TLBPSC, TLSP1
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement		CEO, DSD, MBP, PSP1, TLBPSC, TLSP1
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Where Council is the relevant planning authority	CEO, DSD, MBP, PSP2, TLBPSC, TLSP2
s 171(2)(f)	Power to carry out studies and commission reports		CEO, DSD, MBP, PSP2, TLBPSC, TLSP2
s 171(2)(g)	Power to grant and reserve easements		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Where Council is a development agency specified in an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2



Planning and Environment Act 1987			
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Where Council is a collecting agency specified in an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Where Council is the development agency specified in an approved infrastructure contributions plan	CEO, DI, DSD, MBP, MP, PSP1, PSP2, TLBPSC, TLD, TLSP1, TLSP2
s 173(1)	Power to enter into agreement covering matters set out in s 174		CEO, DSD, MBP, PSP1, TLBPSC, TLSP1
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Where Council is the relevant responsible authority	CEO, DSD, MBP, PSP1, TLBPSC, TLSP1
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178A(1)	Function of receiving application to amend or end an agreement		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SP1, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2



Planning and Environment Act 1987			
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178A(5)	Power to propose to amend or end an agreement		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 178C(4)	Function of determining how to give notice under s 178C(2)		CEO, DSD, GSP, MBP, PA, PSP1, SP1, SSP, TLBPSC, TLSP1
s 178E(1)	Duty not to make decision until after 14 days after notice has been given		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	If no objections are made under s 178D  Must consider matters in s 178BNo power to refuse - refer 178(2)(c)	CEO, DHP, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	If no objections are made under s 178D  Must consider matters in s 178BNo power to refuse - refer 178E(2)(c)	CEO, DHP, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2





Planning and Environment Act 1987			
s 178E(2)(c)	Power to refuse to amend or end the agreement	If no objections are made under s 178D  Must consider matters in s 178B	DHP
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	After considering objections, submissions and matters in s 178BNo power to decide if greater than 5 objections received, must refer to Council	DHP
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	After considering objections, submissions and matters in s 178BNo power to decide if greater than 5 objections received, must refer to Council.	DHP
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	After considering objections, submissions and matters in s.178BNo power to decide if greater than 5 objections received, must refer to Council.	DHP
s 178E(3)(d)	Power to refuse to amend or end the agreement	After considering objections, submissions and matters in s 178BNo power to decide if greater than 5 objections received, must refer to Council.	DHP
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2



Planning and Environment Act 1987			
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SOBP, SSP, SSP2, TLBPSC, TLSP1, TLSP2, TO
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 179(2)	Duty to make available for inspection copy agreement		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SP1, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 182	Power to enforce an agreement		BPCO, CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SBPCO, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2



Planning and Environment Act 1987			
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 184G(2)	Duty to comply with a direction of the Tribunal		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 184G(3)	Duty to give notice as directed by the Tribunal		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 198(1)	Function to receive application for planning certificate		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 199(1)	Duty to give planning certificate to applicant		CEO, DSD, MBP, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 201(1)	Function of receiving application for declaration of underlying zoning		CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SSP, SSP2, TLBPSC, TLSP1, TLSP2
s 201(3)	Duty to make declaration		CEO, DSD, MBP, PSP1, TLBPSC, TLSP1
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council		BPCO, CEO, DSD, GSP, MBP, PA, PSP1, SBPCO, SP1, SSP, TLSP1, TLBPSC
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council		BPCO, CEO, DHP, DSD, GSP, MBP, PA, PSP1, SBPCO, SP1, SSP, TLSP1, TLBPSC



Planning and Environment Act 1987			
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit		CEO, DSD, MBP, PSP1, SSP, TLSP1
	Power to give written authorisation in accordance with a provision of a planning scheme		CEO, DSD, GSP, MBP, PA, PSP1, SSP, TLSP1
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible		CEO, DSD, MBP, PSP1, PSP2, TLBPSC, TLSP1, TLSP2





Planning and Environment Act 1987 (Miscellaneous Powers)			
Provision	Item Delegated	Conditions and Limitations	Delegate
	Power to represent or authorise the representation of Council in a proceeding under the Planning and Environment Act 1987 before the Victorian Civil and Administrative Tribunal and the power to make a decision in relation to the conduct of the proceeding, including (where lawfully able to do so) the power to settle the proceeding		BPCO, CEO, DSD, GSP, MBP, PA, PSP1, PSP2, SBPCO, SSP, SSP2, TLBPSC, TLSP1, TLSP2
S.13 Powers, duties and functions of Council as Responsible Authority	Power to determine that a specified document required under the Planning Scheme (eg. a development plan required under the Development Overlay) is to the satisfaction of the Council in its capacity as the responsible authority.	Officers do not have the power to decide either not to satisfaction or not consent. Any recommendation for refusal must be referred to DHP or Council.	CEO, DHP, DSD, MBP, PSP1, TLBPSC, TLSP1
S.13 Powers, duties and functions of Council as Responsible Authority	Power to determine that a planning permit application is generally in accordance with a specified document prepared and approved pursuant to the Planning Scheme (eg. a planning permit application made following the approval of a development plan prepared pursuant to the Development Plan Overlay)	Officers do not have the power to decide either not to satisfaction or not consent. Any recommendation for refusal must be referred to DHP or Council.	CEO, DHP, DSD, MBP, PSP1, TLBPSC, TLSP1
S.13 Powers, duties and functions of Council as Responsible Authority	Any other discretion vested in the Council under the Planning Scheme, including whether a document or plan is to the satisfaction of the Council in its capacity as the responsible authority (including engineering plans)	Officers do not have the power to decide either not to satisfaction or not consent. Any recommendation for refusal must be referred to DHP or Council.	CEO, DHP, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1
S.13 Powers, duties and functions of Council as Responsible Authority	Power vested in Council under a planning permit to provide secondary consent under a planning permit condition to approve a document or plan or allow modifications to an endorsed document or plan	Officers do not have the power to decide either not to satisfaction or not consent. Any recommendation for refusal must be referred to DHP or Council.	CEO, DHP, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1
S.13 Powers, duties and functions of Council as Responsible Authority	Power vested in Council under agreement made under s173 of the Planning and Environment Act 1987 or s52A of Town and Country Planning Act 1961 to provide secondary consent for the approval of a document or plan or to approve the amendment of a document or plan	Officers do not have the power to decide either not to satisfaction or not consent. Any recommendation for refusal must be referred to DHP or Council.	CEO, DHP, DI, DSD, MBP, MP, PSP1, SSP, TLBPSC, TLPMO, TLSP1



Rail Safety (Local Operations) Act 2006			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 33	Duty to comply with a direction of the Safety Director under s 33	Where Council is a utility under s 3	CEO, DI, MWW
s 33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under s 33A	Duty of Council as a road authority under the Road Management Act 2004	CEO, DI, MWW
s 34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s 33(1)	Where Council is a utility under s 3	CEO, DI, MWW
s 34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	Where Council is the relevant road authority	Not Delegated
s 34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Where Council is the relevant road authority	Not Delegated
s 34D(2)	Function of receiving written notice of opinion	Where Council is the relevant road authority	Not Delegated
s 34D(4)	Function of entering into safety interface agreement with infrastructure manager	Where Council is the relevant road authority	Not Delegated
s 34E(1)(a)	Duty to identify and assess risks to safety	Where Council is the relevant road authority	Not Delegated
s 34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	Where Council is the relevant road authority	Not Delegated
s 34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Where Council is the relevant road authority	Not Delegated
s 34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been	Where Council is the relevant road	Not Delegated



Rail Safety (Local Operations) Act 2006			
	received under s 34D(2)(a)	authority	
s 34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	Where Council is the relevant road authority	Not Delegated
s 34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Where Council is the relevant road authority	Not Delegated
s 34H	Power to identify and assess risks to safety as required under s 34B, 34C, 34D, 34E or 34F in accordance with s 34H(a)-(c)	Where Council is the relevant road authority	Not Delegated
s 34I	Function of entering into safety interface agreements	Where Council is the relevant road authority	Not Delegated
s 34J(2)	Function of receiving notice from Safety Director	Where Council is the relevant road authority	Not Delegated
s 34J(7)	Duty to comply with a direction of the Safety Director given under s 34J(5)	Where Council is the relevant road authority	Not Delegated
s 34K(2)	Duty to maintain a register of items set out in s 34K(a)-(b)	Where Council is the relevant road authority	Not Delegated





Residential Tenancies Act 1997			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 142D	Function of receiving notice regarding an unregistered rooming house		CEH, CEO, DSD, EHO, ME, TLEH
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district		CEH, CEO, DSD, EHO, ME, TLEH
s 142G(2)	Power to enter certain information in the Rooming House Register		CEH, CEO, DSD, EHO, ME, TLEH
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry		CEH, CEO, DSD, EHO, ME, TLEH
s 252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	Where Council is the landlord	Not Delegated
s 262(1)	Power to give tenant a notice to vacate rented premises	Where Council is the landlord	Not Delegated
s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council		Not Delegated
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements		Not Delegated
s 522(1)	Power to give a compliance notice to a person		CEH, CEO, DSD, EHO, ME, TLEH
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)		CEO
s 525(4)	Duty to issue identity card to authorised officers		CEO



Residential Tenancies Act 1997			
s 526(5)	Duty to keep record of entry by authorised officer under s 526		CEH, CEO, DSD, EHO, ME, TLEH
s 526A(3)	Function of receiving report of inspection		Not Delegated
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)		CEO



Road Management Act 2004			
Provision	Item Delegated	Conditions and Limitations	Delegate
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Obtain consent in circumstances specified in s 11(2)	CEO, DI, MP, MWW
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette		CEO, DI, MP, MWW
s 11(9)(b)	Duty to advise Registrar		CEO, DI, MP, MWW
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Subject to s 11(10A)	CEO, DI, MP, MWW
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Where Council is the coordinating road authority	Not Delegated
s 12(2)	Power to discontinue road or part of a road	Where Council is the coordinating road authority	Not Delegated
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies	CEO, DI, MP, MWW
s 12(5)	Duty to consider written submissions received within 28 days of notice	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies	CEO, DI, MP, MWW
s 12(6)	Function of hearing a person in support of their written submission	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies	CEO, DI, MP, MWW



Road Management Act 2004			
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies	CEO, DI, MP, MWW
s 12(10)	Duty to notify of decision made	Duty of coordinating road authority where it is the discontinuing body  Does not apply where an exemption is specified by the regulations or given by the Minister	CEO, DI, MP, MWW
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate	CEO, DI, MWW
s 14(4)	Function of receiving notice from VicRoads		CEO, DI, MWW
s 14(7)	Power to appeal against decision of VicRoads		CEO, DI, MWW
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport		CEO, DI
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority		CEO
s 15(2)	Duty to include details of arrangement in public roads register		CEO, DI, MWW
s 16(7)	Power to enter into an arrangement under s 15		Not Delegated
s 16(8)	Duty to enter details of determination in public roads register		CEO, DI, MWW





Road Management Act 2004			
s 17(2)	Duty to register public road in public roads register	Where Council is the coordinating road authority	CEO, DI, MWW
s 17(3)	Power to decide that a road is reasonably required for general public use	Where Council is the coordinating road authority	CEO, DI, MWW
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Where Council is the coordinating road authority	CEO, DI, MWW
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Where Council is the coordinating road authority	CEO, DI, MWW
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Where Council is the coordinating road authority	CEO, DI, MWW
s 18(1)	Power to designate ancillary area	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)	CEO, DI, MWW
s 18(3)	Duty to record designation in public roads register	Where Council is the coordinating road authority	CEO, DI, MWW
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority		CEO, DI, MWW
s 19(4)	Duty to specify details of discontinuance in public roads register		CEO, DI, MWW
s 19(5)	Duty to ensure public roads register is available for public inspection		CEO, DI, MWW
s 21	Function of replying to request for information or advice	Obtain consent in circumstances specified in s 11(2)	CEO, DI, MWW
s 22(2)	Function of commenting on proposed direction		CEO, DI, MWW



Road Management Act 2004			
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.		Not Delegated
s 22(5)	Duty to give effect to a direction under s 22		Not Delegated
s 40(1)	Duty to inspect, maintain and repair a public road.		CEO, DI, MWW
s 40(5)	Power to inspect, maintain and repair a road which is not a public road		Not Delegated
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair		CEO, DI, MWW
s 42(1)	Power to declare a public road as a controlled access road	Power of coordinating road authority and sch 2 also applies	CEO, DI, MP
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Power of coordinating road authority and sch 2 also applies	Not Delegated
s 42A(3)	Duty to consult with VicRoads before road is specified	Where Council is the coordinating road authority  If road is a municipal road or part thereof	CEO, DI, MWW
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Where Council is the coordinating road authority  If road is a municipal road or part thereof and where road is to be specified a freight road	CEO, DI, MWW
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and	Where Council is the responsible road authority, infrastructure	CEO, DI, MWW



Road Management Act 2004			
	any relevant provider of public transport)	manager or works manager	
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M		Not Delegated
s 49	Power to develop and publish a road management plan		Not Delegated
s 51	Power to determine standards by incorporating the standards in a road management plan		Not Delegated
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan		CEO, DI, MWW
s 54(2)	Duty to give notice of proposal to make a road management plan		CEO, DI, MWW
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals		CEO, DI, MWW
s 54(6)	Power to amend road management plan		Not Delegated
s 54(7)	Duty to incorporate the amendments into the road management plan		Not Delegated
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper		CEO, DI, MWW
s 63(1)	Power to consent to conduct of works on road	Where Council is the coordinating road authority	CEO, DI, MWW
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Where Council is the infrastructure manager	CEO, DI, MP, MWW
s 64(1)	Duty to comply with cl 13 of sch 7	Where Council is the infrastructure manager or works manager	CEO, DI, MWW





Road Management Act 2004			
s 66(1)	Power to consent to structure etc	Where Council is the coordinating road authority	CEO, DI, MWW
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Where Council is the coordinating road authority	Not Delegated
s 67(3)	Power to request information	Where Council is the coordinating road authority	CEO, DI, MWW
s 68(2)	Power to request information	Where Council is the coordinating road authority	CEO, DI, MWW
s 71(3)	Power to appoint an authorised officer		CEO
s 72	Duty to issue an identity card to each authorised officer		CEO, DCS, MCG
s 85	Function of receiving report from authorised officer		CEO
s 86	Duty to keep register re s 85 matters		CEO, DCS, DI, MWW
s 87(1)	Function of receiving complaints		CEO
s 87(2)	Duty to investigate complaint and provide report		CEO, DI, MWW
s 112(2)	Power to recover damages in court		CEO
s 116	Power to cause or carry out inspection		CEO, DI, MWW
s 119(2)	Function of consulting with VicRoads		CEO, DI
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads)		CEO, DI, MWW



Road Management Act 2004			
s 120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s 120(1)		CEO, DI, MWW
s 121(1)	Power to enter into an agreement in respect of works		CEO, DI
s 122(1)	Power to charge and recover fees		CEO
s 123(1)	Power to charge for any service		CEO
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads		CEO, DI, MP, MWW
sch 2 cl 3(1)	Duty to make policy about controlled access roads		Not Delegated
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads		Not Delegated
sch 2 cl 4	Function of receiving details of proposal from VicRoads		CEO
sch 2 cl 5	Duty to publish notice of declaration		CEO, DI, MP, MWW
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Where Council is the infrastructure manager or works manager	CEO, DI, MWW
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Where Council is the infrastructure manager or works manager	CEO, DI, MWW
sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any	Where Council is the infrastructure manager or works manager responsible for non-road	CEO, DI, MWW

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Road Management Act 2004			
	non-road infrastructure and technical advice or assistance in conduct of works	infrastructure	
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Where Council is the infrastructure manager or works manager	CEO, DI, MWW
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Where Council is the infrastructure manager or works manager	CEO, DI, MWW
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Where Council is the coordinating road authority	CEO, DI, MP, MWW, TLW
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Where Council is the coordinating road authority	CEO, DI, MP, MWW, TLW
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Where Council is the coordinating road authority	CEO, DI, MP, MWW, TLW
sch 7 cl 12(5)	Power to recover costs	Where Council is the coordinating road authority	CEO, DI, MP, MWW, TLW
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Where Council is the works manager	CEO, DI, MP, MWW, TLW
sch 7 cl 13(2)	Power to vary notice period	Where Council is the coordinating road authority	CEO, DI, MWW
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Where Council is the infrastructure manager	CEO, DI, MWW
sch 7 cl 16(1)	Power to consent to proposed works	Where Council is the coordinating road authority	CEO, DI



Road Management Act 2004			
sch 7 cl 16(4)	Duty to consult	Where Council is the coordinating road authority, responsible authority or infrastructure manager	CEO
sch 7 cl 16(5)	Power to consent to proposed works	Where Council is the coordinating road authority	CEO
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Where Council is the coordinating road authority	CEO
sch 7 cl 16(8)	Power to include consents and conditions	Where Council is the coordinating road authority	CEO
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Where Council is the coordinating road authority	CEO, DI, MWW
sch 7 cl 18(1)	Power to enter into an agreement	Where Council is the coordinating road authority	CEO, DI, MWW
sch 7 cl 19(1)	Power to give notice requiring rectification of works	Where Council is the coordinating road authority	CEO, DI, MWW
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Where Council is the coordinating road authority	CEO
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Where Council is the coordinating road authority	CEO, DI, MWW
sch 7A cl 2	Power to cause street lights to be installed on roads	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	CEO, DI, MP, MWW
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Where Council is the responsible road authority	CEO, DI, MWW
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Where Council is the responsible road authority	CEO, DI, MWW

S6. Instrument of Delegation – Members of Staff and DHP

April 2019  
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Road Management Act 2004			
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)	CEO, DI, MWW



<b>Cemeteries and Crematoria Regulations 2015</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
Provision	Item Delegated	Conditions and Limitations	Delegate
r 24	Duty to ensure that cemetery complies with depth of burial requirements		CEO, DC, DI, GCC, MPSR, TLLNOS
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves		Not Delegated
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)		CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator		Not Delegated
r 28(2)	Duty to ensure any fittings removed or are disposed in an appropriate manner		Not Delegated
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator		Not Delegated
r 30(2)	Power to release cremated human remains to certain persons	Subject to any order of a court	Not Delegated
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation		Not Delegated
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation		Not Delegated
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation		Not Delegated
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period		Not Delegated
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)		Not Delegated
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)		CEO, DI, GCC, MPSR, TLLNOS



<b>Cemeteries and Crematoria Regulations 2015</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)		CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)		Not Delegated
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist		CEO, CLO, DC, MN, TLCS3
r 40	Power to approve a person to play sport within a public cemetery		CEO, DC, DI, MN, MPSR
r 41(1)	Power to approve fishing and bathing within a public cemetery		CEO, DC, DI, MN, MPSR
r 42(1)	Power to approve hunting within a public cemetery		CEO, DC, DI, MN, MPSR
r 43	Power to approve camping within a public cemetery		CEO, DC, DI, MN, MPSR
r 45(1)	Power to approve the removal of plants within a public cemetery		CEO, DI, MPSR, TLLNOS
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)		CEO, DC, DI, MN, MPSR
r 47(3)	Power to approve the use of fire in a public cemetery		CEO, DC, DI, MN, MPSR
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area		CEO, DC, DI, MN, MPSR, TLLNOS
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules		Not Delegated
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	See note above regarding model rules	CEO
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	See note above regarding model rules	CEO, DC, DI, MN, MPSR, TLCS3, TLLNOS
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	See note above regarding model rules	CEO, CLO, DC, DI, MN, MPSR, TLCS3
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	See note above regarding model rules	CEO, CLO, DC, DI, MN, MPSR, TLCS3, TLLNOS
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	See note above regarding model rules	CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS





<b>Cemeteries and Crematoria Regulations 2015</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
sch 2 cl 8	Power to approve certain mementos on a memorial	See note above regarding model rules	CEO, CLO, DC, MN, TLCS3
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	See note above regarding model rules	CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	See note above regarding model rules	CEO, CLO, DC, DI, GCC, MN, MPSR, TLCS3, TLLNOS
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	See note above regarding model rules	CEO, DI, GCC, MPSR, TLLNOS
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	See note above regarding model rules	CEO, DC, DI, MPSR, TLLNOS
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	See note above regarding model rules	CEO, DC, DI, MN, MPSR
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	See note above regarding model rules	CEO, DC, DI, MN, MPSR
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	See note above regarding model rules	CEO, DI, MPSR, TLLNOS



Planning and Environment Regulations 2015			
Provision	Item Delegated	Conditions and Limitations	Delegate
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	CEO, DI, DSD, GSP, MBP, MP, PA, PSP1, PSP2, SP1, SSP, SSP2, TLBPSC, TLPMO, TLSP1, TLSP2
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act		CEO, DI, DSD, GSP, MBP, MP, PA, PSP1, PSP2, SP1, SSP, SSP2, TLBPSC, TLPMO, TLSP1, TLSP2
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	where Council is the responsible authority	CEO, DSD, GSP, MBP, PA, PSP1, SSP, TLSP1
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	where Council is not the responsible authority but the relevant land is within Council's municipal district	BPCO, CEO, DSD, GSP, MBP, PA, PSP1, SBPCO, SOBP, SP1, SSP, TLBPSC, TLSP1, TO
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	CEO, DI, DSD, GSP, MBP, MP, PA, PSP1, PSP2, SP1, SSP, SSP2, TLBPSC, TLPMO, TLSP1, TLSP2



Planning and Environment (Fees) Regulations 2016			
Provision	Item Delegated	Conditions and Limitations	Delegate
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme		CEO, DI, DSD, MBP, MP, TLSP1, TLSP2
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme		CEO, DSD
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20		CEO, DI, DSD, MBP, MP, TLSP1, TLSP2



Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
Provision	Item Delegated	Conditions and Limitations	Delegate
r 7	Function of entering into a written agreement with a caravan park owner		CEO, DSD, ME, TLEH
r 11	Function of receiving application for registration		CEH, CEO, DSD, EHO, ME, TLEH
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations		CEH, CEO, DSD, EHO, ME, TLEH
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations		CEH, CEO, DSD, EHO, ME, TLEH
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		CEH, CEO, DSD, EHO, ME, TLEH
r 13(4) & (5)	Duty to issue certificate of registration		CEH, CEO, DSD, EHO, ME, TLEH
r 15(1)	Function of receiving notice of transfer of ownership		CEH, CEO, DSD, EHO, ME, TLEH
r 15(3)	Power to determine where notice of transfer is displayed		CEH, CEO, DSD, EHO, ME, TLEH
r 16(1)	Duty to transfer registration to new caravan park owner		CEH, CEO, DSD, EHO, ME, TLEH
r 16(2)	Duty to issue a certificate of transfer of registration		CEH, CEO, DSD, EHO, ME, TLEH
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration		Not Delegated
r 18	Duty to keep register of caravan parks		CEH, CEO, DSD, EHO, ME, TLEH
r 19(4)	Power to determine where the emergency contact person's details are displayed		CEH, CEO, DSD, EHO, ME, TLEH
r 19(6)	Power to determine where certain information is displayed		CEH, CEO, DSD, EHO, ME, TLEH
r 22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner		CEO, DSD, ME, TLEH
r 22A(2)	Duty to consult with relevant emergency services agencies		CEO, DSD, ME, TLEH
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures		CEH, CEO, DSD, EHO, ME, TLEH
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings		CEH, CEO, DSD, EHO, ME, TLEH





Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
r 25(3)	Duty to consult with relevant floodplain management authority		CEO, DSD, ME, TLEH
r 26	Duty to have regard to any report of the relevant fire authority		CEO, DSD, ME, TLEH
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling		CEH, CEO, DSD, EHO, ME, TLEH
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe		CEO, DSD, MBP, ME
r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe		CEO, DSD, MBP, ME
r 40(4)	Function of receiving installation certificate		CEO, DSD, MBP, ME
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling		CEO, DSD, MBP, ME
sch 3 cl4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling		CEO, DSD, MBP, ME



Road Management (General) Regulations 2016			
Provision	Item Delegated	Conditions and Limitations	Delegate
r 8(1)	Duty to conduct reviews of road management plan		CEO, DI
r 9(2)	Duty to produce written report of review of road management plan and make report available		CEO, DI
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Where Council is the coordinating road authority	CEO, DI, MWW
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act		CEO, DI
r 13(1)	Duty to publish notice of amendments to road management plan	where Council is the coordinating road authority	CEO, DI, MWW
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment		CEO, DI
r 16(3)	Power to issue permit	Where Council is the coordinating road authority	CEO, DI, MP, MSA, MWW, PM, TLPMO, TLW
r 18(1)	Power to give written consent re damage to road	Where Council is the coordinating road authority	CEO, DI, MP, MWW
r 23(2)	Power to make submission to Tribunal	Where Council is the coordinating road authority	CEO, DI, MWW
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Where Council is the coordinating road authority	CEO, DI, MWW
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Where Council is the responsible road authority	CDM, CEO, CG, DCS, DI, GCGR, GCSR, MCS, MP, MSA, MWW, PM, TLPMO, TLRS, TLW
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Where Council is the responsible road authority	CEO, DCS, DI, MCS, MWW
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible		CEO, DCS, DI, MCS



<b>Road Management (Works and Infrastructure) Regulations 2015</b> Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015.			
Provision	Item Delegated	Conditions and Limitations	Delegate
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act	CEO, DI, MWW
r 22(2)	Power to waive whole or part of fee in certain circumstances	Where Council is the coordinating road authority	CEO, DI, MWW

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

<b>Agenda Item 10.2</b>	<b>Shepparton Railway Pedestrian Overpass and Shared Path Linkages</b>	
<b>Attachment 1</b>	<b>Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018.....</b>	<b>661</b>
<b>Attachment 2</b>	<b>Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018 .....</b>	<b>728</b>
<b>Attachment 3</b>	<b>Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018 and Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018: Conversation Report March 2019 .....</b>	<b>745</b>
<b>Attachment 4</b>	<b>Shepparton Railway Station Pedestrian Overpass Alternative Concept Plan March 2019.....</b>	<b>776</b>





# SHEPPARTON RAILWAY STATION PEDESTRIAN OVERPASS CONCEPT DESIGN October 2018



ARCADIS

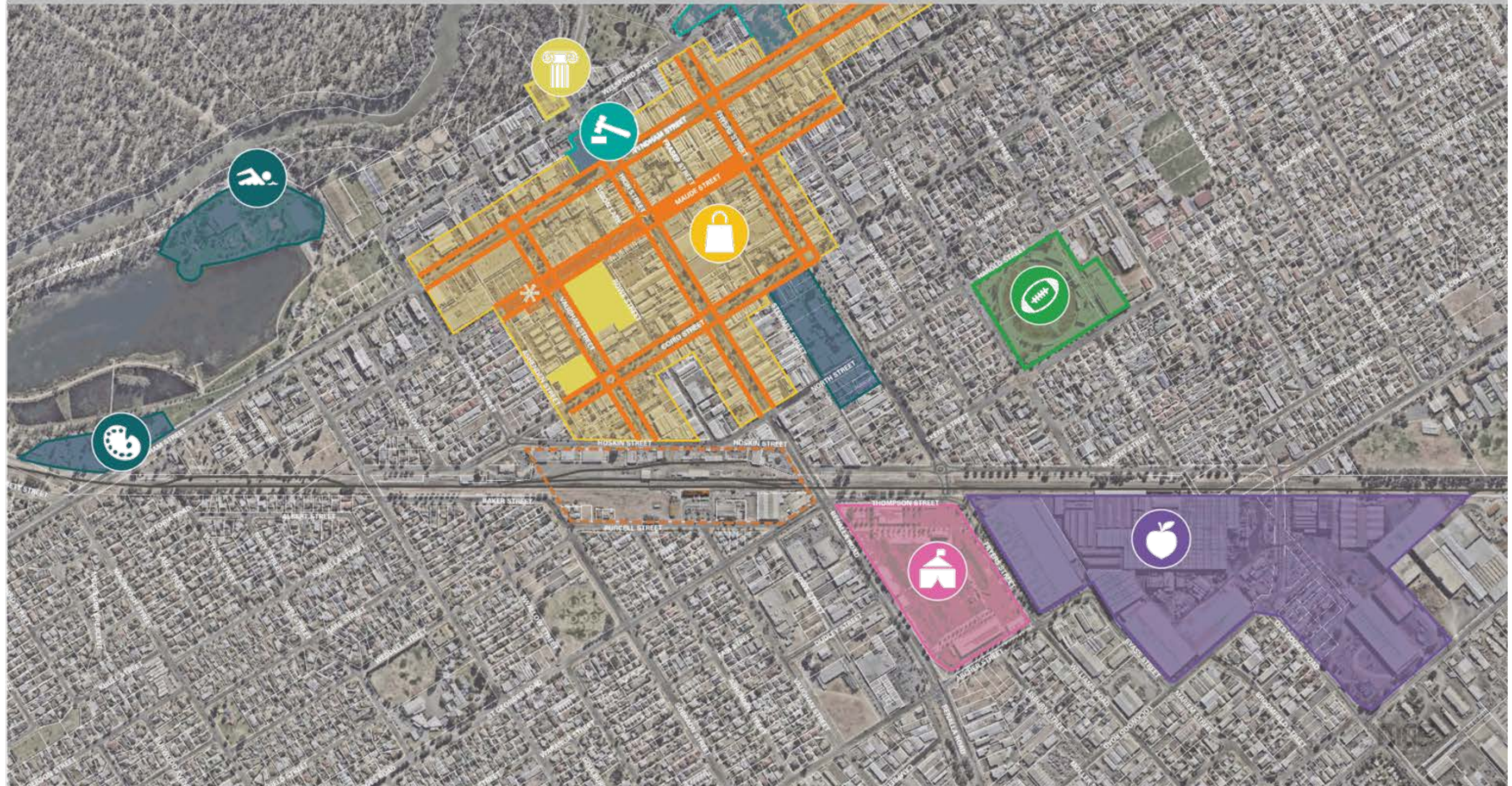
Design & Consultancy  
for natural and  
built assets







## Introduction Shepparton CBD Context









## Introduction Land Ownership / Station Precinct Fixed Infrastructure



Figure 6 Shepparton Rail Precinct with overview of existing buildings and property boundaries

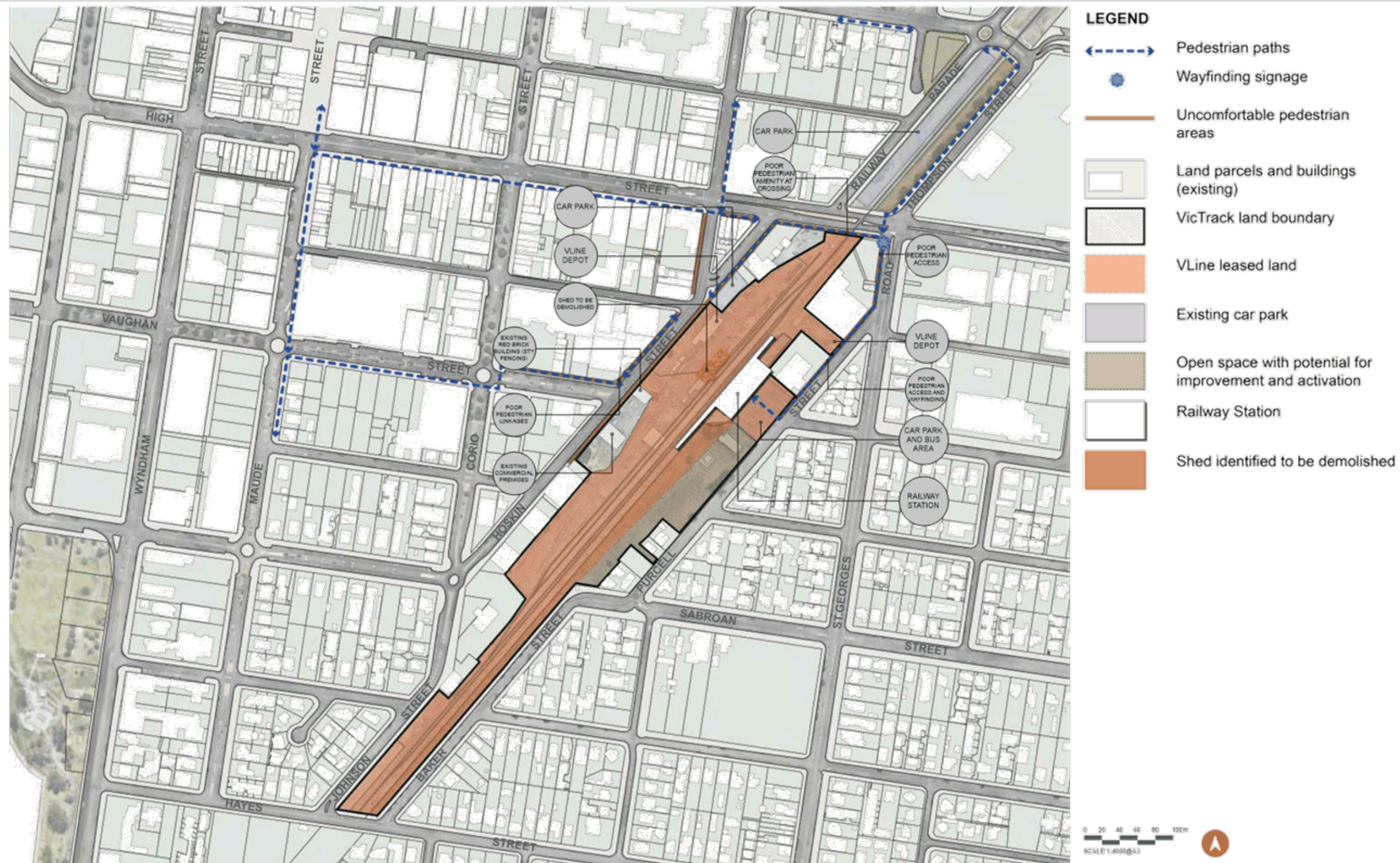
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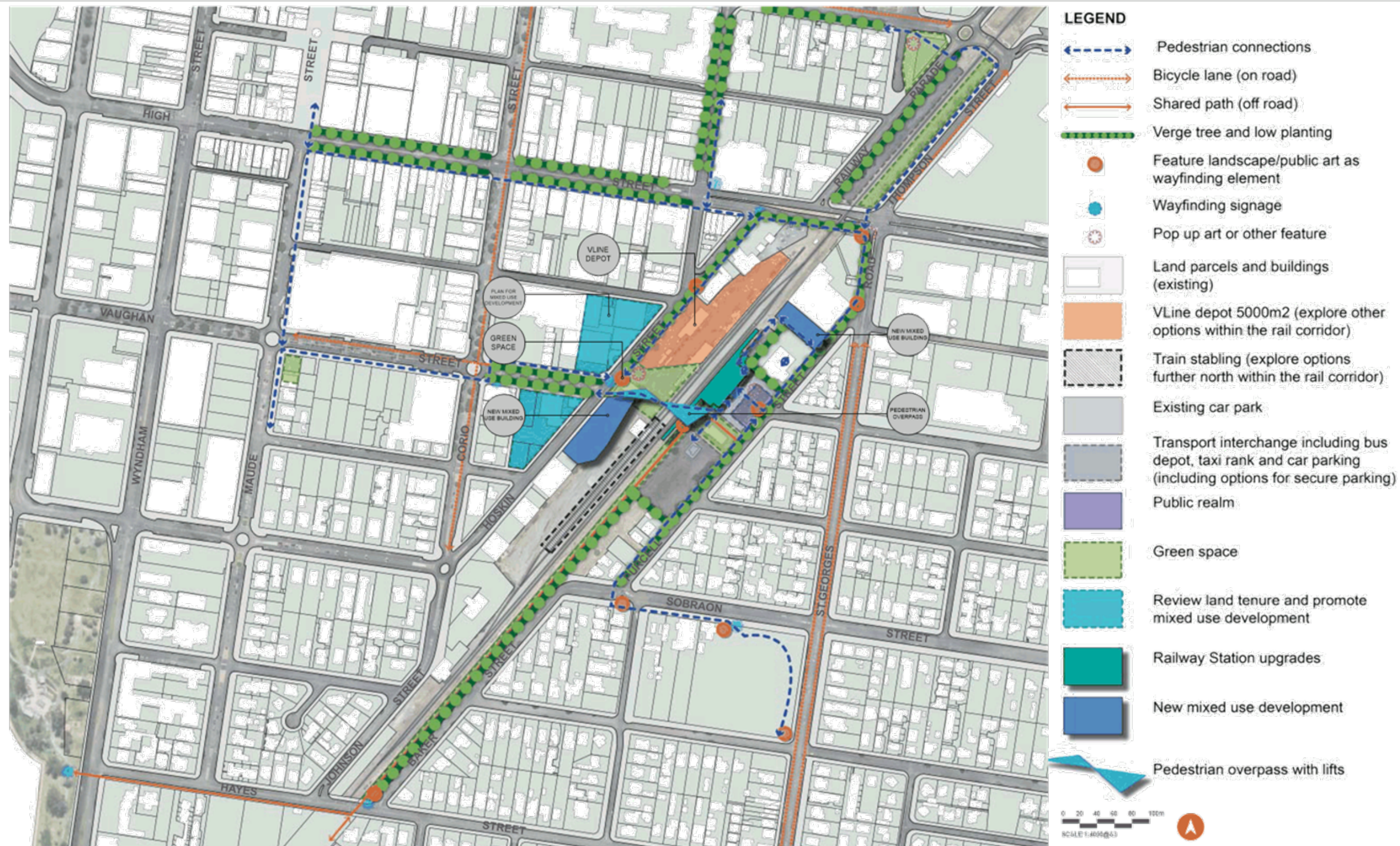
## Site Masterplan Existing Conditions (Shepparton Railway Precinct Master Plan)







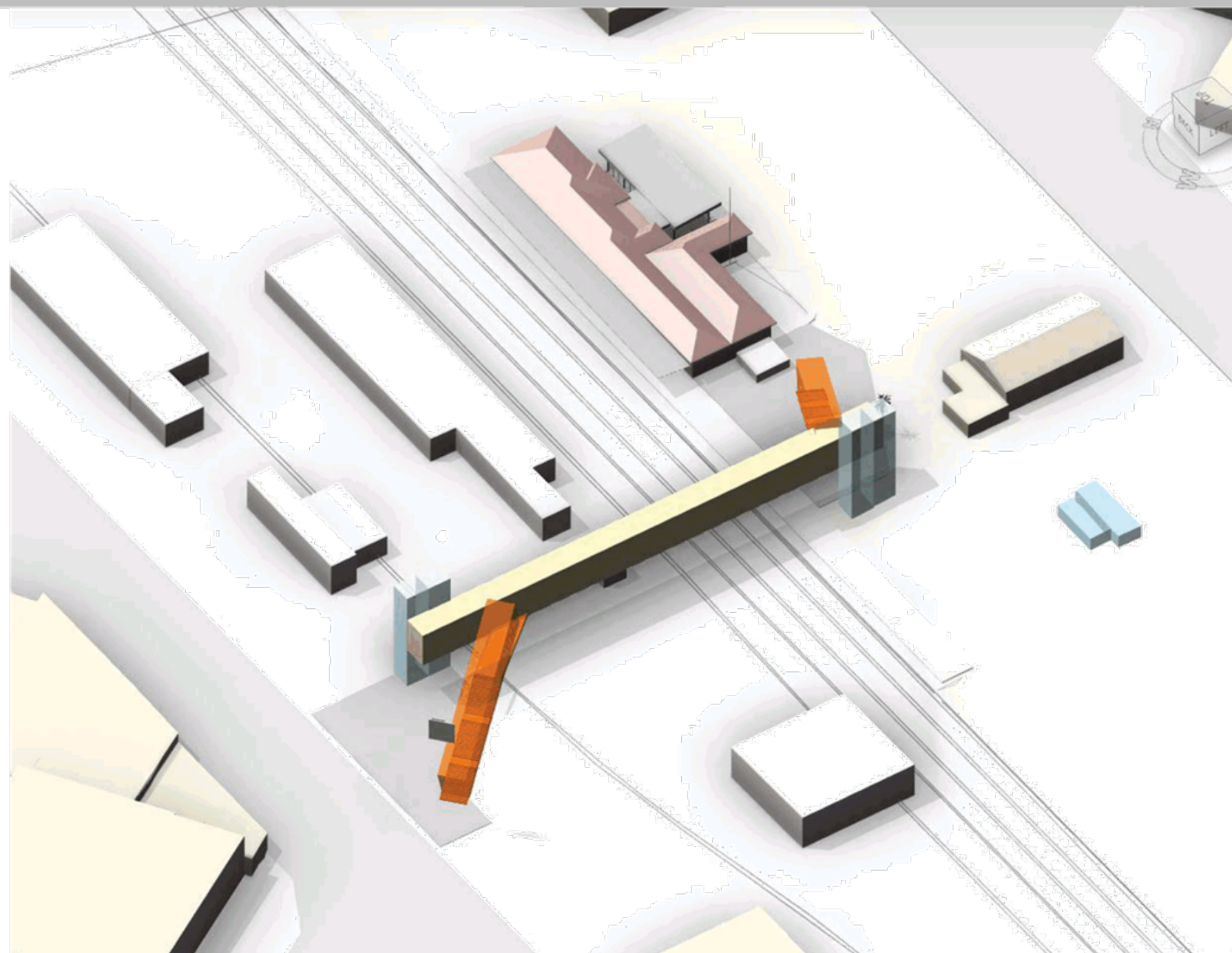
## Site Masterplan Medium Term Implementation (Shepparton Railway Precinct Master Plan)







## Geometric Requirements Clearance and Heights



### Key parameters:

- Underside clearance of 7.1m above rail level
- Bridge FFL above top of rail 7.8mm above rail level
- 2 elevators on both sides of bridge entrance based on PTV Vertical Access Requirements
- Ramps not required due to height differential
- 3.0m wide bridge footpath clearance
- 2.9m wide stairs to allow 2.6m clear passage
- Visibility towards elevator and stairs from street / platform levels.
- Continuous undercover bridge and stairs





# Overpass alignment options







## Alignment Options Scenario







## Final Alignment



1. Distance view from Vaughan St West  
- Approach from Town Centre



2. Close-up view from Vaughan St West  
- Existing brick building to be demolished  
for new entry to pedestrian overpass



3. Distance view from Vaughan St East



4. Close-up view from Station Drop Off Area





# Preferred Option Theme: Industry









### **'Industry' theme**

The proposal is a playful reference to fruit travelling on a conveyor belt. The fruit is referenced through bright colours claddings that wrap either side of the bridge for, stairs and around the lift cores.

Although this option includes colour across the bridge structure, depending on the vantage point, the colour will become more or less apparent, essentially disappearing on the approach of a train driver to mitigate signal sighting issues. This effect creates a dynamic visual effect where colours fade and change depending on the viewing angle.







## Architectural Concept







## Architectural Concept







## Architectural Concept







## Architectural Concept



Aerial view from Northeast (Station)





## Architectural Concept



Aerial view from Northwest (Hoskin Street)





## Architectural Concept



Aerial view from Southeast (Station)







## Architectural Concept



Aerial view from Southwest (Hoskin Street)





## Architectural Concept



View from Existing Station's Platform







## Architectural Concept



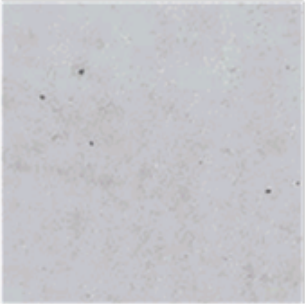
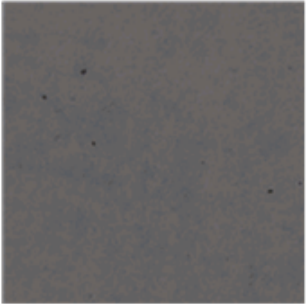
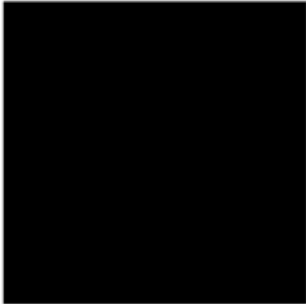


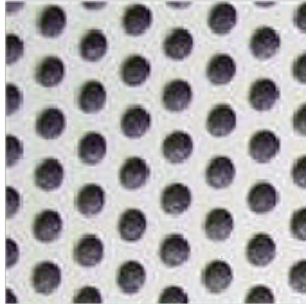

View inside pedestrian overpass





# Architectural Concept

## Finishes & Materials

						
Plain concrete	Stained concrete	Painted steel	Colorbond metal	Epoxy paint finish to concrete surface	Perforated metal screen in power coat	Painted metal
Columns, Stairs, Bridge Soffit and Balustrade	Bridge supports	Steel structures	Roof cladding	Bridge floors and Stairs	Bridge and stairs screens	Bridge screens

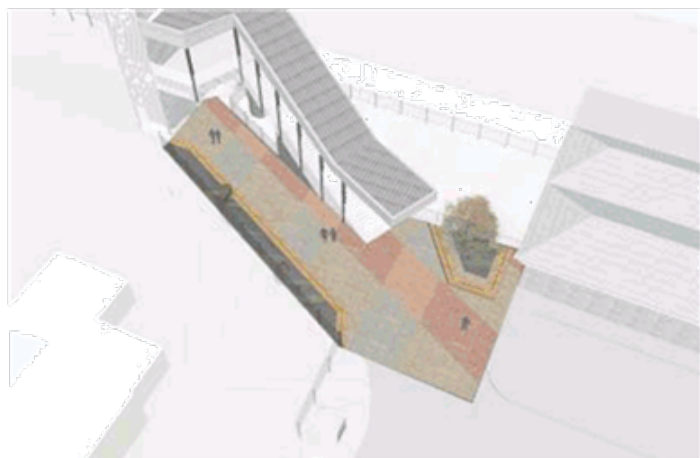




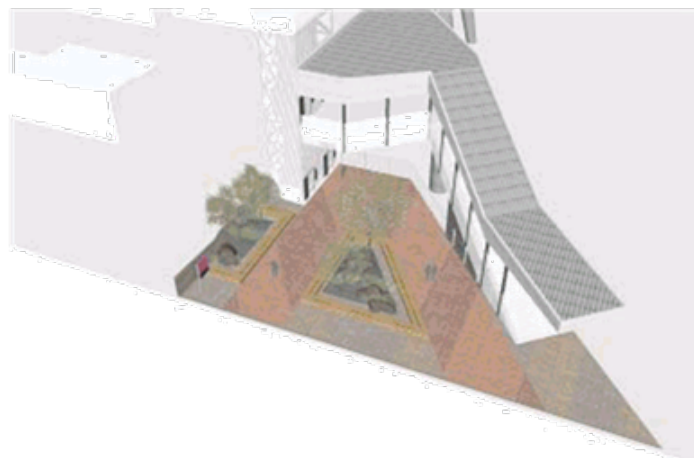


## Landscaping (Forecourts)

Forecourt\_Station Entry



Forecourt\_Vaughan &amp; Hoskin Street Entry



Precedent Images



Landscape Seat



Sculpture



Ornamental Trees

Each of the options includes a modest, landscaped plaza as a landing point of the bridge at both the station and Hoskin Street interfaces. The Hoskin Street plaza would also provide a sense of forecourt or address for the station at this interface, including provision of standard PTV/VLine signage. These areas would be paved with a blend of granites, providing warm earthy tones reminiscent of the local geology.

Soft landscaped areas are framed with public bench seating. The materiality of the seating varies between the options and the intention would be to incorporate integrated graphics/art into the structure that would tell a local story (details of which will depend on the selected theme and are to be developed in proceeding design studies).

The proposal includes tree planting. The selection of trees could include varieties such as flowering peaches that would provide a spark of colour to the forecourt spaces and reference to the local production agriculture and industry product.

There is the option to replace parts of the landscape with art sculptures (per opportunities identified in Council's Shepparton Railway Precinct Master Plan document).





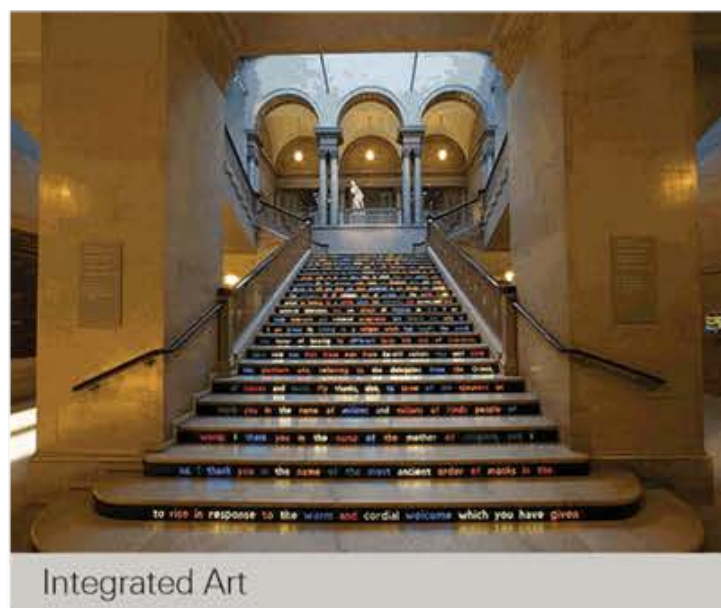


## Other Opportunities

### Precedent Images



Illumination



Integrated Art



Alternative Access

There are other opportunities for increasing interaction with the bridge structures. Specific opportunities raised include:

- Using surfaces for evening projections and night time illumination of elements of the bridge to enhance its visual profile at night time
- Incorporating pedestrian counters in the stairs noting that, anecdotally, locals like to use stairs as part of an exercise regime
- Incorporating a bicycle channel into the side of the stairs (subject to compliance issues), as an active alternative to utilising the lifts



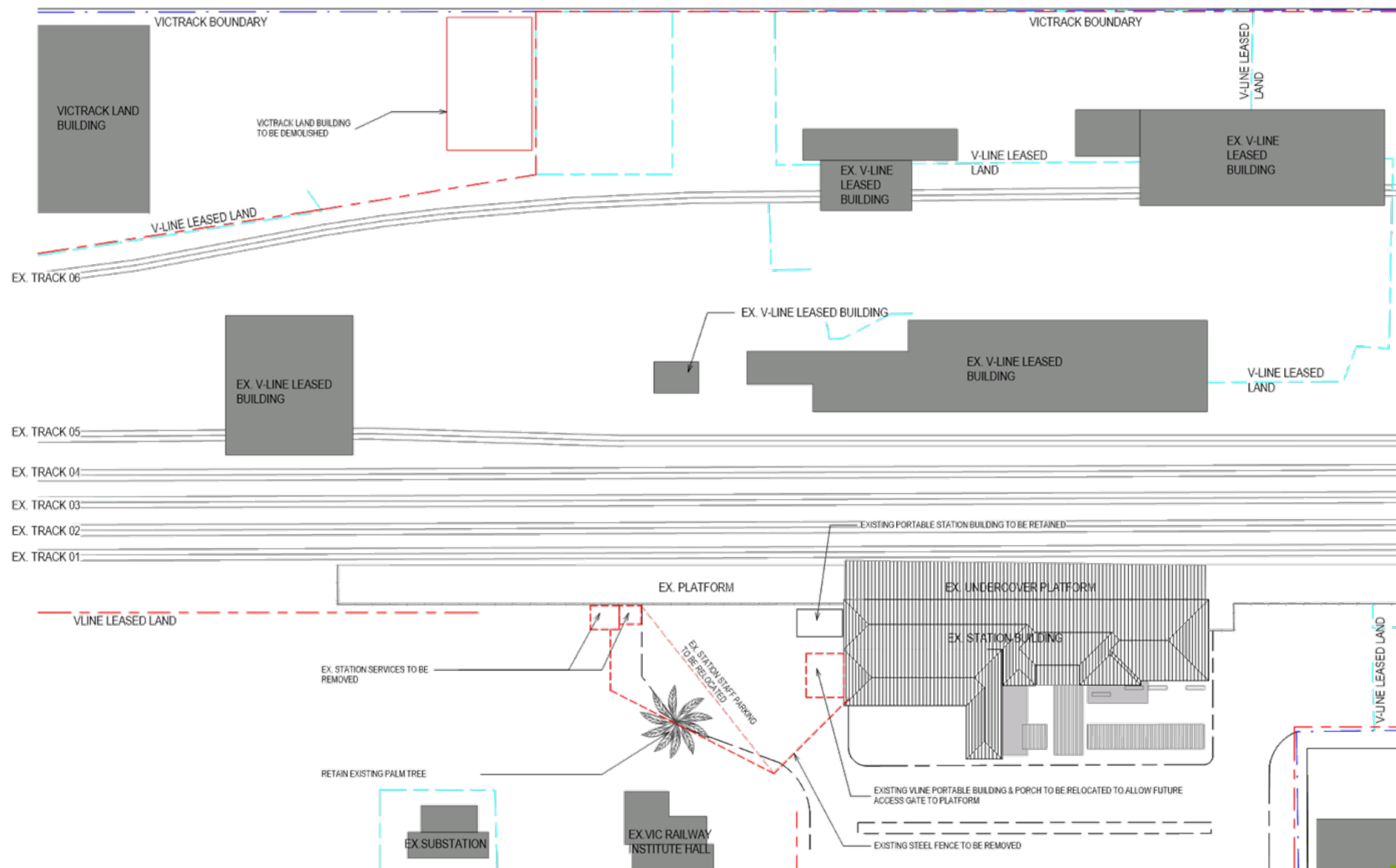
# Architectural Drawings







HOSKIN STREET



REVISIONS	PROJECT SHEPPARTON RAILWAY PEDESTRIAN OVERPASS <b>ISSUE FOR PRELIMINARY COSTING</b>	PROJECT NUMBER 18068	CLIENT GREATER SHEPPARTON CITY COUNCIL	DRAWING TITLE DEMOLITION PLAN	DRAWN BY AF	CHECKED BY AF	DATE 26.06.2018	SCALE 1:500 @ A3		DRAWING NUMBER SK0200	REVISION
<p>REPRODUCTION OF THE WHOLE OR PART OF THIS DOCUMENT CONSTITUTES AN INFRINGEMENT OF COPYRIGHT. THE INFORMATION, IDEAS AND CONCEPTS CONTAINED IN THIS DOCUMENT ARE CONFIDENTIAL. THE RECIPIENT(S) OF THIS DOCUMENT IS PROHIBITED FROM DISCLOSING SUCH INFORMATION, IDEAS AND CONCEPTS TO ANY PERSON WITHOUT THE PRIOR WRITTEN CONSENT OF MGS ARCHITECTS PTY LTD.</p>											
<p>MGS ARCHITECTS PTY LTD   ABN 13 026 488 302    MGSARCHITECTS.COM.AU  10-22 MANTON LAKE MELBOURNE 3000 AUSTRALIA   T +61 3 06870 1800</p>											





10/2018 12:58:44 PM

HOSKIN STREET

PROPOSED EXTENSION OF PEDESTRIAN FOOTPATH FROM VAUGHAN STREET AS RAISED CROSSING

ALLOCATE SOME ON STREET SPACES AS SHORT STAY KISS AND RIDE

NEW FORECOURT AREA

PROPOSED LOCATION OF NEW WAYFINDING SIGNAGE

VICTRACK BOUNDARY

PEDESTRIAN ACCESS FROM VAUGHAN STREET

VICTRACK LAND BUILDING

NEW 1.8M HIGH SHS METAL FENCE IN POWDER COAT FINISH

2.9M WIDE STAIR TO ALLOW 2.6M CLEAR PASSAGE, WITH 2 INTERMEDIATE LANDING, RISE: 150MM, TREAD: 300MM, CONNECTING RL0.0 TO RL7.80. STAIRS TO BE FINISHED IN EPOXY PAINT FINISH.

V-LINE LEASED LAND

NEW 1.8M HIGH SHS METAL FENCE IN POWDER COAT FINISH

INTEGRATED LANDSCAPE

NEW 1.8M HIGH SHS METAL FENCE IN POWDER COAT FINISH

EX. V-LINE LEASED BUILDING

V-LINE LEASED LAND

EX. V-LINE LEASED BUILDING

REFER ELEVATION FOR CLADDING AROUND STEEL LIFT STRUCTURE

EX. V-LINE LEASED BUILDING

EX. V-LINE LEASED BUILDING

V-LINE LEASED LAND

EX. TRACK 06

3 SK0501

2 SK0501

EX. V-LINE LEASED BUILDING

EX. TRACK 05

EX. TRACK 04

EX. TRACK 03

EX. TRACK 02

EX. TRACK 01

LINE OF BRIDGE OVERPASS ABOVE SHOWN AS DASHED

EX. STATION STAFF PARKING TO BE RELOCATED

EX. STATION RORTABEL BUILDING

EX. PLATFORM

EX. UNDERCOVER PLATFORM

EX. PLATFORM

EX. STATION BUILDING

FUTURE WAITING ROOM

ACCESS FROM STATION

STATION DROP-OFF ZONE

NEW 1.8M HIGH SHS METAL FENCE IN POWDER COAT FINISH WITH ACCESS GATE

2.9M WIDE STAIR TO ALLOW 2.6M CLEAR PASSAGE, WITH 2 INTERMEDIATE LANDING, RISE: 150MM, TREAD: 300MM, CONNECTING RL1.2 TO RL7.80. STAIRS TO BE FINISHED IN EPOXY PAINT FINISH.

NEW FORECOURT AREA WITH INTEGRATED LANDSCAPE

EX. PALM TREE TO BE RETAINED

EX. SUBSTATION

NEW VEHICLE ACCESS FROM PURCELL ST

EX. VIC RAILWAY INSTITUTE HALL

EX. COMMERCIAL BUILDING

V-LINE LEASED LAND

VICTRACK BOUNDARY

GENERAL NOTES:

STRUCTURAL COLUMN TO STRUCTURAL ENGINEER'S DETAIL

C1 PRECAST ROUND COLUMN TYPE 1

C2 PRECAST ROUND COLUMN TYPE 2

C3 PRECAST ROUND SLANTED COLUMN TYPE 3

ALL COLUMNS TO MEET IMPACT RESISTANCE REQUIREMENTS

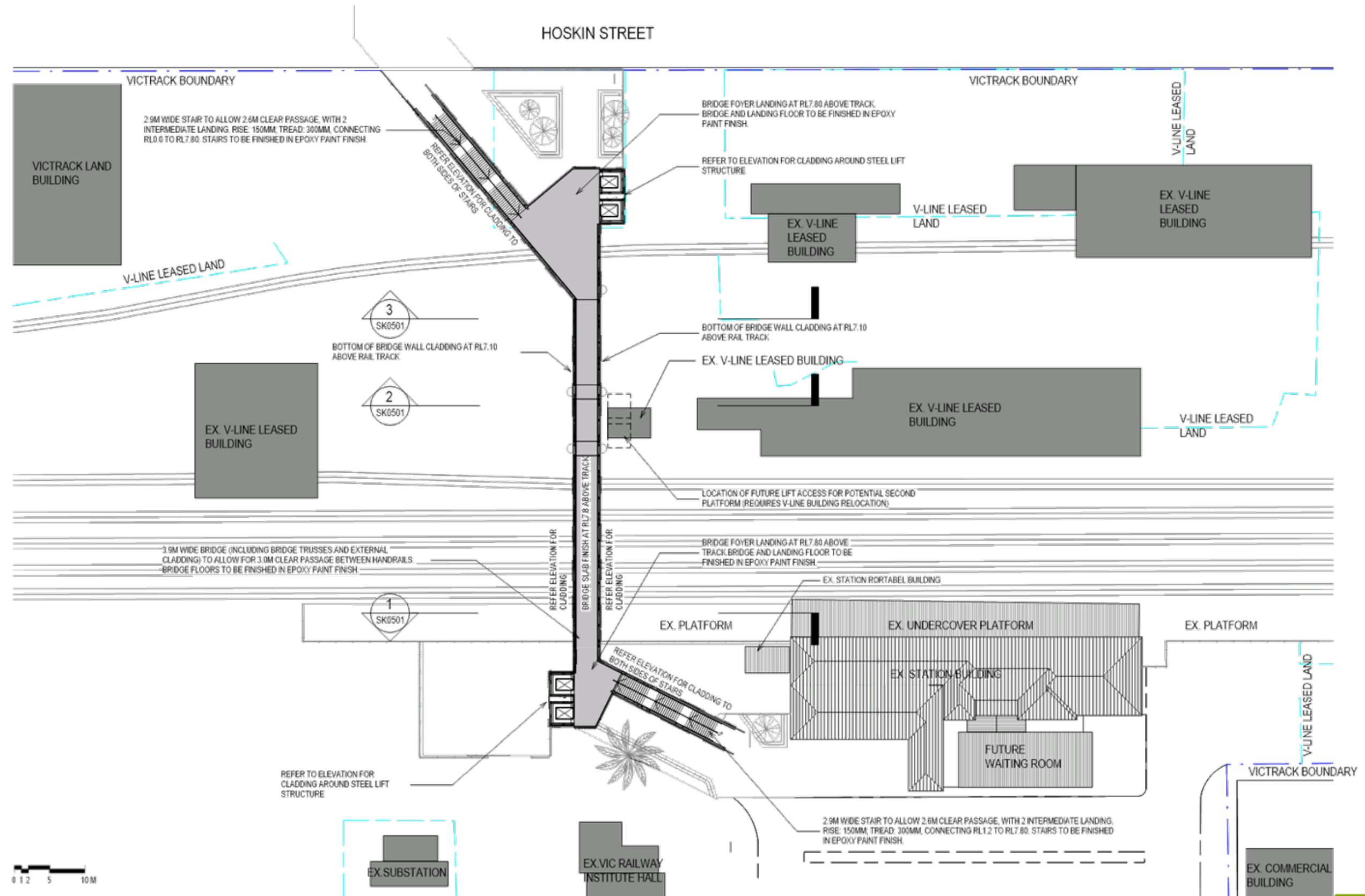
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REVISIONS	PROJECT SHEPPARTON RAILWAY PEDESTRIAN OVERPASS <b>ISSUE FOR PRELIMINARY COSTING</b>	PROJECT NUMBER 18068	CLIENT GREATER SHEPPARTON CITY COUNCIL	DRAWING TITLE PLATFORM LEVEL PLAN	DRAWN BY Author	CHECKED BY Checker	DATE 26.06.2018	SCALE 1:500 @ A3	 DRAWING NUMBER SK0201	REVISION
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REVISIONS

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SHEPPARTON RAILWAY  
PEDESTRIAN OVERPASS  
**ISSUE FOR  
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PROJECT NUMBER  
18068

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SHEPPARTON CITY  
COUNCIL

DRAWING TITLE  
BRIDGE LEVEL PLAN

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26.08.2018

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DRAWING NUMBER  
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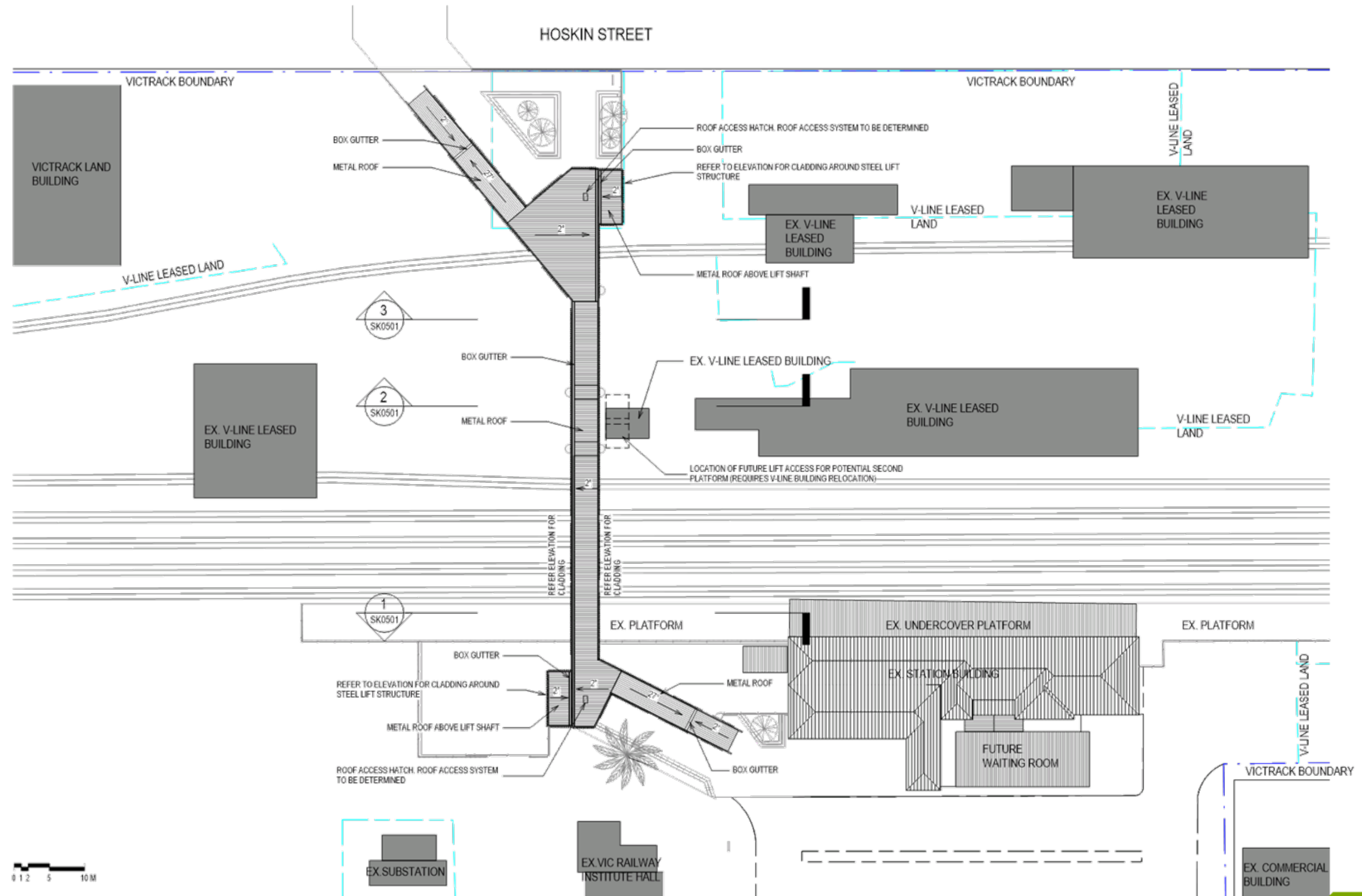
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SHEPPARTON RAILWAY  
PEDESTRIAN OVERPASS  
**ISSUE FOR  
PRELIMINARY COSTING**

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COUNCIL

DRAWING TITLE  
ROOF LEVEL PLAN

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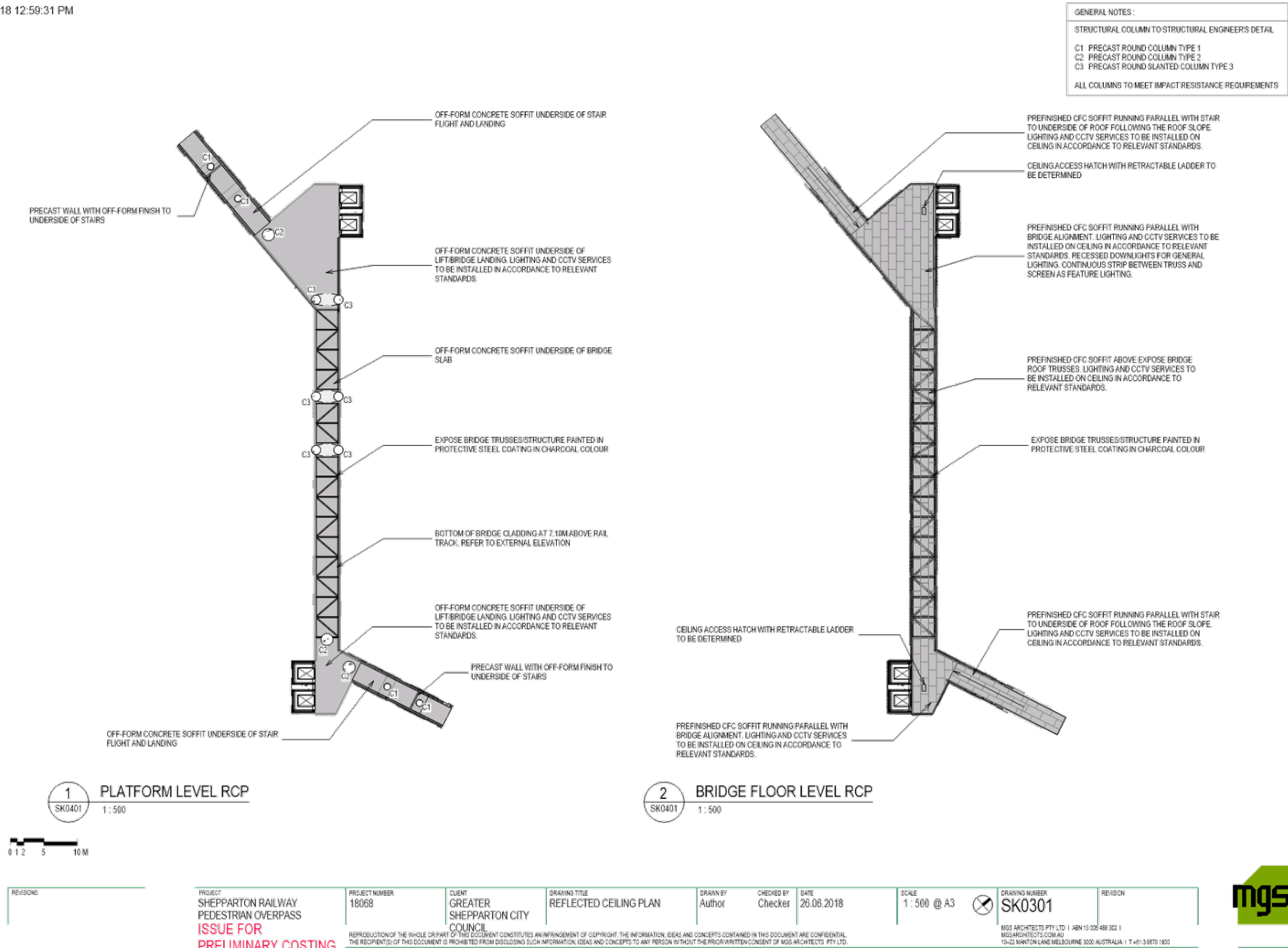
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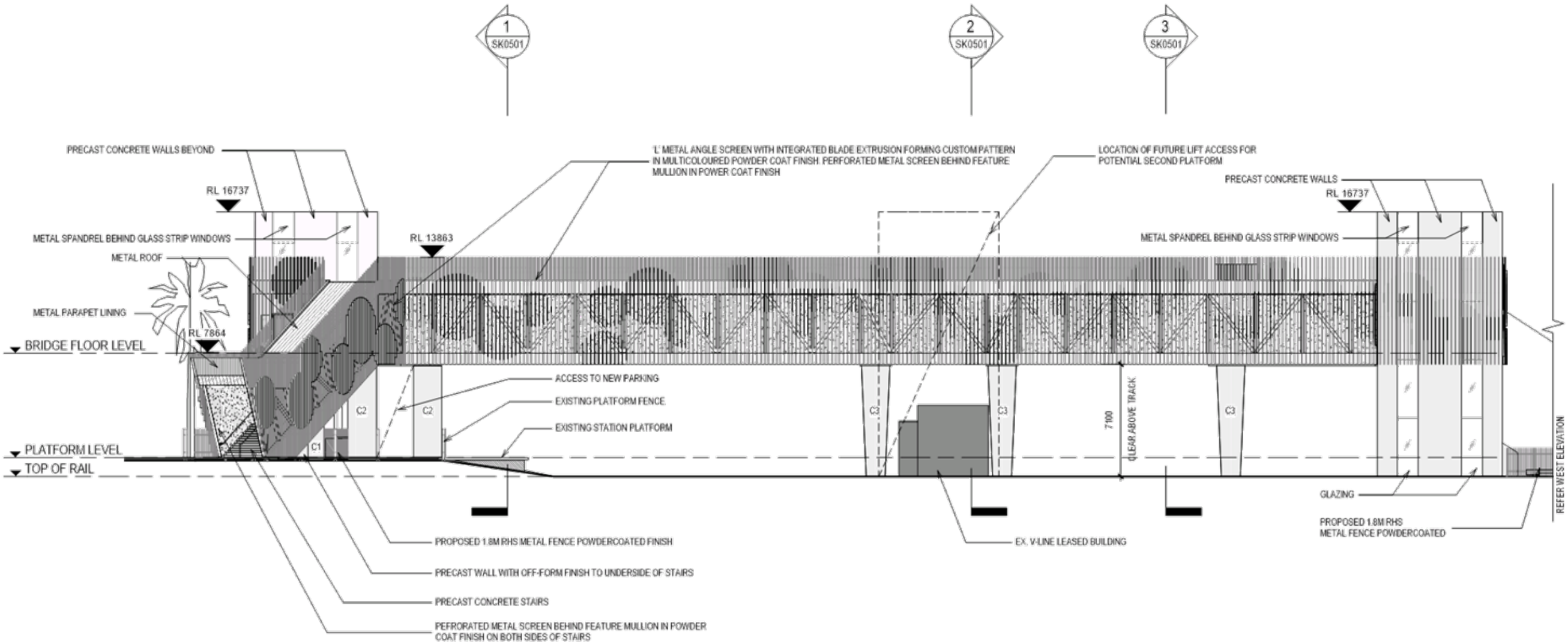
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25/10/2018 1:00:01 PM

GENERAL NOTES:
STRUCTURAL COLUMN TO STRUCTURAL ENGINEER'S DETAIL
C1 PRECAST ROUND COLUMN TYPE 1
C2 PRECAST ROUND COLUMN TYPE 2
C3 PRECAST ROUND SLANTED COLUMN TYPE 3
ALL COLUMNS TO MEET IMPACT RESISTANCE REQUIREMENTS



1 NORTH ELEVATION  
SK0000 1:250



REVISIONS

PROJECT SHEPPARTON RAILWAY PEDESTRIAN OVERPASS <b>ISSUE FOR PRELIMINARY COSTING</b>	PROJECT NUMBER 18068	CLIENT GREATER SHEPPARTON CITY COUNCIL	DRAWING TITLE ELEVATIONS_NORTH	DRAWN BY Author	CHECKED BY Checker	DATE 26.08.2018	SCALE 1:250 @ A3	DRAWING NUMBER SK0401	REVISION
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GENERAL NOTES:

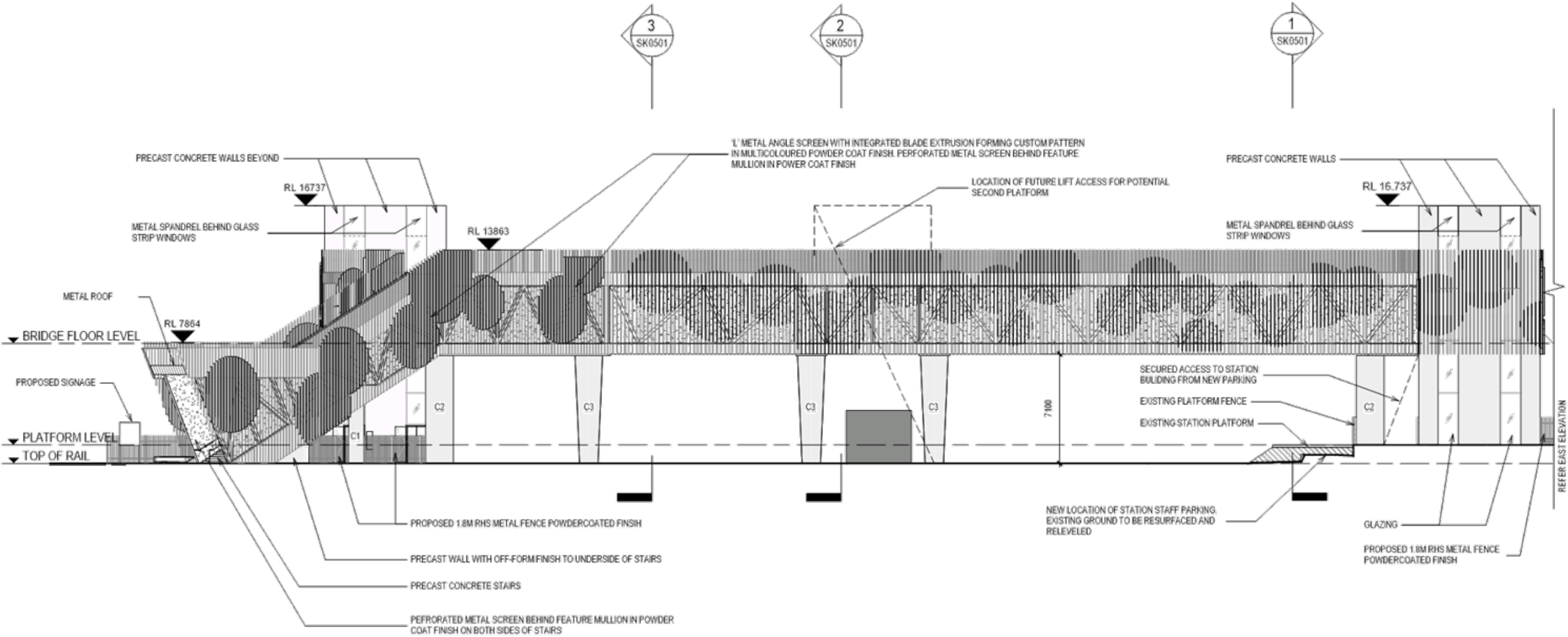
STRUCTURAL COLUMN TO STRUCTURAL ENGINEER'S DETAIL

C1 PRECAST ROUND COLUMN TYPE 1

C2 PRECAST ROUND COLUMN TYPE 2

C3 PRECAST ROUND SLANTED COLUMN TYPE 3

ALL COLUMNS TO MEET IMPACT RESISTANCE REQUIREMENTS



1 SOUTH ELEVATION

SK0000 1:250



REVISIONS

PROJECT SHEPPARTON RAILWAY PEDESTRIAN OVERPASS <b>ISSUE FOR PRELIMINARY COSTING</b>	PROJECT NUMBER 18068	CLIENT GREATER SHEPPARTON CITY COUNCIL	DRAWING TITLE ELEVATION_SOUTH	DRAWN BY Author	CHECKED BY Checker	DATE 26.08.2018	SCALE 1:250 @ A3	DRAWING NUMBER SK0402	REVISION
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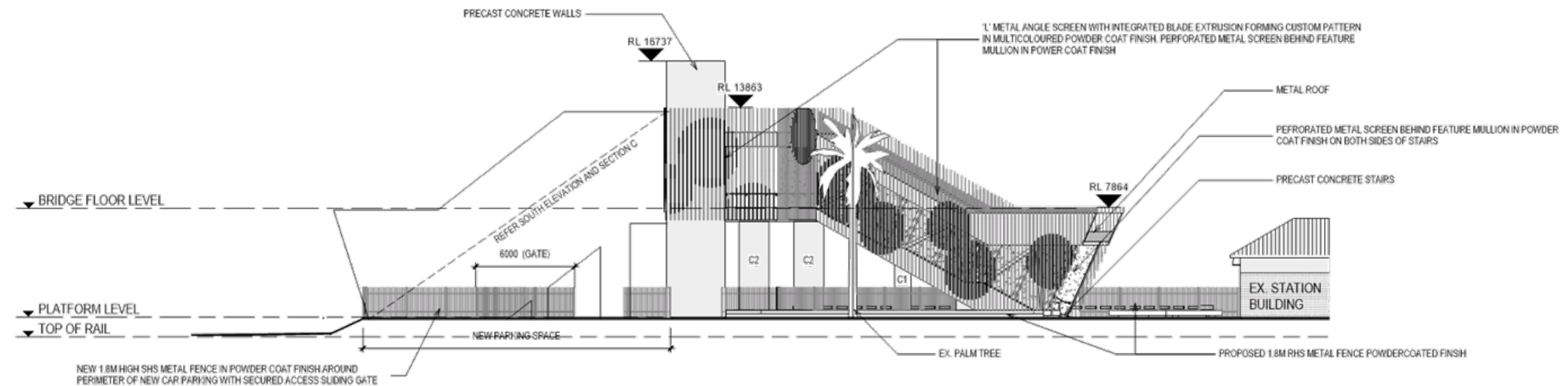




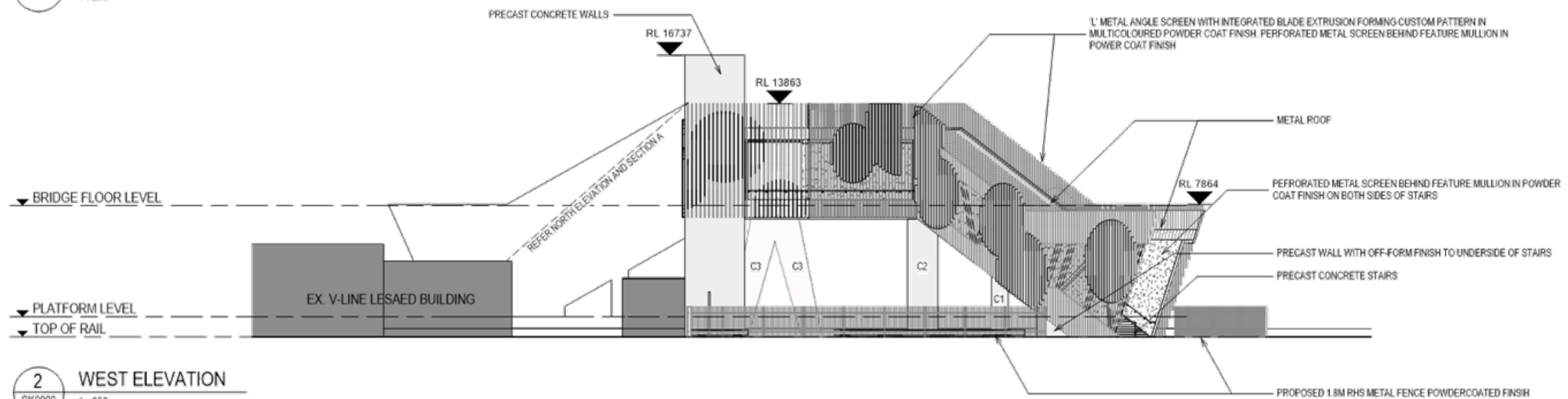


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GENERAL NOTES:
STRUCTURAL COLUMN TO STRUCTURAL ENGINEER'S DETAIL
C1 PRECAST ROUND COLUMN TYPE 1
C2 PRECAST ROUND COLUMN TYPE 2
C3 PRECAST ROUND SLANTED COLUMN TYPE 3
ALL COLUMNS TO MEET IMPACT RESISTANCE REQUIREMENTS



1 EAST ELEVATION  
SK0000 1:250



2 WEST ELEVATION  
SK0000 1:250

0 1 2 5 10 M

REVISIONS

PROJECT  
SHEPPARTON RAILWAY  
PEDESTRIAN OVERPASS  
**ISSUE FOR  
PRELIMINARY COSTING**

PROJECT NUMBER  
18068

CLIENT  
GREATER  
SHEPPARTON CITY  
COUNCIL

DRAWING TITLE  
ELEVATIONS\_EAST AND WEST

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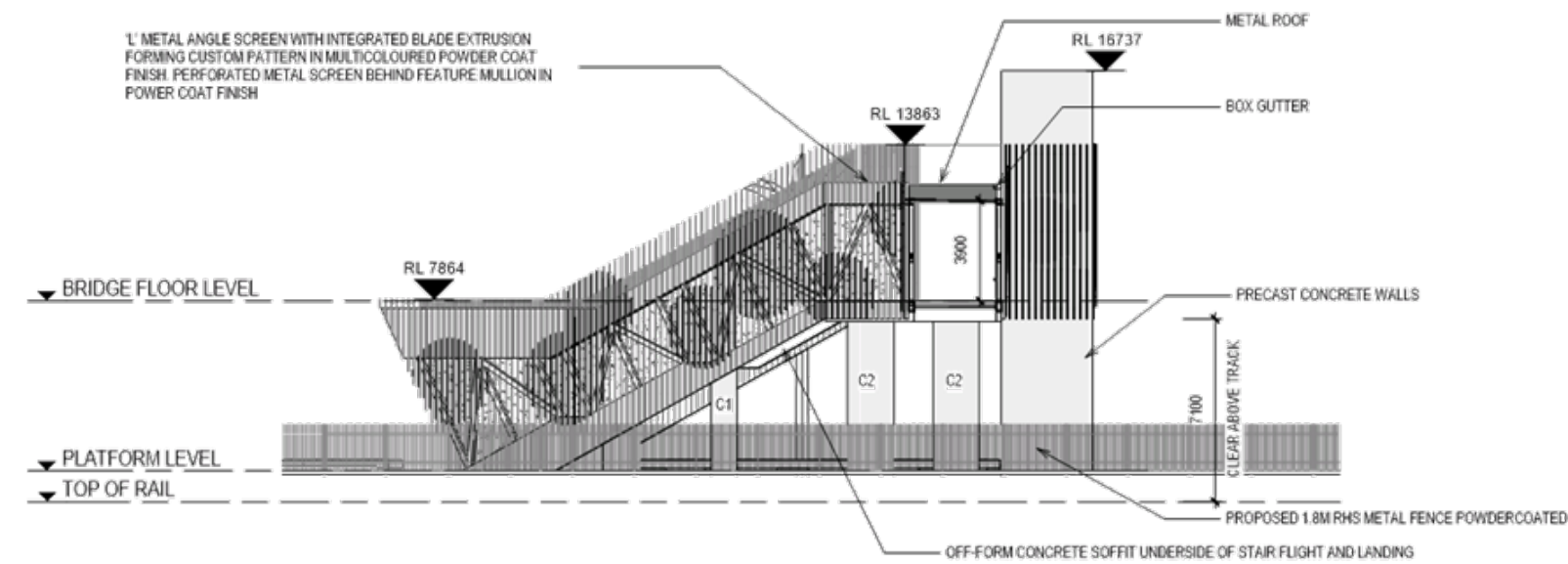
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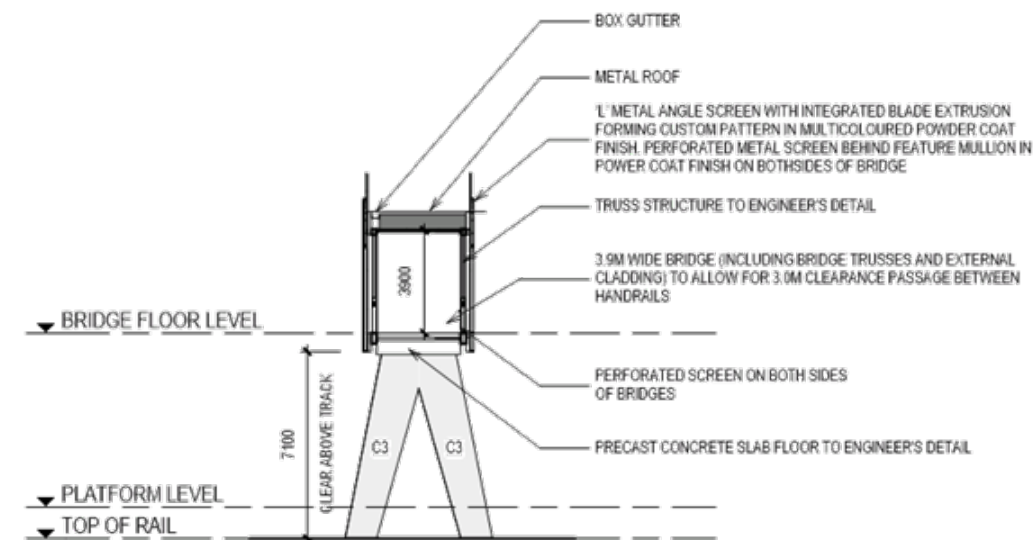


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GENERAL NOTES:
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C2 PRECAST ROUND COLUMN TYPE 2
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ALL COLUMNS TO MEET IMPACT RESISTANCE REQUIREMENTS



**1 SECTION A**  
SK0201 1:250



**2 SECTION B**  
SK0201 1:250



REVISIONS

PROJECT  
SHEPPARTON RAILWAY  
PEDESTRIAN OVERPASS  
**ISSUE FOR  
PRELIMINARY COSTING**

PROJECT NUMBER  
18068

CLIENT  
GREATER  
SHEPPARTON CITY  
COUNCIL

DRAWING TITLE  
SECTIONS

DRAWN BY  
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SCALE  
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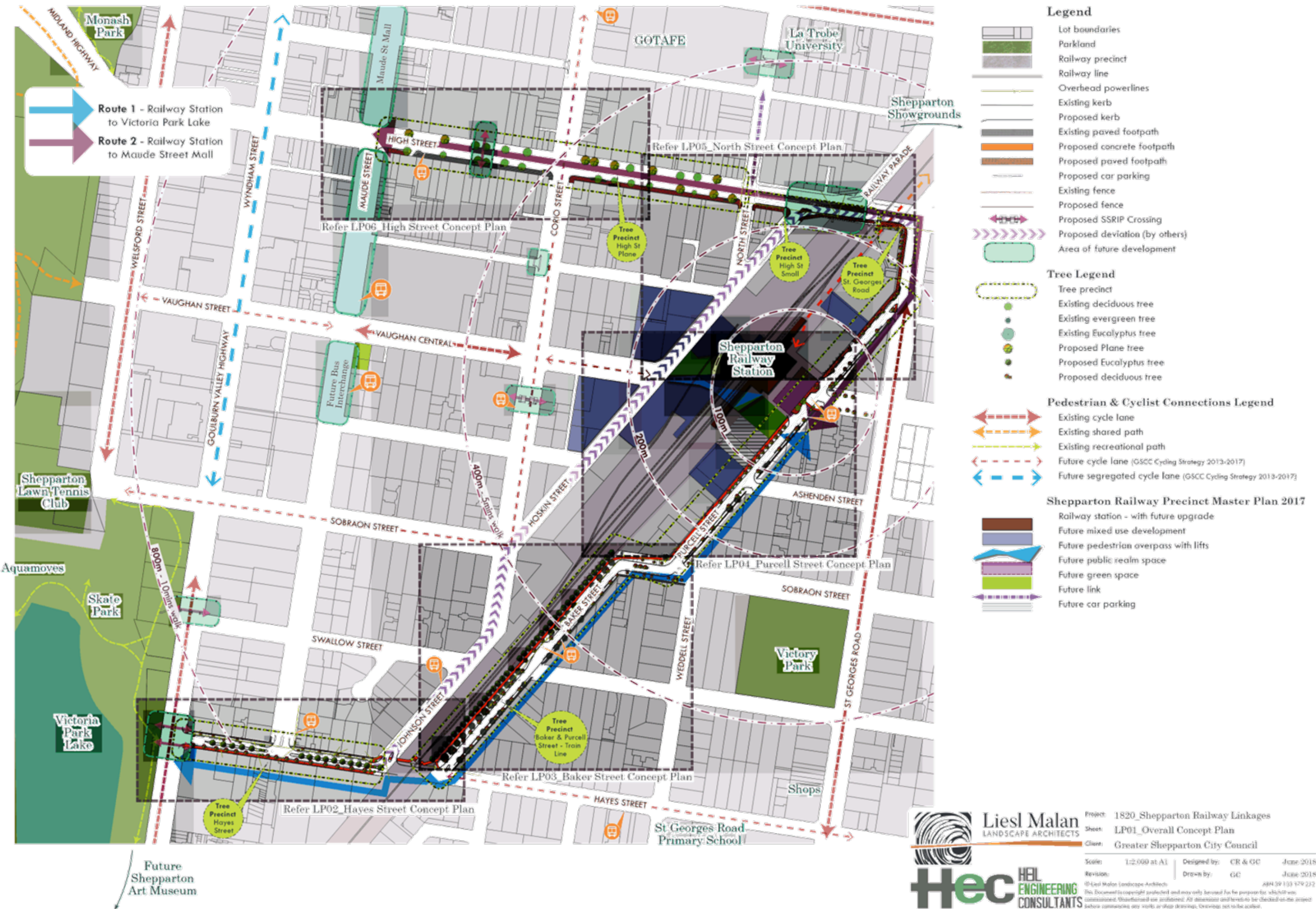
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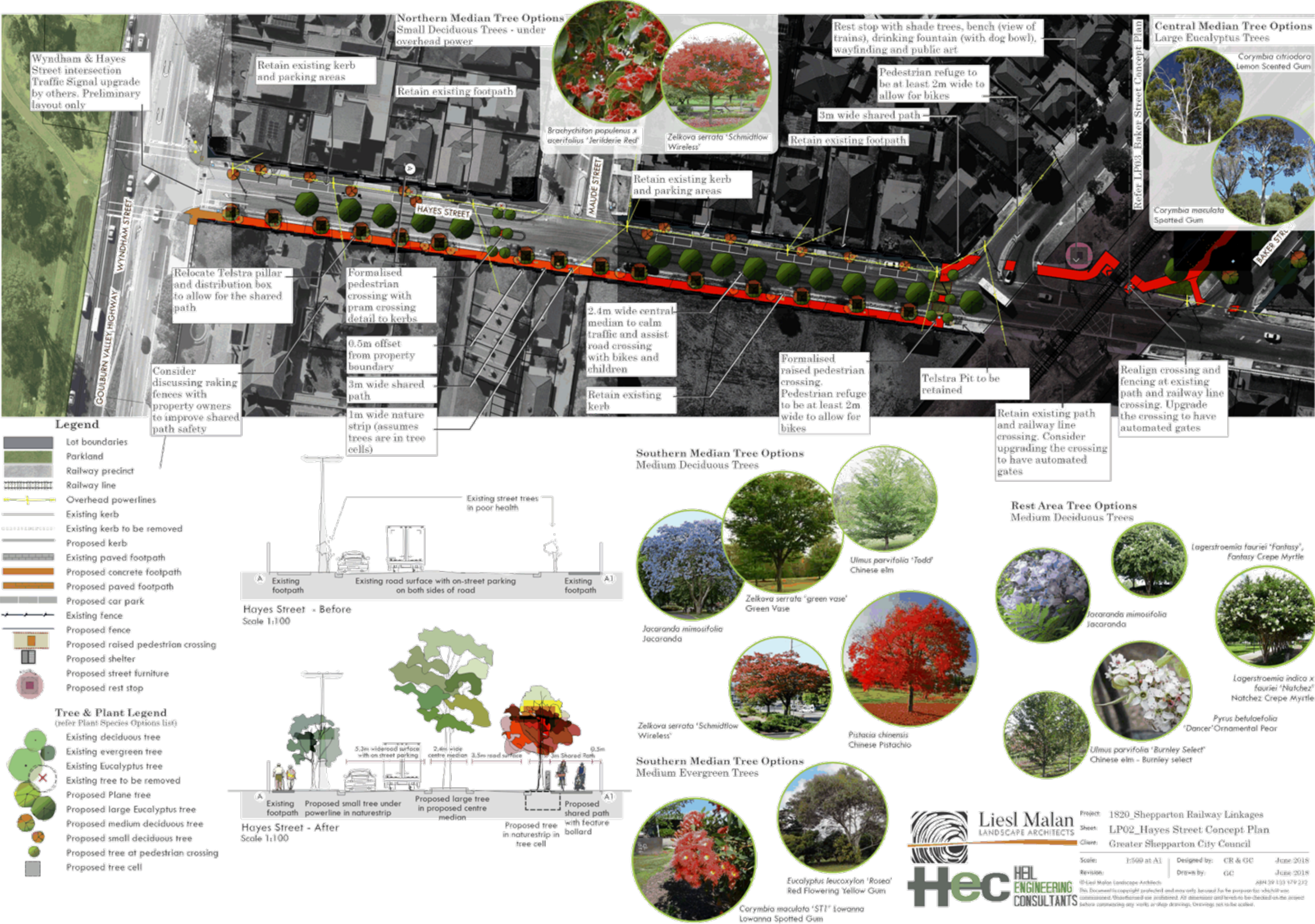








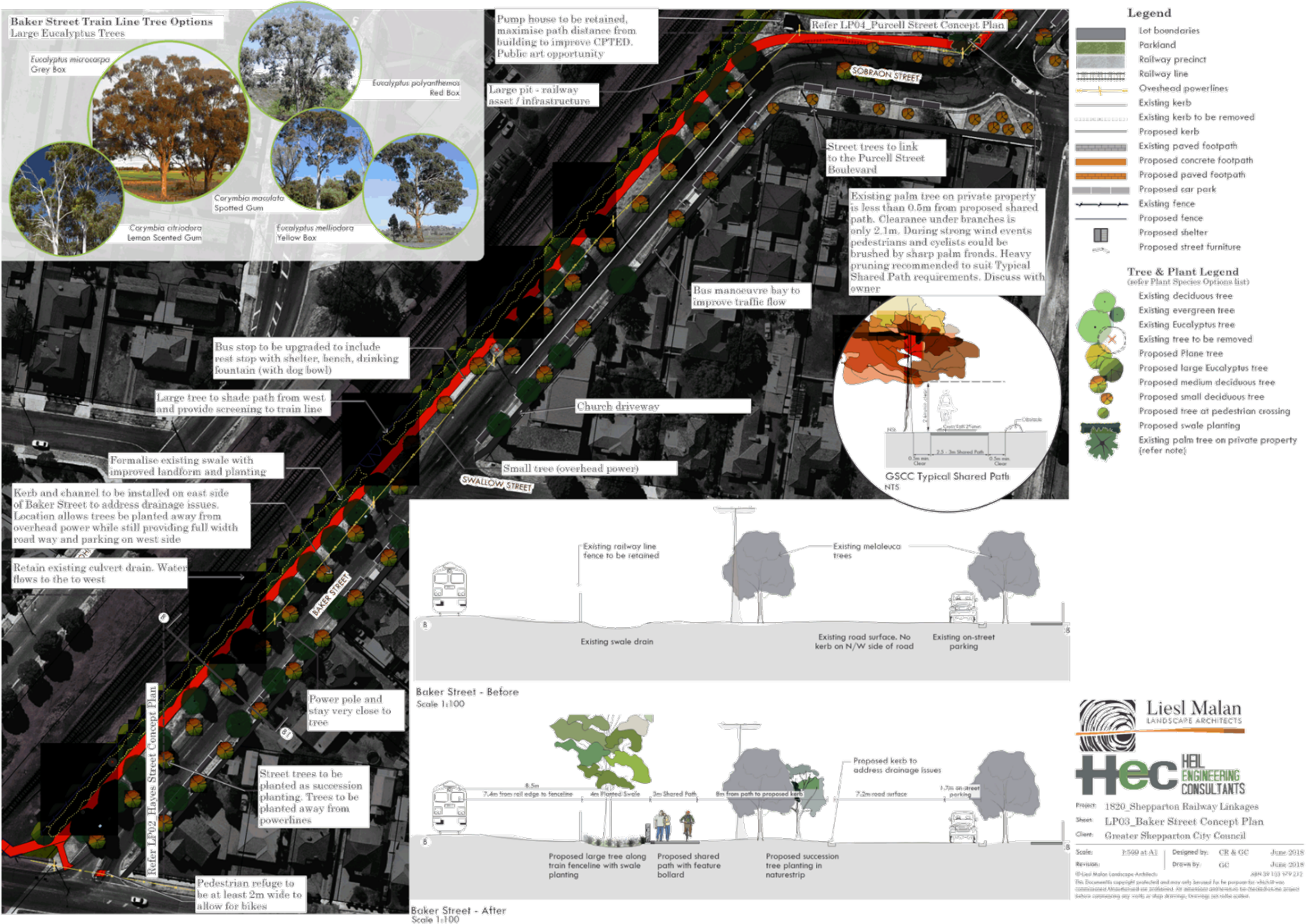








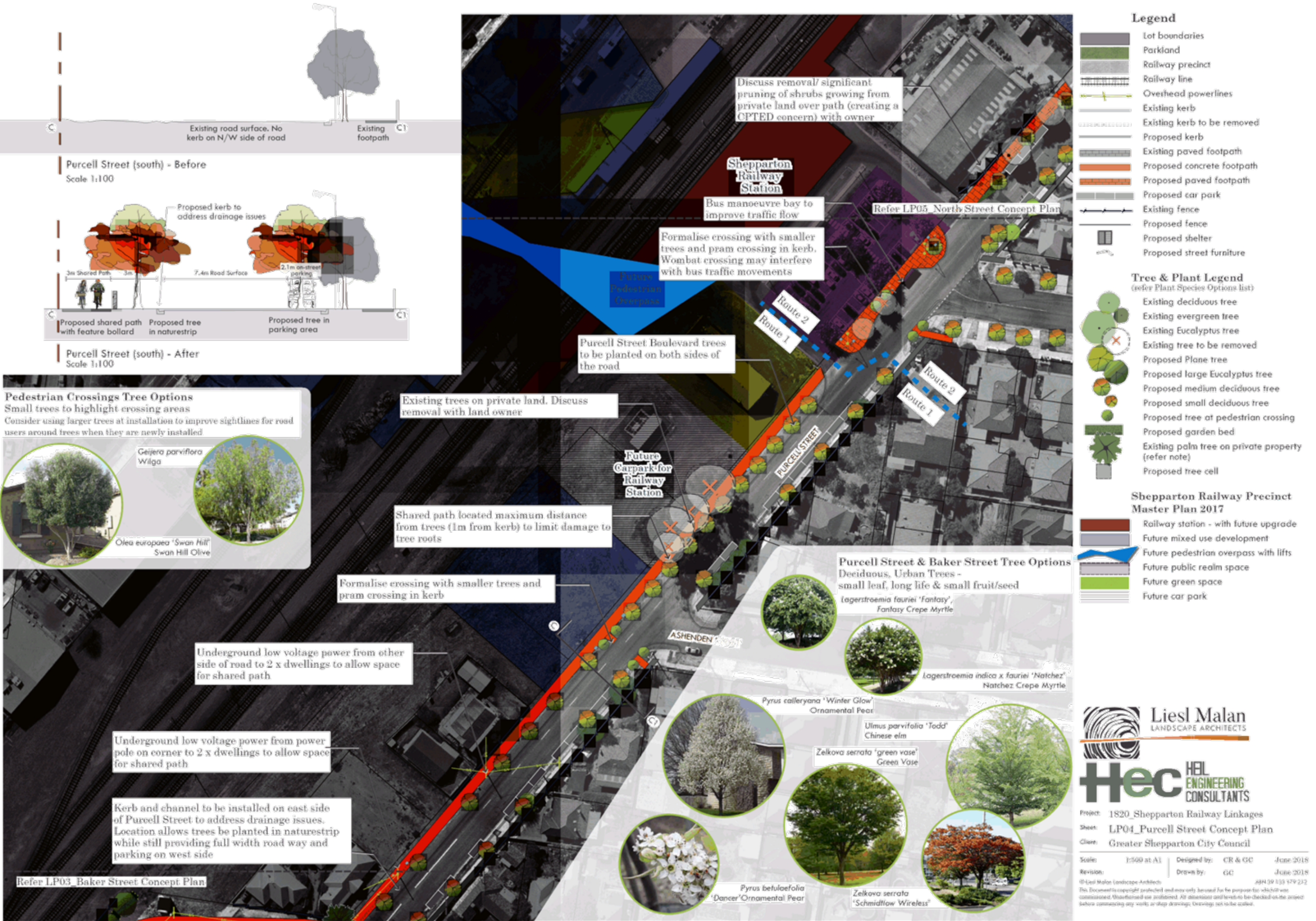








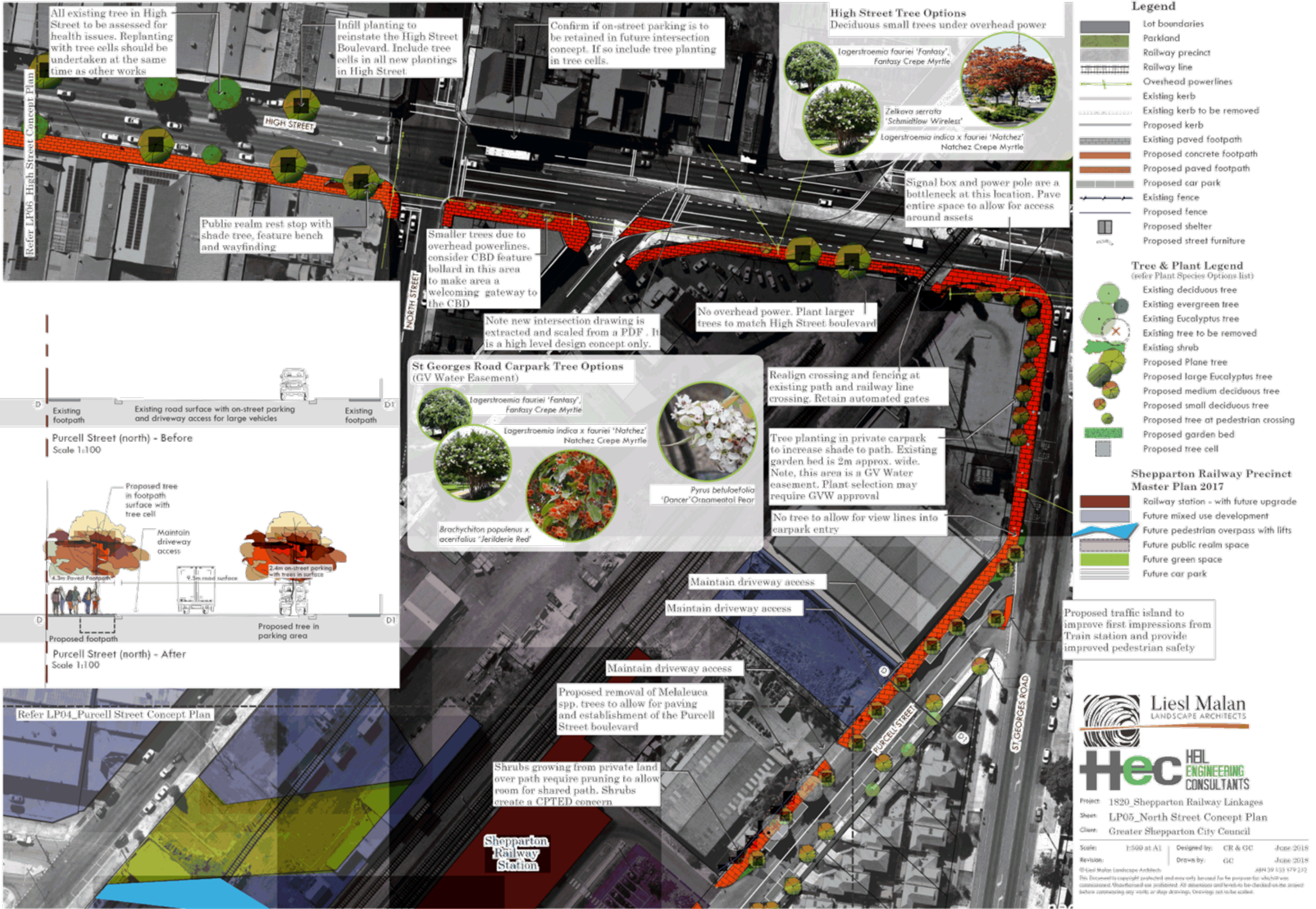












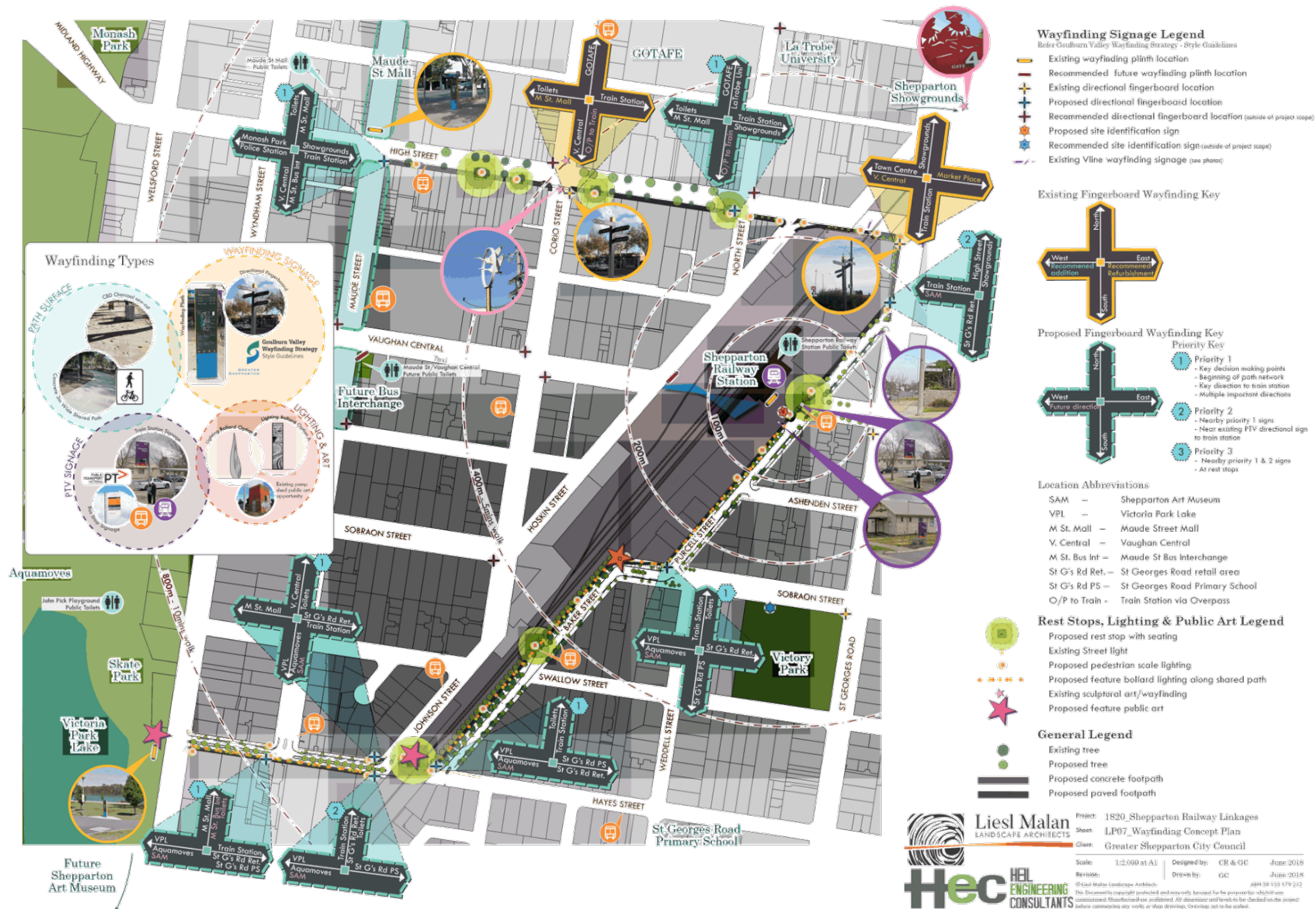








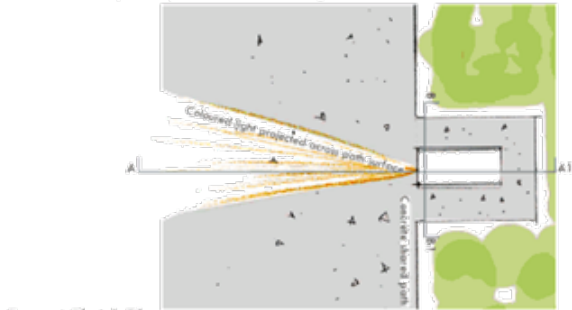




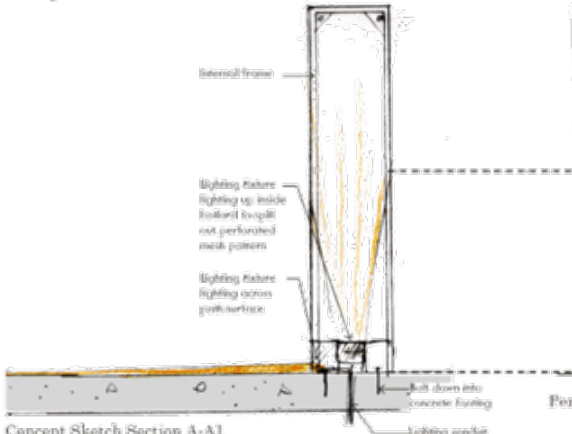




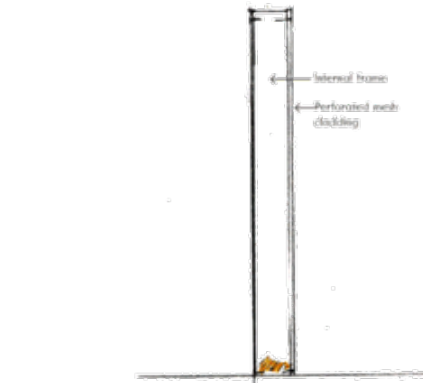
Feature Lighting Bollard Concept Sketch



Concept Sketch Plan



Concept Sketch Section A-A1



Concept Sketch Section B-B1

Feature Lighting Bollard Design Rationale

The feature bollards have been designed to welcome both tourists and locals. They link the Railway Station to the new Shepparton Art Museum (SAM) along a shared path. The artwork has been chosen to enhance the wayfinding experience for path users. The simple, robust design is easy to maintain and suits both the urban environment and the landscape context.

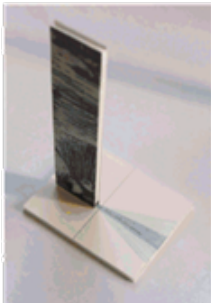
Materials & Maintenance

The structure includes a rectangular steel frame with perforated mesh cladding with laser-cut artwork. The frame design is simple to fabricate and the perforated panels will be easy to remove for maintaining the light fittings inside. The light fixtures chosen include all replaceable parts. Incorporating the light fixtures inside the frame and cladding will minimise the risk of vandalism. Artwork

The laser-cut design of the cladding provides an opportunity to feature a local artist from the Shepparton region. It could also be a collaborative design project with SAM. The design references the Victoria Park Lake environment as you travel the path to SAM. On the reverse side, the artwork could feature a train station themed design as you head towards the Station.

Lighting

When the lights are turned on, the artwork design will be lit from within and will help to guide pedestrians & cyclists to their destination. The light projected across the path surface will have a RGBW-DMX system allowing the colour of the light to change with simple software that can be accessed through a digital tablet or smartphone app. Colours can be altered for special events, community celebrations and commemorations. These could include: an opening event at SAM, St Patrick's Day (green), SES day (orange) etc.



Coloured light projected across path surface

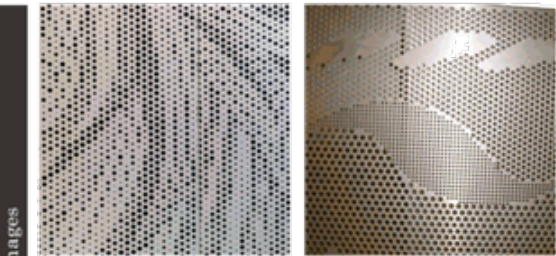


Perforated Mesh Pattern Concept



Lighting Fixtures

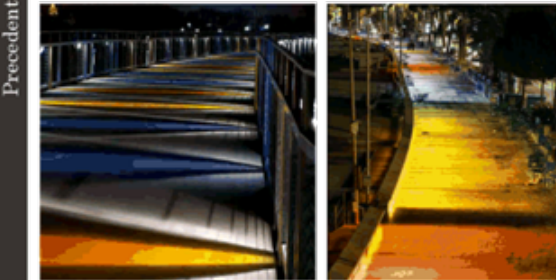
Up-lighting fixture inside the bollard – Modux 2 luminaire  
Cross path lighting fixture – M4 RGBW – Square flange with 'wall washer' cyclid DMX signal controller



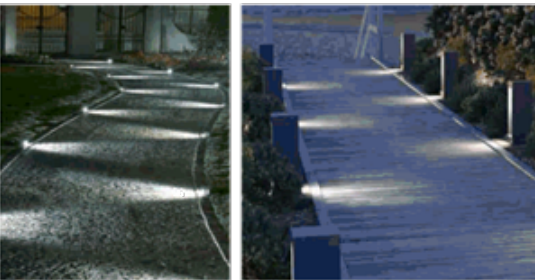
Pattern in perforated steel mesh



Lighting through perforated steel mesh



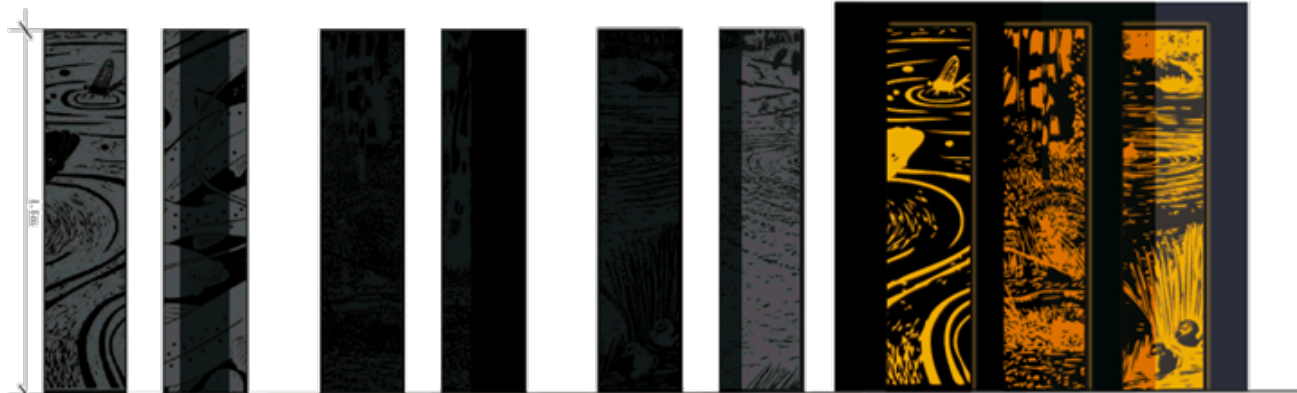
Lighting examples - images sourced from web



Lighting examples - images sourced from web



Feature lighting - Vaughan Street, Shepparton



Option A 1 - Fish

Option A 2 - Bush

Option A 3 - Lake

Lighting example - internal light fittings



Artist - David Reed "Biting Trout"



Artist - Maria Mason "Early Evening Moonlighting Bush"



Artist - Maria Mason "Enjoying the Lake"

Please note :  
Illustrations are examples for discussion purposes only. Final artwork would be developed in collaboration with selected artists. All artwork would need to be robust enough for the public realm and easy to maintain. Safety issues, such as minimising finger entrapment, would need to be resolved and integrated into the final design.

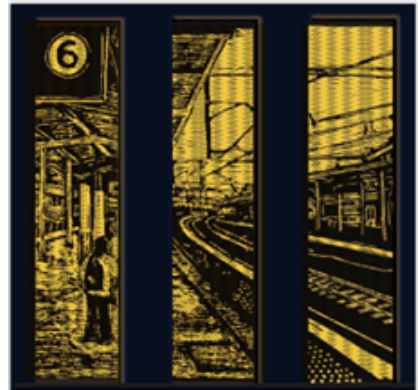
Please note :  
Sketch Option only. Final design is subject to refinement and design development.



Lighting Art panels leading to Shepparton Railway Station



Lighting Art panels leading to SAM and Victoria Park Lake



Lighting - internal light fittings with perforated mesh



Lighting Art panels leading to SAM and Victoria Park Lake

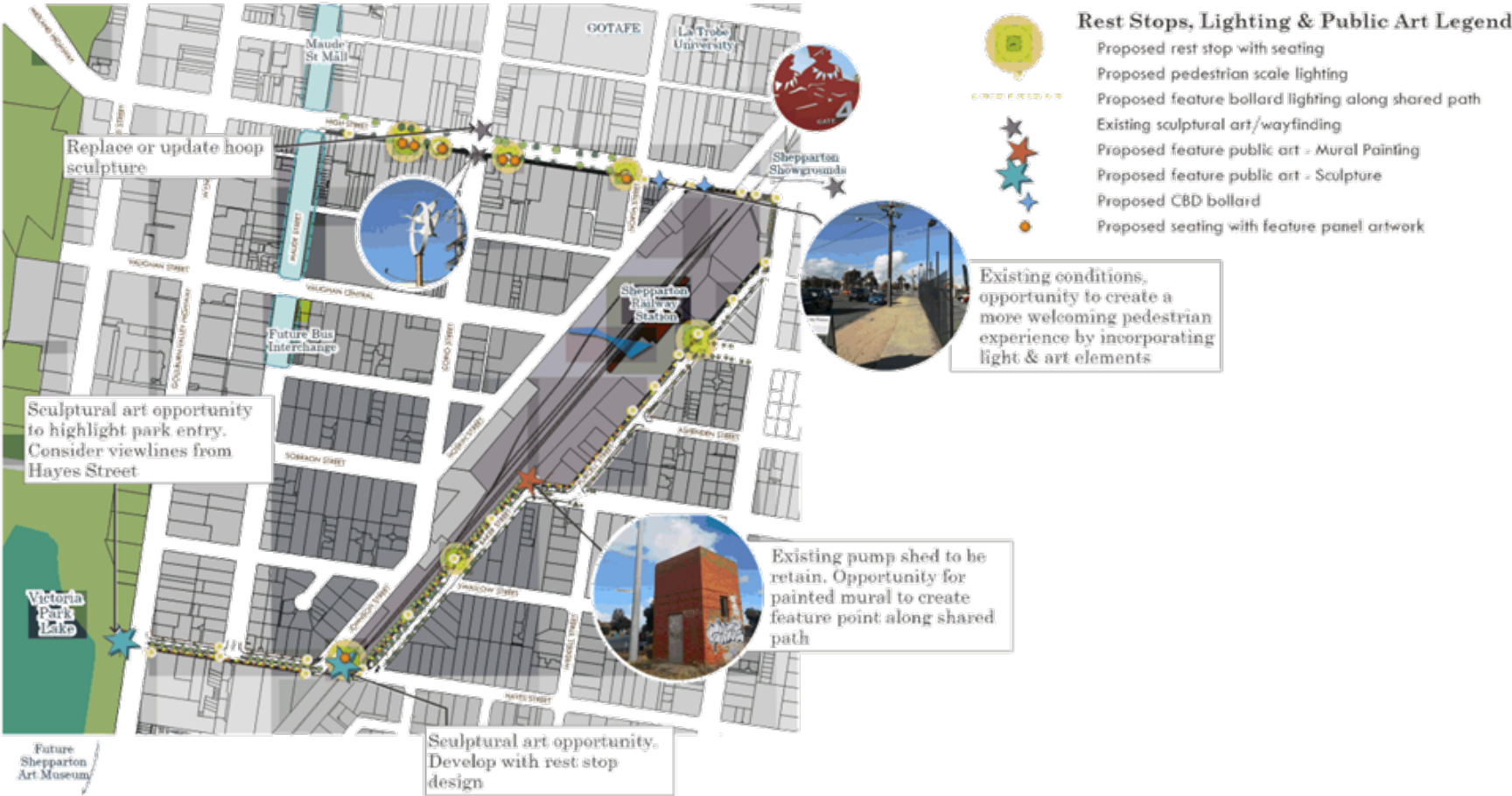


Project:	1820_Shepparton Railway Linkages
Sheet:	LP08_Lighting Concept Plan
Client:	Greater Shepparton City Council
Scale:	1:10 at A1
Designed by:	CR & GC
Drawn by:	GC
June 2018	June 2018
ABN 39 132 379 212	









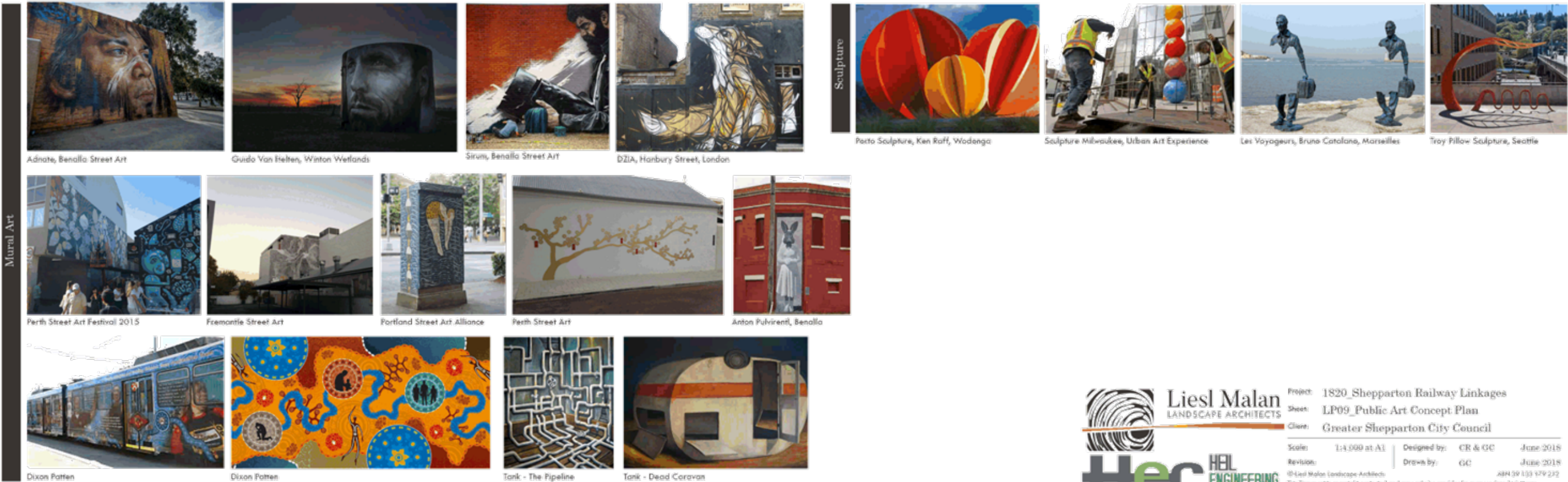
CBD seating - Vaughan Street, Shepparton

Standard seating with pattern in base lighting

Incorporate different pattern in base with identity for High Street



Feature CBD Bollards- Vaughan Street, Shepparton



**Liesl Malan**  
LANDSCAPE ARCHITECTS

**Hec** **HEIL**  
ENGINEERING  
CONSULTANTS

Project: 1820 Shepparton Railway Linkages  
Sheet: LP09\_Public Art Concept Plan  
Client: Greater Shepparton City Council

Scale: 1:1,000 at A1  
Designed by: CR & GC  
Drawn by: GC

June 2018  
June 2018

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before commencing any work or shop drawings. Drawings not to be scaled.



An architectural rendering of a proposed pedestrian overpass and shared pathway linkages at Shepparton Railway Station. The rendering shows a modern, multi-level structure with a prominent red and white striped facade. The overpass spans a railway track, and the linkages connect it to the surrounding urban environment. The background shows a cityscape with various buildings and greenery.

# Conversation Report

*Draft Shepparton Railway Station Pedestrian Overpass*

*Concept Plan October 2018*

*and*

*Draft Shepparton Railway Station Shared Pathway Linkages*

*Concept Plans June 2018*

*March 2019*



GREATER  
SHEPPARTON



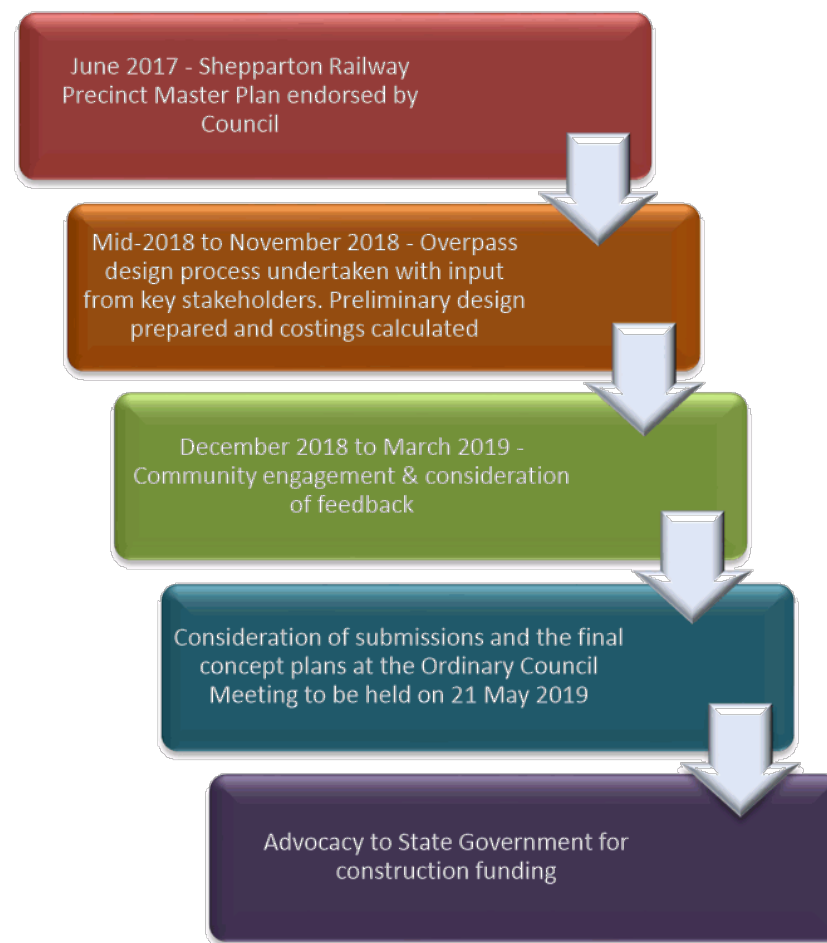
## Background

The *Shepparton Railway Precinct Master Plan* (Master Plan) was adopted by Council in June 2017. The Master Plan conceptualises and itemises the potential redevelopment of the Shepparton Railway Precinct to provide an attractive and practical gateway into Shepparton.

A key short-term objective of the Master Plan is to improve accessibility and connectivity to the Shepparton Railway Station for pedestrians and cyclists. Two of the actions specified to achieve the objective are:

- construction of a pedestrian overpass connecting the existing railway station to the Shepparton Central Business District (CBD). This will enhance amenity for public transport users, and promoting mixed-use development of the area; and
- implementation of shared walking and cycling pathways linking the station with the Maude Street Mall and the new Shepparton Art Museum (SAM) site at Victoria Park Lake. This will increase the ease of wayfinding between key destinations for residents and visitors, as well as augmenting the user-experience of public transport.

Council initiated these projects by commissioning Arcadis Pty Ltd and Liesl Malan Landscape Architects Pty Ltd to create the *Draft Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and the *Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018*.



*Conversation Report*

*March 2019*

2



## Preliminary Consultation

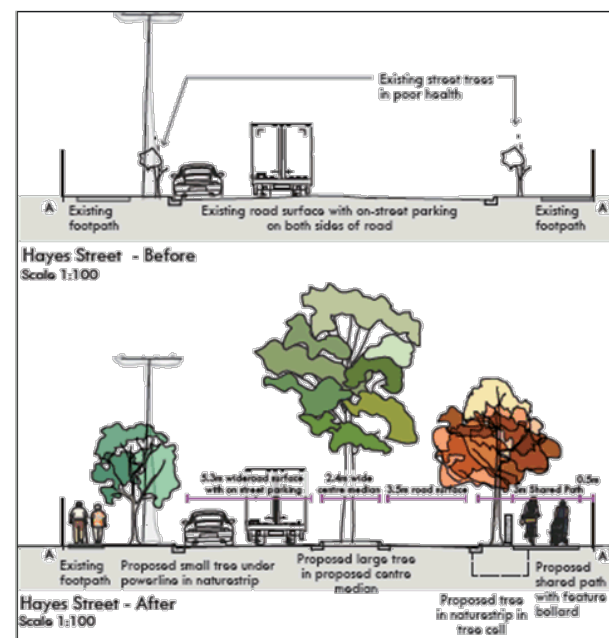
The design of the overpass concepts was overseen by a Project Working Group which included representatives of key stakeholders VicTrack, V/Line, Transport for Victoria and Rail Projects Victoria, as well as, Council officers. Engineering and architectural specialists from Arcadis Pty Ltd and MGS Architects Pty Ltd advised the Working Group. Workshops were held on 26 June 2018 and 8 October 2018.

The Working Group considered available options and provided technical specifications for the Overpass, including:

- feasibility of an underpass/subway;
- access requirements for a variety of users;
- current and future track uses;
- appropriate colours and materials for safety and maintenance;
- necessary vertical clearance of 7.1 metres from top of rail track to underside of bridge;
- the Greater Shepparton Planning Scheme; and
- future-proofing the design against potential changes to platform configuration.

Council's Disability Advisory Committee and Positive Ageing Advisory Committee also provided feedback in support of the project, identifying access and integration with surrounding residential and commercial areas as both challenges and opportunities in its development.

On 8 October 2018, the Working Group agreed that the draft concept design prepared by Arcadis Pty Ltd satisfied both design objectives and technical requirements.



*Detail from the Draft Shared Path Linkages Concept Plans June 2018*

For the Shared Pathway Linkages, Council officers worked closely with Liesl Malan Landscape Architects Pty Ltd, and Heil Engineering Consultants Pty Ltd, to maximise amenity and safety for both pedestrians and cyclists. Consideration was given to the inclusion of appropriate plantings, street furniture, lighting and public artworks, as well as considering kerb and drainage requirements, service and utility infrastructure, and road and railway crossings.





### Community Engagement Process

At the Ordinary Council Meeting held on 18 December 2018, Council authorised for exhibition the *Draft Shepparton Railway Station Pedestrian Overpass Concept Plan October 2018* and the *Draft Shepparton Railway Station Shared Pathway Linkages Concept Plans June 2018* from 7 January to 18 February 2019. The concept plans were immediately uploaded to a dedicated page on the Council's external website, and made available in hard copy in the foyer of the Council offices in Welsford Street.

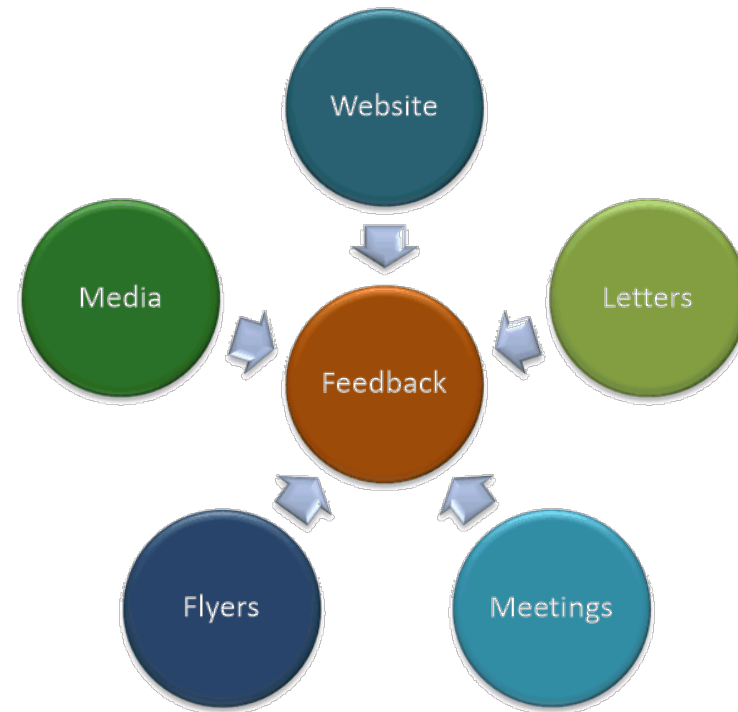
Submissions were invited via an online submission form, by email and by post.

A total of 598 letters were sent to land owners and occupiers of properties adjacent to the Railway Station and the prospective routes of the shared path linkages on 2 January 2019, offering the opportunity to submit their comments.

Printed flyers advertising the submission process were distributed to Shepparton Railway Station and the Visitor Information Centre in Nixon Street, and placed in the foyer of the main Council office.

A media release was issued on 29 January 2019, to remind the public that feedback was invited.

To obtain additional clarity and address respondents' concerns, Council officers arranged one-on-one meetings with submitters to discuss the project. Meetings were held with twenty parties over the four week period to 1 March 2019.

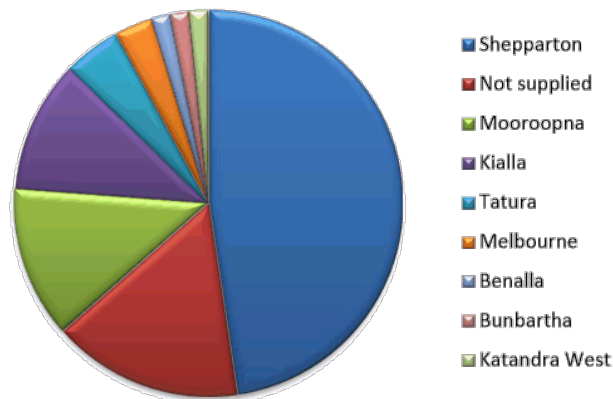




### Who did we hear from?

A total of 63 submissions were received by Council during the public consultation process<sup>1</sup>.

Submissions were received from organisations and community groups as well as individuals, coming from as far afield as Melbourne:



### What did we hear?

Of the responses received, 57 related to the Pedestrian Overpass, while 10 referred to the Shared Path Linkages.

In summary:

<sup>1</sup> Note that some submissions contained more than one comment or point of view, and some addressed both Plans, while others addressed only one. Consequently, overall figures may not be the sum of themed comments.

### Pedestrian Overpass

Sixteen of the related submissions supported the Pedestrian Overpass in part or in full.

In addition to support of the design, the main points were:

- improvement to cyclist and pedestrian safety;
- improvement to the amenity and aesthetics of the CBD;
- improvement to the functionality of the station and CBD;
- increasing ease of wayfinding; and
- preparing for improved rail services.

There were 43 submissions that were not in favour of the pedestrian overpass. Of these, 32 asserted that an overpass is unnecessary, largely basing this view on current usage patterns. The estimated cost was also a key issue, with 34 responders considering it unwarranted or excessive.

Other submitters contributed technical suggestions or concerns, and raised potential issues for user safety or vandalism. Five responders did not think the design was suitable for Shepparton. There were 17 suggestions that the station should be moved to another location, and many recommendations for other projects were provided.

### Shared Path Linkages

All except one of the submitters responding to the Shared Path Linkages supported the concept design, expressing support for improvements to pedestrian safety, approving of the increased amenity of the station surrounds, and acknowledging the pathways as their preferred option for accessing the station.

The sole objection to the shared path linkages was in regard to the estimated cost.



### Consideration of Feedback

The following table collates the points made in the feedback received on the Pedestrian Overpass:

Submission #:	Feedback:	Response:
3, 4, 7, 8, 10, 11, 14, 16, 21, 22, 23, 24, 25, 28, 31, 36, 37, 38, 40, 42, 44, 45, 46, 47, 50, 51, 53, 57, 60, 62, 63	There is not enough current station usage to make an overpass necessary.	<p>Council officers acknowledge that an overpass would not be warranted on the basis of present usage; however, future requirements must also be anticipated. As a starting point, the Victorian Government has committed \$356 million to improve rail services to Shepparton, which is likely to result in significantly increased patronage.</p> <p>It is envisaged that the overpass will be used by a wide variety of people, not just those arriving by train. The preparation of concepts for an overpass responds to the demand for improved and safer travel options for cycling, walking and public transport. These needs have been expressed during public consultation undertaken as part of Council's on-going development of a Movement and Place Strategy. These active transport modes have health and wellbeing benefits, as well as enabling access to services and facilities for people who do not drive, including children and young people, recent migrants and seniors.</p> <p>An overpass will diversify opportunities to connect the existing railway station and the eastern residential areas to the CBD, as part of Council's broader strategic vision which encompasses:</p> <ul style="list-style-type: none"><li>• Redevelopment of the Court House precinct;</li><li>• Expansion of the Health and Tertiary Education Precinct;</li><li>• Maude Street Mall and Bus Interchange; and</li><li>• Streetscaping at the eastern end of Vaughan Street (from Corio Street to Hoskin Street).</li></ul> <p>These projects also enhance and encourage walking in the CBD, in turn prompting use of the overpass.</p>





6, 11, 12, 15, 41, 43, 49, 50, 51 (shared paths only), 54, 55, 58, 59, 61	Support for overall concepts and/or design. Support for improvements that benefit the Shepparton community.	Council officers acknowledge these submissions.  Council endeavours to achieve the best outcomes for the local community, improving overall quality of life.
7, 8, 11, 44, 58	As Shepparton is a rural regional city, the design is not appropriate. The design doesn't blend with its surroundings. The station is a transitional facility, not a destination, so the design is excessive.	<p>Shepparton is a significant regional city in the Victorian context, providing services to residents across a broad area of the Goulburn Valley, and has an international reputation due to its status as an immigration destination and its agricultural practices. The overpass design aligns with Council's commitment to maintain and increase Shepparton's future economic prosperity and residential amenity on an increasingly globalised stage.</p> <p>The scale of the overpass means that it will be visible from outside of the railway precinct, to passers-by not just to users of the station, so it has been designed by highly reputable architects to provide a visual landmark for the surrounding area.</p> <p>Once constructed, the overpass will be in place for many years, so must be of high-quality design and construction.</p> <p>An attempt to replicate the period architectural style of the existing station would not be appropriate, undermining its heritage significance.</p> <p>It is envisaged that the construction of the overpass and increased rail services will encourage further development of properties surrounding the railway precinct.</p> <p>As a transitional space, the station would provide an immediate and lasting impression that is not softened by familiarity, so it is important that its impact is positive and welcoming.</p>
15, 41, 43	The overpass will provide much-needed connection for the local community, especially properties to the east of the CBD.	Council acknowledges these submissions. Council strives to ensure that services and facilities are accessible and equitable.



24, 35, 45, 57, 62	The previous footbridge was demolished so there is no need for another one.	<p>The previous footbridge was demolished around 50 years ago, in response to the needs and priorities of the time. Since then, many physical and societal changes have occurred, including the development of transport and communication technologies that have had profound impacts on lifestyle and recreational activities, enabling wider travel and mobility. Analysis of current and future needs have indicated that there is now a demand for an overpass.</p> <p>Even if the previous footbridge had remained in use, it would have required replacement to comply with current safety and access standards. In addition, like the existing station, the previous footbridge was positioned to suit the layout of the precinct at the time, which is not optimal for today's usage.</p>
10, 51, 62	People won't travel by train to visit the SAM.	<p>The new SAM building has been designed by leading Australian architects to become a Victorian landmark. Both its permanent collection and its potential for hosting contemporary international exhibitions will draw art and culture enthusiasts from Melbourne and beyond. Cities such as Bendigo with established art galleries receive a significant number of day-trip and weekend visitors who travel by train. These visitors make a substantial contribution to the local economy, particularly in hospitality and dining industries.</p> <p>The provision of rail infrastructure at this time will support current plans to increase services, and encourage on-going improvements, promoting future liveability and prosperity opportunities for the Shepparton community.</p>
7, 14, 22, 25, 28, 36, 37, 40, 42, 44, 45, 46, 47, 50, 51, 53, 57, 63	People don't walk to and from the Railway Station, especially with luggage, opting to drive, be picked up, or use bus and taxi services.	<p>Significant demand for improved walking and public transport infrastructure has been expressed through Council's public consultation, prompting development of the overpass and the shared path linkages.</p> <p>Pedestrian access is not intended to replace vehicular access, but it allows people to choose which mode they prefer, depending on their own circumstances. Facilitating walking to reduce car use has long-term</p>



22, 23, 47	Shepparton is flat so it is easy to walk to existing crossing points. People would not climb stairs instead of walking around to the existing crossing points. Using the overpass instead of walking would not save much time.	sustainability and wellbeing benefits.  The railway line is a perceived barrier to accessing the CBD as much as a physical one. The overpass will add a sense of convenience and safety that will increase the viability of walking as well as enabling physical access.  It is envisaged that the overpass will be used by a wide variety of people, not just those arriving by train with luggage. For those with mobility limitations, walking longer distances to the existing crossings may be a considerable barrier to accessing facilities and services, particularly if they don't drive. The lifts will assist use by people such as young children and older people.
33, 37, 40, 42, 47	There are not enough trains to be a hazard for people using the existing track crossing at High Street.	The existing crossing is also used by cars and trucks, which can be disconcerting or alarming as well as potentially dangerous to pedestrians and cyclists. The rail tracks themselves can also be a hazard. While the shared path linkages will provide a safer, separated passage for pedestrians and cyclists, some people may still be reluctant to venture so close to a major thoroughfare.
2, 5, 48	In favour of improving pedestrian and cyclist safety by separating paths from vehicles.	A key Council objective is to provide public spaces, open space and community facilities that are safe and accessible for all.
18, 41, 43, 48	In favour of the additional convenience provided to pedestrians. The overpass and shared path linkages will enable much-needed improvements to wayfinding for rail travellers.	According to the 2016 Census, 5.3% of households in Shepparton do not have a car. Council aims to provide a safe, inclusive and liveable environment for all residents, as well as encouraging active transport modes for wider, long-term community benefit.
4, 7, 10, 11, 13, 14, 17, 19, 20, 22, 23, 24, 25, 26, 28, 29, 30, 31, 34, 35, 36, 38, 39, 40, 42, 44, 47, 51, 53, 54, 59, 60, 62, 63	The overpass is too expensive; there won't be enough benefit to justify the expense. An underpass would be a less-expensive option.	Alternative options for both configuration and alignment of the overpass were considered by the Working Group in the initial stage of concept development. When considering an underpass, VLine and VicTrack representatives expressed concerns regarding safety in both the construction and operational phases, and regarding track disruptions during construction. Preliminary costings indicated an overpass to be a more cost-effective option.





		<p>The costing process was undertaken by Arcadis Pty Ltd after rigorous design and location analysis and planning. The overpass must span five tracks and allow for a clearance of 7.1 metres above the track for to allow for future uses, so it is significantly longer than overpasses constructed in other localities.</p> <p>The design also includes 2 lifts at each end, to allow consistent access for users with mobility constraints, even in case of breakdown.</p> <p>Further, the costings include a 40% contingency, which is an appropriate and robust approach to costing infrastructure.</p> <p>Once built, the overpass will be in place for many years, so the materials and methods used must be high-quality and durable. Public consultation on the concept plans provides valuable information that will guide and refine further design processes.</p> <p>It is envisaged that the overpass will be used by a wide variety of people, including those with mobility constraints, those unable to drive due to age or other limitations, and those who are unable to afford a private vehicle.</p>
51	The cost of the shared path linkages is too expensive, especially as construction costs are likely to escalate by the time it is constructed.	<p>The design of the shared path linkages includes thorough consideration of the project requirements, to ensure a high-quality, safe, and enduring environment for Shepparton's residents and visitors. Costings include paving, plantings, bollards, fencing, street furniture, rubbish bins, drinking fountains, wayfinding, lighting and artworks, as well as less-visible elements such as kerb engineering, and underground tree cells that help to maintain healthy and attractive greenery.</p> <p>The costing process was undertaken by Liesl Malan Landscape Architects Pty Ltd with input from Heil Engineering Pty Ltd, and includes a 40% contingency, and projected cost escalations over a five year period if construction is delayed. Council will begin advocacy for funding as soon as the designs have completed the approval process, to minimise cost</p>



		increases.
6, 12, 54, 61	Suggesting points to consider in the next phase of design.	Council notes the suggestions made in these submissions, which will be considered when detailed design work gets underway.
8, 10, 13, 16, 21, 25, 33, 37, 42, 46, 62, 63	Train services are inadequate and should be improved before constructing an overpass.	<p>The State Government has announced \$356m for the upgrade of the Shepparton line, which will allow for five 'VLocity' services per day between Shepparton and Melbourne (return). A business case is also being prepared to increase this to nine services per day.</p> <p>These improvements to passenger services are expected to increase the necessity of an overpass. Given the time frames involved in developing and constructing rail infrastructure, it is appropriate to begin planning and design at this stage so that construction and implementation coincide as much as possible.</p>
9, 41, 55	Supports thinking ahead to anticipate the future needs of Shepparton's community. The overpass is a logical first step towards a more sophisticated rail service for the city.	Council officers acknowledge these submissions.
7, 10, 14, 21, 25, 26, 27, 28, 30, 42, 52	The funding required could provide a free bus or taxi service, instead of an overpass. Improved/increased bus connections would be more useful/make the overpass unnecessary. A bus terminal should be built on the west side of the tracks. Improvements and awareness of bus timetables would enable better connections, particularly for users with disabilities who require support. An overpass won't address the issues that make public transport use difficult, such as lack of timetabling coordination.	<p>State Government funding will be sought to construct the overpass and potentially the shared path linkages. This funding is allocated for specific purposes and is not transferrable to other projects.</p> <p>There are ongoing discussions between the various public transport providers regarding the coordination of services. The overpass may provide opportunities for additional bus stops and/or services through improved access from Hoskin Street.</p> <p>Council does not have authority to determine how operators make passengers aware of services, but will recommend to the providers that they provide better information.</p>



11, 20, 28, 39, 47, 52, 56	The station is likely to be/should be moved to the west side of the tracks, so the overpass would be unnecessary.	Scoping for a new station building on the west side of the tracks is identified as a long-term action in <i>the Shepparton Railway Precinct Master Plan 2017</i> , anticipated to occur from 2025-2029. Construction will be contingent on many preceding actions and allocation of significant funding, which will largely be governed by outside agencies. Council is neither the land owner nor the operator of rail services and, therefore, cannot provide certainty that the project will be feasible or determine when it might be completed. Similar processes and constraints apply to other locations.
11, 17, 19, 21, 25, 27, 33, 47, 50	<p>Instead of building an overpass, a new station should be constructed:</p> <ul style="list-style-type: none"> <li>• Adjacent to the site of the new SAM;</li> <li>• Close to the Greater Shepparton College (interim name);</li> <li>• On the sites of the former petrol depots; or</li> <li>• Incorporating both sides of the rail line.</li> </ul>	<p>Neither VicTrack nor VLine have indicated intentions to relocate the station. Relocation would require extensive analysis and planning, including the following:</p> <ul style="list-style-type: none"> <li>• Repositioning associated services and infrastructure, including maintenance sheds, and assets belonging to other agencies such as Goulburn Valley Water;</li> <li>• Finding and acquiring a suitable location that would not unduly impact on the amenity of surrounding properties;</li> <li>• Securing funding from the State Government for land acquisition, and relocation of services and infrastructure, as well as a new station building; and</li> <li>• Possibly a planning scheme amendment (including notification) to facilitate the construction of a station building on a new site.</li> </ul> <p>In the absence of any appetite on behalf of either the land owner or the operator to move the station, Council officers have sought the best available option to increase the connectivity of the station to the CBD.</p> <p>Relocating the station would not remove the need for the overpass. It is likely that the existing station would remain operational in some capacity, requiring safe access between the two buildings. It is envisaged that the overpass will be used by a wide variety of people, not just those arriving by train, whose needs would not be fulfilled by a new station. The overpass concept has been designed to accommodate a station built on the west side with minimal disruption. Future station planning will integrate the overpass.</p>



8, 16, 21, 25, 39, 45, 51	Upgrades to the existing station should be made before constructing an overpass.	<p>The existing station is owned by V/Line, which is responsible for its maintenance. The building is protected by a Heritage Overlay, which requires careful consideration of its significance before any change to the building occurs.</p> <p>The construction of a new waiting room addition is expected to begin in the coming months.</p>
43, 48	The overpass will enable increased car parking access and more convenient pick-ups in Vaughan Street.	Council officers acknowledge these submissions.
14, 25, 27, 39, 51, 52, 59, 60, 63	The overpass will connect people to an unattractive/unsafe area of the town that is still a fair distance from the CBD. There will be no benefit to the CBD. The west side of the tracks should be cleaned up.	<p>The overpass and shared path linkages are key elements of Council's overall vision for revitalising the CBD and surrounding areas, that includes the Court House Precinct redevelopment, the Maude Street Mall upgrade, relocation of the bus interchange and the Vaughan and Maude Streets redevelopment.</p> <p>Council is also currently developing a plan to provide streetscaping to the eastern end of Vaughan Street, between Corio Street and Hoskin Street. The plan will encompass a shared path that will connect the overpass with the bike path on Corio Street, shade and ground plantings, seating, lighting, public artwork, and other features.</p> <p>It is envisaged that increased rail services and construction of the overpass will create opportunities for commercial and mixed use development around the railway precinct, encouraging further regeneration.</p>
9, 18, 22, 43, 54, 55	In favour of measures to improve the amenity and aesthetics of that area of the city, and the functionality of the CBD.	
60	The overpass will have a detrimental impact on business, requiring relocation of premises.	Council notes that this submitter would be considerably impacted by the construction of the overpass. As the subject property is owned by VicTrack, the submitter would need to consult with VicTrack.
3, 7, 10, 16, 25, 30, 36, 37, 39, 42, 51, 56	<p>Funding allocation would provide more benefit if used for another project/service:</p> <ul style="list-style-type: none"> <li>• Upgrades to Mooroopna Station;</li> <li>• Reinvigorating the CBD;</li> <li>• Removing parking meters in the CBD;</li> </ul>	<p>Council officers acknowledge and note the contents of these submissions.</p> <p>Government funding will be sought to construct the overpass and potentially the shared path linkages. This funding is allocated for specific purposes and is not transferrable to other projects. Funds budgeted to</p>





	<ul style="list-style-type: none"> <li>• Addressing homelessness, drug use, health issues, education needs;</li> <li>• A new bridge over the Goulburn River;</li> <li>• A pedestrian crossing outside Coles;</li> <li>• Hard rubbish collection;</li> <li>• Road improvements;</li> <li>• Developing the river frontage; and</li> <li>• Bike paths.</li> </ul>	Greater Shepparton for rail infrastructure would be redistributed to rail services in other areas, not allocated to other local projects.
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In addition to the responses listed above, submitters expressed the following points in regard to the process that has been followed in developing the Concept Plans:

Submission #:	Feedback:	Council Response:
3, 25, 28, 31, 35, 42, 53, 57	Has sufficient research into usage of the station been conducted?	<p>The overpass concept plan which was presented during the consultation phase was the outcome of a thorough design process, overseen by a steering committee including representatives from VLine, VicTrack, Public Transport Victoria, Rail Projects Victoria and Transport for Victoria. These agencies provided input on technical and safety constraints that have shaped the project.</p> <p>The location of the proposed overpass was determined during the preparation of the <i>Shepparton Railway Precinct Masterplan 2017</i>, which was informed by extensive public consultation. The Master Plan was adopted by Council in June 2017.</p> <p>Council acknowledges that a railway user survey was not undertaken during the initial design process for the overpass, as a survey of current users would only reflect current practices. The State Government's commitment of \$356 million to increase and improve rail services to Shepparton will inevitably impact these practices. The aim of the overpass project is to future-proof the station by anticipating and considering both these and broader potential</p>



		changes.
17, 25, 28	Has sufficient cost analysis been conducted?	<p>In its initial discussions, the Steering Committee considered a number of key factors in determining the location and configuration of the project, building on analysis of the entire railway precinct undertaken during the development of the <i>Shepparton Railway Precinct Master Plan 2017</i>. Both safety and cost were important factors in shaping the project.</p> <p>The costings include a 40% contingency, which is an appropriate and robust approach to costing infrastructure. Further analysis and revision of costings will be conducted as the design process progresses.</p>
1, 7, 8, 16, 17, 20, 25	There has not been enough public input into the Concept Plans. Public consultation should have taken place earlier in the process.	<p>Extensive public consultation was undertaken as part of the development of the <i>Shepparton Railway Precinct Master Plan 2017</i>, which forms the basis of the overpass and shared path linkages projects.</p> <p>The initial design process was required to consider the specialised constraints of the site and its infrastructure, including rail services, Australian Standards, safety issues for overpass users and trains, and disability standards, against the available options and locations. This information was provided and considered by the Steering Committee, to develop an appropriate concept for assessment by the wider community.</p> <p>The concept plans were authorised for public release after passing through Council's standard approvals process. It was not possible to release the concept plans earlier. Feedback was accepted over a period of nine weeks, extended from the mandated minimum of four weeks to compensate for the Christmas and New Year period.</p> <p>Feedback was invited from any interested party during public consultation, with responses received from across Greater Shepparton and further afield. Comments received are considered by Council and recommendations made as appropriate. Council is also considering feedback on the consultation process, to inform future engagement strategies.</p>



28, 50, 54	Appreciates the opportunity to provide feedback.	Council officers acknowledge these submissions.
30	Council should monitor online comments, do less consultation, and get on with making decisions.	Council operates under the provisions of the <i>Local Government Act 1989</i> , which includes the requirement to undertake public consultation, and specifies procedural requirements for submissions.
55	Appreciates the inclusion of feedback provided during the consultation on the Shepparton Railway Precinct Master Plan.	Council officers acknowledge these submissions.
1, 29, 59	Have alternatives such as an underpass been considered, especially in terms of cost?	During the development of the <i>Shepparton Railway Precinct Master Plan 2017</i> , and at the initial stages of the design process, all feasible options were considered. An underpass/subway was discounted due to safety concerns both during the construction phase and the operational phase, the extended disruptions to track use required during construction, and higher cost estimates than other options.
32, 35, 58	There has not been enough information given to the public. Information is not sufficiently accessible for all residents, especially those without Internet access. Information presented in the Shepparton News was not sufficient.	<p>Council officers acknowledge and note the contents of these submissions.</p> <p>Council is currently conducting an internal review of its consultation practices. The feedback on consultation processes provided in submissions to the overpass and shared path linkages will inform this review. The public will have the opportunity to contribute over the coming months.</p> <p>Full sets of both concept plans were published on a dedicated page on Council's website and were available for inspection at Council offices. Council officers regret that an article in Shepparton News did not include appropriate links to these plans.</p>

### Next steps

Council is currently considering all of the feedback received in relation to the overpass and shared path concept plans, and will make recommendations as necessary. This Conversation Report will form part of the Project Report to be tabled for consideration at the Ordinary Council Meeting to be held on 21 May 2019.

# SHEPPARTON RAILWAY STATION PEDESTRIAN OVERPASS CONCEPT DESIGN

March 2019



ARCADIS

Design & Consultancy  
for natural and  
built assets



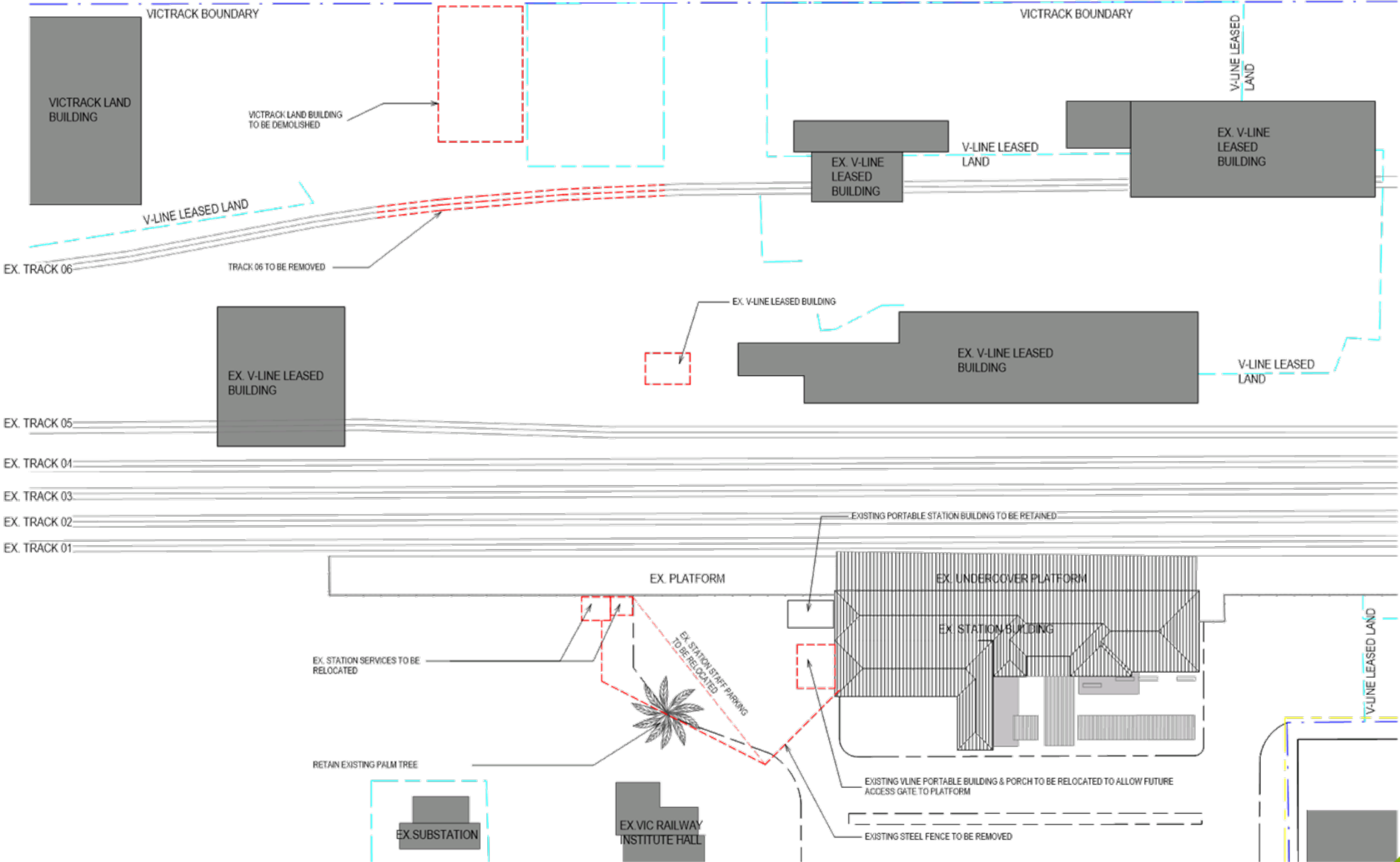


# Architectural Drawings





HOSKIN STREET



REVISIONS

PROJECT  
SHEPPARTON RAILWAY  
PEDESTRIAN OVERPASS  
**PRELIMINARY**

PROJECT NUMBER  
18068

CLIENT  
GREATER  
SHEPPARTON CITY  
COUNCIL

DRAWING TITLE  
DEMOLITION PLAN (OPTION 3A)

DRAWN BY  
SL

CHECKED BY  
AF

DATE  
21.02.2019

SCALE  
1:500 @ A3



DRAWING NUMBER  
SK0200

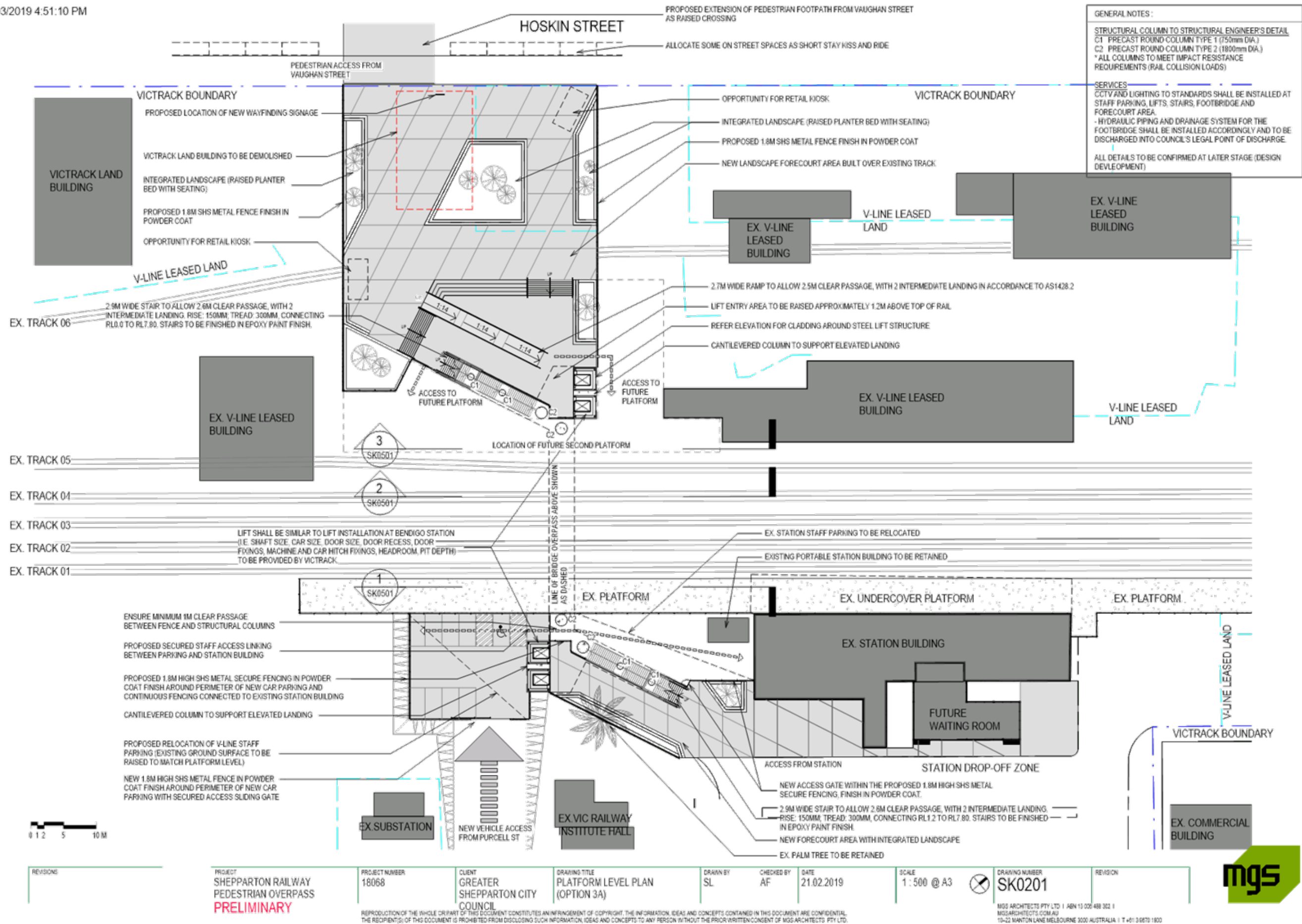
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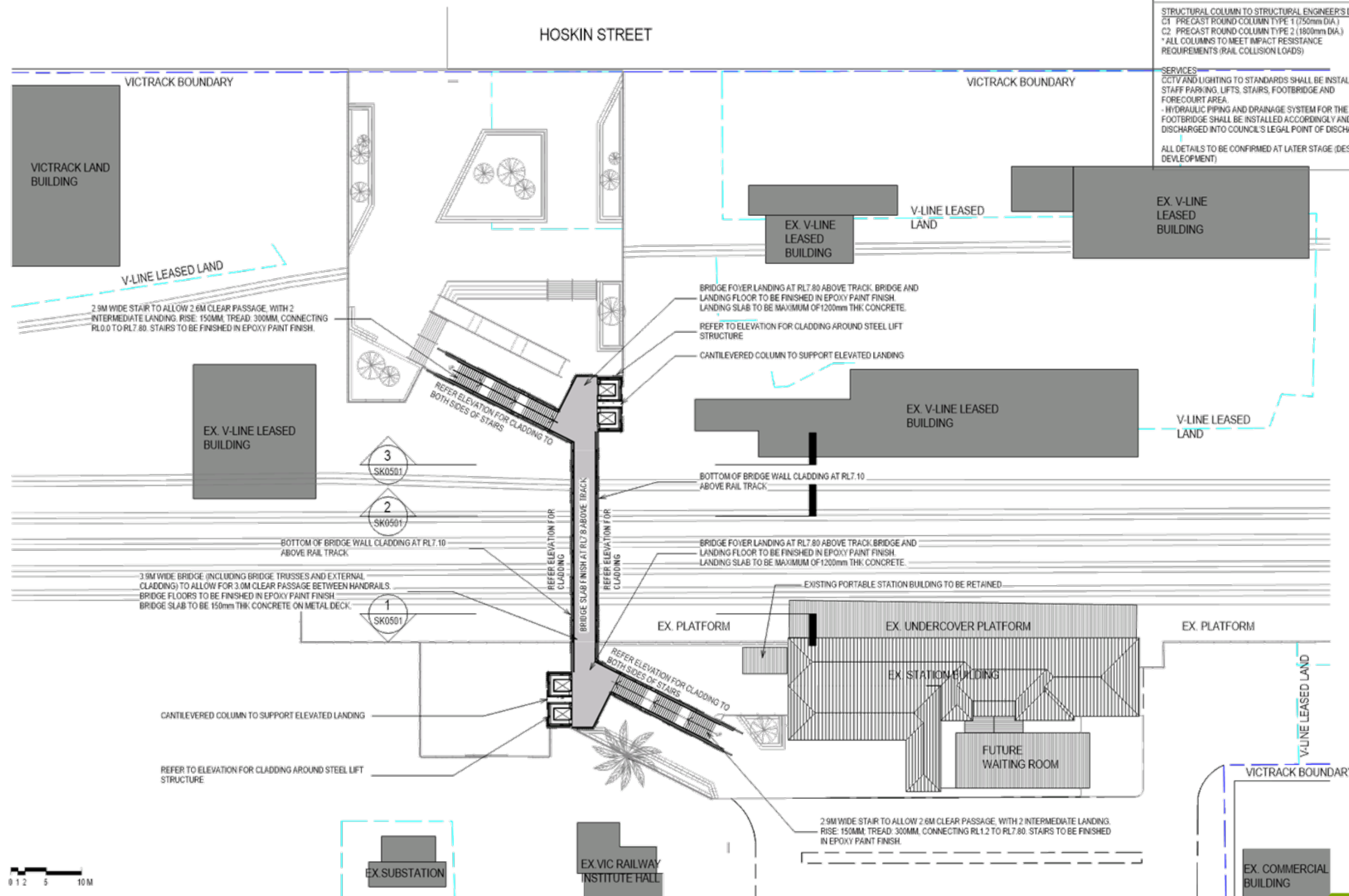










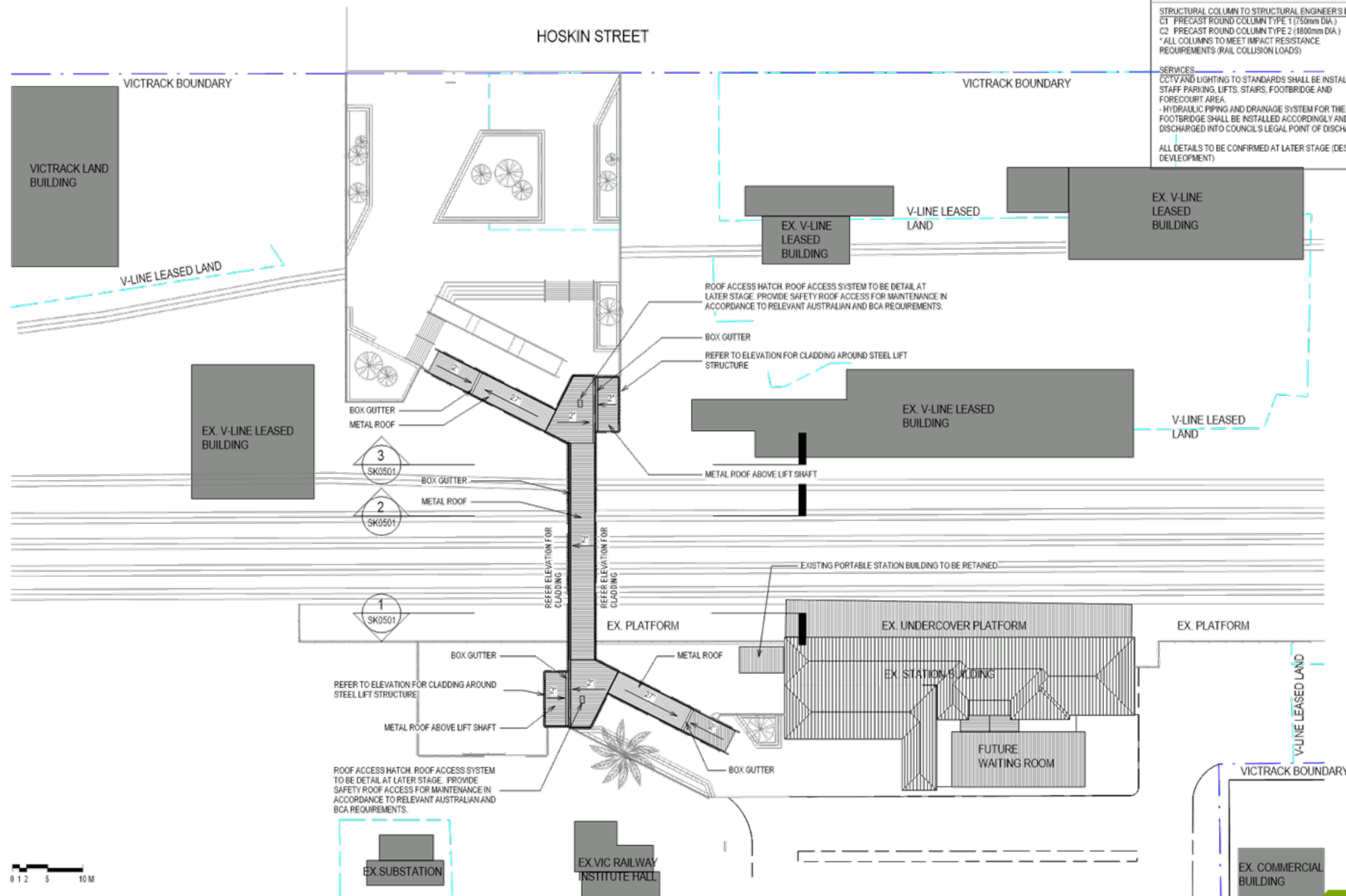


REVISIONS	PROJECT SHEPPARTON RAILWAY PEDESTRIAN OVERPASS <b>PRELIMINARY</b>	PROJECT NUMBER 18068	CLIENT GREATER SHEPPARTON CITY COUNCIL	DRAWING TITLE BRIDGE LEVEL PLAN (OPTION 3A)	DRAWN BY SL	CHECKED BY AF	DATE 21.02.2019	SCALE 1:500 @ A3		DRAWING NUMBER SK0202	REVISION
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REVISIONS	PROJECT SHEPPARTON RAILWAY PEDESTRIAN OVERPASS <b>PRELIMINARY</b>	PROJECT NUMBER 18068	CLIENT GREATER SHEPPARTON CITY COUNCIL	DRAWING TITLE ROOF LEVEL PLAN (OPTION 3A)	DRAWN BY SL	CHECKED BY AF	DATE 21.02.2019	SCALE 1:500 @ A3		DRAWING NUMBER SK0203	REVISION
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GENERAL NOTES:

STRUCTURAL COLUMN TO STRUCTURAL ENGINEER'S DETAIL

C1 PRECAST ROUND COLUMN TYPE 1 (750mm DIA.)

C2 PRECAST ROUND COLUMN TYPE 2 (1800mm DIA.)

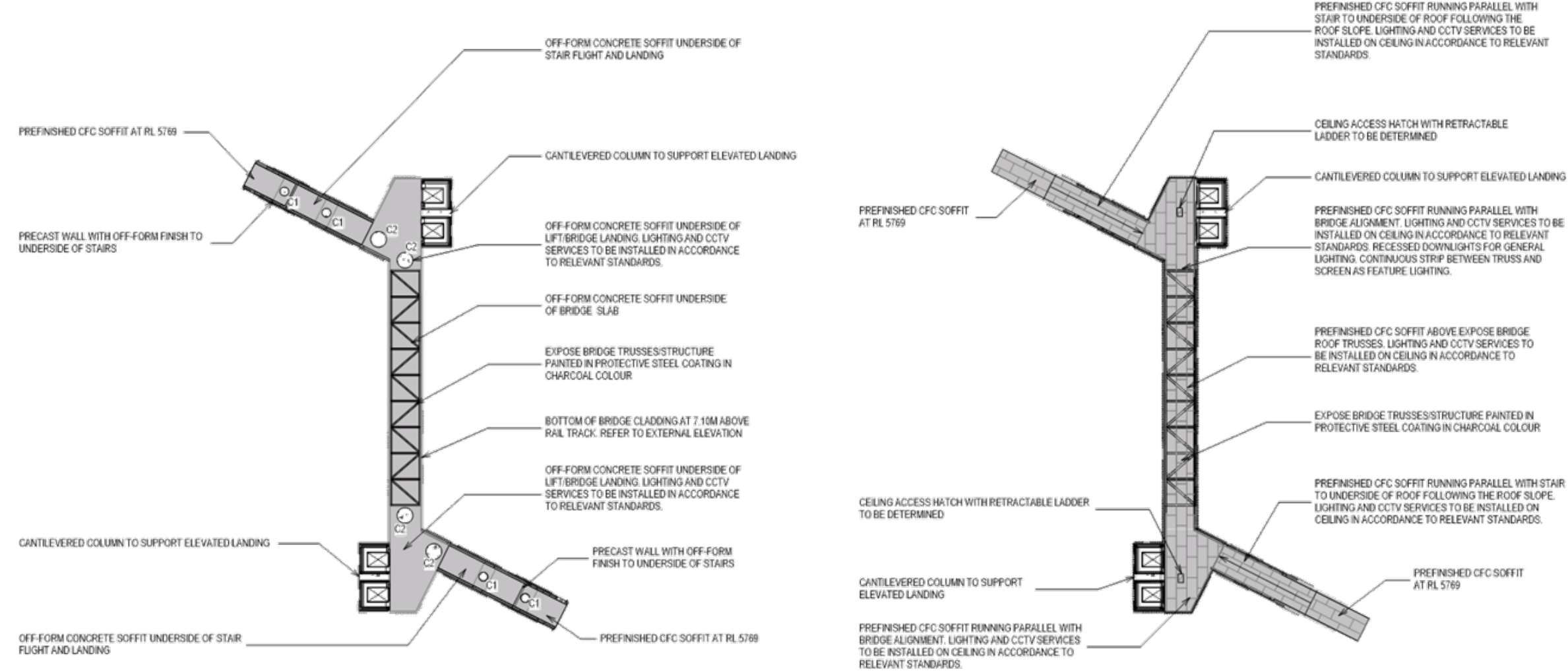
\* ALL COLUMNS TO MEET IMPACT RESISTANCE REQUIREMENTS (RAIL COLLISION LOADS)

SERVICES

CCTV AND LIGHTING TO STANDARDS SHALL BE INSTALLED AT STAFF PARKING, LIFTS, STAIRS, FOOTBRIDGE AND FORECOURT AREA.

- HYDRAULIC PIPING AND DRAINAGE SYSTEM FOR THE FOOTBRIDGE SHALL BE INSTALLED ACCORDINGLY AND TO BE DISCHARGED INTO COUNCIL'S LEGAL POINT OF DISCHARGE.

ALL DETAILS TO BE CONFIRMED AT LATER STAGE (DESIGN DEVELOPMENT)



1 RCP\_PLATFORM LEVEL  
SK0401 1:500

2 RCP\_BRIDGE & STAIRS  
SK0401 1:500



REVISIONS	PROJECT	PROJECT NUMBER	CLIENT	DRAWING TITLE	DRAWN BY	CHECKED BY	DATE	SCALE		DRAWING NUMBER	REVISION
	SHEPPARTON RAILWAY PEDESTRIAN OVERPASS	18068	GREATER SHEPPARTON CITY COUNCIL	REFLECTED CEILING PLAN (OPTION 3A)	SL	AF	21.02.2019	1:500 @ A3		SK0301	
	PRELIMINARY										
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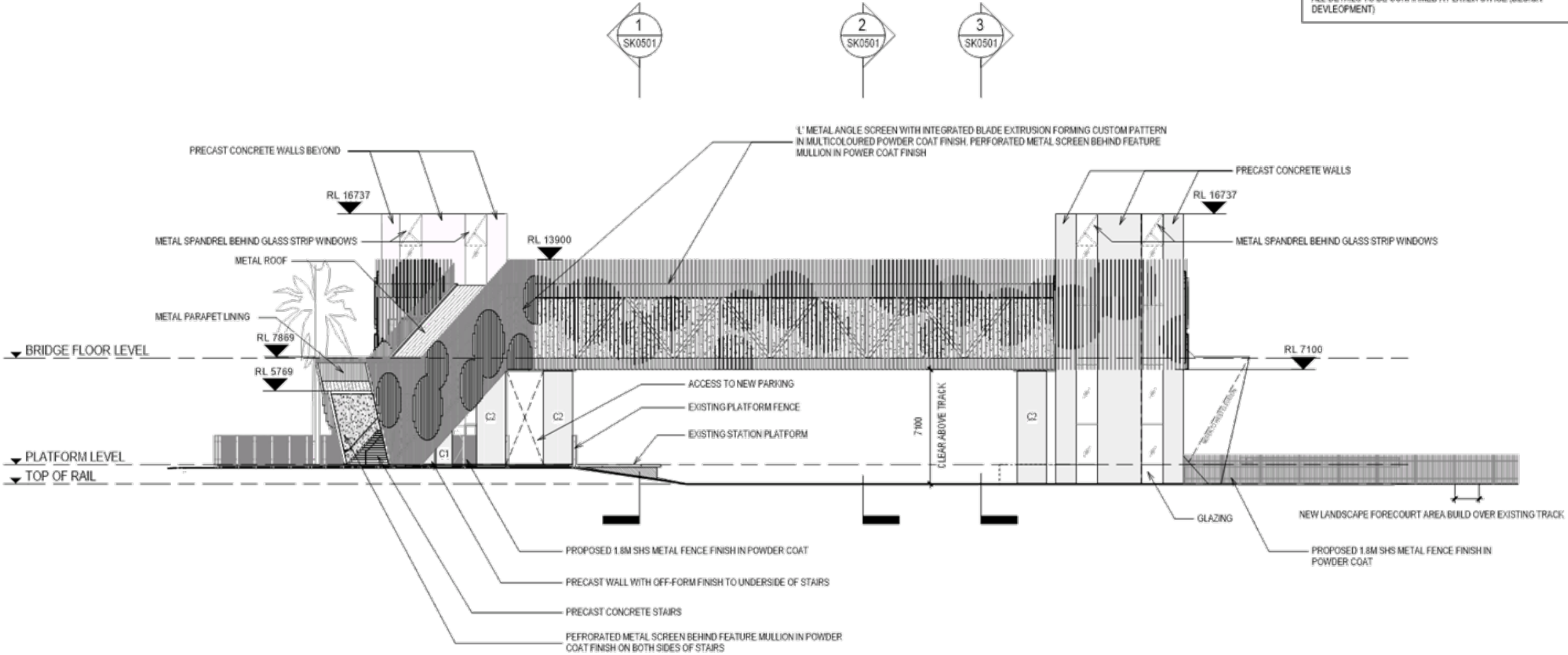


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ALL DETAILS TO BE CONFIRMED AT LATER STAGE (DESIGN DEVELOPMENT)



1 NORTH ELEVATION  
SK0000 1 : 250

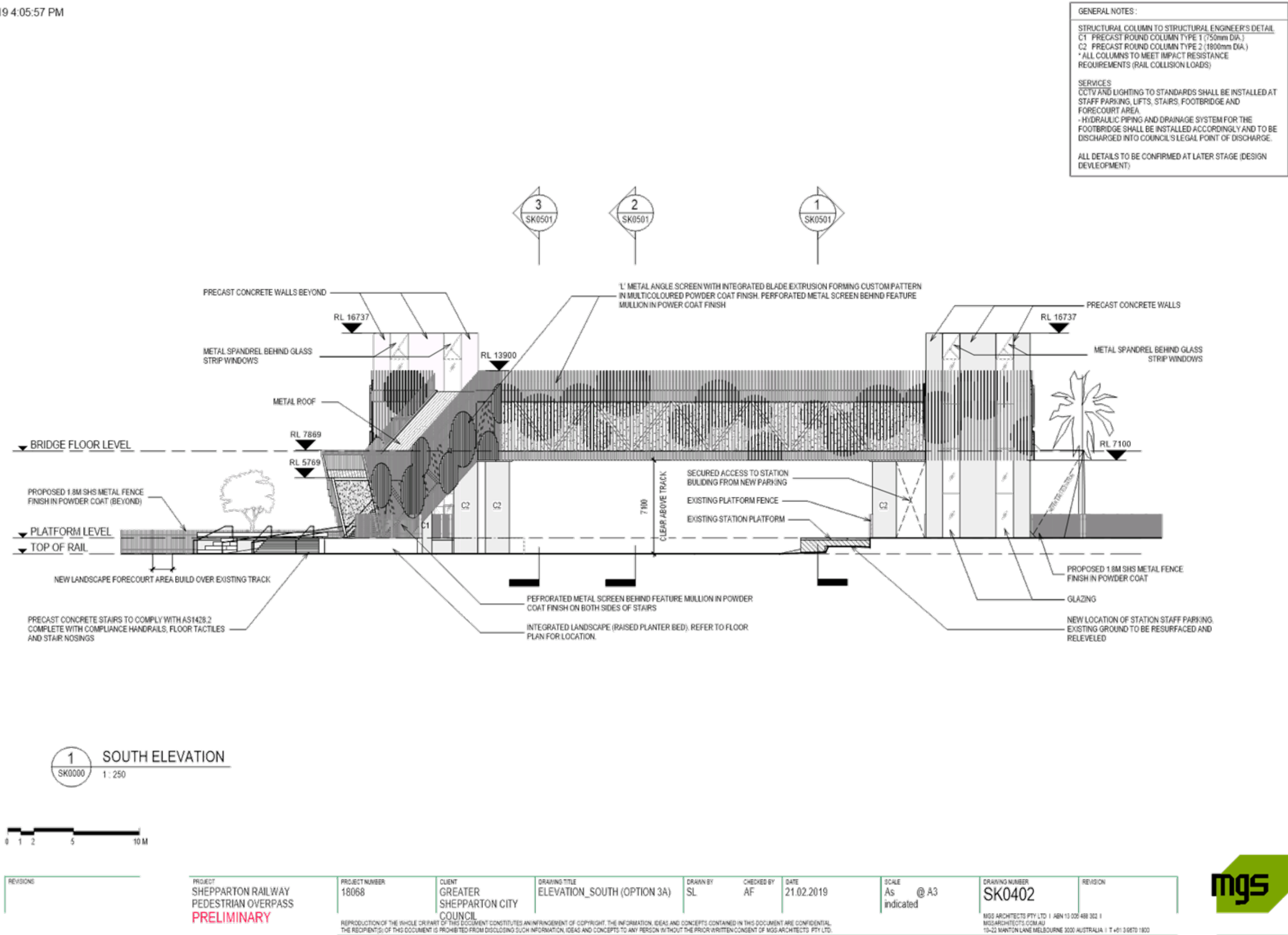


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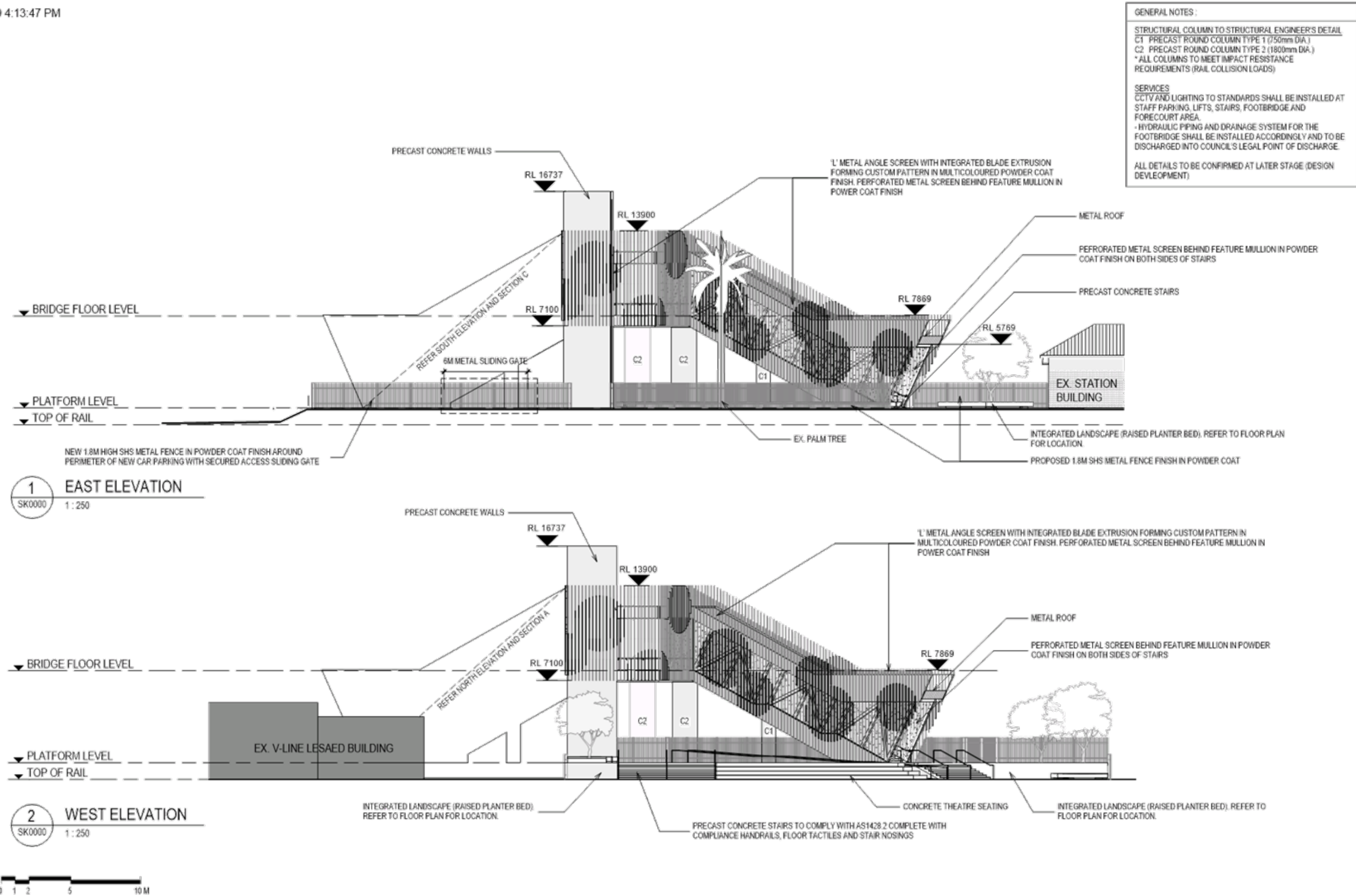












REVISIONS

PROJECT  
SHEPPARTON RAILWAY  
PEDESTRIAN OVERPASS  
**PRELIMINARY**

PROJECT NUMBER  
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SHEPPARTON CITY  
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ELEVATIONS\_EAST AND WEST  
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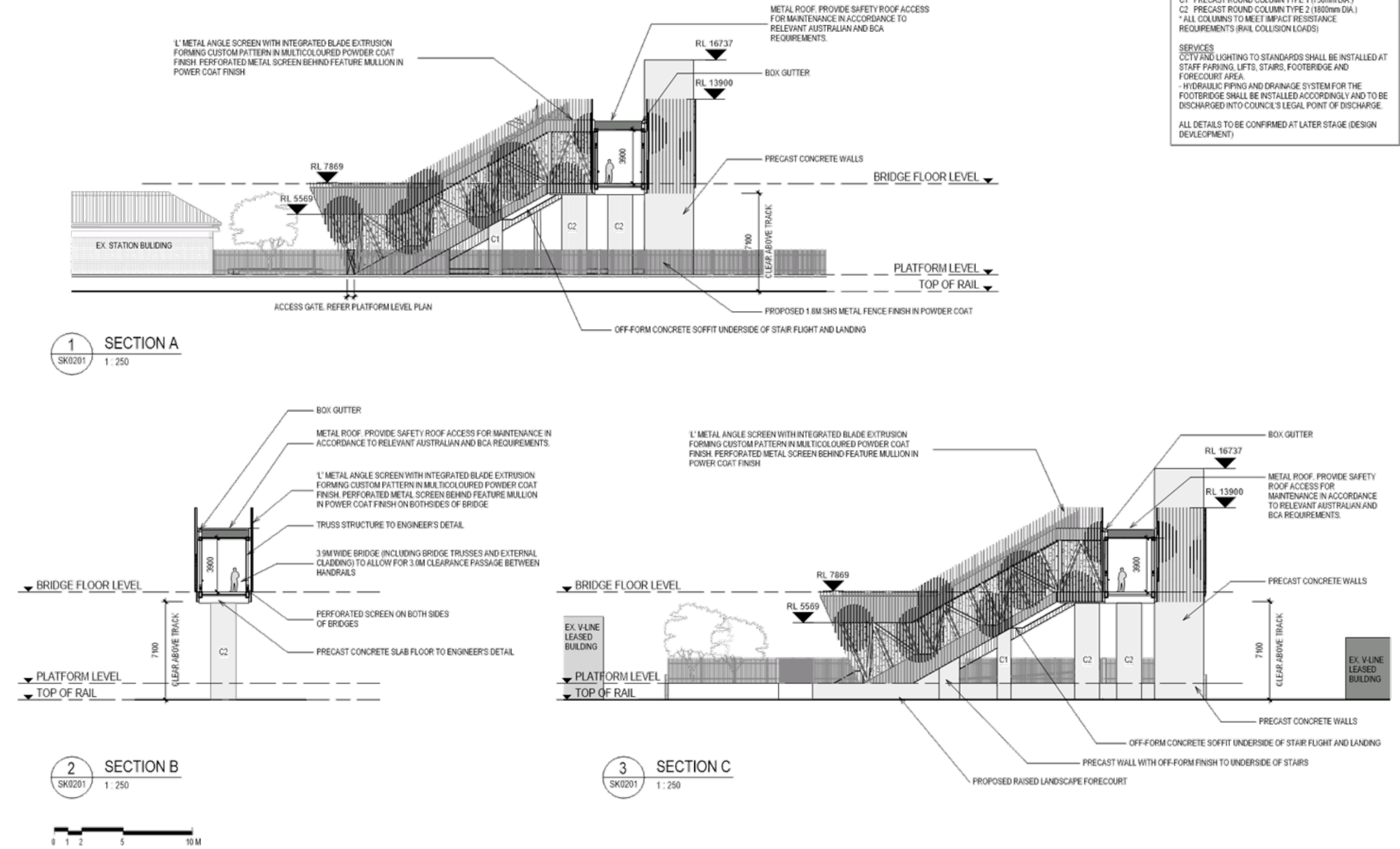
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PEDESTRIAN OVERPASS  
**PRELIMINARY**

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# 3d Images





## Architectural Concept



## Architectural Concept





## Architectural Concept



## Architectural Concept



Aerial view from Northeast (Station)



## Architectural Concept



Aerial view from Northwest (Hoskin Street)





## Architectural Concept



Aerial view from Southeast (Station)



## Architectural Concept



Aerial view from Southwest (Hoskin Street)





## Architectural Concept



View from Existing Station's Platform



## Architectural Concept

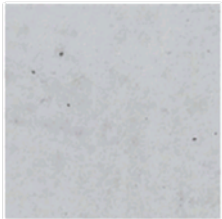
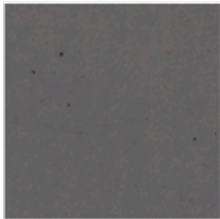


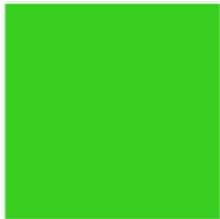
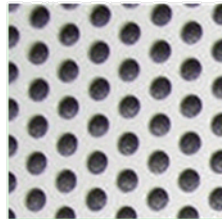



View inside pedestrian overpass



## Architectural Concept

### Finishes & Materials

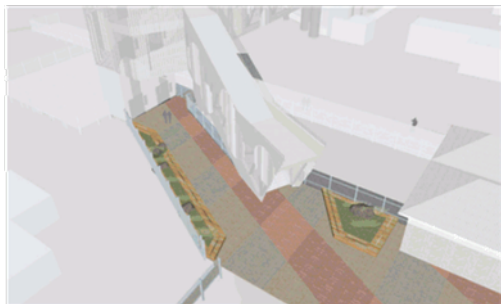
						
Plain concrete	Stained concrete	Painted steel	Colorbond metal	Epoxy paint finish to concrete surface	Perforated metal screen in power coat	Painted metal
Columns, Stairs, Bridge Soffit and Balustrade	Bridge supports	Steel structures	Roof cladding	Bridge floors and Stairs	Bridge and stairs screens	Bridge screens





## Landscaping (Forecourts)

Forecourt\_Station Entry



Forecourt\_Vaughan &amp; Hoskin Street Entry



Precedent Images



Landscape Seat



Sculpture

Ornamental Trees

Each of the options includes a modest, landscaped plaza as a landing point of the bridge at both the station and Hoskin Street interfaces. The Hoskin Street plaza would also provide a sense of forecourt or address for the station at this interface, including provision of standard PTV/VLine signage. These areas would be paved with a blend of granites, providing warm earthy tones reminiscent of the local geology.

Soft landscaped areas are framed with public bench seating. The materiality of the seating varies between the options and the intention would be to incorporate integrated graphics/art into the structure that would tell a local story (details of which will depend on the selected theme and are to be developed in proceeding design studies).

The proposal includes tree planting. The selection of trees could include varieties such as flowering peaches that would provide a spark of colour to the forecourt spaces and reference to the local production agriculture and industry product.

There is the option to replace parts of the landscape with art sculptures (per opportunities identified in Council's Shepparton Railway Precinct Master Plan document).

mgs



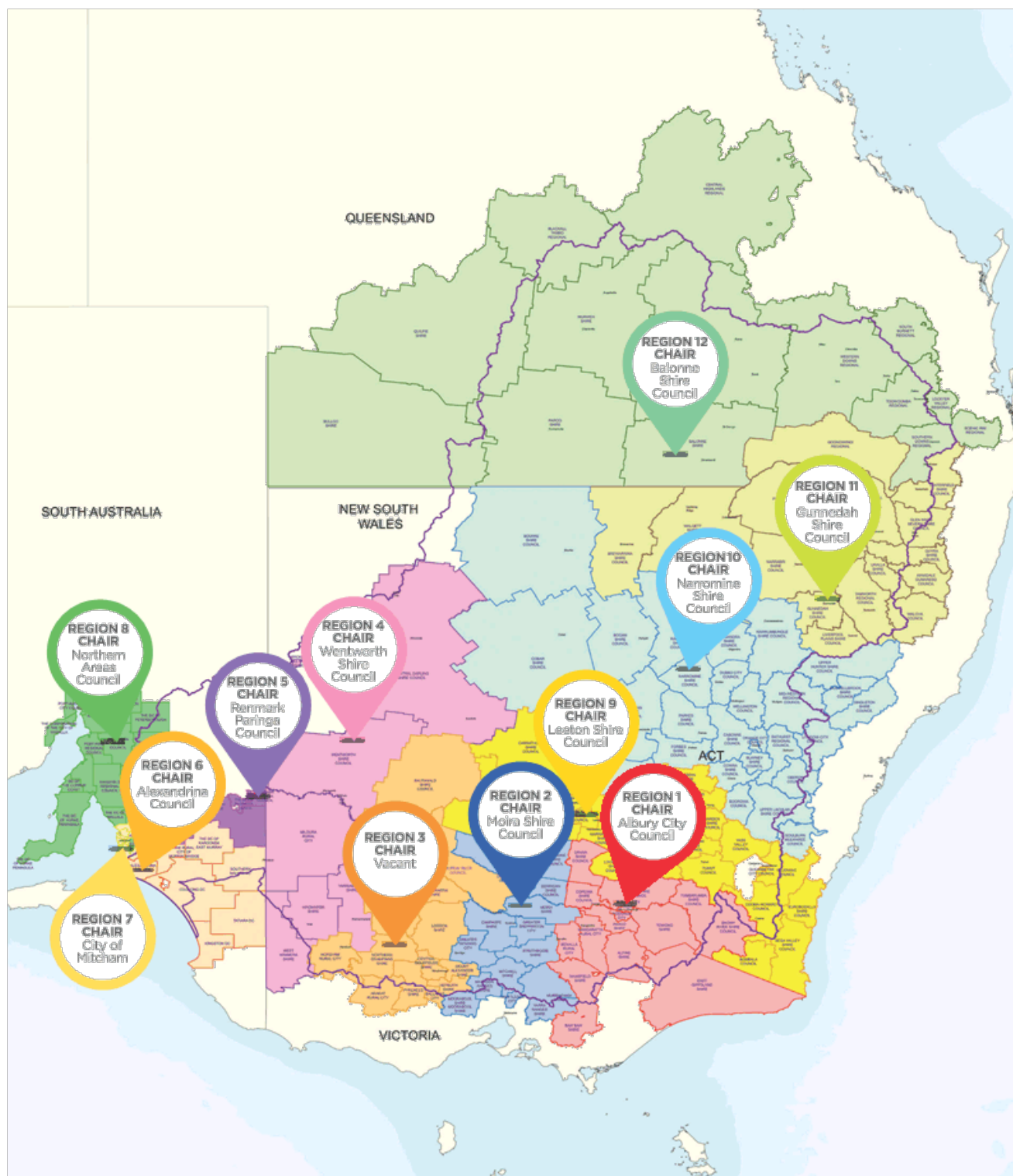
# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

**Agenda Item 10.3      Appointment of Greater Shepparton City Council as  
Chair of Region 2 of the Murray Darling Association**

**Attachment 1            Murry Darling Association Regions Map ..... 811**





# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 May 2019**

**Agenda Item 10.4      Proposed Naming of Corner of Shepparton BMX Facility**

<b>Attachment 1</b>	<b>Request for naming of the Shepparton BMX Track - Leigh Egan BMX Track.....</b>	<b>813</b>
<b>Attachment 2</b>	<b>Minutes of Meeting - Shepparton Cobras BMX Club.....</b>	<b>814</b>
<b>Attachment 3</b>	<b>Naming rules for places in Victoria 2017 .....</b>	<b>815</b>



Australian BMX Hall Of Fame  
PO BOX 63  
Warrandyte  
Vic, Australia  
3113

Tuesday 13th November, 2018

Att: Peter Harriott

Dear Peter,

It has been with great interest that I have been following the announcements of the Shepparton BMX Club over the past 12 months. From the announcing of major renovations and upgrades, to the National Titles in 2019, and more recently-the UCI World Cup Rounds in 2020.

In July, Shepparton's greatest BMX racer, Leigh Egan was inducted into the Australian BMX Hall Of Fame at the Mercure Gold Coast Resort, QLD. Leigh was chosen as the second person ever to be inducted - a great honour and recognition of his amazing career and influence on the sport of BMX in Australia.

Leigh was the first Australian to win an Open Men's World Title in 1984, in fact winning dual World Titles in the same year. He absolutely dominated the sport in Australia at an Elite level, becoming the first person to win 3 National Open Mens Titles in a row.

Given the high regard that Leigh is held within the Australian BMX Community, and having now been recognised at the highest level as a Hall Of Fame Inductee - the Australian BMX Hall Of Fame would like to officially ask the Greater Shepparton City Council to consider naming the Shepparton BMX Facility after Leigh Egan, further recognising the contributions he has made to Australian BMX.

What a wonderful gesture this would be, and we would fully support an opening ceremony of the newly developed facility with a small exhibition based on Leigh's career and achievements.

I am happy to provide you with any further information you may require, and I hope you, the Greater Shepparton City Council and the Shepparton BMX Club would consider this proposal.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Cameron Mitchell'.

Cameron Mitchell  
Manager - Australian BMX Hall Of Fame, Australia BMX Museum



Club Minutes

Thursday 24<sup>th</sup> January 2019

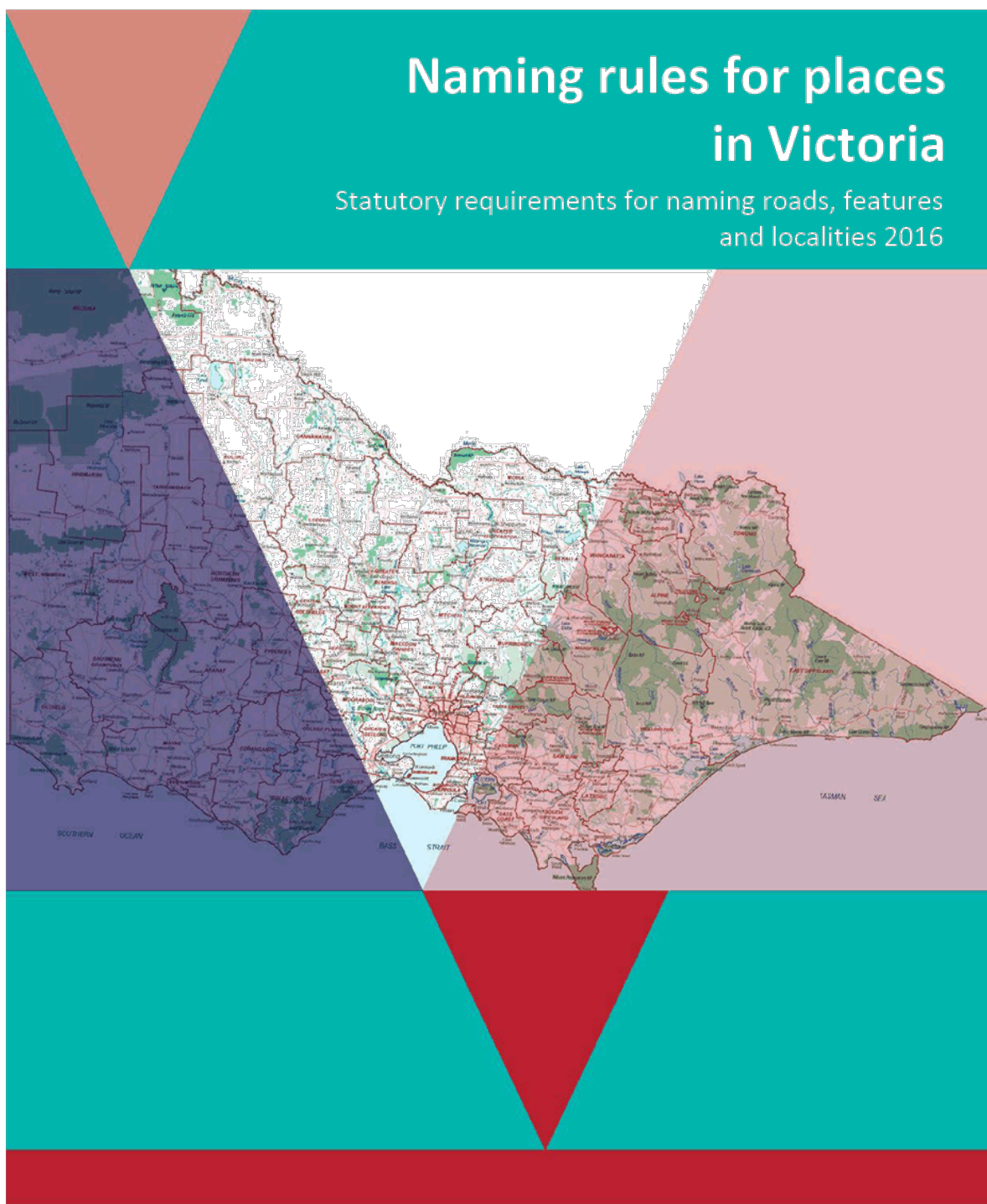
Shepparton BMX Club room

Attendees – Cameron May, Valerie May, Levi Collins, Craig & Deanne McNair, Daniel & Lucinda Salau, Jaime Mahuka, Graham Walkden, Ashley

Agenda – Cameron May brought to our attention that Leigh Egan will be entered into the Sports “Hall of Fame”. We discussed the possibilities of naming a section of the Shepparton BMX track after the former world champion.

Conclusion – The Shepparton BMX Club has agreed to name the first corner, the Leigh Egan corner. All committee members all agreed.

Cameron May moved this motion. Levi Collins seconded this motion.



ISBN 978-1-76047-515-4 - Print

ISBN 978-1-76047-516-1 - Online

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## Preface

The Office of Geographic Names (OGN) provides state-wide advice to Victorian naming authorities and the public about appropriate and compliant naming practices. As the Registrar of Geographic Names and through my management of OGN, I oversee the gazettal and registration of place names in Victoria.

*Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016* (the naming rules) explains how a naming proposal must be undertaken. These naming rules have been reviewed in consultation with Victorian emergency service organisations, municipal councils, government departments and authorities, and relevant stakeholders.

The updated document is the result of extensive stakeholder consultation and the title emphasises the important role naming rules have under the *Geographic Places Names Act 1998*. The document has been reordered with duplications removed. Statutory requirements are also clearly identified so that compliant naming or renaming proposals can be submitted to OGN.

Victoria is unique in that it has a devolved naming process. The 79 Victorian municipal councils are the state's primary naming authorities; however, a number of government departments, government authorities and private organisations also hold this role.

Public safety is paramount. For example, community facilities and infrastructure need to be officially named and registered with OGN to ensure emergency services can locate them. It is therefore very important that places already named but not registered be highlighted to OGN. Typically these names are considered legacy names.

The naming of new places and roads is largely generated by the rapid expansion of outer-metropolitan and regional residential developments. These developments provide opportunities for contemporary and historic Aboriginal naming themes to be adopted.

Victoria has a rich Aboriginal history, with 38 Aboriginal languages representing the diversity of Aboriginal cultural heritage and connection to Country. The uniqueness of language is based on location; each language is deeply rooted to the land and offers an ideal opportunity to connect a name to a place. To ensure the preservation of Aboriginal place names and languages across Victoria, we strongly encourage naming authorities to engage with Traditional Owners when assigning Aboriginal names to roads, features and localities.

Over the last couple of years, the ANZAC Commemorative Naming Project has honoured hundreds of war veterans and people who have displayed the Anzac spirit, with their names applied to roads, features and localities. Worthy individuals' contributions to their communities have also been commemorated, with roads, sporting ovals and pavilions named in their honour.

Place names in Victoria are added to VICNAMES – the Register of Geographic Names, an online portal that holds all registered place names, including roads, features and localities. I encourage naming authorities and Victorians to submit through VICNAMES historical information and corroborating documents to provide people with background information about place names.

I trust that naming authorities and OGN's stakeholders find these naming rules informative and useful in ensuring that geographic naming is appropriately administered.

John Tulloch

Registrar of Geographic Names

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# 1 Introduction

## 1.1 The naming rules

*Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* (naming rules) sets out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. It replaces the *Guidelines for Geographic Names 2010 Version 2*.

These naming rules are the statutory requirements allowed for under the *Geographic Place Names Act 1998*; they are therefore mandatory for all naming authorities in Victoria – councils, government departments and authorities – and include all government-owned or administered roads, features (natural or otherwise) and localities.

When a road or feature is not owned or maintained by a government department or authority (such as some cultural centres, sporting centres, education facilities or aged care facilities) the private owners are strongly encouraged to adopt the principles, requirements and procedures detailed in these naming rules. To ensure VICNAMES – the Register of Geographic Names (the state's authoritative place names register) accurately reflects the status of named roads and features in Victoria, the names of these privately owned roads and features are recorded and these names are also available in Vicmap (the state's authoritative spatial database).

Appropriate naming is essential to identify locations for managing emergencies and delivering goods and services in Victoria. The naming rules are based on national standards and policies. They provide a strong basis for standardised and unambiguous naming procedures across the state. They have been developed through detailed consultation with councils, government departments, emergency agencies and public service providers.

These naming rules have been developed to be inclusive to all Victorians.

These naming rules are aligned with national principles around the consistent use of place names within Australia, including the Permanent Committee on Place Names – [Principles for the consistent use of place names](http://www.icsm.gov.au/publications/index.html) ([www.icsm.gov.au/publications/index.html](http://www.icsm.gov.au/publications/index.html)), AS/NZS4819:2011 Rural and urban addressing and the United Nations Group of Experts on Geographical Names' publications. The Office of Geographic Names (OGN) works closely with jurisdictions across Australia to achieve consistency in naming.

## 1.2 Legislation that applies

The naming rules are the guidelines provided for under s.5 of the *Geographic Place Names Act 1998* (the Act), where it states that:

- 1) *The Governor in Council, on the recommendation of the Minister, by Order published in the Government Gazette, may make guidelines relating to procedures to be implemented in selecting, assigning or amending names of places.*
- 2) *Without limiting the generality of subsection (1), the guidelines:*
  - a) *must set out the rules and process to be followed in selecting, assigning or amending a name of a place;*
  - b) *must set out the process to be followed before selecting or assigning an Aboriginal or Torres Strait Islander name of a place;*
  - c) *must specify criteria for the assessment of cultural heritage or other significance in relation to the naming of places;*
  - d) *must set out requirements for consultation before a name of a place is selected, assigned or amended; and*
  - e) *may specify any other matter or thing appropriate in relation to the naming of places.*

## Section 1 Introduction

These naming rules provide details in relation to the Register of Geographic Names – VICNAMES (refer to [Section 1.6](#)), information on the role of the Minister responsible for the Act, the Registrar of Geographic Names, the Geographic Place Names Advisory Panel and various naming authorities.

The definition of ‘place’ under s.3 of the Act states:

*Place means any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:*

- a) township, area, park, garden, reserve of land, suburb and locality;*
- b) topographical feature, including undersea feature;*
- c) street, road, transport station, government school, government hospital and government nursing home.*

Refer to [Section 11 Registrar’s Consideration of a proposal](#) for the information regarding the registration of names under the Act.

Other legislation, regulations and policies relevant to geographic naming are:

- [Local Government Act 1989](#) (at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au))
- [Road Management Act 2004](#) (at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au))
- [Aboriginal Heritage Act 2006](#) (at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au))
- [Aboriginal Heritage Regulations 2007](#) (at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au))
- [AS/NZS4819:2011 Rural and urban addressing](#) (at [www.saiglobal.com](http://www.saiglobal.com))
- [Survey Co-ordination Act 1958](#) (at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au))
- [Subdivision \(Procedures\) Regulations 2011](#) (at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au))

**Note:** Some naming authorities have their own naming policies or guidelines that augment these naming rules.

These naming rules should not be applied to past naming decisions, they only apply to current naming proposals (for the duration of this edition’s official circulation).

However, when renaming a road, feature or locality these naming rules will apply. If advised of a risk to public safety due to a place’s name, naming authorities should also seek to rename it (where practical) and apply these naming rules.

### 1.3 Why there is a need for naming rules

The naming rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community’s benefit. Those benefits include:

- recognition and identification
- culture
- connection to country and place
- heritage
- landscape
- emergency service response and natural disaster relief
- communications, including postal and news services
- trade and commerce
- population censuses and statistics
- property rights and cadastre

- urban and regional planning
- environmental management
- map and atlas production
- navigation
- tourism.

The proper naming of any place enables it to be clearly identified and its precise location to be determined. The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might result in life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

#### 1.4 What can be named or renamed using the naming rules?

Any public or private road, feature or locality within Victoria can be named, renamed or have its boundary changed, using the principles, requirements and procedures in these naming rules.

There are many different roads and feature types in Victoria (refer to [APPENDIX A](#) and [APPENDIX B](#)). The responsibility for preparing naming proposals and submitting them to the Registrar can vary. Please refer to the relevant sections and appendices in these naming rules to determine what is required. If you need help please contact OGN for advice.

### 1.5 Who can name or rename roads, features and localities in Victoria and who oversees the process?

The following are the four stages in the naming process for individuals or organisations.

Stage	Who can do it	Further information
<p>STAGE 1:</p> <p>Who can propose a new name?</p> <p>Who can propose a name change?</p> <p>Who can propose a boundary change?</p>	<p>Anyone (individuals, community groups, organisations, government departments or authorities) can propose a new name, change to an existing name or boundary change.</p>	<p><a href="#">Section 1.5.1</a></p>
<p>STAGE 2:</p> <p>Who can develop a naming, renaming or boundary change proposal?</p>	<p>A naming authority is often responsible for or administering the named location or feature and as part of that role provides the Registrar of Geographic Names with any naming proposals. Naming authorities include councils, government departments and authorities, and some private organisations.</p> <p>Information on authorities responsible for <b>road</b> naming can be found in <a href="#">Section 3.4</a>.</p> <p>Details of authorities responsible for developing naming proposals for <b>features</b> are provided in <a href="#">Section 4.4</a>.</p> <p>For localities, the authority is usually the council(s) within which the <b>locality</b> is situated. See <a href="#">Section 5</a>.</p> <p>A Geographic Place Names Advisory Committee can develop or review a naming proposal if a road, feature, or locality is determined to have greater than local</p>	<p><a href="#">Section 1.5.2</a></p> <p><a href="#">Section 3</a></p> <p><a href="#">Section 4</a></p> <p><a href="#">Section 5</a> <a href="#">Section 1.5.5</a></p>



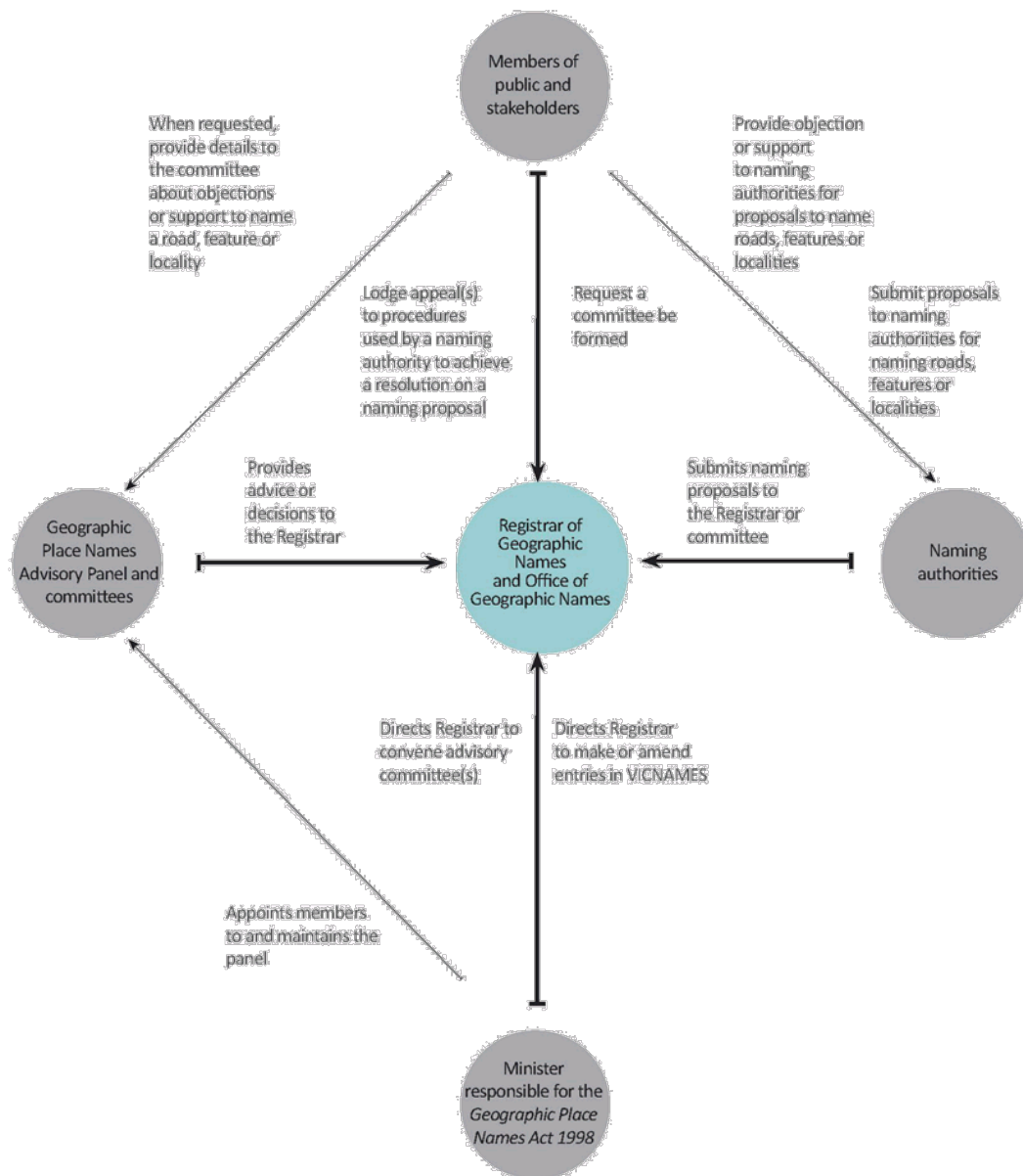
## Section 1 Introduction

	significance.	
STAGE 3: Who can appeal the naming proposal?	Anyone (individuals, community groups, organisations, government departments or authorities).	<a href="#">Section 8</a>
STAGE 4: Who has authority to endorse and enter a name in VICNAMES?	The Registrar of Geographic Names. The Minister responsible under the Act may direct the Registrar to enter a name.	<a href="#">Section 1.5.4</a> <a href="#">Section 1.5.3</a> <a href="#">Section 1.5.5</a> <a href="#">Section 11</a>



## Section 1 Introduction

**Diagram: People, organisations and processes involved in naming, renaming or changing the boundary of a road, feature or locality**



## Section 1 Introduction

**1.5.1 Members of the public and other stakeholders**

Members of the public are encouraged to participate in the naming process by proposing a name, initiating a proposal or responding to a relevant naming authority regarding a naming proposal.

Other stakeholders include emergency service organisations, Australia Post, owners corporations, private institutions, Traditional Owners, historical societies and utility or other service providers. They can be involved in the naming process in three ways:

- propose a name or boundary for a road, feature or locality to the responsible naming authority
- alert a naming authority and the Registrar to an issue with an existing name or boundary for a road, feature or locality and request that the matter be investigated
- comment on whether a naming, renaming or boundary change proposal conforms to the naming rules.

The Aboriginal community in Victoria includes the descendants of Victoria's various Traditional Owner groups, who, at the time of colonisation in 1835, maintained complex societies with languages, laws and customs, and a connection to their land. Traditional Owners today continue to assert their identity and connection to their Country and are a key stakeholder in the naming process. The use of Aboriginal languages to name roads, features and localities has played, and continues to play, a significant role in promoting Traditional Owners' relationships with Victorian landscapes.

Further information is outlined in the relevant sections (specifically, [Section 2 General Principles](#), [Section 4 Features](#) and [Section 7 Consultation](#)) of the naming rules.

Further information about how to identify local Aboriginal communities, convene consultation meetings and respond to issues that may arise is available in [Section 7.3 Developing an Aboriginal naming proposal](#).

**1.5.2 Naming authorities**

Naming authorities are responsible for submitting naming proposals that comply with these naming rules to the Registrar of Geographic Names. Due to the variety of roads, features or localities that can be named, there are multiple types of naming authorities. Essentially, councils, government departments or authorities and private organisations are the naming authorities when they are responsible for a particular road or feature within their jurisdiction. This may apply even when they are not the owners and/or responsible for the maintenance of the road or feature, e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations.

**1.5.3 Minister responsible for the *Geographic Place Names Act 1998***

The Minister responsible for the *Geographic Place Names Act 1998* is responsible for all matters under the Act, including appointing the Registrar of Geographic Names (provided for under s. 7 of the Act) and members of the Geographic Place Names Advisory Panel (provided for under s. 14 of the Act).

Section 11(5) of the Act provides that the Minister may direct the Registrar to enter geographic names into VICNAMES, and under s. 12(1) of the Act may also direct the Registrar to refer a naming matter to a committee for its advice. When addresses are affected, the naming authority, which is typically a council, will be contacted. It is expected that the naming authority will engage with the community to seek comments, when necessary. The Minister has the power under the Act to overturn any decision made by a naming authority, the Registrar, or committee.

**1.5.4 Registrar of Geographic Names**

The powers and functions of the Registrar, as set out in s. 8 of the Act, include:

- (a) *To carry out the functions under the Act of registering names of places*
- (b) *To keep and maintain the Register*
- (c) *To advise the Minister on the establishment and development of the guidelines*

## Section 1 Introduction

- (d) To disseminate information on the guidelines
- (e) To monitor and review compliance with the guidelines
- (f) Such other functions are conferred on the Registrar by or under the Act.

The Registrar has the necessary powers to carry out the functions of the Registrar under the Act.

The Registrar:

- oversees the OGN, whose primary role is to assist members of the public and naming authorities to develop robust naming proposals for roads, features or localities
- has the ability to determine a naming authority
- maintains VICNAMES in Victoria and enters and/or amends entries as required by the Minister, Geographic Place Names Advisory Committees or naming authorities
- is responsible for maintaining the Geographic Place Names Advisory Panel appointed by the Minister and for allocating members of the panel to select committees, as required from time-to-time by the Minister, or in instances of a naming proposal being considered to be of greater than local significance (refer to [Principle C](#)).

### 1.5.5 Geographic Place Names Advisory Panel and committees

The Geographic Place Names Advisory Panel and its committees are responsible for providing expert advice and recommendations to the Registrar on geographic place naming policies and principles; and, place naming issues of regional, state and national significance.

Committees may be convened by direction of the Minister or Registrar; or, at the request of a naming authority, if deemed appropriate by the Registrar.

The appointment of members to a Geographic Place Names Advisory Panel and procedures governing its processes and committees are outlined in s. 12 to s. 17 of the Act. Information on [why a committee might be convened and what it considers](#) are available online at [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces) >Geographic place names advisory panel. Refer to [Principle C](#) Linking to place for when a committee can be formed.

## 1.6 VICNAMES – the Register of Geographic Names

S. 9 of the Act provides for a Register of Geographic Names, which includes place names and the names of streets and roads.

The Register of Geographic Names is an electronic system known as [VICNAMES](#), available at [maps.land.vic.gov.au/lassi/VicnamesUI.jsp](http://maps.land.vic.gov.au/lassi/VicnamesUI.jsp).

VICNAMES stores information and data related to all officially gazetted, registered and recorded road, feature and locality names in Victoria. There are some differences in the data stored for place and road records in VICNAMES and the following information is typically available:

- name
- status of name (refer to [Section 1.7](#))
- registration date
- historical name (if available)
- gazette notice date and reference
- feature descriptor
- Vicmap ID – persistent feature identifier (PFI)
- location description
- coordinates (centroid)

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- council – local government area where the feature is located
- naming authority
- permalink – a persistent permanent link to the record
- history of the name (if available)
- supporting historical documents (if available)
- map source information.

VICNAMES is linked to Vicmap, the Victorian government spatial data set. Linking VICNAMES to Vicmap ensures that the information in VICNAMES is aligned to the spatial representation of roads, features and localities, and that Vicmap references all officially registered or recorded names for roads, features and localities. Vicmap includes data that may not be officially registered under the Act.

### 1.7 Status of names in VICNAMES

Seven categories are applied to names in VICNAMES:

Place name status	Description
<b>Registered</b>	This type is legally recognised for the purposes of the Act as an official name for a road, feature or locality administered or coordinated by a government authority. For example Watson Creek or Lorne.
<b>Dual</b>	This type consists of one name comprised of one non-Aboriginal and one Aboriginal name, which must be used together as the registered legally recognised name for the feature (refer to <a href="#">Principle (L)</a> ). For example Point Ritchie/Moyjil. For further information refer to <a href="#">Principle (G) Dual names</a> .
<b>Historical</b>	This is a name no longer in official use but recorded for information purposes. For example Alexanders Head is now known as Brock Monument and Jeremal Creek is now known as Corryong Creek.
<b>Base</b>	This is a lifetime name for a feature, if the recorded name is subject to limited-term private contracts (refer to <a href="#">Section 4.2.4</a> ). For example Docklands Stadium is the base name and the current Registered name alters depending on the current site sponsor. For example Etihad Stadium.
<b>Recorded</b>	This is the name of a feature if a private entity has naming rights or the source of the name has yet to be confirmed with the naming authority (refer to <a href="#">Section 3.8</a> ). They are included in VICNAMES in the interests of public safety and information. For example Ault Beac Falls or Amaroo Neighbourhood Centre.
<b>Traditional</b>	This is an Aboriginal name that is not in official use or used as a dual name for a feature (refer to <a href="#">Section 3.5</a> ). For example Wallermeryong Creek is the Aboriginal name for Main Creek.
<b>Archived</b>	Names no longer associated with the Register. For example Ascot Telephone Exchange.

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### 1.8 Updating the naming rules

The Registrar must ensure that the naming rules, known under the Act as ‘the Guidelines’, are reviewed at least once every five years and that a report on any review is given to the Minister.

With constant improvements and changes in the spatial information sector, it may be necessary to occasionally amend the naming rules to ensure up-to-date standards are reflected. Updates need to be approved by the Governor in Council – naming authorities and other interested parties will be notified of any approved amendments.

### 1.9 How long is the naming process?

Each naming proposal is unique and timelines for completion are guides only.

If a proposed naming, renaming or boundary change is considered to be small-scale and only affects a limited number of residents, ratepayers and businesses, the process may be shorter than described below. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the process may take longer.

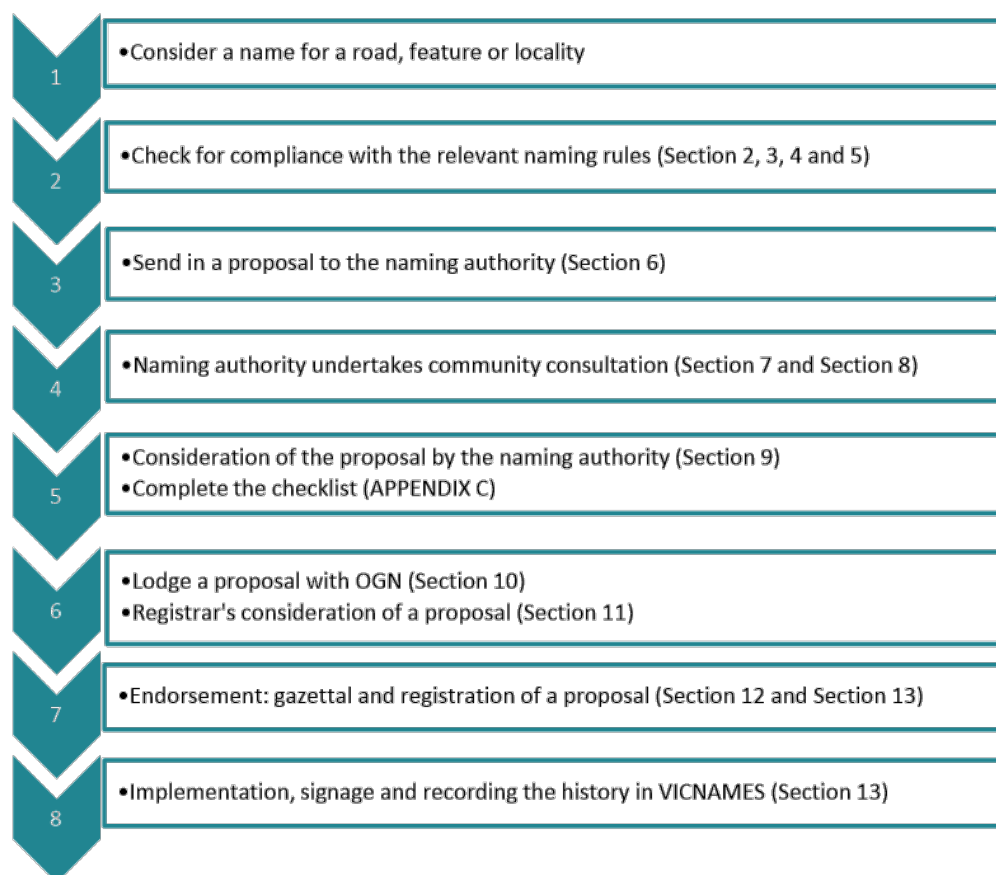
Proposal	Proposal initiation	Consultation	Compliance checks and reporting	OGN audit, gazette and notification
New road	1–2 weeks	30–90 days	30–60 days	30–60 days
New feature	1–2 weeks	30–90 days	30–60 days	30–60 days
New locality	3–4 weeks	30–90 days	30–60 days	30–60 days
Renamed road	1–2 weeks	30–90 days	30–60 days	30–60 days
Renamed feature	1–2 weeks	30–90 days	30–60 days	30–60 days
Renamed locality	3–4 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a road	1–2 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a feature	1–2 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a locality	3–4 weeks	30–90 days	30–60 days	30–60 days

The process can become extended if the naming authority is consulting on multiple names, if objections and appeals are received, or if OGN requires additional information.

The process can be reduced if the naming authority has a bank of pre-approved names. Councils will often have a bank of names relevant to an area.

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The diagram shows the end-to-end process.





## 2 General principles

The following principles must be used in conjunction with the relevant statutory requirements outlined in the three other sections of the naming rules related to roads, features and localities. They are designed to ensure no ambiguity, confusion, errors or discrimination are caused by the naming, renaming or boundary change process. All general principles are equally important.

### Principle (A) Ensuring public safety

Geographic names and boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries or road extents, and proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense, not only for the local community but also for visitors. Similarly, the extent of a road name should ensure easy navigation for pedestrians and vehicles along the entire route, from one end to the other.

### Principle (B) Recognising the public interest

Regard needs to be given to the long-term consequences and short-term effects on the wider community of naming, renaming or adjusting the geographic boundary of a place. Changes will affect not only the current community but also future residents, emergency response zones, land titles and addresses, property owners, businesses and visitors.

A proposal will only be registered if the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

### Principle (C) Linking the name to place

Place names should be relevant to the local area with preference given to unofficial names used by the local community. If named after a person (refer to [Principle H Using commemorative names](#)), that person should be or have been held in strong regard by the community.

Names that link the name to the place could relate to Aboriginal culture and occupation of the land, local flora and fauna, Australian war contributions (refer to [Section 2.3 Anzac commemorative naming project](#)), European exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

Infrastructure features should use the name of the locality, for example Tarneit Railway Station. Features that use the name of locality are not considered duplicates, but must have a unique identifier that distinguishes the feature from other similarly named features. Refer to [4.2.3 Locational names](#) for further information.

This principle is particularly relevant to new estates, where naming themes can provide a strong link to place. Names of estates should not be applied to roads, features or localities to avoid possible future issues related to address. Those that have a historical connection to place are preferred. Refer to [Principle \(I\) Using Commercial and business names](#).

A place of greater than local significance should have a name relevant to the wider community. A road, feature or locality of greater than local significance will usually fall into one or more of the following categories:

- it is located in two or more municipal areas



## Section 2 General principles

- it is located in a significant tourist precinct
- it is proposed to be created as part of a State or Federal Government project
- it is a major waterway
- it is a major undersea or shoreline feature
- it has major cultural, natural or recreational landscape features
- it is linked to a significant Aboriginal feature, story or landscape. Refer to [Principle \(F\)](#) Recognition and use of Aboriginal languages in naming.

In these instances a naming authority can request that the Registrar convenes a Geographic Place Names Advisory Committee to develop or determine a decision on a naming proposal (refer to [Section 1.5.5](#) for further details).

### Principle (D) Ensuring names are not duplicated

Proposed names must not duplicate another name within the distances listed below, irrespective of locality and/or council boundaries. Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation. Examples of names that are similar and considered to be duplicates are White, Whyte, Wite and Wiet.

[VICNAMES](#) can be used to check for a duplicate road, feature and locality names. Select the road or place and select duplicate. Refer to the [Guide to VICNAMES](#) available at [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces)>[VICNAMES](#) for further advice.

**Note:** the radius will default to either 5, 15 or 30 kilometres based on the location classification listed below. The defaulted radius provides the minimum required distance between duplications.

Duplication is not allowed within the same locality or the following default distances:

- **metropolitan urban areas**, within a 5 kilometre radius (metropolitan Melbourne and Geelong, city centres and surrounding suburbs)
- **regional urban areas**, within a 15 kilometre radius (a regional urban area consists of a town centre and its surrounding suburbs)
- **rural or remote areas**, within a 30 kilometre radius (a rural or remote area is an area located outside of towns).

Examples of duplicate name scenarios and solutions are available in [Section 2.1](#).

Examples and scenarios of names not considered duplicates are available in [Section 2.2](#).

If a naming authority is uncertain of which classification to apply, it should contact OGN for advice. Alternatively, apply a cautionary approach when checking for duplication and use the 30 kilometre radius search.

If the proposed name is duplicated, consider assigning it to something other than what you want to name (such as a park, reserve, road or a locality), outside of the duplicate search radius. If a feature or road is located near a state boundary, care should also be taken to avoid duplication with names in the other state, according to the distances prescribed above.

When considering the assignment of locality names, the above requirements are not applicable and naming authorities should refer to [Section 5: Localities](#).

An exception to this principle is the assignment of multiple feature names within, for example, a park or reserve. The feature names must have a direct relationship with each other. Examples include Mildura Wharf Carpark adjacent to and servicing Mildura Wharf, Neulynes Carpark adjacent to Neulynes Mill Site, and Albert Park Lake and Albert Park Playing Fields located in Albert Park (the park). This exception is not allowed for the assignment of locality names or road names, which must be unique. Refer to [Section 2.2.1](#) for further information. For further advice please contact OGN.

## Section 2 General principles

If naming authorities have a proposed name not duplicated within the same locality, but marginally within the radius deemed to be a duplicate, you may contact OGN for further advice.

### Principle (E) Names must not be discriminatory

Place names must not discriminate. Refer to *the Equal Opportunity Act 2010* for further information.

### Principle (F) Recognition and use of Aboriginal languages in naming

The use of Aboriginal languages in the naming of roads, features and localities is encouraged, subject to agreement from the relevant Traditional Owner group(s). If the application of an Aboriginal name is being considered to be applied as a Dual name, then please also refer to [Principle \(G\) Dual names](#).

Naming authorities are strongly encouraged to consult with the relevant Traditional Owner group(s) prior to any public consultation on the proposed name(s). In instances of more than one relevant Traditional Owner group, naming authorities must consult all parties.

Further information about how to identify the appropriate Traditional Owner group(s), convene consultation meetings and respond to issues that may arise, is available in [Section 7.3 Developing an Aboriginal naming proposal](#).

### Principle (G) Dual names

Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups. For further information refer to the [Principles for the consistent use of place names](#) ([www.icsm.gov.au/publications/index.html](http://www.icsm.gov.au/publications/index.html)).

In Victoria, the approach to giving simultaneous and joint recognition of Aboriginal and non-Aboriginal cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Aboriginal language origin and the other of Aboriginal language origin.

Naming authorities wishing to develop dual naming proposals need to ensure the following issues are considered:

- Dual names can be applied to natural topographical features (e.g. islands, mountains, mountain ranges and rivers) and mapped or bounded areas such as state forests, national parks, Crown land reserves and open space recreation reserves.

To avoid possible confusion for addressing or the provision of emergency management, dual names cannot be adopted for:

- localities, towns or rural districts
- constructed features such as roads, highways, bridges or communication towers.

**Note:** roads and localities should only be assigned a name that is either an Aboriginal name or non-Aboriginal name.

- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Aboriginal origin and newly available information indicates that an Aboriginal name could also apply.
- If a dual name is proposed, the non-Aboriginal name would appear first in the combined name, as long as it best reflects local community usage. For example, [Point Ritchie / Moyjil](#) (see [maps.land.vic.gov.au/lasi/VicnamesUI.jsp?placeId=6743](http://maps.land.vic.gov.au/lasi/VicnamesUI.jsp?placeId=6743)).
- If a non-Aboriginal name has weak support in the general community and the origin and application of an Aboriginal name is well supported, a dual name may be formed with the Aboriginal name part appearing first. In some cases, a single well-supported Aboriginal name could be substituted for the weakly supported non-Aboriginal name, instead of adopting a dual name.

## Section 2 General principles

Dual names will be formally registered without any distinction between non-Aboriginal and Aboriginal name parts other than sequence. If a visual separator is required for clarity, it should be a solidus (i.e. a /) preceded and followed by a space. The feature type should only be included with the non-Aboriginal name. The following examples would be acceptable:

- Gariwerd / Grampians National Park
- Grampians National Park / Gariwerd
- Nambruc / Aberfeldy State Forest
- Colquhoun State Forest / Boyanga Gidi.

Dual names once registered are to be used in full, particularly on maps, signs and legal documents. Shortened versions are not to be used.

### Principle (H) Using commemorative names

Naming often commemorates an event, person or place. Examples include recognising Aboriginal people or cultural events, or following a theme such as Australian war contributions (refer to [Section 2.3 Anzac commemorative naming project](#)). When considering a commemorative name, the following points must be considered.

- If named after a person, that person should be or have been held in strong regard by the community, with preference given to unofficial names used by the local community. When deciding on the assignment of a commemorative name, naming authorities should consider the person's achievements, relevant history and association to the area, and the significance of the family/person to the area/land. For example, a family that has been associated with an area for at least 50 years.
- The names of people who are still alive must be avoided because community attitudes and opinions can change over time.
- A commemorative name applied to a locality or road should use only the surname of a person, not first or given names.
- A commemorative name applied to a feature can use the first name and surname of a person; although, it is preferred that only the surname be used.
- The initials of a given name are not to be used in any instance.

**Note:** if a name is duplicated you may consider using a first or middle name or a locally used name; however, the naming authority should contact the OGN for further advice.

This approach ensures that emergency and postal services are not delayed because of inconsistent application of a name. For example, *Smith Park* is a clearer name than *John Edward Smith Park* because it's possible John Park, Edward Park, John Smith Park, J. E. Smith Park or J. E. S. Park might be used by the public.

Naming authorities should make every effort to gain consent from family members of the person being commemorated. Supporting evidence that shows a naming authority's attempts to consult family members should be provided to OGN when lodging the proposal.

Supporting evidence is required, including copies of letters sent to the family, copies of newspaper advertisements calling for consent or contact details of the family and any response from the family. When a naming authority is unable to locate existing family members, the naming authority may use the newspaper notice advertising the proposed name to also call for consent from the family and/or request family contact details from the community. Refer to [Section 7.2.4 The consultation process, Notices](#). Any response from the family should be included in the proposal sent to the Registrar.

If a naming authority has exhausted avenues to contact families and the proposal is the name of a person who passed away at least 70 years ago, the Registrar will consider the naming proposal.

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In exceptional circumstances, if the naming authority wishes to name a road, feature or locality after a living person, it must apply in writing to the Registrar to seek an exemption from this principle. Consent from the person should be sought prior to any exemption request being submitted to OGN. The naming authority must outline the reasons for proposing a living person's name, including but not limited to evidence about the person's achievements, relevant history and association to the area. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

### Principle (I) Using commercial and business names

For similar reasons to those outlined in [Principle \(H\)](#), naming authorities should not name places after:

- commercial businesses
- trade names
- estate names (which are solely commercial in nature)
- not-for-profit organisations.

Names of estates should not be applied to roads, features or localities to avoid possible future issues related to addressing. Names with historical connections to places are preferred.

**Note:** Estate names include names applied to residential estates, commercial use estates, e.g. residential subdivisions and business parks or commercial/industrial zoned land. Where roads, features and localities are named using the estate name, that have no link to place, then the name will not be allowed.

Naming authorities should use their discretion as to whether an exemption request is required. For further advice contact the OGN.

Exceptions may apply if the business or organisation had an association with the area over a substantial period of time and is held in high regard by the community, e.g. [Lions Park Mallacoota](#) ([maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=12026](https://maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=12026)), Mantello Drive and Vegemite Way.

In these circumstances, the naming authority must apply in writing to the Registrar to seek exemption from this principle, including but not limited to evidence of the business's or organisation's association with the area and any known community views. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

### Principle (J) Language

The use of names from Australian English, Aboriginal names and names from other languages need to be given careful consideration. The following points must be considered.

- Geographic names, except when they are proper nouns, must be written in standard Australian English or a recognised format of an Aboriginal language local to the area of the road, feature or locality.
- Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters.  
An exception to this is in the use of Aboriginal languages, when it is accepted that Aboriginal names that initially appear complex will, over time, become familiar and easy to use.
- Names taken from a language other than English that represent geographical features generally use generic terms and will be allowed, unless the combination produces a duplication of sense. For example, Tor Mountain would not be allowed because Tor means mountain.
- 'The' is not a suitable prefix in naming of any road, feature or locality. For example, The Avenue is not acceptable.



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- Hyphens can be used within place names that indicate the extent of the feature, for instance Mellick-Munjie Parish or Hattah-Kulkyne National Park. They can also be used when the name incorporates a hyphenated surname, for instance Kingsford-Smith Ulm Reserve.
- Diacritical marks (symbols such as ´, ¨ or ¯) will be omitted from names drawn from languages that use such marks. For example, Cape Reamur (not Cape Réamur).
- Punctuation marks such as commas and full stops are not allowed.
- An apostrophe must be deleted from geographic names written with a final 's and the possessive 's should not be included. For example, Wilsons Promontory (not Wilson's Promontory) or O'Reilly (not O'Reilly).
- Abbreviations are not allowed. An exception applies to the use of the honorific Saint. For example, Mount must be registered or recorded in full, but Saint can be recorded as St if requested by the naming authority. For example, St Agness Hill, Saint Georges Point and Mount Alfred.
- For the purposes of consistency, names starting with Mc or Mac must not have a space included between the Mc or Mac and the rest of the name. For example MacKenzie Falls, McAdam Gap and McCarthy Spur.
- A name cannot be a numeric value. For example 1<sup>st</sup> Street; 101 Road, 5<sup>th</sup> Avenue, 12 Apostles or 9 Mile Creek. Though Twelve Apostles and Nine Mile Creek would be allowed.
- Roads and features must use approved road and feature types which are located in [Appendix A](#) and [Appendix B](#).

**Principle (K) Directional names to be avoided**

Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered to be a duplicate name. In these instances, a different name must be chosen to allow for a clear distinction between two or more roads, features or localities.

An example of an unacceptable name is Smith Street being renamed Smith Street West and Smith Street East – either one or both ends of the street must be renamed.

**Principle (L) Assigning extent to a road, feature or locality**

When a proposal to name a road, feature or locality is being developed, the naming authority must clearly define the area and/or extent to which the name will apply. As a minimum, a proposal for a road or waterway must include the line details, a feature (excluding a waterway) must include the centroid coordinates, and a locality must include the polygon attributes.

For example, the name of a road should apply from one end of the road to the other, i.e. to the points where the road finishes or intersects with other roads.

The name of a waterway should apply from the beginning of the watercourse to its confluence with another waterway or body.

**2.1 Results from a VICNAMES duplication search**

Proposed names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity, and those which are identical or have similar spelling or pronunciation.

Not all results from a VICNAMES duplication search are duplicates. Common sense is required to determine similar sounding names. Sound out the name to ensure suitable difference.

Additionally, VICNAMES does not always pick up duplicates. For example, when checking a name ending with an s, the s is often omitted by the application.

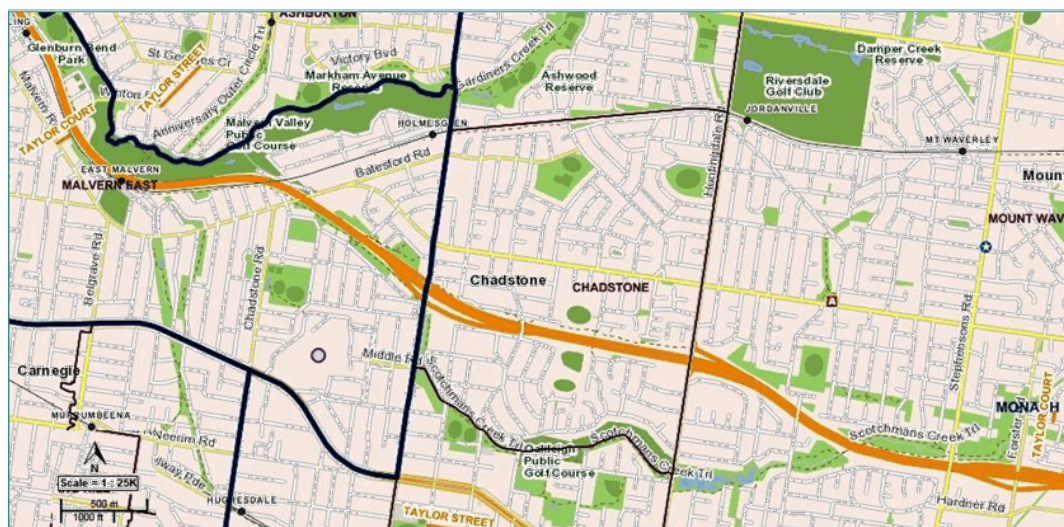
## Section 2 General principles

As well as VICNAMES, naming authorities must use their local knowledge to avoid proposing duplicate names.

### 2.1.1 Metropolitan duplication

Duplication is not allowed in the same locality and in Melbourne and Geelong metropolitan urban areas, within 5 kilometres. Below are examples of metropolitan duplication.

**Scenario:** A naming authority has approved the development of a new subdivision that will be accessed via a road. In this example, the naming authority consulted the community about an appropriate name for the road and received a number of submissions. The preferred name is Taylor, which commemorates the Taylor family who were well respected in the area, ran a blacksmith shop on the site and lived in the municipality for over 50 years. As the proposed name is duplicated within a 5 kilometre radius it would not be allowed.

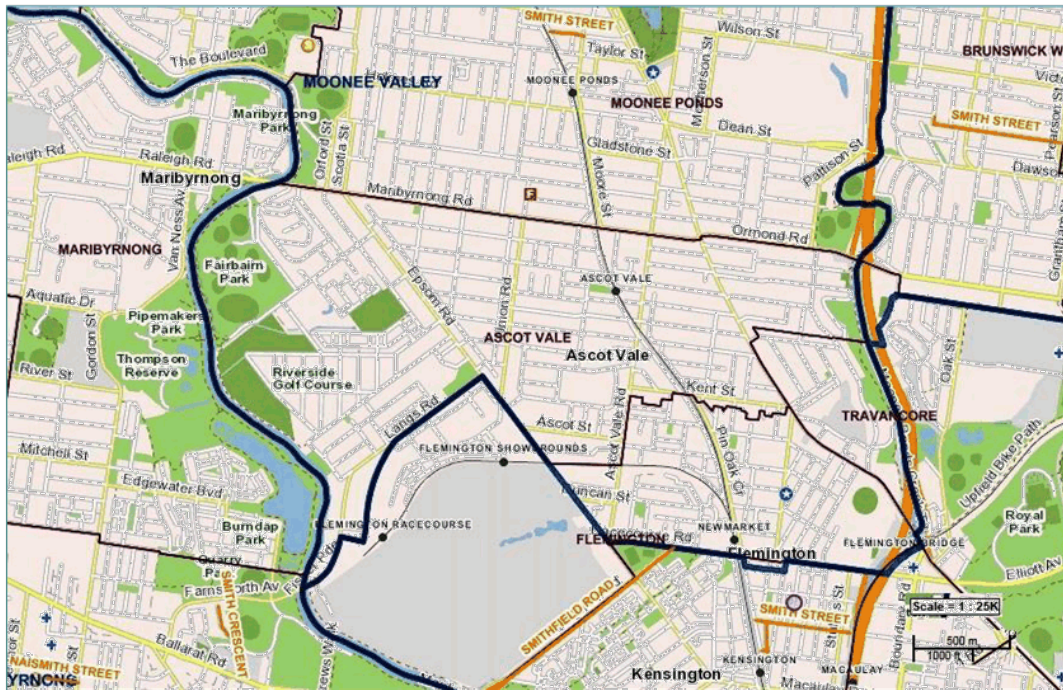


**Solution:** Consideration should be given to assigning the name to a feature or acknowledging the site or the goods sold. For example, Taylor Blacksmith manufactured nails, chains and repaired carriage wheels, you could consider the names below. Relevant history can then be added to the street signage, refer to [Section 13.3](#). Examples of possible names:

- Blacksmith Court
- Carriage Place
- Nail Close.

## Section 2 General principles

**Scenario:** A naming authority has approved the development of townhouses that will only be accessible via a rear laneway. The naming authority has consulted the community about an appropriate name for the laneway and received a number of submissions. The preferred name is Smith, which commemorates the Smith family who were well respected in the area, ran a grocery store nearby and lived adjacent to the street. As the proposed name is duplicated within a 5 kilometre radius it would not be allowed.



**Solution:** Consideration should be given to assigning the name to a feature or acknowledging the shop itself or goods sold. For example, if Smiths Grocery was the first store to sell pineapples in Victoria, you could consider the names below. Relevant history can then be added to the street signage, refer to [Section 13.3](#). Examples of possible names:

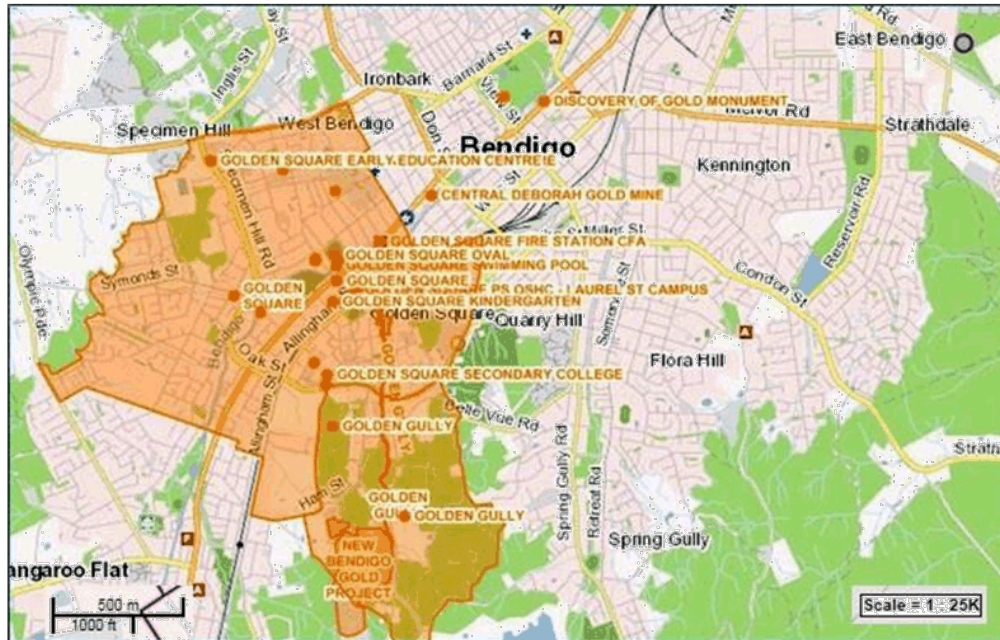
- Grocery Lane
- Produce Lane
- Pineapple Lane.



## Section 2 General principles

**2.1.2 Regional urban area**

Duplication is not allowed in the same locality and in regional urban areas within 15 kilometres. Below is an example of regional urban duplication.



**Scenario:** A naming authority has received a request to name a picnic area in a local park Gold Picnic Ground to commemorate a location in Bendigo where gold was found. There are multiple places that use 'gold' in their names within the area. In this case, use of the word gold would not be allowed.

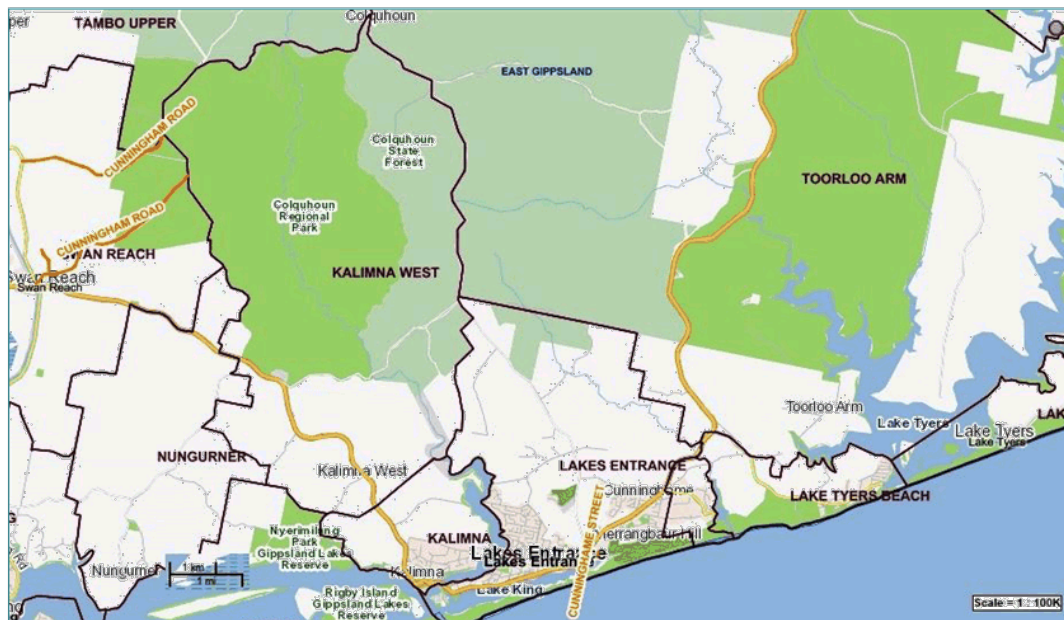
**Solution:** Consider assigning the name of the person who discovered the gold or the tool used that found the gold. Relevant history may then be added to the street signage, refer to [Section 13.3](#). Examples of possible names are below:

- Shovel Picnic Reserve
- Pick Axe Picnic Reserve
- Nugget Reserve.

## Section 2 General principles

**2.1.3 Rural or remote areas**

Duplication is not allowed in the same locality and in rural or remote areas, within 30 kilometres. Below are examples of rural or remote area duplications.

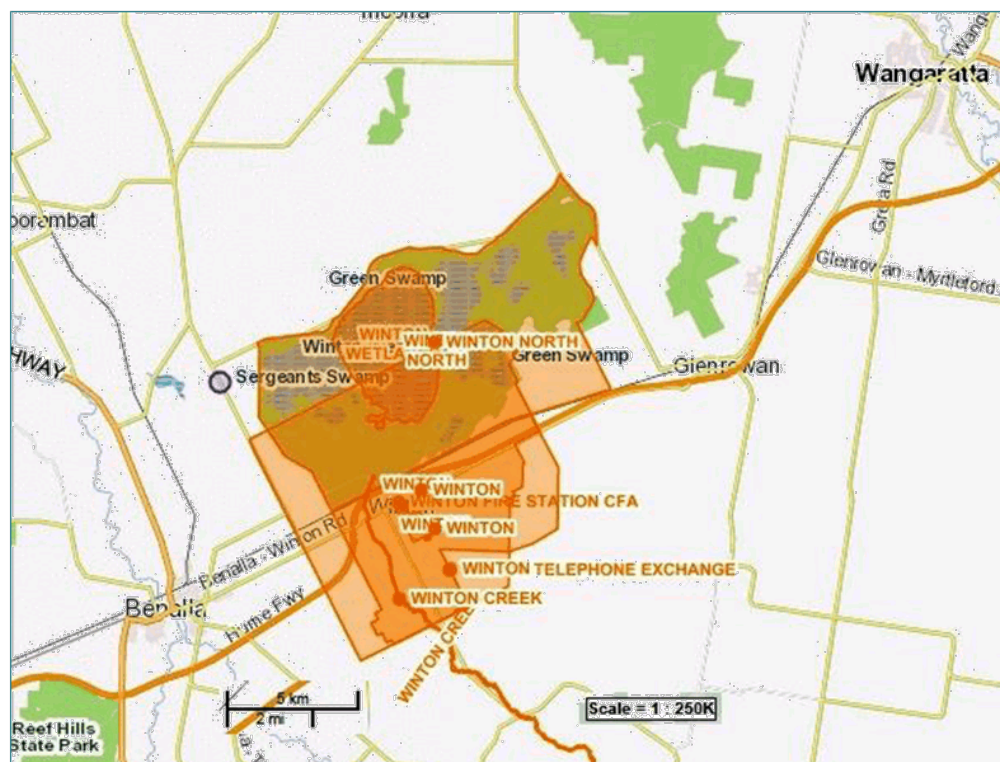


**Scenario:** The naming authority wishes to preserve the heritage of the area by naming a track after a well-known family that once owned the property to which it led. The proposed name for the track is Cunningham. There are three roads with similar or direct duplicates; therefore, the naming of the track using the preferred name would not be allowed.

**Solution:** Consider acknowledging the Cunninghames by recognising their work, management of the land or country/place of origin, e.g. the Cunninghames emigrated from Bristol, England on the boat HMAS Berrima. Relevant history may then be added to the street signage, refer to [Section 13.3](#). Examples of possible names are below:

- Bristol Way
- Berrima Lane.

## Section 2 General principles



**Scenario:** A new bridge is being constructed, which will take traffic over the railway line. The proposed name for the bridge is Winston, after a deceased land owner and well-respected member of the community. However, there are multiple uses of the name Winton in the area; therefore, careful consideration should be given to using the name. Winton and Winston is considered a duplication and would not be allowed because they sound too similar and may be incorrectly identified between each other.

**Solution:** Consider the roles Mr Winston played in the community or how he used his land. For example, Mr Winston was chair of the local Landcare group for 12 years and his land was used to graze sheep and Jersey cows. Relevant history may then be added to the feature signage, refer to [Section 13.3](#). Examples of possible names are below:

- Cow Bridge
- Jersey Bridge
- Sheep Bridge.

## 2.2 Feature names not considered duplicates

Naming authorities can use the following as a guide to determine feature names OGN might not consider duplicates. If naming authorities would like further advice, please contact OGN.

The names below are not considered duplicates because the feature names have unique identifiers that differentiate them from each other, or the feature type is different. In all examples, the requirement under [4.2.3 Locational names](#) has been applied. The locality name in combination with the other parts of the name associate it to the area in which it is located.

These examples do not apply to roads – road names must be unique.



## Section 2 General principles

The creation of [Craigieburn ANZAC Park](#) (see [maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=122246](https://maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=122246)) in the locality of [Craigieburn](#) (see [maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=100850](https://maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=100850)) is not considered a duplication, even though within a 5 kilometre radius there are the following similarly named features:

- Craigieburn Bicentennial Park
- Craigieburn Gardens.

The creation of Briagolong Botanical Park in the locality of Briagolong is not considered a duplication, even though within a 15 kilometre radius there are the following similarly named features:

- Briagolong Forest Red Gum Reserve
- Briagolong Recreation Reserve.

The creation of Belvoir Lake Park in the locality of Wodonga is not considered a duplication, even though within 5 kilometres radius there are the following similarly named features. This also relates to the exception for multiple feature names:

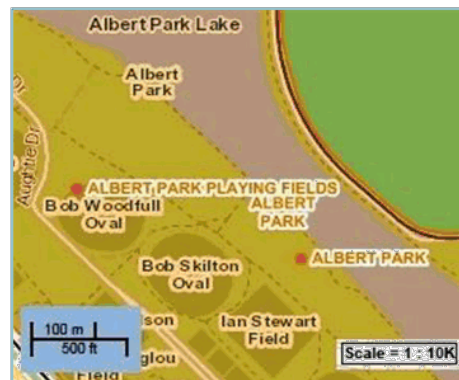
- Belvoir Park
- Belvoir Oval.

A new school called Murrayville Community College in the locality of Murrayville is not considered a duplication, even though within a 15 kilometre radius there are the following similarly named features:

- Murrayville Preschool
- Murrayville Primary School.

### 2.2.1 Multiple names

The assignment of multiple feature names within, for example, a park or reserve is not considered duplication. The feature name must have a direct relationship with one another i.e. Mildura Wharf Carpark which is adjacent and services Mildura Wharf, Albert Park Playing Fields located in Albert Park.



## Section 2 General principles

### 2.3 Anzac commemorative naming project

The OGN is managing the [Anzac commemorative naming project](http://www.delwp.vic.gov.au/ANZAC-namingproject) (see [www.delwp.vic.gov.au/ANZAC-namingproject](http://www.delwp.vic.gov.au/ANZAC-namingproject)). The project offers opportunities to name places with strong links to places and acknowledge the wartime service of municipalities local military people or civilians who supported Australia's military cause.

There are clear Commonwealth rules about [using the word 'Anzac'](#) under the *Protection of Word 'Anzac' Act 1920* (see [www.dva.gov.au/commemorations-memorials-and-war-graves/protecting-word-anzac](http://www.dva.gov.au/commemorations-memorials-and-war-graves/protecting-word-anzac)). Penalties apply for the incorrect use of the term. Permission from the Federal Minister for Veterans' Affairs is generally required to use the word 'Anzac' in a commercial context.

Under the Protection of Word 'Anzac' Regulations 1921 (Cth), the word 'Anzac' can be used in the name of a street, road or park containing or near a memorial to the First or Second World War.

## 3 Roads

### 3.1 What is a road?

For the purposes of these naming rules, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, streets, highways, fire tracks, bike paths and walking tracks.

### 3.2 Statutory requirements applied to roads

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#) as well as the requirements outlined in Section 3 below, specifically Sections 3.2.1 – 3.2.5.

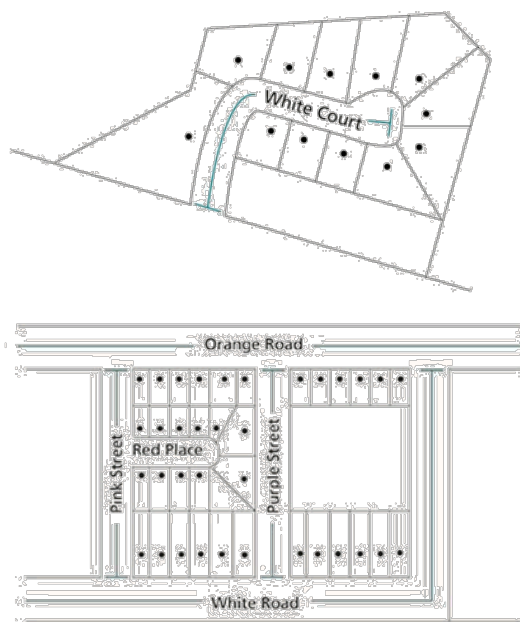
#### 3.2.1 Rural and urban addressing

Except where provisions are already made in these naming rules, the naming of a road must conform to the provisions of [AS/NZS 4819:2011 Rural and urban addressing](#) (see [infostore.saiglobal.com/store/Details.aspx?ProductID=1497944](http://infostore.saiglobal.com/store/Details.aspx?ProductID=1497944)). The standard outlines how to derive datum points and how address numbers are assigned. Further advice is available in [APPENDIX D](#).

#### 3.2.2 Extent: road course, start and end points

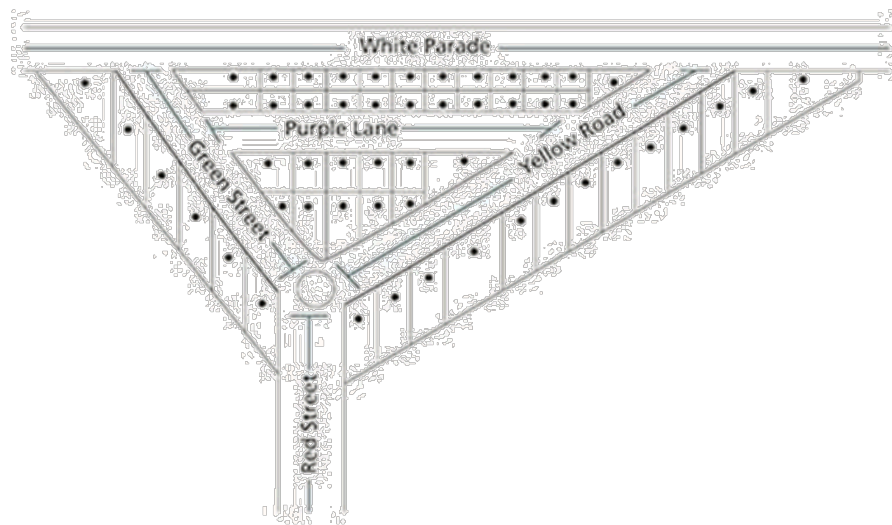
Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

A road name must not be applied in an ambiguous or confusing way for road users. For example, the road name should be applied to a single, unobscured and unobstructed roadway that leads from a start point to an end point, in a clear and logical manner. The road name should not be applied in a 'disjointed' or confusing way. Isolated road segments should be uniquely named.



## Section 3 Roads

The examples above and below provide appropriate road types with clear extents. If you are unsure about which road type is appropriate and whether an extent is compliant you should contact OGN for advice.



In some cases, a renaming will be proposed for only one section of a road. In these instances, the coordinating road authority must clearly indicate which section of the road will be renamed and which section will remain the same (usually with an annotated and, possibly, dimensioned map or schematic diagram). Renamed roads should see a naming proposal created and submitted to OGN. An error or past amendment not represented in Vicmap or VICNAMES should be submitted via [NES](https://nes.land.vic.gov.au) (see [nes.land.vic.gov.au](https://nes.land.vic.gov.au)), the notification for editing service.

If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development and the proposed road has been constructed at either end but the middle section is yet to be built, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points (refer to [APPENDIX D](#)) until they meet at a cross road on the newly constructed middle section.

If one name is to be assigned to the completed road, renaming of the two unique roads and renumbering should take place to recognise the full extent of the road.

**Note:** any current or pending residents and land owners should be advised of the plan to rename the road in the future and possible renumbering implications.

### 3.2.3 Road types

All roads must have a road type assigned that suitably describes the road's characteristics. The road type must be selected from the list of acceptable road types provided in [APPENDIX A](#). The list of road types is compliant to [AS/NZS 4819:2011 Rural and urban addressing](#) (see [infostore.saiglobal.com/store/Details.aspx?ProductID=1497944](https://infostore.saiglobal.com/store/Details.aspx?ProductID=1497944)).

In new estates, road types can be chosen with the ultimate estate configuration in mind. For example, a road that is initially a cul-de-sac may be given an open-ended road type if it can be demonstrated that the road will eventually become a through road.

Road types must not be used to distinguish different roads of the same, similar sounding or spelt names. For example, the roads White Street, White Crescent and White Lane are considered duplications and unacceptable. The same applies to, for example, Whyte Street, Wite Crescent and Wyte Lane (or similar combinations).



## Section 3 Roads

**3.2.4 Unacceptable road names**

There are many legacy names within Victoria that today would not be allowed. The following are examples of unacceptable road names.

- Use of the definite article 'the' is not acceptable for sole use as a road name (e.g. it is not acceptable to name a road *The Avenue*).
- Road types are not to be used in the formation of a road name (e.g. Back Street Road, Arcade Walk, Track Way or Boulevard Street are not acceptable).
- The use of numerals is unacceptable for a road name, either in full alphabetised or numeric format (e.g. Four, Fourth, 4 or 4th are unacceptable). This is because of the possible confusion between the road name and address number.
- A prefixed or suffixed extension of the name is not to be used as part of a road name, e.g. upper, lower, little, old or new and the cardinal directions north, south, east and west. The only exceptions are:
  - when the name is derived from a local feature such as Old Mine Hill, Upper Axedale Quarry Road or South Coal Mine Road
  - when the name is derived from a locality name that uses a cardinal direction, e.g. Geelong West Road is an acceptable name because Geelong West is a locality name; however, Smith South Road, South Smith Road and Lower Smith Road are unacceptable because they do not reflect a locality name.
- Destination-to-destination names, e.g. Melbourne-Geelong Road, are unacceptable. This is because there are too many possible aliases (e.g. Melbourne Road, Geelong Road, Geelong-Melbourne Road and perhaps even a local name such as High Street where the road runs through a township). Therefore, a single name is required.
- Hyphens and the word 'and' are not to be used.
- The naming of a road after an estate, which is solely commercial in nature, is non-compliant. Refer to [Principle \(I\) Using Commercial and business names](#).

**3.2.5 Obstructed or altered roads**

If the course of a road is to be permanently obstructed or closed, perhaps due to construction of other roads or features, a new unique name must be applied to one end of the road. This is particularly important when an emergency service vehicle cannot navigate the entire course of the road from one end to the other.

It is not appropriate to apply a cardinal direction (north, south, east or west) to one or both ends of the road in these instances. The application of cardinal directions is not appropriate because community recognition of them as unique roads in the same area is limited. Emergency and postal service delivery can also be severely affected.

In the example below, some members of the community could omit the use of the cardinal directions when requesting emergency services or sending mail – this can impede the efficient delivery of these services.

7 Smith Street South Melbourne Victoria 3000	7 Smith Street North Melbourne Victoria 3000			
<i>If cardinal directions are applied to a road name, members of the public could mistakenly use the addresses below, which might apply to both the addresses above.</i>				
7 Smith Street Melbourne Victoria 3000	or	7 Smith Street South Melbourne Victoria	or	7 Smith Street North Melbourne Victoria

### 3.3 Roads that can be named

All roads, whether they are public or private, should be named and registered in VICNAMES and Vicmap. This facilitates the application of standardised addressing and location identification across Victoria. Therefore, any land course navigable by vehicle or foot should be officially named according to the principles and procedures outlined in these naming rules.

Other than public roads, the following are some examples of roads that should be named and registered: access tracks to points of interest including rivers or levees, service roads between or behind buildings and private roads that give access to plantations or multiple properties.

Emergency services and public service providers rely on road names being officially registered and signed. This ensures that a road's location and extent is uniquely identified in the Victorian government's spatial databases, and is therefore accessible on the majority of relevant organisational and public mapping products. The registration of road names also means that properties or features located on or associated with the road can be assigned suitable and officially recognised street address numbers.

Addresses allocated through the official registration process are used for emergency and other service provision, as well as for the distribution of emergency warning notices to mobile and landline phones. Emergency and other services are often impeded from accurately locating residents and businesses when road names are not registered and addresses are not officially allocated.

**Note:** Driveways or common property do not need to be named if the sites themselves are addressed to the main road. Exceptions can be made when benefits – e.g. improved public safety, improved delivery of goods and services – can be expected.

Further information about naming roads on plans of subdivision, including street addressing, is available on the [FAQ page](http://www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml) (see [www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml](http://www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml)) of the SPEAR website (see FAQ [Street Addressing](#)).

### 3.4 Who can name roads?

Subject to the provisions of the *Local Government Act 1989* and the *Road Management Act 2004*, the main road naming authorities (coordinating road authorities) in Victoria are:

- councils
- VicRoads
- State Government departments or authorities (including Port of Melbourne, Alpine Resort Management Boards, Places Victoria and Parks Victoria).

Both the *Road Management Act 2004* and the *Local Government Act 1989* allow for coordinating road authorities to name and rename roads and publish gazette notices informing of official road naming. However, these Acts state that, in all instances, the road authorities must act in accordance with the naming rules (refer to [Section 1.1](#)).

Typically, OGN gazettes roads on behalf of a council. When coordinating road authorities publish a gazette notice, the authority must act in accordance with the naming rules.

Importantly, road authorities must seek the Registrar's endorsement for the proposed road name prior to publishing a gazette notice. Information on the processes and procedures required to be undertaken prior to gazettal are provided in [Section 10](#).

Private road naming can be initiated by an owner, developer, emergency service provider, council or public interest group; however, the registration of the name is a process that needs to be completed by the relevant naming authority. Details on the naming processes and procedures for private roads are outlined in [Section 3.8](#).

Naming authorities' staff should lodge the proposal with OGN using the Notification for Editing Service ([NES at nes.land.vic.gov.au](http://nes.land.vic.gov.au)). This online facility allows for the easy submission and tracking of proposals from the

## Section 3 Roads

naming authority through to the Registrar and onto the Department of Environment, Land, Water and Planning's Information Services Division (ISD). Details on how to register for and use NES are on the website.

If a naming authority discovers a mistake with a road name, e.g. the name is correct in the gazettal and incorrect on the map base, then a NES request should be submitted to Vicmap to correct the mistake.

**Note:** if residents have been advised of the incorrect name and that name is in use, then changing it is regarded as renaming and the naming rules apply.

### 3.5 Roads with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities own or maintain numerous roads and sometimes share the responsibility for their maintenance with council, government departments and authorities.

If the road is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance; or, consider referring a proposal to a Geographic Place Names Advisory Committee.

### 3.6 Council coordination of public roads' naming

A checklist councils can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Refer to Sections 6–14 for the process to prepare a proposal.

### 3.7 Government department or authority coordination of public roads' naming

A checklist government departments and authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Because of the varied nature of roads that fall under the responsibility of naming authorities under different State Government departments and authorities, the Registrar prefers to establish unique naming guidelines for each department or authority and, where applicable, adhere to the principles and requirements of these naming rules.

Naming authorities other than local government should have naming guidelines created in consultation with the Registrar. For example Parks Victoria, VicRoads and DELWP. These specific guidelines will complement the naming rules and apply to all roads within a naming authority's jurisdiction. If a unique set of naming guidelines has not been established for a government department or authority and agreed with OGN, the general requirements set out in these naming rules apply.

### 3.8 Naming roads in new residential or commercial subdivisions

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

Typically, road names are entered via SPEAR<sup>1</sup>.

<sup>1</sup> SPEAR is an acronym for Surveying and Planning through Electronic Applications and Referrals. The system allows users to process planning permits and subdivision applications online, including the submission of associated road names and addresses.

## Section 3 Roads

**3.8.1 Responsibility for naming roads in residential or commercial subdivisions**

Road naming within plans of subdivision is usually the developer's role; although, land surveyors often help to choose names and add them to plans of subdivision. It should be noted, however, that plans of subdivision need to be approved by the responsible road naming authority. This is the responsibility of the council or State Government department or authority charged with approving the subdivision plans.

The developer and road naming authority are encouraged to work collaboratively to develop compliant road names for the subdivision.

**3.8.2 The naming process**

Prior to council certification, developers should consult the road naming authority when preparing plans of subdivision. This consultation may incorporate discussion of possible names for roads in the area and whether the road naming authority might suggest suitable themes (such as Aboriginal heritage, Anzac-related (refer to [Section 2.3](#)) or other local historical events or figures) for the developer to consider.

Developers and land surveyors must ensure that road names included on plans of subdivision, for the purposes of certification, conform to the principles outlined in these naming rules. Failure to comply with these statutory requirements may result in a name needing to be changed either prior to or after registration of the subdivision.

Further information is available from the [Quick reference guide for land surveyors](#) (see [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces)>Guidelines for naming or proposing to name or rename a place).

Further information on compliant road types is available in [APPENDIX A](#).

During the certification stage of the subdivision process, the road naming authority or subdivision approval and certification body must ensure that the road names allocated to the plans conform to the principles of these naming rules. If any of the parties believe that one or more of the road names do not conform, it should seek to have the land surveyor, in consultation with the developer, change the unsuitable names to ensure compliance.

When plans of subdivision are lodged for registration with Land Use Victoria, an audit of the road names may be undertaken by OGN. If OGN determines that the road names on a lodged plan do not conform to the naming rules, OGN will send a request to the subdivision approval and certification body for the non-conforming names to be changed.

The OGN will not be responsible for any costs associated with changing or amending plans of subdivision.

**3.8.3 Entering subdivision road names into VICNAMES**

Once a plan of subdivision has been registered, the road names are entered into [VICNAMES](#) (see [maps.land.vic.gov.au/lassi/VicnamesUI.jsp](http://maps.land.vic.gov.au/lassi/VicnamesUI.jsp)). Notification of registration is not formally supplied by the Registrar; rather, the act of entering the names into VICNAMES acts as a de-facto notification system.

**3.8.4 Road name history**

An [optional form](#) (available from [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces)>Guidelines for naming or proposing to name or rename a place>Road name history form) can be uploaded to SPEAR with a plan of subdivision. Typically one form should be used per road name. Those looking to name multiple roads should liaise with the appropriate road naming authority to discuss the most efficient way to provide the information.

The form is not mandatory, but if the certifying authority requests that the form is filled in prior to any approval of the plan then the developer or land surveyor may be compelled to comply.

Providing detailed historical information will assist the approval process for the road naming authority. Also, if OGN chooses to audit the plan of subdivision, the information provided will help ensure that the name is appropriate and complies with the naming rules.

When the name has been officially registered in VICNAMES, the road naming authority or land surveyor should submit the historical information to VICNAMES. This will ensure the history behind the name is recorded.



## Section 3 Roads

**3.8.5 Non-compliant names entered into VICNAMES**

If the name of a road in a new subdivision is approved and entered into VICNAMES but is later shown to not comply with the naming rules, the Registrar has recourse to request the road naming authority change the name. The change should be undertaken through collaboration of the road naming authority and developer.

If it can be shown that the name as it is registered will cause an issue for emergency or other service providers, the name must be changed when requested by the Registrar. The naming authority must change the name to a compliant alternative within 90 days of receiving the Registrar's request or outline to the Registrar the naming authority's intended action to redress the issue.

The OGN will not be responsible for any costs associated with changing or amending plans of subdivision.

**3.8.6 Maintenance and responsibility**

Naming or renaming a road in a new subdivision, when the maintenance of that road is the responsibility of the developer and/or private land owners, does not imply or transfer responsibility for road maintenance to the road naming authority (council or State Government department or authority) processing the renaming proposal.

**3.9 Naming private roads on private property and within complex sites**

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

This section outlines the process for naming or renaming roads located on private properties for addressing or way-finding purposes. Private roads include (but are not limited to) roads in commercial logging sites, caravan parks, retirement villages, apartment complexes, shopping centres, schools, universities, hospitals, industrial estates or closed-gate communities. Refer to [3.9.3](#) Complex site addressing program for further information.

Private roads should be named and registered. It is particularly important if:

- the road gives access to one or more properties that cannot be assigned an unambiguous urban or rural address using the name of other public roads to the property
- the road provides a traffic thoroughfare between two other roads.

Roads on private properties are not usually open to public access (but this is not always the case) and, sometimes, they have restricted access through security gates. Even though these roads are not generally accessible by the public, they are usually named to allow for easy navigation within the complex.

The irregular and ungoverned naming of roads within complexes can lead to problems for emergency and other service providers, especially when the names do not conform to these naming rules and/or are not officially registered.

If a road on private property does not have a name registered in [VICNAMES](#), the official address point for residences or businesses is defined as the primary address of the complex's location. An example of this would be in a caravan park, when no matter what names were applied to particular roads within the complex, all sites may have the following address:

Ms R Smith  
c/o Sunshine Caravan Park  
457 Green Road  
Melbourne  
Victoria 3000

Or a complex address might be:

Ms R Smith  
Site 4, Happy Street  
c/o Sunshine Caravan Park

## Section 3 Roads

457 Green Road  
Melbourne  
Victoria 3000

The use of primary addresses and complex addresses in these situations is not ideal; therefore, the Registrar requires the official registration of road names within complexes.

Officially registering road names within complexes ensures that the details are stored in Vicmap and are therefore accessible on the majority of relevant organisational and public mapping products.

The registration of private road names also means that properties or features located on private roads can be assigned suitable and officially recognised address numbers. This means that the address for the example above may be:

Ms R Smith  
4 Happy Street  
Melbourne  
Victoria 3000

**Note:** street number allocation should be in accordance with AS/NZS4819:2011 Rural and urban addressing standard.

### 3.9.1 The naming process

An owner of a private road or complex is advised to consult their naming authority when developing roads on their site. This consultation might incorporate a discussion of possible names for roads if the naming authority wants to suggest suitable themes for the owner's consideration.

Owners must ensure that road names conform to the principles and requirements outlined in these naming rules.

An owner of a complex must submit to their naming authority a plan/map for naming the roads within their property. The naming authority will then check that the proposal conforms to the naming rules and, if suitable, send the proposal to the Registrar for endorsement.

If it can be shown that the proposed name will cause an issue for emergency or other service providers, the name must be changed within 90 days of receiving a request from the naming authority or the Registrar; or, the complex owner must outline to the Registrar their intended action to redress the issue.

### 3.9.2 Entering a private road in VICNAMES

Upon receiving a proposal to name or rename a private road on private property, OGN will upload details of the proposal on the [Naming proposals](http://www.delwp.vic.gov.au/naming_places) webpage (see [www.delwp.vic.gov.au/naming\\_places](http://www.delwp.vic.gov.au/naming_places)>Naming proposals). A letter will also be sent to the naming authority advising of the proposal's receipt.

When considering the proposal, the Registrar will check that the proposed names or name conform(s) to the principles of these naming rules. If the Registrar deems that the proposal conforms to the naming rules, OGN will gazette the proposal and update the Naming proposals webpage to reflect that stage in the procedure.

If the Registrar deems the proposal non-conforming, the proposal will be returned to the naming authority with a request for further information or advice about how the proposal should be redesigned for future consideration and registration. The new name will not be registered in VICNAMES. The OGN will update the naming proposals webpage to reflect that stage in the process.

### 3.9.3 Maintenance and responsibility

Registering the name of a road in a private property or complex, when the maintenance of that road is the responsibility of the land owner or body of management, does not imply or transfer responsibility for road maintenance to the road naming authority (council or State Government department) processing the renaming proposal.



## Section 3 Roads

**3.9.4 Complex site addressing program**

The OGN, with assistance from Vicmap's Information Services Division, emergency services and other stakeholder organisations, has launched the complex site addressing program.

The complex site addressing program aims to provide a unique address for each sub-address within large or complex sites such as retirement villages, universities, shopping centres, camping sites, sporting facilities, tourist venues, and caravan and residential parks.

By doing this, the program will improve the property addressing system in Victoria and support efficient and effective delivery of emergency and postal services, as well as a range of government activities.

A flyer is available online, primarily for municipal councils, who can then distribute it to managers of complex sites. The addressing information should then be provided by site managers to their councils for uploading to Vicmap. Further information is available online from: [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces).

**For further information on initiating a naming/renaming proposal, refer to Sections 6–14 of these naming rules.**

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## 4 Features

### 4.1 What is a feature?

A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

A list of features included in VICNAMES and the relevant naming authorities can be found in [APPENDIX B](#) or at [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces) > Guidelines for naming or proposing to name or rename a place.

### 4.2 Statutory requirements applied to features

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#), as well as the requirements outlined in Section 4 below, specifically Sections 4.2.1–4.2.4.

#### 4.2.1 Feature type

The feature type should be included in a feature's name and located after the unique feature name. This is to minimise possible confusion over the feature type to which the name applies. For example, the naming of Waterlands Park enables users to understand that the feature Waterlands is parkland.

An exception to this is the use of Aboriginal names or words if the Aboriginal name already includes details of the feature type. For example, Birrarung Marr is a park in Melbourne, with Marr translating from the Woiwurrung language to mean 'park' in English.

#### 4.2.2 Waterways

For the purposes of complying with these naming rules, it is necessary for naming authorities to describe in exact detail the full extent of any waterway it is proposing to name or rename, which will ensure official records are unambiguous.

The name of a waterway must be applied from the beginning of the watercourse to its confluence with another waterway or body, but not including tributaries.

Naming authorities must also consult the immediate community that might be affected by the naming of a waterway. Refer to [Section 7](#) for further details.

The naming of waterways may have implications under the *Aboriginal Heritage Act 2006* and Aboriginal Heritage Regulations 2007.

#### 4.2.3 Locational names

If choosing a name based on location, the feature should be given the name of the official locality. If the name of a locality is used to define and locate a feature, e.g. Ballarat Avenue of Honour, the locality's name should appear first in the feature's name.

The names of neighbourhoods, residential estates and subdivisions should not be applied to a feature. The reason for this approach is that if many features are named after a local estate or neighbourhood rather than the official locality, there can be public confusion about the official addresses in the area.

For example, an unnamed reserve located within an estate known as Blue Water Lakes within the locality of Smithurst should not be proposed with the name 'Blue Water Lakes Reserve'. Instead, the name 'Smithurst Reserve' should be proposed or, if this is already in use, another name should be chosen (perhaps one that commemorates a local historical event or person).

For example, it is not appropriate to name a piece of infrastructure 'North Yarra Community Centre' if the officially gazetted locality is Yarra North. It is important that naming authorities preserve the officially gazetted locality name; alternatively, consider renaming the locality.

Refer to [Principle D](#) for information about the use of multiple names linked to one locational name.

Refer to [Section 2.2](#) for information about duplicate names.

#### 4.2.4 Base names

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) should also, for the purposes of emergency service management, be assigned a 'base name'. The purpose of the base name is to provide a consistent name over the feature's lifespan, particularly when the private sponsorship name may change.

An example would be the sporting stadium in Melbourne's Docklands. Originally named Colonial Stadium then Telstra Dome followed by Etihad Stadium, the base name could be considered to be Docklands Stadium. The sponsorship names would be recorded in [VICNAMES](#) (see [maps.land.vic.gov.au/lassi/VicnamesUI.jsp](http://maps.land.vic.gov.au/lassi/VicnamesUI.jsp)) only at the time the sponsorship contract applies, after which time the name would be converted to historical status. The base name would be registered in VICNAMES for the feature's lifespan.

### 4.3 Features that can be named

The Registrar requires that naming authorities given the task of naming public and private features adhere to the principles and statutory requirements in these naming rules because it is important to ensure that features in Victoria are clearly and unambiguously named, especially for emergency and other service reasons (all features are defined in [Appendix B](#)).

Information contained in VICNAMES is considered to be the definitive data source for geographical names information, and is distributed regularly to a nationwide network of emergency service, postal, and spatial information and mapping agencies.

Providing details to the Registrar of publicly and privately named features ensures that all relevant organisations are aware of the existence and locations of features and correct spelling of their names.

#### 4.3.1 Legacy names

Legacy refers to features that have been named by a naming authority and/or are locally known, but are neither officially registered nor added to VICNAMES. Naming authorities are encouraged to register these features. Naming authorities requiring further information should contact OGN for advice. OGN will determine whether the names are gazetted and what status is applied to the names in VICNAMES.

### 4.4 Who can name features?

Naming authorities (Refer to [Section 1.5.2](#)), companies and people who own or maintain a feature considered to be of public interest (such as a park, reserve, pavilion, sports stadium, concert hall, vineyard or a prominent structure) may name features and are required to submit the details of the feature's extent and location along with background information on the name via [NES](#) (see [nes.land.vic.gov.au](http://nes.land.vic.gov.au)) or in writing to the Registrar. Upon consideration of this information, the Registrar will determine appropriate action – whether to gazette and register or record the name in VICNAMES, and provide information to all relevant stakeholders (as detailed in [Section 13](#)).

**Note:** The Minister (or a delegate) administering the *Water Act 1989* is the naming authority for waterways. Refer to the *Water Act 1989* (at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)) for the definition of a waterway.

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) might also, for the purposes of emergency service management, be assigned base names. The base name may be determined by government, a private entity or OGN (refer to [Section 4.2.4](#)).

#### 4.5 Features with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities own or maintain numerous public features such as parks, reserves, picnic areas and bridges. A list of features to be included in VICNAMES and the relevant naming authorities can be found in [APPENDIX B](#).

If the feature is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

#### 4.6 Council coordination of feature naming

A checklist that councils can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Refer to Sections 6–14 for the process steps in preparing a proposal.

#### 4.7 Features with State Government departments or authorities as the naming authority

A checklist that government departments and authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

State Government departments or authorities that own or maintain public features such as schools and hospitals are the naming authorities for these features. Refer to [APPENDIX B](#) for a list of features considered to be owned or maintained by State Government departments or authorities.

Because of the varied nature of features that fall under the responsibility of naming authorities under different departments and authorities, the Registrar prefers to establish tailored naming guidelines for each department or authority and, where applicable, adhere to the principles and requirements of these naming rules.

State Government departments and authorities not covered by existing tailored naming guidelines should follow the procedures outlined in these naming rules.

##### 4.7.1 Guidelines for specific departments or authorities

The following State Government departments and authorities have developed tailored naming guidelines in consultation with the Registrar. These guidelines apply to all features (and roads, as discussed in [Section 3](#)) under their jurisdictions.

The following list is only representative of the agreements reached at the time these naming rules were published.

- [Department of Education and Training](http://www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx) (see [www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx](http://www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx))
- Country Fire Authority.

##### 4.7.2 Cemeteries

A cemetery is a place for the internment of bodily remains and cremated remains. Responsibility for naming cemeteries resides with the Department of Health and Human Services and individual cemetery trusts. For further information about amendment to or creation of a cemetery name, contact the Cemeteries & Crematoria Unit, Department of Health & Human Services on 1800 034 280 or email [cemeteries@dhhs.vic.gov.au](mailto:cemeteries@dhhs.vic.gov.au).

## 4.8 Features on private land

A checklist that can be used to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

This section outlines the process for naming or renaming features located on private properties. There are many features with companies or people as their naming authorities. Examples include, but are not limited to, sporting stadiums and precincts, hospitals, aged care facilities, tourist attractions, features, entertainment complexes or shopping centres. A full list of feature types that should be included in VICNAMES is available in [APPENDIX B](#) or contact OGN for details.

Private features should be named and recorded if the feature has an unrecorded official name or a locally accepted name. The naming of features within private property is usually the role of the owner of the site in which the feature is situated. For further information refer to [Section 1.7](#).

The irregular and ungoverned naming of features can lead to emergency response and other service provision interruptions and problems, especially when the names do not conform to these naming rules and/or are not officially registered.

### 4.8.1 The naming process

Owners of features on private property should contact their naming authority when considering the naming of features. This consultation might include discussions about possible names for the feature – the naming authority may know the locally accepted name and/or wish to suggest suitable themes for the owner's consideration.

Owners must ensure that feature names conform to the principles and requirements outlined in these naming rules.

An owner of a feature must submit to the naming authority responsible for the feature a plan/map for naming the feature. The naming authority will then check that the proposal conforms to these naming rules and, if suitable, send the proposal to the Registrar for endorsement.

If it can be shown that the proposed name will cause an issue for emergency or other service providers, the name must be changed within 90 days of receiving a request by the naming authority or the Registrar; or, the owner must outline to the Registrar their intended action to redress the issue.

### 4.8.2 Entering a private feature in VICNAMES

Upon receiving a proposal to name or rename a private feature on private property, OGN will upload details of the proposal on the [Naming proposals](#) webpage (see [www.delwp.vic.gov.au/naming-places](http://www.delwp.vic.gov.au/naming-places)>Naming proposals). A letter will also be sent to the naming authority advising of the proposal's receipt.

When considering the proposal, the Registrar will check that the proposed naming or renaming conforms to the principles of the naming rules. If the Registrar deems that the proposal conforms to the naming rules, OGN will record the name in VICNAMES and update the Naming proposals webpage to reflect this stage in the procedure.

If the Registrar deems that the naming or renaming proposal does not conform, the proposal will be returned to the naming authority with a request for further information or advice about how the proposal be redesigned for future consideration and registration. The new name will not be recorded in VICNAMES. The OGN will update the Naming proposals webpage to reflect this stage in the procedure.

### 4.8.3 Maintenance and responsibility

Registering the name of a feature in a private property, when the maintenance of that feature is the responsibility of the land owner or body of management, does not imply or transfer responsibility for a feature's maintenance to the naming authority (council or State Government department) that is processing the naming proposal.



#### 4.9 Features with Aboriginal names

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

There are numerous features in Victoria that have Aboriginal names. In many instances, these features are defined differently to western concepts of place (e.g. middens, rocky escarpments, sites on a mountain or beach, rocky outcrops or stone arrangements), but their names are just as important to include in [VICNAMES](#) (see [maps.land.vic.gov.au/lassi/VicnamesUI.jsp](https://maps.land.vic.gov.au/lassi/VicnamesUI.jsp)).

Any person or organisation can develop a proposal to register a feature's Aboriginal name, whether the feature has an existing registered name or not.

If approved the process involves one of the following:

- Recording the Aboriginal name as 'Registered' (see [Section 1.7](#)) or 'Dual' results in the Aboriginal name being recognised as the official name in use for the feature. The name will appear on Vicmap standard maps for the area.
- Recording the Aboriginal name as 'Traditional' or 'Historic' results in the Aboriginal name being recognised on Vicmap standard maps; the name can be located by researchers and be used on specialised maps.

All names, regardless of their status, will be held in VICNAMES.

For further information refer to [Section 7.3 Developing an Aboriginal naming proposal](#) and [Section 7.4 Process for an Traditional owner group to develop an Aboriginal naming proposal](#).

**For further information on initiating a naming/renaming proposal, refer to Sections 6–14 of these naming rules.**

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## 5 Localities

### 5.1 What is a locality?

A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb'.

Every locality should have a unique and unambiguous name. It must have recognised and registered boundaries and not overlap with other localities. A locality provides an official reference area for addressing purposes.

A named neighbourhood is not a locality because it does not have officially recognised and registered boundaries; therefore, a neighbourhood name cannot be used for addressing purposes.

A named residential estate is not recognised as a locality name – refer to sections [5.2.2](#) and [5.2.3](#).

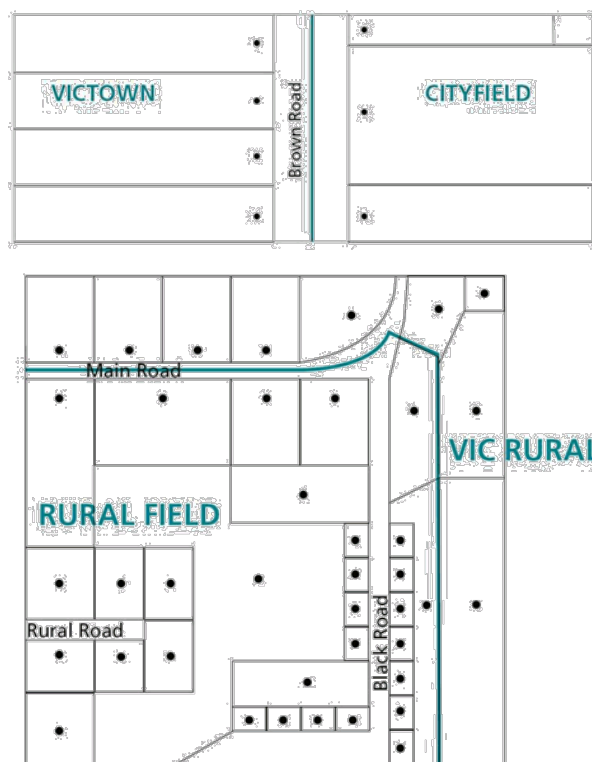
### 5.2 Statutory requirements applied to localities

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#), as well as the requirements outlined in Section 5 below, specifically Sections 5.2.1–5.2.7.

#### 5.2.1 Boundaries

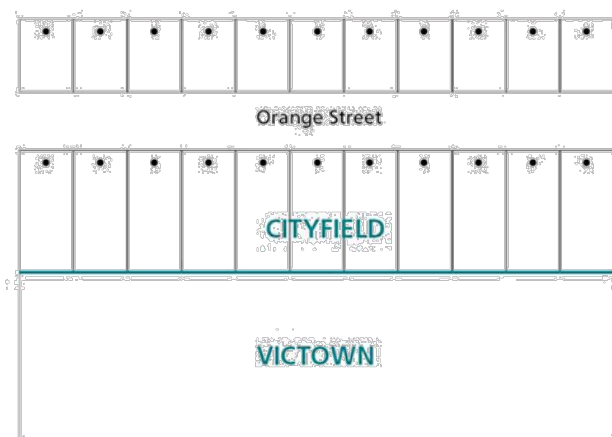
Locality boundaries must align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as waterways or ridgelines. The following conventions must be applied.

1. If major roads separate communities, the boundary of a locality should be along the road centre line. In cases of dual carriageways, please contact OGN to discuss boundary options.

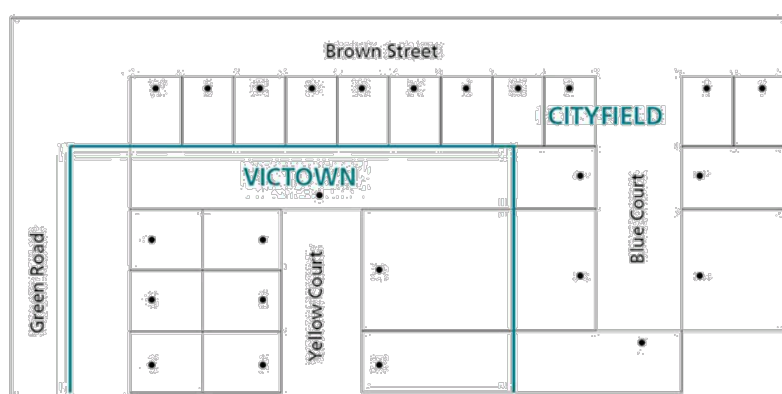


## Section 5 Localities

2. If residents and businesses in minor roads are deemed to be part of the same community, it is advisable to place the locality boundary along the back boundary of properties facing the road.



3. In dead-end roads and culs-de-sac, the locality boundary should wrap around the properties at the end of the road so that all properties accessed from the same road are addressed to the same locality.



## Section 5 Localities

4. The locality boundary for corner blocks should be the same as those for neighbouring properties accessed from the same road. There are four options for this location of boundaries, as shown in diagrams a., b., c. and d. below.

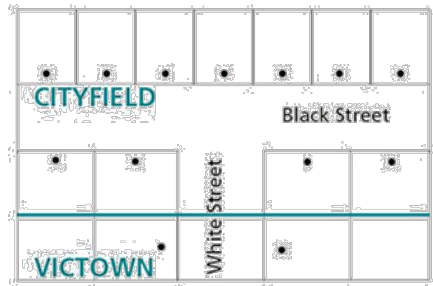


Diagram a.

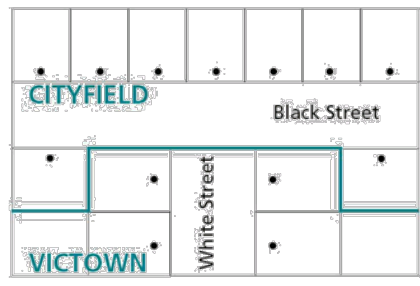


Diagram b.

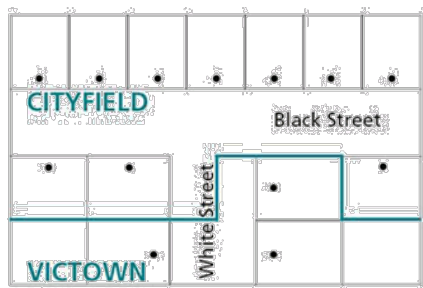


Diagram c.

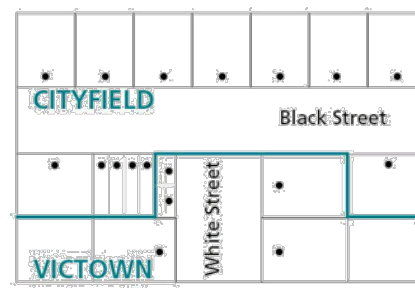


Diagram d.

**Diagram a.** shows how boundaries should be applied to properties on corner blocks accessed from Black Street.

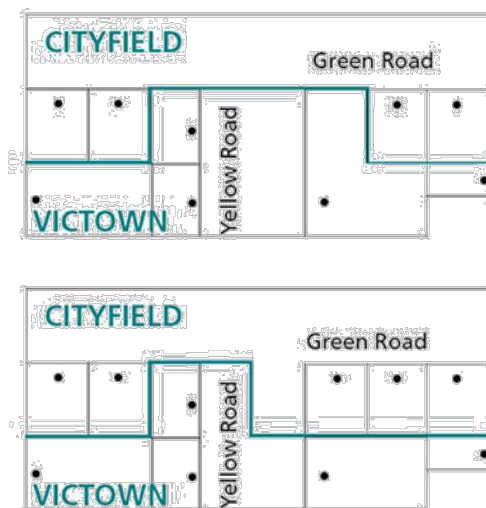
**Diagram b.** shows how boundaries should be applied to properties accessed from White Street.

**Diagram c.** shows how boundaries should be applied to properties where one corner block is accessed from Black Street and the other is accessed from White Street.

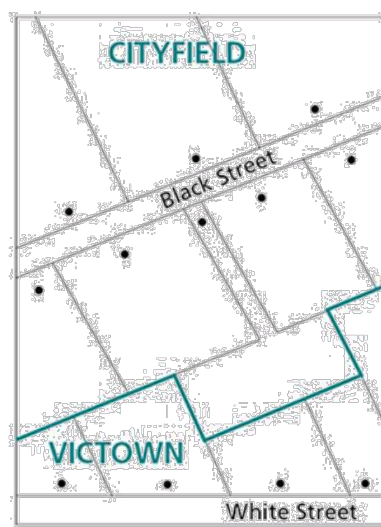
**Diagram d.** shows one option on how to apply a locality boundary where multiple shop fronts or residences on one property have access to both Black Street and White Street. As there are multiple options in these cases, contact OGN for advice.

## Section 5 Localities

5. If a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally being addressed to a different locality, the locality boundary should be changed to incorporate the new subdivided properties.

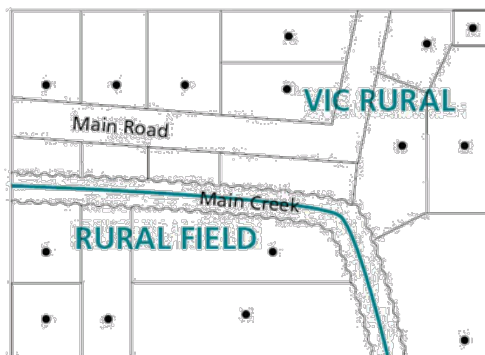


6. Locality boundaries should take into account the location of battle-axe properties. Ideally, where a property is accessed through a right-of-way or private roadway from a road that forms part of a locality boundary, the locality boundary should incorporate the battle-axe property.



## Section 5 Localities

7. If a natural feature such as a waterway or ridgeline is to be used as the boundary for a locality, the boundary should be applied to the centreline of the feature. Exceptions to this include the Murray River, lakes, major rivers and ocean or sea boundaries. In these instances, contact OGN for advice.



8. A locality must not be defined as an island within another locality. For instance, all localities must have boundaries that run alongside two or more other localities, or one other locality and a state or sea boundary.

### 5.2.2 Estate and subdivision names

The names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. If a council is considering creating a new locality for an area that contains newly created estates and subdivisions, preference should always be given to creating a new unique name reflecting the landscape or history of the area. When an estate's name has a historical connection to the area then this may be considered. The naming authority may determine whether there is a need to seek an exemption from the Registrar. Refer to [Principles \(C\)](#) and [\(I\)](#).

### 5.2.3 Promoting a new estate

The promotion of new estates by developers and land owners must use the correct locality name. The estate name must not conflict with current locality names.

If a land development is promoted as a new locality then this could be considered to be misleading and deceptive under the [Competition and Consumer Act 2010](#) (see [www.legislation.gov.au/Details/C2012C00103](http://www.legislation.gov.au/Details/C2012C00103)).

For example, promoting a new development as Green Hills Estate within the locality of Taylor is not misleading or deceptive. However, if a promotion claims that Green Hills will be a new locality where the new estate will be built, it is misleading and deceptive.

Precinct Structure Plan (PSP) names assigned by the Victorian Planning Authority are not to be used to create locality names, unless approval is provided from OGN.

### 5.2.4 Size

Community areas and landscape features vary in size and it is difficult to define the recommended size of a locality.

Generally, a locality should be determined to facilitate emergency or postal service delivery. Therefore, a locality should not be so small that it would make it difficult to distinguish from the surrounding area. A locality also should not be so large that members of the public are confused about where the boundaries lie. Councils must be able to demonstrate that proposed boundaries for a locality will make sense to local residents, businesses and visitors.

## Section 5 Localities

A locality is an area that may contain a clear community hub that can be considered the focal point of the named locality. This sometimes consists of a shopping precinct and other economic, public, social infrastructure and provides services to the surrounding residential area.

### 5.2.5 Hyphens

Hyphens are not to be used in a locality's name.

### 5.2.6 Local government area boundary review

Where an existing locality boundary extends across two or more local government area boundaries, the boundaries of the locality should be reviewed with the intention of aligning them within one local government area.

### 5.2.7 Locality names unique within Australia

Locality names must not duplicate any other locality name in Australia. For example, a new locality in Victoria should not be given the name of a locality that already exists in Queensland.

New locality names should not be similar in spelling or sound like any other existing locality names in Victoria (for example 'White' and 'Whyte') Refer to Section 2 [Principle \(D\)](#).

Locality names duplicated in other jurisdictions and proposed for a locality in Victoria will only be considered if there is a historical connection to the area, and with an appropriate suffix. Naming authorities should contact OGN, which will consider proposals on a case-by-case basis.

Naming authorities must contact OGN for national duplication checks, including checks against other state or territory reserved locality names. Typically, this process can take up to two weeks depending on jurisdictional availability. Once a unique name has been selected it may be reserved (refer to [Section 5.3.2](#)).

## 5.3 Who can name localities and amend boundaries?

In most instances, the administration of locality naming, renaming and boundary definition is the responsibility of the council within which the locality is situated. See below for the three exceptions to this.

- In some instances, an existing locality may cross two or more municipal areas. In this case, all affected municipalities need to coordinate the naming or renaming and any boundary changes. The final proposal will be assessed by a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).
- In other instances, an area being considered for a new locality name may lie within the jurisdiction of a government department or authority undertaking a major land redevelopment project, e.g. the Victorian Planning Authority.
- Victorian islands that are often beyond the councils area of governance. In these cases the matter may be sent to a Geographic Place Names Advisory Committee to be assessed. Relevant stakeholders may also be consulted, including councils, State government departments and agencies and affected private land owners.

### 5.3.1 Creating a new locality

As the Victorian population increases, new residential and business areas are being developed. Naming authorities play an important role in ensuring that all localities are properly defined and named.

Locality boundaries should be regularly reviewed and assessed to check they adequately reflect the existing situation.

Creating a new locality allows the area's residents and businesses to use a unique name for addressing purposes. If several major developments are proposed in an area, for example a number of subdivisions distinguishable from the surrounding landscape, naming authorities should consider creating a new locality.



### 5.3.2 Reservation of locality names

If there could be significant time between consulting OGN about a suitable name or names of a new locality or localities, public consultations, endorsement by the naming authority and finalising the development, the naming authority can lodge the proposed name(s) with OGN to record the name(s) online and ensure other states and territories do not duplicate the name(s). Contact OGN for more details.

### 5.4 Localities with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

If the locality is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

### 5.5 New localities created by councils, government departments or authorities

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities should ensure that the new locality's proposed name conforms to all of the principles outlined in [Section 2](#) and the requirements of [Section 5](#); in particular, linking the name to the place and not naming places after commercial interests.

Government departments and authorities sometimes undertake major land redevelopment projects. If the development is of substantial size or in a prominent position, it should consider creating a new locality to define the area.

State Government departments and authorities that do not have existing tailored naming guidelines should follow the procedures outlined in Sections 6–14 of these naming rules.

The information provided in these sections should be used by government departments and authorities (e.g. the Victorian Planning Authority) as a step-by-step guide to creating a new locality.

### 5.6 Changes to existing locality name(s) or boundaries

As communities grow there is a need to ensure that a locality's name and boundaries reflect community needs. A locality boundary change might be considered due to changes in the distribution of homes or businesses, or other demographic changes.

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Sections 6–14 of these naming rules contain step-by-step guides to the implementation process for altering a locality name or boundary if that locality falls within one or more municipal areas.

### 5.7 What should not be done?

It is important to consider the following when assigning a locality or boundary:

- locality names should not be long or hard to pronounce<sup>2</sup>
- proposed name/s should not be offensive, racist, derogatory or demeaning

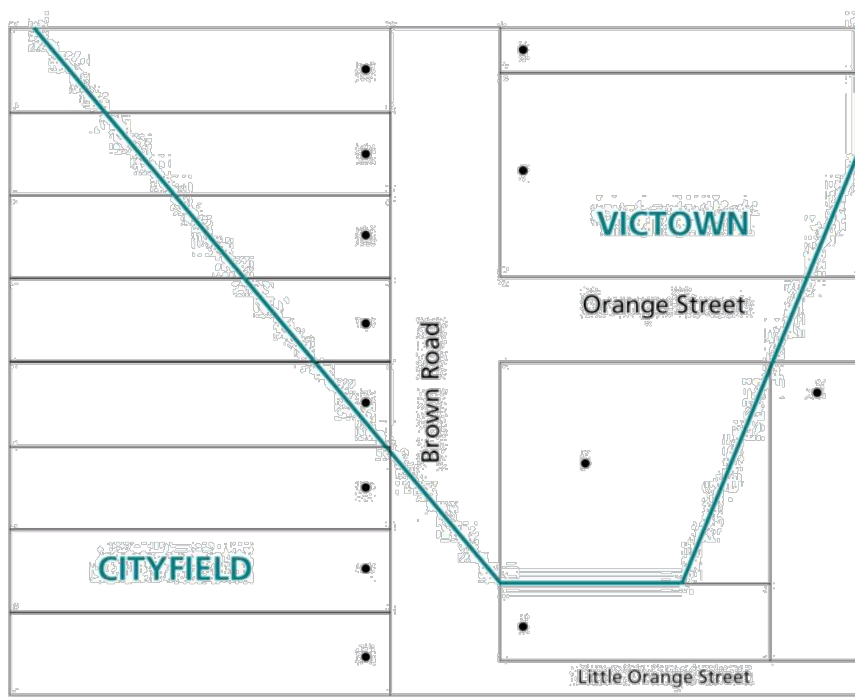
<sup>2</sup> An exception to this is in the use of Aboriginal languages when it is accepted that Aboriginal names may appear at first to be complex will, over time, become familiar and easy to use within the community.

## Section 5 Localities

- locality boundaries must not overlap any other locality boundary
- a locality should not cross municipal boundaries
- locality boundaries must not bisect properties or land – refer to the diagram below.

The below example shows how a locality boundary should not be defined. There is no clear boundary for properties on Brown Road or Orange Street.

If a locality boundary is not clearly defined, the naming authority should align the boundaries to definitive and distinguishable physical features, e.g. cadastral fabric, road centre lines, creeks, rivers and railways.



## 6 Initiating a proposal and checking required information

### 6.1 Initiating a proposal

#### 6.1.1 General public

Members of the general public and community interest groups can develop a proposal to amend a name or change the name of a road, feature or locality, including a locality's boundaries.

The proposal needs to be submitted to the naming authority responsible for the area in/across which the road, feature or locality is situated – it is important to note that the council or relevant naming authority should be contacted for advice because some naming authorities may have their own naming policies or guidelines that augment these naming rules and may need to be applied.

Proposals should include:

- the proposed name
- the location of the road or feature, including a map (and, if relevant, its current name)
- background information on why the naming authority should consider naming or changing the name or boundary, e.g. why the proposed name is considered appropriate (include any history or local relevance) – see [Principle \(C\)](#)
- the reason for the proposal (why the current name is not considered appropriate or any other relevant information)
- contact details of the proposer(s) and information on public consultation that has occurred and/or support and non-support that has been gathered from community members or groups
- a statement saying that the proposed name conforms to the relevant principles and requirements in the naming rules.

A checklist available in [APPENDIX C](#) can be used to help ensure appropriate information is provided to the naming authority.

If the proposal is in the form of a petition it must include the information above. Refer to glossary for the definition and requirements of a petition

Upon receiving the proposal from the public, the naming authority should initiate the formal proposal process detailed in [Section 6.2](#). If a proposal is to change the name of a road, feature or locality located across two or more council administrative areas, the respective naming authorities need to coordinate the proposal's processing. OGN can provide advice and, when necessary, recommend if the proposed naming needs to be referred to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).

Once a naming proposal has been submitted to the naming authority, no further action is required by the member(s) of the general public or community interest group(s), unless the naming authority requires additional information or seeks to involve the public or group in the process.

#### 6.1.2 Emergency management or other public service providers

If a request is made in the interests of public safety, the naming authority must respond to the request within 30 days, outlining intended action. Organisations that provide emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to name or change the name of a road, feature or locality to the relevant naming authority responsible for the area in/across which the road, feature or locality is located. The provider may only submit a proposal if it can be demonstrated to be in the community's interest.

## Section 6 Initiating a proposal

Proposals should include:

- the location and extent of the road, feature or locality (and if relevant its current name)
- background information on why the relevant naming authority should consider changing the existing name or registering the new name, or boundary amendments
- details on why a new name and/or boundaries are considered to be appropriate
- an indication that any proposed new name conforms to the principles and requirements outlined in Sections [2](#), [3](#), [4](#) and [5](#).

A checklist available in [APPENDIX C](#) can be used to help ensure appropriate information is provided to the naming authority.

Upon receiving the proposal from the emergency agency or other service provider, the naming authority should initiate the formal proposal process detailed in [Section 6.2](#).

Often, emergency services or other public service providers will not provide a suggestion for the proposed new name. In these instances, the naming authority must find a suitable name.

### 6.1.3 Councils

Councils can generate a naming proposal in-house, including choosing an appropriate name. If a request is made of council in the interests of public safety, the council must respond to the request within 30 days, outlining intended action.

When preparing a proposal, the council should consider naming or renaming a road, feature or locality after a local historical figure or event, or a unique attribute of an event that occurs in the area.

Renaming should only be considered if the council can demonstrate that the proposal is being made in the community's best interest.

Councils might consider meeting on a regular basis with local interest groups (such as historical societies and charitable organisations) to develop lists of appropriate names for future use.

It is possible for a council to hold a naming competition (but not a competition for the boundaries). In such instances, the council should contact OGN with a proposed approach. The OGN will provide an endorsement of the process prior to public consultation.

If the council wants to develop a naming or renaming proposal that uses an Aboriginal name or names, the relevant Traditional Owner group(s) should be contacted for input at the outset of the proposal's development.

Information on this consultation process is available from [Principle \(F\)](#) and in [Section 7.3](#).

Once a name has been chosen and/or boundaries redefined (if relevant), councils should initiate the formal proposal process outlined in [Section 6.2](#).

If a proposal is to name, change the name or alter boundaries that cross municipal boundaries, the respective councils should coordinate the proposal's processing. OGN can provide advice and where necessary recommend if the proposed naming needs to be referred to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).

### 6.1.4 Government departments or authorities

State Government departments and authorities not covered by a unique set of road, feature or locality naming guidelines should follow the procedures outlined in these naming rules.

There are four possibilities for naming roads, features or localities owned or maintained by a government department or authority, described as follows.

- The department or authority can work cooperatively with OGN to make an in-house determination on an appropriate name. This option allows for endorsement of the proposal by the relevant Minister or a Geographic Place Names Advisory Committee, and ratification by the Registrar.

## Section 6 Initiating a proposal

- The department or authority can develop a public consultation process and work with OGN to determine a final naming proposal. It also allows for the possibility of including a Geographic Place Names Advisory Committee to make a final determination on the proposal, or for the relevant Minister to make a final decision.
- To develop a name proposal through a public competition, the department or authority should contact OGN to discuss appropriate formats for the competition forum. Essentially, the competition should be advertised broadly, with reference made to these naming rules.
- The Minister responsible for the department or authority can seek a Ministerial direction by writing to the Minister responsible for Act to request that powers under s. 11(5) of the Act be excised and direct the Registrar to enter the name in VICNAMES.

## 6.2 Naming proposal process

### 6.2.1 Check information

Check all necessary information has been provided by the party proposing the name. If insufficient, request additional information within 30 days.

The decision to proceed with a name proposal rests with the naming authority.

### 6.2.2 Apply the principles

If the naming authority is not certain the naming proposal conforms to the naming rules (for instance, in cases of possible duplication or boundary confusion) the naming authority can consult OGN and emergency agencies and public service providers using [NES](#). This consultation should be undertaken prior to any public consultation.

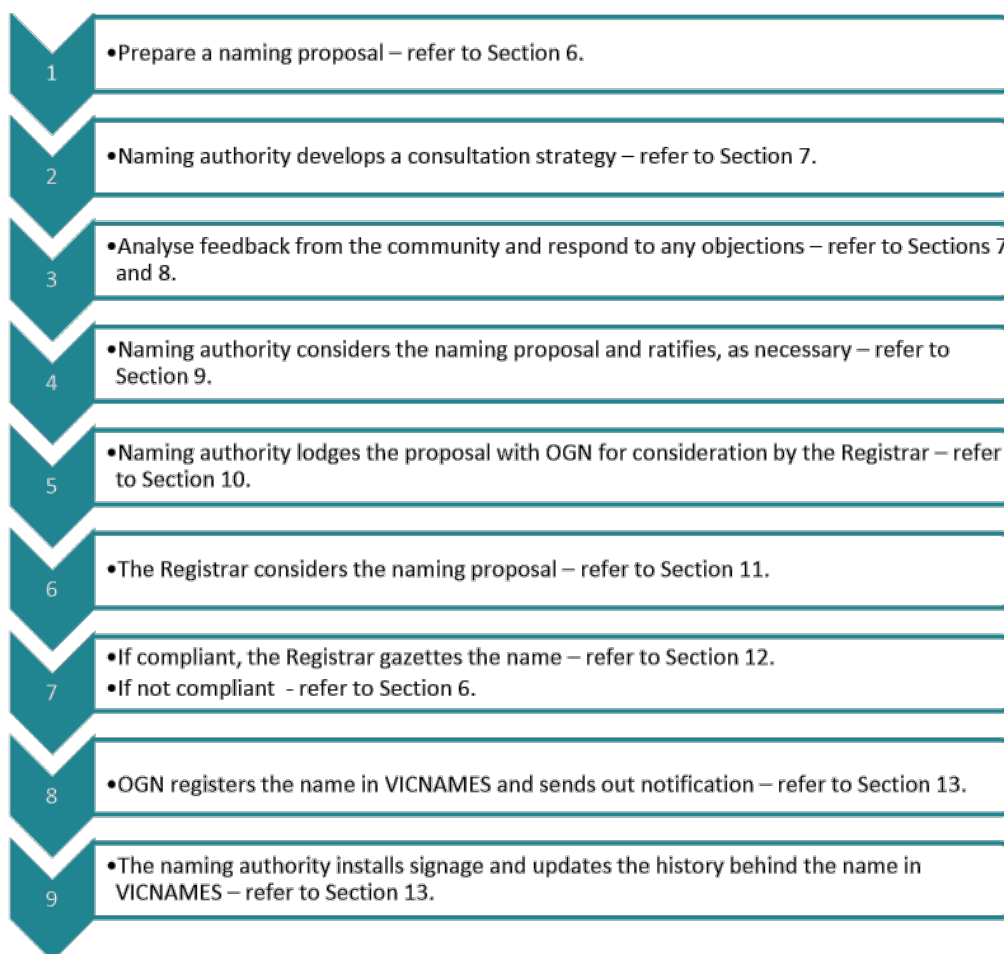
Details on how [NES](#) works to facilitate consultation with emergency services and public service providers are available from [nes.land.vic.gov.au](https://nes.land.vic.gov.au).

Upon selection of a name or shortlist of names and/or boundaries, the naming authority should confirm that the names and/or boundaries conform to all of the principles outlined in [Section 2](#) and statutory requirements outlined in [Section 3](#), [4](#) and [5](#).

A naming authority may decline to consider a naming or renaming proposal where a substantially similar application has already been decided upon by the naming authority.

## Section 6 Initiating a proposal

The following process flow chart details the formal process in its entirety.





## 7 Consultation

Consultation is a key component in the process of naming and renaming roads, features and localities. Naming authorities must consult the public on any naming proposal, in accordance with these naming rules or as agreed with OGN. The level and form of consultation can vary depending on the naming proposal. The following procedure used for the naming of all roads, features and localities in Victoria, whether private or public.

There are two types of community groups to consult regarding a naming, renaming or boundary change proposal:

- The **immediate community**, which broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal.
- The **extended community**, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors; government (neighbouring councils) or non-government organisations with an interest in or who service the area, including Traditional Owner group(s), local historical societies and eminent individual historians; service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations; Emergency Services Telecommunications Authority (ESTA) and Emergency Service Organisations (ESO)<sup>3</sup>.

**Please note:**

This section does not apply to the naming of new roads or features within new subdivisions where currently no one is directly affected – refer to [Section 3.8](#).

For the use of Aboriginal names, [Principle \(F\)](#) applies – refer to [Section 7.3](#).

In relation to a feature, if residents, businesses or ratepayers use the feature or its address will be affected, they must be consulted.

### 7.1 Minimum requirements

- When a proposed naming, renaming or boundary change will affect current addresses, the naming authority must contact the immediate community in writing (by letter or email).
- Letters must be sent to the ratepayers of the properties and, if the ratepayers are not the owner-occupiers, letters must also be sent to the residents and/or business occupants.
- A letter must include a survey or voting poll seeking a response from the residents, ratepayers and/or businesses – refer to [Section 7.2.4](#).
- Consultation with the immediate and/or extended community should only occur once the naming authority is certain that the proposed name conforms to the principles of these naming rules. If the naming authority is uncertain, contact OGN for further advice.
- Consultation with the immediate and/or extended community must be a minimum of 30 days, though may be longer.
- If the proposed new name is an Aboriginal name, from the outset the naming authority should consult relevant local Traditional Owner group(s) and obtain their approval. Refer to [Section 7.3](#).

<sup>3</sup> ESO encompasses agencies that include Country Fire Authority (CFA), State Emergency Services (SES), Metropolitan Fire Brigade (MFB), Victoria Police (VicPol), Ambulance Victoria (AV). If consulting Emergency Service agencies. Contact local, regional and corporate/State headquarters, as well as ESTA.

## Section 7 Consultation

- If a proposal will not affect current addresses the naming authority must consult the public by advertising the proposal in local or state-wide newspapers, unless OGN has given prior approval for an alternative process. The naming authority can also promote the proposal to the immediate and extended community on a website, through letters, newsletters, magazines, email contact lists and public notices.
- If proposing to name a road, feature or locality after a person, then every effort should be made to gain consent from the person's family members. Supporting evidence demonstrating the naming authority's efforts to consult family members should be provided to OGN with the proposal lodgement. Refer to [Principle H](#) for more information.
- Objections must be addressed when they suggest the proposal does not comply with the principles, requirements and procedures outlined in these naming rules. If it can be shown that the proposal does not conform, the naming authority must alter or abandon the proposal.
- If community support for a proposal is minimal, but the proposal has been made based on public safety and/or emergency response concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations.

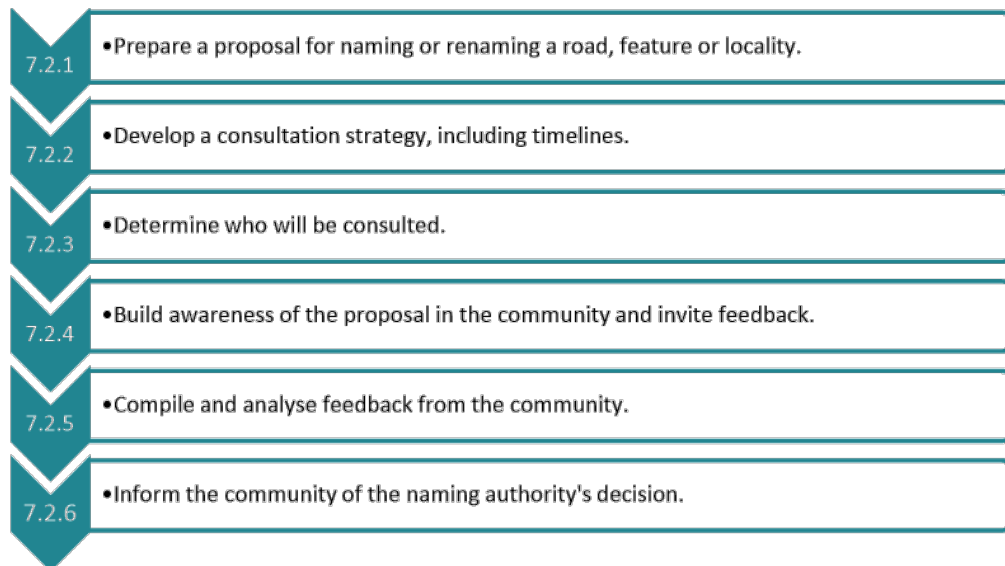
If the naming authority believes community support will not be forthcoming and rejecting the proposal will maintain the risk to public safety, then it can either proceed with the proposal on the grounds of public safety (this is particularly important if raised by emergency services) and/or contact OGN for advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#) for further information).

#### 7.1.1 Government departments and authorities

The department or authority must consult the council(s) within which the road, feature or locality is or will be situated. The department or authority should seek to collaborate with the council on developing the proposal, or at a minimum inform the council of the naming/renaming plans. This will ensure the council, as the addressing authority, can assign new or altered addresses to properties on the road and/or assist with developing appropriate boundaries, consulting with the community and advising how the proposal will impact upon existing addresses in the area.

## 7.2 The consultation process

The consultation process by a naming authority involves six steps, which are illustrated in the diagram below:



### 7.2.1 Prepare a naming proposal

Ensure that any chosen name adheres to the principles and relevant sections of these naming rules.

After the naming proposal has been initiated and checked that it conforms to the principles and requirements, naming authorities must consult Traditional Owner group(s) if the proposed name is of Aboriginal origin.

After the initial processes have been completed, the procedures of the naming rules stipulate that community consultation is required. Refer to [Section 7.2.2](#).

### 7.2.2 Develop a consultation strategy

Create a timeline and strategy for consulting the wider community to ensure any chosen name will have community support: who you will consult (refer to [7.2.3](#)), how you will consult (refer to [Section 7.2.4](#)) and how you will compile the feedback (refer to [Section 7.2.5](#)). Information on each of these topics is provided below.

Preparing this information in advance means that it can be referred to in various information campaigns throughout the consultation process.

A comprehensive strategy will ensure the naming authority has a compliant process that OGN can quickly approve.

### 7.2.3 Determine who should be consulted

Communities that will be affected by the proposed naming/renaming or boundary adjustment of a road, feature or locality should be consulted. The naming authority must decide whether the immediate community or the extended community should be consulted.

- Roads: consult the owners of properties accessed from the road.
- Features (other than waterways): consult owners of the sites themselves, users of the site, surrounding properties and people from the localities within which they fall.

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- Waterways: consult owners of properties adjoining and those within 200 metres of watercourses or with adjoining parcel boundaries.
- Localities: consult property owners within the current and proposed locality's(ies') boundaries and from a generous buffer zone of properties adjoining, or within 200 metres of the boundaries.

When the naming authority has ensured that the proposal adheres to the principles and statutory requirements of these naming rules, there should be no further need for consultation with emergency and other service providers. This is because the naming rules have been written in consultation with emergency services and public service providers, and the principles have been designed to ensure that name duplication and confusion are minimised. However, naming authorities should take particular note of [Section 13](#) regarding notification and mail delivery services for addresses on a road with a new name.

The following guide should be used to identify which members of the community to consult.

Proposal	Who to consult <sup>4</sup>	Type of consultation
New <sup>5</sup> road	Immediate and extended community	<ul style="list-style-type: none"> <li>• Letters</li> <li>• Notices</li> <li>• Surveys</li> <li>• Voting poll</li> <li>• Internet sites and social media</li> <li>• Public meetings (if it is a large-scale proposal or potentially contentious issue)</li> </ul>
New feature	Immediate and extended community	<ul style="list-style-type: none"> <li>• Letters</li> <li>• Notices</li> <li>• Surveys</li> <li>• Voting poll</li> <li>• Internet sites and social media</li> <li>• Public meetings (if it is a large-scale feature or potentially contentious issue)</li> </ul>
New locality (suburb)	Immediate and extended community	<ul style="list-style-type: none"> <li>• Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries</li> <li>• Notices</li> <li>• Surveys</li> <li>• Voting poll</li> <li>• Internet sites and social media</li> <li>• Public meetings (if it is a large-scale proposal or potentially contentious issue)</li> </ul>

4 Naming authorities should exercise discretion when deciding who to consult. If a proposed naming, renaming or boundary change is considered small-scale and will only affect a handful of residents, ratepayers and businesses, consultation should focus on these people. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the consultation should extend to all possible stakeholders.

5 'New' includes legacy roads and features that have been named by a naming authority and/or are locally known, but are neither officially registered nor added to VICNAMES.

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Proposal	Who to consult <sup>4</sup>	Type of consultation
Renamed road	Immediate community	<ul style="list-style-type: none"> <li>Letters to affected residents, ratepayers or businesses</li> <li>Notices</li> <li>Surveys</li> <li>Voting poll</li> <li>Internet sites and social media</li> <li>Public meetings (if it is a large-scale proposal or potentially contentious issue)</li> </ul>
Boundary change of a road	Immediate community	<ul style="list-style-type: none"> <li>Letters to affected residents, ratepayers or businesses</li> <li>Notices (if it is a large-scale proposal or potentially contentious issue)</li> <li>Surveys</li> <li>Voting poll</li> <li>Internet sites and social media</li> <li>Public meetings (if it is a large-scale proposal or potentially contentious issue)</li> </ul>
Renamed feature	Immediate and extended community	<ul style="list-style-type: none"> <li>Letters</li> <li>Notices</li> <li>Surveys</li> <li>Voting poll</li> <li>Internet sites and social media</li> <li>Public meetings (if it is a large-scale proposal or potentially contentious issue)</li> </ul>
Boundary change of a feature	Immediate and extended community	<ul style="list-style-type: none"> <li>Letters</li> <li>Notices</li> <li>Surveys</li> <li>Voting poll</li> <li>Internet sites and social media</li> <li>Public meetings (if it is a large-scale proposal or potentially contentious issue)</li> </ul>
Renamed locality	Immediate and extended community	<ul style="list-style-type: none"> <li>Letters to affected residents, ratepayers or businesses</li> <li>Notices</li> <li>Surveys</li> <li>Voting poll</li> <li>Internet sites and social media</li> <li>Public meetings (if it is a large-scale proposal or potentially contentious issue)</li> </ul>
Boundary change of a locality	Immediate community	<ul style="list-style-type: none"> <li>Letters to affected residents, ratepayers or businesses; and residents, ratepayers and businesses in properties adjacent to the proposed new boundaries</li> </ul>

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Proposal	Who to consult <sup>4</sup>	Type of consultation
		<ul style="list-style-type: none"> <li>• Notices (if it is a large-scale proposal or potentially contentious issue)</li> <li>• Surveys</li> <li>• Voting poll</li> <li>• Internet sites and social media</li> <li>• Public meetings (if it is a large-scale proposal or potentially contentious issue)</li> </ul>

#### 7.2.4 Build awareness of the proposal and invite feedback

Building awareness of the proposal is key to engaging with the community. The following methods are discussed further. Each method has its own strengths and, prior to selecting one or more of the methods, naming authorities should consider the proposal's aims and desired outcomes of community consultation. For example, a survey is conducted to investigate opinions; a voting poll is used to make a choice for one or more options.

The following methods can be used to build awareness of the proposal and invite feedback. Each one has its own advantages and conditions of use:

- [Notices in newspapers](#)
- [Letters to the immediate or extended community](#)
- [Surveys](#) (for use only with the immediate community)
- [Voting poll](#)
- [Internet sites and social media](#)
- [Public meetings](#).

##### Notices

This includes newspapers (including local and Aboriginal newspapers), radio and television. If an advertisement is to be placed and the naming authority wants to minimise costs, it is possible to place an advertisement or notice with the basic details and refer readers to a website, phone number or council office for further details. The minimum requirements for notices are outlined below and shown in the second example notice. A reduced cost advertisement is shown in the first example notice. If using the first example, then all the information in the second list of dot-points below must be available online.

Advertisements in local newspapers alone are generally insufficient to draw people's attention to a proposal. In addition to advertisements, notices can be placed in public places, for example:

- at the site to be named or renamed
- local council offices
- libraries and other council facilities
- TAFEs and universities
- community centres and learning exchanges
- shops with community noticeboards such as newsagents, bookshops, supermarkets, organic food stores
- tourist information centres.

At a **minimum**, these notices must include the following, or the information must be available online:

- the proposed (new) name/boundary and why it has been nominated



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- where the road, feature or locality is located
- information about how to provide feedback – at a public meeting (give date, time and venue); or, by phone (provide phone number), mail (include address), or email (include email address and the website's URL)
- The required date for response, within 30 days of the notice.

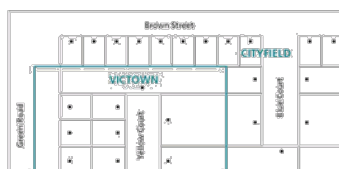
Alternatively, if there is no proposed name, notices must include:

- steps for nominating a name or names (in compliance with these naming rules)
- details of how the community can have input into endorsing or selecting a name (e.g. through a vote)
- information about how to provide feedback – at a public meeting (give date, time and venue); or, by phone (provide phone number), mail (include address), or email (include email address and the website's URL).

#### Geographic naming proposal

*[Insert naming authority name here]* is proposing to name/rename a road, feature or locality or amend its boundary.

The road, feature or locality is located at *[enter address and/or map]*.



Further information about the name is available at *[must provide the proposal on naming authority's website, including URL]*.

Reduced cost format for notices

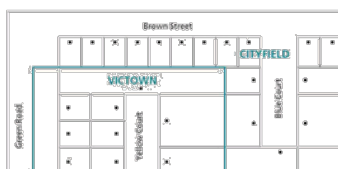
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**Geographic naming proposal**

[Insert naming authority name here] is proposing to name/rename a road, feature or locality, or amend its boundary.

This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name with a link to where further information can be found.]

The road, feature or locality is located at...[enter address and/or map].



Members of the public can provide feedback on the name or submit name nomination(s) by one of the following methods:

- public meeting [date, time and venue]
- phone [number]
- mail [address]
- email [address]
- website [URL].

Further information about the name is available at [must provide the proposal on naming authority's website, include URL].

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

(Only include if using a commemorative name and unable to locate family members.) [Insert naming authority name here] has been unable to locate existing family members to seek permission to use the proposed name and calls for consent from the family or requests family contact details from the community.

**Preferred format for notices****Letters**

Letters to members of the immediate or extended community should be clear and precise. At a **minimum**, they must refer to the principles and requirements of the relevant sections of these naming rules and include the following information:

- the location and extent of the road, feature or locality proposed to be named or renamed (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be no less than 30 days from the date of the letter and/or public advertisement (whichever is later)
- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth

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transition from the old address to the new; however, it should also be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address

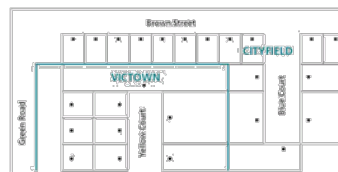
- a mail or email address for responses.

An example of a letter is below:

**RE: Naming/renaming/boundary realignment letter**

*[Insert naming authority name here]* is proposing to name/rename a road, feature or locality, or amend a locality's boundary.

The location and extent of the road, feature or locality proposed to be named or renamed or boundary realignment *[include a map and written description]*



This naming/boundary realignment is needed because...*[enter in the reason for the change and any background to the name with a link to where further information can be found]*.

Members of the public can provide feedback on the name and/or submit name nomination(s) by one of the following methods:

- public meeting *[date, time and venue]*
- phone *[number]*
- mail *[address]*
- email *[address]*
- website *[URL]*.

Further information about the name is available at *[must provide the proposal on naming authority's website, include URL]*.

Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should be noted that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also use their official address.

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

All submissions must be received by *[add date]* within 30 days of this notice. *[Or time frame determined by the naming authority, not less than 30 days.]*

**Surveys (for use only with the immediate community)**

Surveys should be used to gain an indication of community support or opposition to a naming/renaming or boundary change proposal. They should be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

If a survey is being used to gauge public opinion, owner-occupied properties should be afforded two responses, i.e. one response from the owner of the property and one response from the occupier of the property.

At a **minimum**, a survey must refer to these naming rules, and include the following details:

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- a statement outlining the background of the proposal (often in the form of a cover letter)
- state that all name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*
- state that all submissions must be received by (add date) within 30 days of this notice
- include the following question:
  - Do you agree or disagree with the proposal to name/rename/ adjust the boundaries of [enter name and display a map, as well as including space for respondents to include their name, address, email and phone number]?

If the naming authority is seeking to change a name **and** a boundary, for example a new locality name and a boundary change, the naming authority should include a specific question on **each** proposed change.

- Space for respondents to include their name, address and contact details.

Requesting a respondent's name and address details will assist the naming authority to collate results and ensures a valid survey is undertaken.

Responses from the community need to be clear to ascertain whether there is support for a proposal. It may therefore be beneficial to include the following in any survey used:

- If you do not support the proposal please indicate why and/or demonstrate why the proposal does not conform to *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.
- If you disagree, please explain why.
- If you would like to make any other comments in support of or in objection to the proposed name or boundaries, please do so.

[Tacit approval](#) is a way for the naming authority to help ensure a result can be achieved from the use of a survey. Tacit approval should only be used when the naming authority is seeking responses from the community for one proposed name. The naming authority can determine when to use tacit approval.

If the naming authority has multiple proposed names, they should issue two surveys. The first should seek response from the community about their preferred name. If no response is received then this should not be taken as tacit approval for any of the proposed names.

If a preferred name can be determined from the first set of results, the community should be re-surveyed about the preferred name, and the following statement used:

'If you do not respond to this survey it will be taken as tacit approval of the proposed name'.

If after an initial or subsequent survey or vote on multiple names there is no clear preference, then the naming authority should choose a name in-house. The community must then be re-consulted and given 30 days to object to the naming authority's preferred name.

If a naming authority is seeking to gain support from the extended community for a proposal, it should avoid using surveys and do it by publishing notices inviting written submissions. The naming authority could also consider establishing an online campaign site and facility for registering support, objections or comments (refer to the [Internet and social media](#) section for further information).

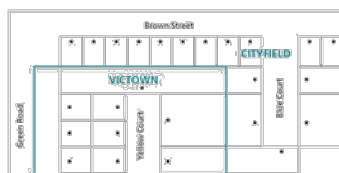
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An example of a survey is below:

### Naming/renaming/boundary realignment survey

[Insert naming authority name here] is proposing to name/rename a road, feature or locality, or amend its boundary.

The location and extent of the road, feature or locality proposed to be named or renamed, or boundary realignment [include a map and written description].



This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name, with a link to where further information can be found].

Do you agree or disagree with the proposal to name/rename/adjust the boundaries of [enter name and display a map]?

Agree ☐

Disagree ☐

[If the naming authority is seeking to change a name and a boundary, for example a new locality name and a boundary change, the naming authority should include a specific question on each proposed change.]

- If you disagree please explain why.
- If you would like to make any other comments in support of or objection to the proposed name or boundaries please do so.

[Optional] If you do not respond to this survey it will be taken as tacit approval of the proposed name.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

Please provide your name, address and contact details, including any comments, objections or written support of the name.

### Voting poll

A formal voting poll may be used to select a name or choose between two or more names.

A voting poll could be used to gain an indication of community support to a naming/renaming or boundary change proposal in the immediate community if it will be affected by an address change arising from a proposal's successful outcome.

In the case of a voting poll being used to gauge public opinion, owner-occupied properties should be afforded two votes, i.e. one vote to the owner of the property and one vote to the occupier of the property.

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At a **minimum**, the voting poll document must refer to these naming rules and include the following details:

- a statement outlining the background of the proposal, often in the form of a cover letter
- one or more names or boundary proposals, including background information on each proposal
- the opportunity to object
- the following statement:  
Please cast your vote by *[include date]*. All votes will be counted, the name with the majority of votes will become the official name of the *[road, feature, locality, and/or new boundaries]*, subject to *[insert naming authority name here]* approval
- An opportunity to record the respondents name and address.

Requesting a respondent's name and address details will assist the naming authority to collate results and ensures a valid voting poll is undertaken.

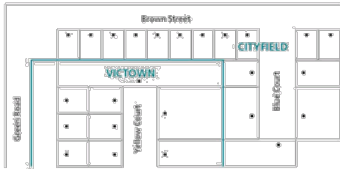
Once a vote has taken place and the responses counted, with consideration given to any objections, there is no need to re-consult as the above statement indicates that the naming authority will approve the final name – refer to [Section 9](#). Objections must be considered and addressed, where relevant, and all those that have objected must be given the opportunity to appeal to the Registrar – refer to [Section 8](#).

An example of a voting poll is below:

**Naming/renaming/boundary realignment vote**

*[Insert naming authority name here]* is proposing to name/rename a road, feature or locality, or amend its boundary.

The location and extent of the road, feature or locality proposed to be named or renamed, or boundary realignment *[include a map and written description]*.



This naming/boundary realignment is needed because...*[enter in the reason for the change and any background to the name, with a link to where further information can be found]*.

Only fill in one voting slip per household. Please place a tick in the box next to your preferred name. Only tick one box.

- Proposed name 1
- Proposed name 2
- Proposed name 3

Please cast your vote by *[include date here]*. All votes will be counted, the name with the majority of votes will become the official name of the *[road, feature, locality, and/or new boundaries]*, subject to *[insert naming authority name here]* approval.

If you wish to object to the name(s) please do so by making comment below. You must explain why you do not support the name(s).

All submissions must be received by *[add date]* within 30 days of this notice. *[Or time frame determined by the naming authority, not less than 30 days.]*

Please provide your name, address and contact details.



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**Internet and social media**

Internet and social media sites can be valuable for collating all relevant information for the benefit of immediate and wider communities. A webpage can be developed within the naming authority's existing website or as an additional page with its own domain name. Social media sites such as Facebook and Twitter can also be useful tools.

Websites also enable members of the extended community to lodge expressions of support or objection to a naming/renaming or boundary change proposal. They are also a practical facility for a naming competition.

When a website is used as a platform for a naming competition, clear information must be provided about the requirement for names to conform to the principles and requirements of these naming rules.

At a **minimum**, websites promoting a naming/renaming or boundary change proposal or competition must include the following information:

- background to the proposal
- maps indicating the location and extent of the feature, locality or road
- the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how and when naming proposals can be lodged, if relevant
- reference and links to these naming rules.

**Public meetings**

If it is considered necessary, a public meeting could be held. The need for this depends on how important the road, feature or locality is to the community and how controversial the naming/renaming/boundary change might be.

If a public meeting is held then it should be organised and chaired by the naming authority. Consideration must be given to the location and timing of any public meetings so that those in full-time work can attend.

The venue should be acceptable and accessible to all sections of the community and held at an appropriate time to maximise public attendance and views on the proposal.

If one or more public meetings are held, a reasonable amount of time between the last meeting date and the closing date for feedback submissions should be provided. This will give people time to think about the issue; talk it over with their families, colleagues and friends; and give feedback to the naming authority by letter, email or through the website.

Comments made at the meeting should be noted by a minute-taker and passed onto the naming authority for analysis and consideration.

If the awareness campaign results in some people from the community being opposed to the proposed name, a group may form to present a case against the name. If this occurs, care must be taken to take notice of concerns and determine to what extent the group is representative of the wider community.

It may be that the group represents particular interests that may not align with broader community values. The only time a group can be seen as representative of the whole community is when the community elects representatives to act on its behalf, specifically on the subject of a naming or renaming proposal.

Existing groups that have been formed for other purposes (e.g. charity and support or special interest groups) and generally represent a small proportion of the community cannot be seen to have a mandate to speak on behalf of the wider community. However, if groups have discussed the issue at a general meeting with a vote taken to tender a submission, this may be submitted to the consultation group for consideration.

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If there is opposition, a new proposal may be put forward. In this instance, the naming authority will need to recommence the naming proposal process and should consider any impacts on public safety if left unchanged. Refer to [Principle A](#) and Sections [6.1.2](#); [6.1.3](#) and [8.4.1](#).

### 7.2.5 Analyse negative and positive feedback from the community

To assist in analysing the feedback, it is recommended that a spreadsheet or other analytical tool be developed to collate and organise the information. The itemised list of feedback should include:

- the source of the feedback (whether it is an individual or a community organisation, protest group, business or government department or authority)
- positive or negative responses to questions posed on the surveys or other methods, such as social media responses
- alternative suggestions provided by respondents.

All feedback must be considered by the naming authority.

If the community was consulted on one name or boundary amendment, the proposal by the naming authority has the support of the community and any objections have been addressed, then the proposal can be considered by the naming authority. Refer to [Section 8](#) and [Section 9 Finalising the proposal](#).

#### Analysing results – letters and surveys

##### ***Letters – confirming consent and objections from written submissions (immediate and extended communities)***

If a naming authority is determining community support for a proposal, the statistics related to letters of support and objection are important to consider. The number of letters received should be categorised by their expressions of support or objection, and this information should then be represented as a percentage of the total amount of submissions received.

This information should then be further analysed. In particular, the statements of objection should be categorised in two ways:

- raising issues regarding the proposal not conforming to the principles, requirements and/or procedures of the naming rules;
- or, related to other topics, e.g. the name is not preferred.

For example:

Total submissions received	50
Submissions in favour	25 (50%)
Submissions against	25 (50%)

*This proposal is split and the naming authority will have to make a decision about whether it will proceed, or re-consult.*

Total valid submissions received	40
Submissions in favour	25 (62.5%)
Submissions against	15 (37.5%)

*This proposal can be considered to have community consent.*

##### ***Surveys – confirming consents or objections from survey material (immediate community only)***

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of non-respondents (indicating, if applicable, tacit consent) is greater than 50 per cent of the total surveyed population.

For example:

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Population in immediate community	100
Respondents who objected	30
Respondents who expressed consent	30
Non-responses (tacit consent)	40
<b>Total community that consents</b>	<b>70%</b>

*This proposal can be considered to have community consent.*

Population in immediate community	100
Respondents who objected	55
Respondents who expressed consent	40
Non-responses (tacit consent)	5
<b>Total community that consents</b>	<b>45%</b>

*This proposal cannot be considered to have community consent.*

### 7.2.6 Informing the community of the naming authority's decision

A letter or email announcing the decision must be sent to all community members. It needs to respond directly to a naming proposal and/or a notice in the local newspaper (or other newspapers, as appropriate).

When objections have been received during the initial rounds of consultation, the community must be informed of the naming authority's final decision. The exception is when a voting poll was used and the statement informs the community that the final decision is based on the votes received and subject to the naming authority's approval.

Please refer to [Section 8.5](#) –for examples of what to send to objectors and those that have not objected. Objectors must be informed of their ability to appeal a naming authority's decision.

The naming authority must allow at least 30 days for final objections to be received. The notification of a naming authority's decision may be done in the form of a letter or email, which is available in the example below.

#### RE: Naming/renaming/boundary realignment

*[Insert naming authority name here]* has made a decision on the name for the *[road, feature or locality or amend its boundary]*.

*[Include de-identified results of notices/letters/survey/vote/internet, if appropriate].*

A report will now be presented to *[insert naming authority name here]* requesting the *[insert proposed name/boundary]* be endorsed.

*[Insert naming authority name here]* will consider the final proposed *[insert proposed name/boundary]* at its meeting on *[enter, date, time, location of meeting]*.

You may object to this proposal by responding to this *[notice/letter/email]* or by attending the meeting above and voicing your objection.

All objections must be received by *[add date]* within 30 days of this notice.

If you plan to object you must address the following points:

- your interest in the naming proposal –e.g. if your address is affected or you have a personal link with the place and/or name
- reasons why the name is not appropriate, including how it is considered to not comply with the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

*[Insert naming authority name here]* will not consider objections that do not explain why the objector opposes the name.

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**7.2.7 When to re-consult**

When the naming authority has surveyed the community to establish a set of suitable or preferred names or boundaries, the community must then be re-consulted on the final determined name/boundaries for the proposal. Any preferred names sent out to residents, ratepayers and businesses by the naming authority must comply with the principles of these naming rules.

Proposals where re-consultation has not taken place (except in the case of a voting poll when a naming authority tallies the results and makes a decision) will be rejected by the Registrar as not conforming to the principles of these naming rules.

If a specific name was not proposed by the naming authority, the consultation process may have generated a detailed list of possible names. Naming authorities should collate this information and check that the names conform to the principles and statutory requirements of these naming rules. Any names that conform should be shortlisted and then formed into a proposal for re-consultation with the community.

This will require one of the methods under [Section 7.2.4](#) to be used for further community consultation to determine support for the final proposed name.

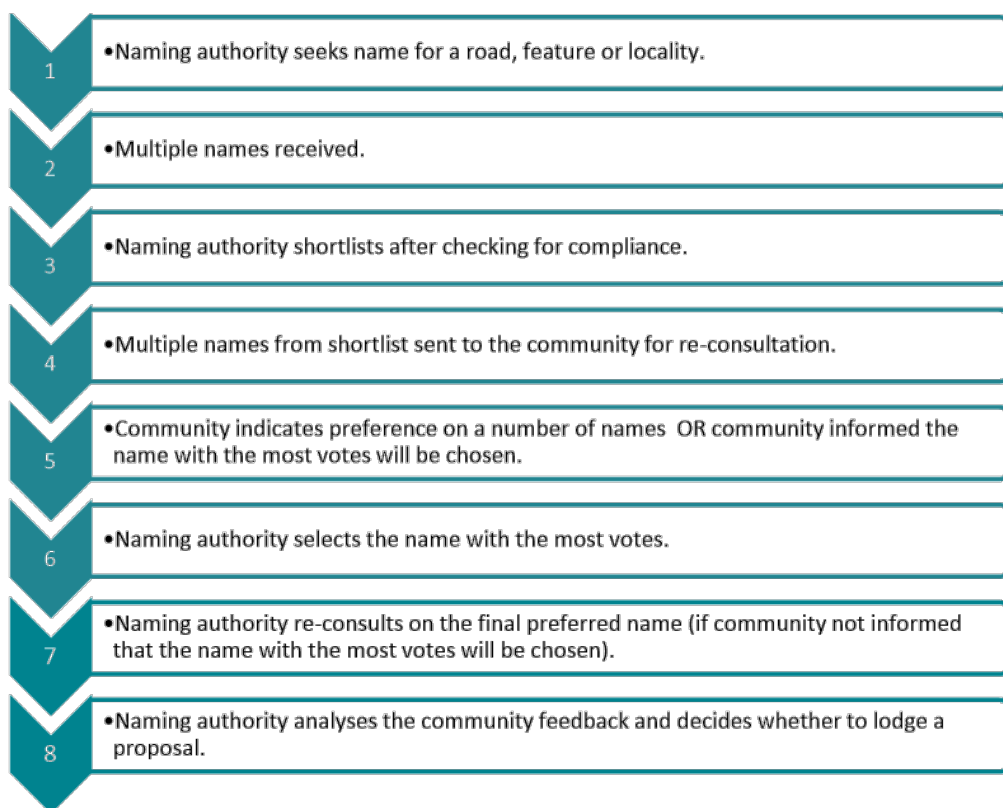
The naming authority must continue to consult until one name is reached and sent for consideration by the naming authority. The name will need to be approved by the naming authority before proceeding. Refer to [Section 9](#).

**Note:** If the community has been notified that, dependant on community support, the proposed name will be sent to the naming authority for endorsement, the naming authority can then consider the community informed of its decision. All objections must be considered and addressed (if relevant) by the naming authority. Objectors should be advised they can appeal to the Registrar of Geographic Names about the naming authority's decision.

If the naming authority receives objections during the consultation process and decides to uphold the objections, it can choose to abandon, refine or change the proposal to ensure it conforms to these naming rules. If the naming authority decides to refine and/or change the proposal it must then undertake another round of community consultation to determine community support.

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The process for consultation and re-consultation is detailed below.



### 7.3 Developing an Aboriginal naming proposal

#### 7.3.1 Introduction

Consultation is a key component in the process of naming and renaming roads, features and localities. The process below must be used when proposing to use a name from an Aboriginal language.

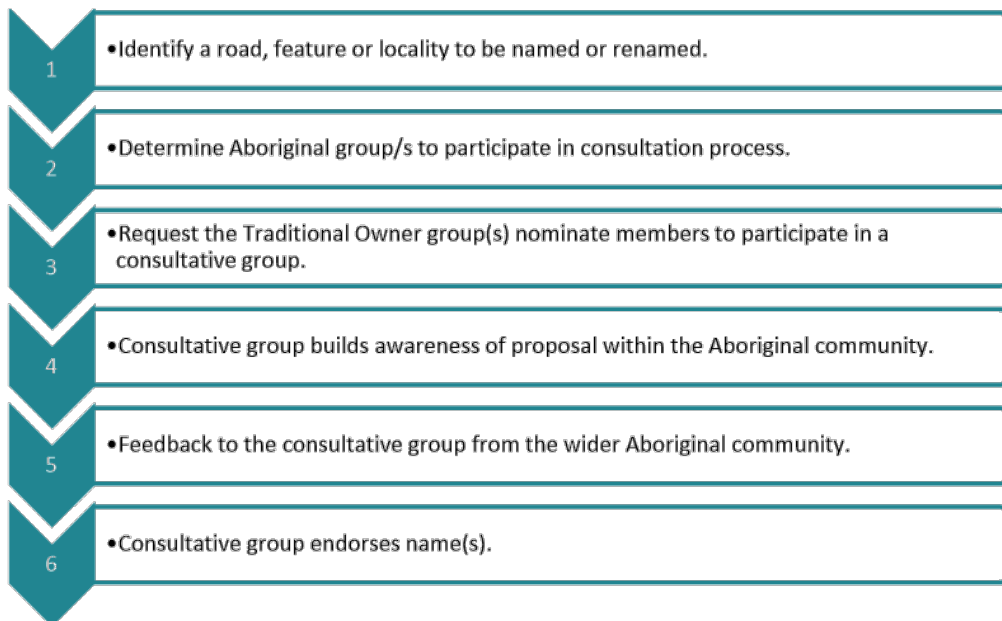
While there is a diverse range of Aboriginal organisations in Victoria – local Aboriginal networks, health organisations, arts organisations and local advisory groups – naming proposals should be directed to the relevant Traditional Owner group(s). In Victoria, Traditional Owner groups may be legally recognised through the *Native Title Act 1993* as native title holders, the *Traditional Owner Settlement Act 2010* as traditional owner group entities or the *Aboriginal Heritage Act 2006* as Registered Aboriginal Parties.

For more information about Native Title and Traditional Owner Settlements, visit <http://www.justice.vic.gov.au/home/your+rights/native+title/>.

For more information on Registered Aboriginal Parties, including contact details, visit <http://dpc.vic.gov.au/index.php/aboriginal-affairs/registered-aboriginal-parties>.

In areas where a Traditional Owner group has not been legally recognised, please contact Aboriginal Victoria for advice about the relevant groups to consult.

Naming authorities wishing to name a road, feature or locality using an Aboriginal language must follow the steps below.



#### 7.3.2 Preparing a naming proposal

Initially, the naming proposal must be prepared according to the relevant sections of these naming rules. Preparation will include identifying the road, feature or locality that is to be named or renamed and considering what type of naming process would be suitable.

If a naming authority is considering using an Aboriginal name or names in the proposal, it must consult the relevant Traditional Owner group(s) to determine an appropriate name and receive consent for the use of that name.

#### 7.3.3 Determining Aboriginal group(s) for consultation

It is the responsibility of the naming authority to determine which Traditional Owner group(s) to consult.



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When the naming authority identifies more than one group that must be consulted it should establish a consultative group with which to liaise and determine an appropriate name or names for the proposal.

**7.3.4 Selecting a consultative group**

When the road, feature or locality to be named or renamed could embrace more than one Traditional Owner group (e.g. a mountain range that includes more than one Registered Aboriginal Party), a special consultative group may need to be formed from members of two or more groups.

To establish the consultative group, the naming authority should contact the relevant Traditional Owner groups by phone or letter, and include the following information:

- background to the naming proposal
- location of the road, feature or locality to be named or renamed
- details of which Traditional Owner groups have been identified in the area
- information on the desirability of forming a consultative group, formed by members of relevant Traditional Owner groups
- details on how Traditional Owner groups can nominate members for the consultative group and what their responsibilities will be
- a proposed timeline for the naming program and a 'reply-by' date
- a contact officer within the naming authority and contact details for OGN.

The Traditional Owner groups will decide who should be appointed to the consultative group. In order to recognise the need for the naming authority to gain confirmation of the representative status of a nominee, letters or emails supporting the membership should be provided from the representative group Chief Executive Officer or board chairperson (if it is convenient).

Members of a Traditional Owner group selected to be members of the consultative group must have consent from their community to make decisions on naming or renaming roads, features or localities. Each member of the consultative group should have equal voting rights and be appointed to assist the naming authority with identifying an appropriate name or names for the naming proposal.

**7.3.5 Building awareness within the Traditional Owner community**

It is important that members represent their Traditional Owner and/or broader Aboriginal group and take responsibility for building awareness within their community of the proposed naming or renaming. Community awareness could be built in the following ways.

**Media**

Build awareness through Aboriginal radio stations and Aboriginal programs in the mainstream media. Radio stations can include (but are not limited to) 3KND 1503 AM.

Specific newspapers for Aboriginal and Torres Strait Islander audiences include the *Koori Mail* and *National Indigenous Times*. Local newspapers are also important media vehicles. Whatever media method is used, it is important that information is included on how the broader community might provide feedback to members of the consultative group.

**Notices**

Notices can be placed in public places, for example:

- the site to be named or renamed
- Traditional Owner organisations (including their premises, websites and newsletters, where applicable), Aboriginal co-operatives or organisations
- cultural centres

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- Koorie Open Door Education Schools
- local council offices
- libraries
- TAFEs and universities
- community centres and learning exchanges
- shops with community notice boards.

**Meetings**

Members of the consultative group may hold meetings with the communities they represent (or raise the naming proposal during regular community meetings), and ensure that both women and men are invited and encouraged to provide input or feedback into the process.

**7.3.6 Feedback from the Aboriginal community and endorsement of name(s)**

The broader Aboriginal community may provide feedback to the consultative group.

The consultative group should establish a process to identify an appropriate name or names for the proposal and determine a method for achieving group consensus on the final name(s) to be endorsed and provided to the naming authority.

The process should include a final meeting of the consultative group. It will examine the feedback from appointed members who report feedback from their own communities or other Aboriginal people who have written, phoned or provided comments.

If there is consensus at this point, then the consultative group can endorse the name(s) and provide written or verbal advice to the naming authority.

If consensus is not reached on the name, the consultative group must contact the naming authority and/or OGN to discuss whether or not further support is required to reach a decision.

When a final decision is made, the naming authority and consultative group should work collaboratively to promote the naming proposal to the wider community. Information on how this can be achieved is outlined in the following section.

**7.3.7 Building awareness of the proposal within the wider community**

When a name or names is/are selected and approved by the relevant Traditional Owner group(s) and endorsed by the consultative group, the local community must be made aware of the proposed name and given the opportunity to provide feedback. Any publicity should build awareness and understanding of Aboriginal cultural heritage so the proposed name is seen in that context.

This is the responsibility of the naming authority, but it can be helpful to also involve the consultative group. At this step in the process naming authorities may continue with the process as outlined in [Section 7.2.4 Build awareness of the proposal and invite feedback](#).

**7.3.8 Feedback from the wider community**

The wider community can provide feedback in a number of ways and could include letters, phone calls, an Internet site and/or email. This should be coordinated by the naming authority.

It has already been suggested that a public meeting should be held and that the awareness building may lead to such an event. However, this may be seen as excessive in some circumstances. It depends on how important the road, feature or locality is to the community and how controversial any naming or renaming might be.

If a public meeting is held then it should be jointly organised and chaired by the naming authority and the consultative group. Any comments made at the meeting should be noted by a minute-keeper and considered by the naming authority and consultative group for consideration.

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An appropriate timeline for feedback should be established. When the feedback period ends, an analysis sheet should be prepared summarising the responses according to category of response and where the response came from: an organisation, individual or business. This sheet, together with the letters, phone log and emails should be passed onto the consultative group.

At this step in the process naming authorities may continue with the process as outlined in [Section 7.2.5 Analyse feedback from the community](#).

### 7.3.9 Reimbursement of costs

The naming authority is expected to cover reasonable costs associated with the consultative group and public awareness campaign.

Limited financial assistance may be provided by the naming authority to facilitate the consultation process; however, reimbursement will not be available for consultative group meetings held when the naming or renaming is one of a number of agenda items.

If meetings are held by the consultative group to specifically discuss the naming issue, members' travel costs may be reimbursed by the naming authority.

If a public meeting to gather feedback from the broader community is held, the person acting as co-chair may also have travel costs reimbursed.

It is not anticipated that a consultative group will need to establish a new Internet site. If one already exists, however, consideration should be given on a case-by-case basis to cover the cost of adjusting that site to record feedback on the issue.

## 7.4 Process for a Traditional Owner group to develop an Aboriginal naming proposal

If a Traditional Owner group wants to name a road, feature or locality but is unsure who the naming authority is and/or if there is an officially registered or locally known name, then follow the steps below or contact OGN for further advice.

### 7.4.1 Identify the name

The Aboriginal name for a road, feature or locality can be identified by any person, group or organisation using specific cultural knowledge or historical documentation relevant to the area in which the road, feature or locality is situated.

### 7.4.2 Locate other names

The proposer must check whether other names are officially registered or recorded (this can be checked using [VICNAMES](#) at [maps.land.vic.gov.au/lassi/VicnamesUI.jsp](https://maps.land.vic.gov.au/lassi/VicnamesUI.jsp)). This will help identify the exact location of the road, feature or locality to which the proposed name will apply, and whether the wider community uses an unofficial name.

If an unofficial name exists, the proposer may submit the naming proposal as a Dual name with the existing registered or unofficial name. There are exceptions to a Dual name not being considered and, therefore, the assignment of an Aboriginal name may not proceed, e.g. to avoid possible confusion for addressing or providing emergency management (refer to [Principle \(G\) Dual names](#)).

If no other name is in use, the Aboriginal name can be recorded as registered, traditional or historic in VICNAMES. Refer to [Section 1.7 Status of names in VICNAMES](#) and for features [Section 4.9 Features with Aboriginal names](#).

### 7.4.3 Verify the name

When an Aboriginal name has been identified, it must be verified by the Traditional Owner group(s) in the area in which the road, feature or locality is located. In some instances, this might be more than one group. In all instances, the name must be verified by all groups with recognised heritage in the area (for a list of

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these groups refer to [Section 7.3](#)). Further advice can be obtained from Aboriginal Victoria, Department of Premier and Cabinet ([www.dpc.vic.gov.au](http://www.dpc.vic.gov.au)).

All relevant Traditional Owner groups must give written consent to the name being registered for the road, feature or locality (either as a Dual name or single name). If written consent has not been provided by all groups, contact OGN for further advice.

**7.4.4 Contact the naming authority for the road, feature or locality**

The proposer should contact the naming authority for the road, feature or locality and submit directly to it a naming proposal. Refer to [Section 6.1.1](#). The naming proposal must then be processed according to the steps in [Section 7.2](#) or [Section 7.3](#) if proposing to use a name from an Aboriginal language.

## 8 Objections and submissions

The consultation process allows members of the community to express an opinion about a naming or renaming proposal.

People can object to a naming proposal, support it or provide comment on it without expressing support or opposition.

Objections to or submissions about an existing named road, feature or locality outside an active naming consultation period should refer back to [Section 6](#) – Initiating a proposal and checking required information.

### 8.1 What to submit

An objection or submission, is a way for members of the community to inform the naming authority that one or more people disagree/agree with a naming or renaming proposal. An objection or submission must explain why a proposal is opposed/supported. Simply lodging opposition/support without an explanation does not help the naming authority understand the underlying issues/benefits.

At a minimum, objections or submissions (including [petitions](#) and pro-forma documents) should explain:

- the person's or group's interest in the naming proposal – e.g. if their address is affected or whether they have a personal link with the place and/or name
- reasons for the name being inappropriate/appropriate, unsuitable/suitable or unsupported/supported, including how it does or does not comply with these naming rules.

**Note:** If a petition is used to object or support a naming proposal then a statement within the petition must, as a minimum, address the two points above. Signatories must include their printed name and property address

### 8.2 Who can object or support a proposal?

Any person or organisation can lodge a submission in objection or in support of a naming, renaming or boundary change proposal during the public consultation period administered by the relevant naming authority.

### 8.3 Lodging a submission

Submissions must be lodged directly with the naming authority within the minimum 30 days allocated for feedback. Naming authorities can, if necessary, provide for a longer feedback period.

### 8.4 How submissions are considered

Any submission received during the public consultation period must be considered by the naming authority. The naming authority is responsible for deciding the weight to be given to competing submissions, having regard to these naming rules and any other relevant matters it identifies.

All submissions must be included in an assessment report, stating the objection or support for a proposal, indicating relevance to the naming rules and the naming authority's consideration/response to the submission.

The decision about whether or not to proceed with a naming proposal resides with the naming authority.

**Note:** The naming authority need not consider objections that don't explain reasons for the objector opposing the name. If a voting poll is used, however, the naming authority must consider the numbers for and against a proposal, whether or not reasons for objections are provided.



## Section 8 Objections and submissions

If the naming authority accepts the proposal and lodges it with the Registrar for consideration, it must provide details of what the objections were and how they will be or have been dealt with.

If the naming authority decides to uphold the objections, it can choose to abandon the proposal or refine and/or change it to ensure it conforms to these naming rules. If the naming authority decides to refine and/or change the proposal, it must then undertake further community consultation in order to determine community support.

Naming proposals that have not addressed objections will be rejected by the Registrar as not conforming to these naming rules.

#### 8.4.1 Minimal community support for name

If there is minimal support for the chosen name, the naming authority may decide to re-consult on a new name or abandon the proposal, regardless of the proposal being compliant to these naming rules.

**Note:** If the proposal has been made based on public safety and/or emergency management concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations. If the naming authority believes that community support will not be forthcoming, and non-approval of the proposal will maintain the risk to public safety, it can either proceed with the proposal on the grounds of public safety (particularly important if raised by emergency services) and/or contact OGN for advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#) for further details).

### 8.5 Informing the community of a decision

In all instances (except a voting poll, refer to [Section 7.2.6](#)), any party who responded to the proposal must be advised of the naming authority's decision. The naming authority must write to objectors, when they're identified, informing them of the outcome of the naming proposal. The letter to objectors needs to indicate that an appeal to the Registrar must be lodged within 30 days of the naming authority accepting the proposal and/or sending the letter to the objector (whichever is later). Only those members of the community who have objected to a naming proposal are offered the ability to appeal to the Registrar.

If objections raise concerns about the proposal not conforming to the principles and statutory requirements of these naming rules, the response must outline:

- how objections have been dealt with
- why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES; or if rejected, how it will subsequently be refined, changed or abandoned.

In cases of the naming authority accepting the proposal, the letter to objectors also needs to include details of how an appeal can be made to the Registrar. An appeal can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the principles and statutory requirements of these naming rules.

For further information refer to [Section 11.1 Appeals](#).

**Note:** The naming authority must have already allowed the community to object to the initial proposal and the naming authority must address the issues raised in the objector's objection, where relevant.

The letter below outlines what to include (where applicable) in the letter to objectors.



## Section 8 Objections and submissions

**Naming/renaming/boundary realignment**

*[Insert naming authority name]* has made a final decision on the name for the *[road, feature or locality or boundary amendment]*.

A report was presented to *[insert naming authority name]* and endorsed on *[insert date of endorsement and link to minutes if available]*.

*[Explain how the objection has been dealt with, e.g.. there was overwhelming support for the name, the objection is not valid, the concerns raised will be mitigated because...]*

*[Explain why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES; or if rejected, how it will subsequently be refined, changed or abandoned.]*

*[Insert naming authority name]* will now send the proposal to the Registrar of Geographic Names.

As you previously objected, you are being advised that you have the opportunity to appeal the *[insert naming authority's name]* decision.

All appeals must be made in writing and sent by mail to the Registrar of Geographic Names, Office of Geographic Names, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or by email to [geo.names@delwp.gov.vic.au](mailto:geo.names@delwp.gov.vic.au).

All appeals must be received by *[add date, which needs to be within 30 days (minimum) of this notice or timeframe determined by the naming authority]*.

An appeal will only be considered if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the principles and statutory requirements of *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities– 2016*.

**Note:** The above example must be used for informing objectors of a naming authority's decision.

The letter below outlines what to include to those that have either made a submission, but had not objected or did not respond to the initial proposal.

**Naming/renaming/boundary realignment**

As you are aware, *[insert naming authority name]* has recently surveyed/notified the community of a proposal to name/rename a road, feature or locality or amend its boundary.

You have received this correspondence because you are affected by this proposal.

As a result of the survey/notice/letter, a preferred name of *[insert preferred name]* received the most support.

A report will now be presented to *[insert naming authority's name]* requesting endorsement of *[insert preferred name]*.

*[Insert naming authority name here]* will consider this request at its regular *[insert meeting name here]*, scheduled to take place on *[insert date, time and location of meeting]*.

*[If an agenda is available, advise accordingly]*

All objections must be received by *[add date, which needs to be within 30 days (minimum) of this notice or timeframe determined by the naming authority]*.

## 9 Finalising the proposal

The naming authority must determine that the proposed name(s) and/or boundaries and the process undertaken to reach the final proposed name conforms with the Principles of [Section 2](#) and relevant requirements in [Sections 3](#), [Section 4](#) or [Section 5](#).

It is useful to prepare a report on the proposal, which will assist in determining compliance. The report should include:

- information about how the proposal conforms to the relevant principles and requirements of these naming rules
- discussion on and response to any objections/comments received during the consultation period(s).

The naming authority's decision to accept or reject a proposal must be formally recorded. This may include councillors ratifying the name at council meetings, relevant Ministerial or CEO approval and/or when the decision has been made under delegated authority.<sup>6</sup>

<sup>6</sup> In some instances, council might prefer to provide a 'delegation of authority' for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important that the council forwards details of the delegated authority and whether this relates to roads, features and/or localities – on official letterhead signed by the CEO – to the Office of Geographic Names (OGN) for filing and future reference.

## 10 Lodging a proposal with OGN

Naming authorities should lodge the proposal with OGN using Notification for Editing Service ([NES](#)).

This online facility allows proposals to be easily submitted and tracked, from the naming authority through to the Registrar and the addition of data to VICNAMES and Vicmap. Details on how to register for and use [NES](#) are provided at [nes.land.vic.gov.au](http://nes.land.vic.gov.au).

### 10.1 Information a naming authority must lodge with OGN

When submitting a proposal through NES, naming authorities must provide the following information, (where relevant):

- details of the existing and proposed extent of the road (in accordance with requirements of [Section 3](#))
- details of the feature (including, as an example, a park's address and access points for emergency management)
- details of the proposed boundaries for the new locality and boundaries of the existing localities in the area (in accordance with requirements of [Section 5](#))
- a map displaying the extent of the road, feature and/or locality
- background on the proposed name and/or boundaries and why they were selected
- details of why a renaming is proposed
- details of the consultation process:
  - a statement from the naming authority(ies) about how they reached their decision about who to consult, i.e. immediate and/or extended community
  - a statement on which method(s) of consultation was used, i.e. notice, letter, survey, website etc
  - analysis of outcomes of consultation
  - how any objections were considered and what responses were provided to the objector
- confirmation that the name and/or boundaries conform to the principles and statutory requirements of Sections 2, 3, 4, and 5 of these naming rules
- confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer
- the following information (where relevant):
  - a copy of consent from the relevant Aboriginal group(s)
  - details of consultation with emergency services and public service providers (if [NES](#) was used for consultation this evidence is automatically attached to the submission to OGN)
  - copies of the notice, letter, survey or voting poll material
  - de-identified (i.e. personal details removed) objections received from the public
  - copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in [Section 8](#))
  - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.

## Section 10 Lodging a proposal with OGN

**10.2 What the Registrar does**

The Registrar will follow the process in Section 11 unless a government department or authority requires either of the following.

**10.2.1 Seeking Registrar's endorsement of a proposal**

If the proposed name and/or boundaries conform(s) to the principles and requirements of these naming rules, the Registrar will endorse the proposal and provide written evidence of this to the department or authority.

If the naming proposal does not conform to these naming rules, the Registrar will offer advice on how to amend the proposal to ensure that it will comply. The government department or authority can then amend the proposal and resubmit it to the Registrar for endorsement.

The government department or authority can use the Registrar's endorsement to seek approval for the naming proposal from its Minister. If the Minister approves the proposal, the department or authority should then provide copies of this approval to the Registrar, who will then proceed to gazette and register the name utilising the processes outlined in [Section 12](#).

**10.2.2 Registrar's consideration of a proposal seeking referral to a Geographic Place Names Advisory Committee**

If the department's or authority's proposal is seeking the assistance of a Geographic Place Names Advisory Committee to make a final naming determination, the Registrar will convene a committee based on the provisions of s.12 to s.17 of the Act.

The committee will be convened at its committee members' earliest possible convenience.

Further information about Geographic Place Names Advisory Committees is available in [Section 1.5.5](#).

## Section 11 Registrar's consideration of a proposal

## 11 Registrar's consideration of a proposal

Upon receiving a proposal from the responsible authority to name or rename a road, feature, or locality and/or its boundaries, OGN will advise the naming authority of the proposal's receipt.

If the naming authority indicates that the proposal received objections during the consultation period, the Registrar will not consider approving the proposal until 30 days have elapsed since the naming authority accepted the proposal and notified objectors. This 30-day period is to allow time for objectors to lodge an appeal, as provided in [Section 8 and refer to 11.1 Appeals below](#). If there are no objections then the Registrar will proceed with considering the proposal.

When considering the proposal, the Registrar will check compliance with all the principles and relevant requirements of these naming rules. In particular, the Registrar will check that the name is not duplicated, appropriate community consultation has occurred and the naming authority in the creation or alteration of a locality's boundaries has considered any proposed change to be in the community's long-term interests.

If the Registrar deems that the proposal conforms to the naming rules, OGN will proceed to gazette the proposal and update the [Naming proposals](#) webpage at [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces) > Naming proposals.

The Registrar may consider the name is of greater than local significance and in this instance the proposal will be referred to a Geographic Place Names Advisory Committee for its advice. Further details on Geographic Place Names Advisory Committees are available in [Section 1.5.5](#).

If the naming proposal does not conform to these naming rules, the Registrar will offer advice on how to amend the proposal to ensure that it will comply. Only compliant names will be gazetted and registered in VICNAMES.

**Note:** The Registrar has discretionary powers to enter any name into the Register.

Section 11 of the Act, Registration of names, states:

- (1) *The Registrar must enter in the Register each name for which an application for registration is made in accordance with this Act and the guidelines, other than an application that is referred to a Committee for advice.*
- (2) *The Registrar must amend a geographic name in accordance with an application for amendment made in accordance with this Act and the guidelines, other than an application that is referred to a Committee for advice.*
- (3) *The Registrar, upon receiving advice in accordance with this Act and the guidelines from a Committee to which a matter is referred under this Act, must make such entries or alterations in the Register as are necessary to give effect to that advice.*
- (4) *The Registrar may make such entries in the Register as the Registrar determines are appropriate to record the names of places for which names are assigned by or under any other Act.*
- (5) *The Registrar must comply with any directions given by the Minister from time to time concerning the registration of names in the Register and must not make an entry inconsistent with any such direction as in force from time to time.*
- (6) *The Registrar must cause to be published in the Government Gazette, and in such newspapers circulating generally in the State as the Registrar thinks appropriate, a notice of each entry of a place name, and of each amendment of an entry, in the Register.*

## Section 11 Registrar's consideration of a proposal

**11.1 Appeals**

The Registrar may only consider appeals from members of the community who have already objected directly to the naming authority's proposal. An appeal to the Registrar can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the principles and statutory requirements of these naming rules.

All appeals must be made in writing and sent to the Registrar of Geographic Names, Office of Geographic Names, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or via email to [geo.names@delwp.gov.vic.au](mailto:geo.names@delwp.gov.vic.au).

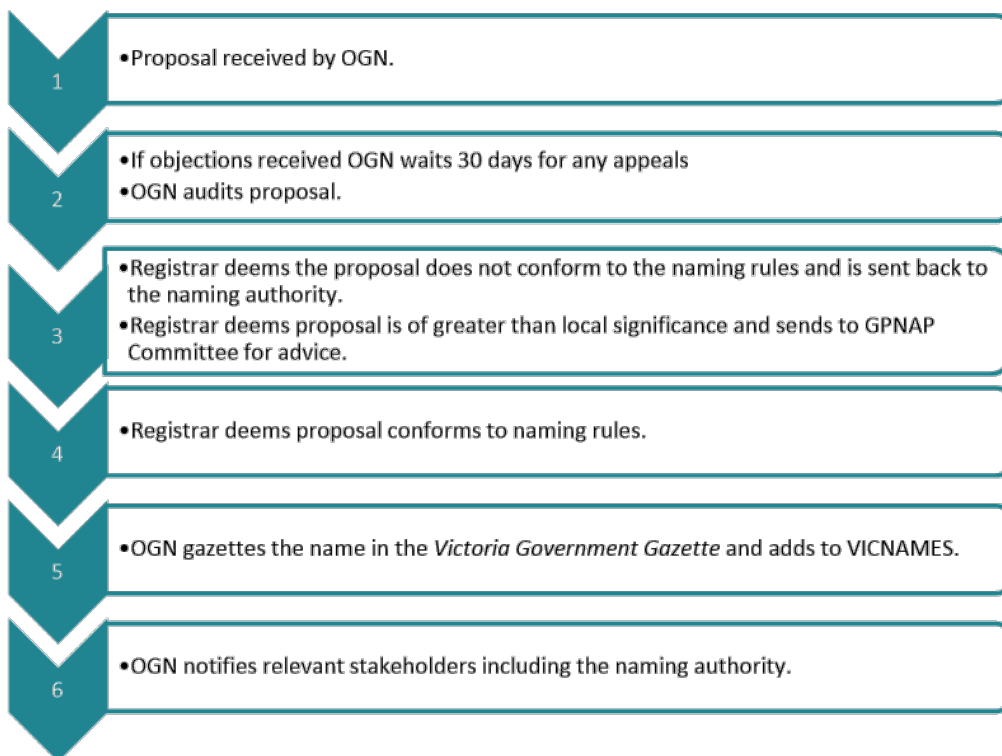
Appeals that do not respond/address one of the two points above will not be considered as valid appeals.

Petitions may be used to appeal a naming authority's decision. If a petition is used to object to a naming proposal then a statement within the petition must, as a minimum, respond/address the two points above. Signatories must include their printed name and property address

OGN will formally acknowledge receipt of all appeals, either via letter or email.

The Registrar will consider all valid appeals and determine whether a naming authority has complied with the naming rules. Objectors will receive a formal response to an appeal outlining the Registrars decision to endorse and proceed with gazettal or reject a proposal.

OGN follows the below process when the Registrar considers a name proposal.





## Section 12 Gazettal of a proposed name or boundaries

## 12 Gazettal of a proposed name or boundaries

When a name, new name and/or boundary(ies) is/are chosen and endorsed by the Registrar, it/they will be included in a weekly notice published in the *Victoria Government Gazette* ([www.gazette.vic.gov.au](http://www.gazette.vic.gov.au)), notifying registration of new or altered roads, features or locality names and/or boundaries in Victoria.

A name may also be endorsed prior to gazettal by the Minister of the department or authority from which the proposal was generated; or, through a proposal from a Geographic Place Names Advisory Committee.

The gazette notice will include the following items (where relevant):

- the NES change request number
- the pre-existing name of the road, feature or locality
- the new name of the road, feature or locality, (if private, will be indicated)
- the name of the private complex in which the road is located
- written details of the extent of the road, feature or locality
- the address of the feature
- the locality(ies) in which the road or feature is located
- the names of the existing localities within which the new locality is being defined
- the naming authority
- a web link to OGN's website, where a map can be viewed.

The gazette notice acts as official notification that the name and/or boundaries will be registered in VICNAMES.

An example of a gazette notice is below.

110	G4	23 January 2014	Victoria Government Gazette
Geographic Place Names Act 1998			
NOTICE OF REGISTRATION OF GEOGRAPHIC NAMES			
The Registrar of Geographic Names hereby gives notice of the registration of the undermentioned place names.			
Road Naming			
Change Request Number	Road Name	Locality	Proposer and Location
64137	McNamara Walk	Yarrawonga	Moira Shire Council The walking track traverses south from South Road to James Lillis Drive
65903	Green Palms Drive	Cobram	Moira Shire Council (Private Road – within Green Palms Village) The road traverses west from Ritchie Road

## Section 12 Gazette of a proposed name or boundaries

Victoria Government Gazette

G 4 23 January 2014

III

Change Request Number	Road Name	Locality	Proposer and Location
65945	Rupe Lane	Nar Nar Goon North	Cardinia Shire Council Service road running between Wilson Road and 2205 Princes Freeway

## Feature Naming

Change Request Number	Place Name	Naming Authority and Location
65399	Ken Lyons Pavilion	Kingston City Council Within Regents Park Sixth Avenue, Aspendale 3195 For further details see map at <a href="http://www.dtpli.vic.gov.au/namingplaces">www.dtpli.vic.gov.au/namingplaces</a>

## Localities

Change Request Number	Naming Authority	Affected Localities	Location
64274	Golden Plains Shire Council	Anakie and Steiglitz	To modify the locality boundary, to follow the back of the property boundaries of 110, 140 and 150 Butchers Road, so that these properties are located in the locality of Steiglitz. For further details see map at <a href="http://www.dtpli.vic.gov.au/namingplaces">www.dtpli.vic.gov.au/namingplaces</a>
65088	East Gippsland Shire Council	Bete Bolong and Newmerella	To modify the locality boundary between Bete Bolong and Newmerella, to include all properties along Preston Road and Robinsons Road in the locality of Newmerella. For further details see map at <a href="http://www.dtpli.vic.gov.au/namingplaces">www.dtpli.vic.gov.au/namingplaces</a>

Office of Geographic Names  
Land Victoria  
570 Bourke Street  
Melbourne 3000

JOHN E. TULLOCH  
Registrar of Geographic Names

## 13 Implementation

The implementation of any name is very important. It ensures names are widely adopted and known by the immediate and extended community. Careful consideration should be given to promotion, communication and education about a name and/or boundaries. For example community members need to be officially told when to use a new road name for an address or a change in a locality name. The use of an Aboriginal name may see the community being educated about its meaning and pronunciation.

Ensuring correct notification to organisations and communicating the name widely will ensure state and federal government, emergency services and postal/goods delivery services are up-to-date.

All naming authorities including, municipal councils, government departments/agencies and authorities should consider creating a communications plan dependent on the scale of a naming proposal. They should also ensure naming authorities databases, websites, related documents, local mapping and imagery are updated.

A number of requirements are involved in the implementation of a name, these include registration, notification, signage and history. Further information is available below.

### 13.1 Registration

Only after a naming authority receives notification from the Registrar that an official naming or boundary change has been registered in VICNAMES can it notify affected members of the immediate and/or extended community and other interested stakeholders.

### 13.2 Notification

#### 13.2.1 OGN notifies stakeholders

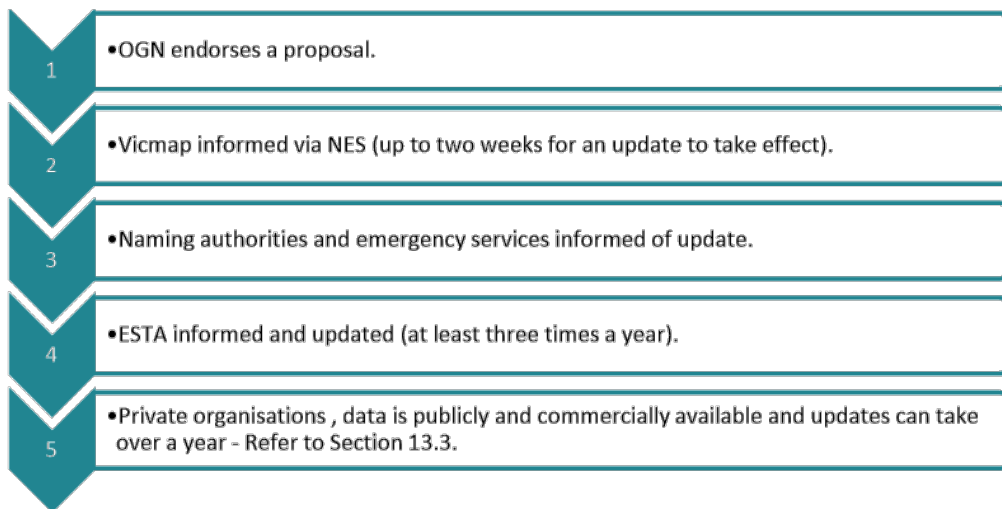
Upon registration, OGN will inform relevant stakeholders. The naming authority is also encouraged to inform local stakeholders as advised below.

Within 30 days of a proposal's endorsement OGN will publish a notice on the [Naming proposals](http://www.delwp.vic.gov.au/namingplaces) webpage at [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces) Naming proposals and send notification to the naming authority. The notice will include a link to an electronic map that naming authorities can download and distribute to all local stakeholders, including local emergency and utility service providers.

OGN will organise for notification to be sent to state-wide and national bodies, including emergency and postal services, and spatial information or mapping organisations. These include:

- Australia Post
- EMSINA (Emergency Management Spatial Information Network Australia) – Victorian Committee members, including: Emergency Services Telecommunications Authority; Ambulance Victoria; Victoria Police; Country Fire Authority; Metropolitan Fire Brigade; State Emergency Service; Department of Environment, Land, Water and Planning; Department of Justice; and Department of Health and Human Services
- Real Estate Institute of Victoria
- Australian Bureau of Statistics
- Australian Electoral Commission
- Melway and other spatial information or mapping agencies.

## Section 13 Implementation – Registration, Notification, Signage &amp; History

**OGN notification process**

Road updates, including spatial extents and attributes are regularly published to the Vicmap Transport spatial layer, used by councils, State Government departments and authorities and mapping agencies.

**13.2.2 Who the naming authority must notify**

If addresses have been affected the naming authority must notify residents, ratepayers and businesses in the immediate community. Refer to the following example.

**Naming/renaming/boundary realignment**

As you are aware [*insert naming authority*] recently surveyed/notified the community of a proposal to name/rename a road, feature or locality, or amend its boundaries.

You have received this correspondence because you are affected by this proposal.

As a result of the notice/letter/survey/voting poll, the preferred name [*enter preferred name*] received the most support.

[*Insert naming authority*] considered the proposal at its regular [*insert meeting name*] meeting on [*insert date, time and location of meeting*].

[*Insert naming authority*] endorsed the name and requested that the name be sent to the Registrar of Geographic Names for gazettal and registration.

The name was gazetted on [*insert date and gazettal reference*]. [*Insert naming authority*] has been informed that the name has been registered and emergency services have been informed.

Signage will be installed in due course.

[*If addresses affected, include the following*]

Your old address [*insert old address*] has now changed to [*insert new address*].

Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new. It should also be noted, however, that Australia Post cannot guarantee the delivery of incorrectly addressed mail and you should endeavour to use the new official address.

It is important to distribute details of the endorsed proposal to the following local organisations – they may have an interest in knowing the new or altered name and boundaries and there can be a delay between official notification to state-wide bodies and details filtering through various systems.

## Section 13 Implementation – Registration, Notification, Signage &amp; History

The naming authority should notify the following local organisations and stakeholders:

- Australia Post offices
- real estate agents
- gas, water and electricity suppliers
- council rates departments
- local mapping agencies
- local police stations
- local ambulance station
- local Country Fire Authority and/or Metropolitan Fire Brigade station
- State Emergency Service local headquarters
- tourist information centres.

### 13.2.3 VICNAMES holds the gazetted and registration details

Following the proposal's gazettal, the Registrar will enter the gazette date, gazette reference and the details of the new or amended name and/or boundaries into VICNAMES.

#### *Roads*

The gazettal date for a road naming or renaming is available from the *Victoria Government Gazette* and will not be held in VICNAMES. The official date of registration will be the date the name is entered into Vicmap Transport or when the name was last edited; this information is viewable in VICNAMES.

If required, the naming authority may also wish to proceed with its own gazettal of the road naming, as provided under the various road acts. This is a decision for the naming authority to make. Refer to [Section 3.4](#).

Road discontinuance notices are the responsibility of councils and VicRoads.

#### *Features and localities*

The gazettal date and reference for a feature or locality naming or renaming will be recorded in VICNAMES. The official date of registration will be the date the name is entered into VICNAMES.

### 13.2.4 Updating other databases, including private companies

While OGN, councils and State Government departments and authorities have a responsibility to update both state and national datasets, road, feature, locality and address information can take time to filter out to various companies' databases. Databases belonging to satellite navigation, online address searches, companies that offer address searches on the internet and service providers (such as utility companies) can take months to update.

It is not the responsibility of the naming authority to update private organisations with address information.

The naming authority can provide official proof of an address on letterhead that the community can use to inform such private organisations of a change to an address.

### 13.2.5 Updating emergency services databases

Updates are provided to emergency services, in particular ESTA, who handles OOO calls, when a naming proposal is processed through NES or the SPEAR subdivision process. Typically, ESTA receives at least three updates a year from State Government. If naming authorities are concerned that information has not been updated or want to know when it is appropriate to inform members of the public, please contact OGN for advice.



## Section 13 Implementation – Signage &amp; History

**13.3 Signage**

Road, feature and locality signage in Victoria must conform to the requirements outlined in this section.

All signage for a road, feature or locality must be erected within 30 days of the name being gazetted and registered or within 30 days of being notified by OGN.

In all instances, naming authorities must not erect or display signage prior to receiving Registrar's advice that the naming proposal has been endorsed, gazetted and entered in VICNAMES. Existence of signage prior to lodging a naming proposal with the Registrar is not a valid argument for the name to be registered.

It is recommended that naming authorities apply to the Registrar as early as possible to ensure names can be endorsed, gazetted and registered in VICNAMES and Vicmap. Appropriate and unambiguous signage will assist with delivery of goods and services and ensure adequate provision for emergency management.

The names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. They should not appear on council, State Government department or agency signage.

Signage design and display can differ for roads, features or localities. Specific information on signage is provided below.

**13.3.1 Requirements for road signage**

The size, font and colour of road signs are determined in [AS1742 Manual of uniform traffic control devices](#), [AS1744 Forms of letter and numerals for road signs](#) (at [infostore.saiglobal.com/store/details.aspx?ProductID=1757854](http://infostore.saiglobal.com/store/details.aspx?ProductID=1757854)) and [AS/NZS 4819:2011 Rural and urban addressing](#) (at [infostore.saiglobal.com/store/Details.aspx?ProductID=1497944](http://infostore.saiglobal.com/store/Details.aspx?ProductID=1497944)) and should be applied in all instances of road signage in Victoria.

The only acceptable road type abbreviations are provided in [APPENDIX A](#) and may be applied to road signage.

Diacritical marks should not be added to street signage, refer to [Principle \(J\)](#) and AS1742.5.

In addition, the location of signage is an important issue for naming authorities to consider. Road name signage should be placed at intersections and junctions, and in areas where it is not obscured from view or covered by objects such as trees and buildings. Road name signage should also be located at regular junctions and cross roads to allow members of the public to discern their location, especially in rural areas.

Signage for private roads should include reference to the fact that they are private roads, which implies they are not accessible to the general public. The cost is the responsibility of the property owner, developer, owners corporation (subject to local council's provisions and guidelines).

If the site is under construction, signage must be erected within 30 days of infrastructure work commencing at the site (this is to ensure that emergency management services can respond to any incidents that might arise in the area during the construction phase). If the road is under construction, 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

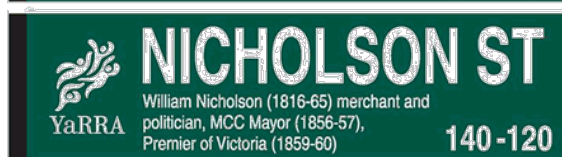
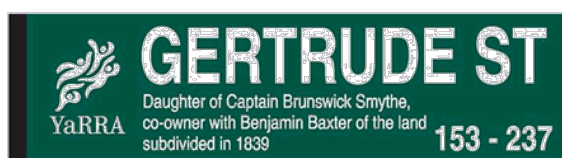
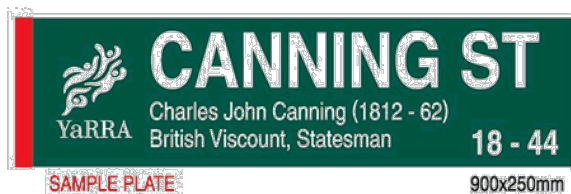
When road names are approved via the [SPEAR](#)<sup>7</sup> subdivision process (at [www.spear.land.vic.gov.au](http://www.spear.land.vic.gov.au)), signage must be erected after the certification of the plans and within 30 days of infrastructure work commencing at the site.

<sup>7</sup> SPEAR is an acronym for Streamlined Planning through Electronic Applications and Referrals. The system allows users to process planning permits and subdivision applications online.



## Section 13 Implementation – Signage &amp; History

Refer to road signage examples below.

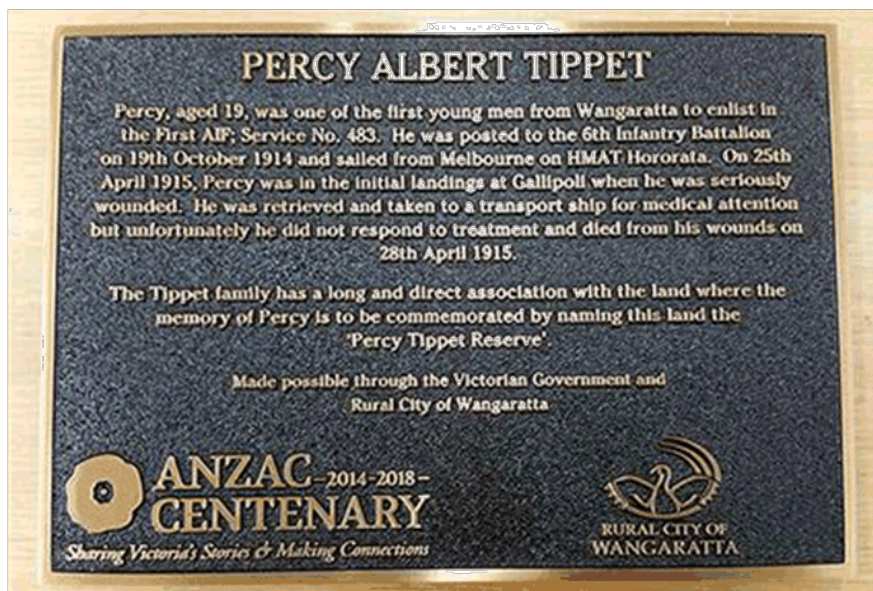


## Section 13 Implementation – Signage &amp; History

**13.3.2 Requirements for feature signage**

Signage for features can take whichever form or design the naming authority deems appropriate to ensure that the name can be easily located, identified and read by all members of the community.

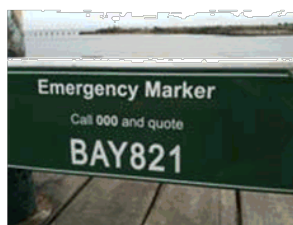
At a minimum, the signage for a feature should be located at major access points to ensure people can readily identify the feature in an emergency.



Example of feature signage

For features with addresses that visitors might find difficult to describe (e.g. barbecue sites in parks, swimming sites at beaches or walking tracks in state forests), there is an option to display an emergency marker. These markers are geocoded for the use of the ESTA (the organisation responsible for answering 000 calls) and can be useful for providing emergency services with accurate location information and specific directions on how to access the area.

Further information about [emergency markers](http://www.esta.vic.gov.au/Our+Role/Our+Services/Emergency+Markers) is available at [www.esta.vic.gov.au/Our+Role/Our+Services/Emergency+Markers](http://www.esta.vic.gov.au/Our+Role/Our+Services/Emergency+Markers).



## Section 13 Implementation – Signage &amp; History

**13.3.3 Requirements for locality signage**

Adequate locality signage should be displayed on all major roads and thoroughfares. This is particularly important in rural and remote areas, where visitors may be unfamiliar with the area.

**13.4 History****13.4.1 Recording historical information in VICNAMES**

It is important to record information about why a road's, feature's or locality's name was chosen. This will ensure historical information is available to future generations and provide transparency in the naming process.

When a name has been gazetted and registered, the naming authority should access VICNAMES and enter any historical information and, if desired, upload corroborating documents on the new name. This information should explain why the name was chosen and how the name has links to the local area.

It is expected that the historical information is submitted to VICNAMES by the naming authority.

Anyone can upload historical information to VICNAMES. The submission should relate to an appropriate source, which includes:

- books
- an edited book section
- journal
- manuscript
- oral history
- maps
- newspaper/magazine
- artefact
- website
- council
- OGN.

The [Guide to VICNAMES](http://www.delwp.vic.gov.au/namingplaces) is available at [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces)>VICNAMES.

A historical content administrator (HCA) will review the submission and either approve, reject or request further information. Once approved, the submission will be viewable in VICNAMES. If a submission relates to multiple features or roads, then associations can be made by the HCA. The submitter will be notified of the submission's approval or rejection.

Once a submission has been approved, corroborating historical information can be submitted. This could include copies of photos as jpegs or Microsoft Word or PDF documents. This information should be emailed to [geo.names@delwp.vic.gov.au](mailto:geo.names@delwp.vic.gov.au), clearly indicating the record the information relates to. The HCA can then upload this content to the record.

## APPENDIX

### APPENDIX A Road types accepted for registration

As per Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a) within the AS/NZS4819:2011: Rural and urban addressing standard, the road types specified within this appendix are the only road types that can be used.

#### *Culs-de-sac*

Road Type	Abbreviation	Description
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
MEWS	MEWS	A roadway in a group of houses.
PLACE	PL	A short, sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area, forming a marketplace or open space.
RETREAT	RTT	A roadway forming a place of seclusion.

#### *Either culs-de-sac or open-ended roads*

Road Type	Abbreviation	Description
ALLEY	ALLY	Usually a narrow roadway in cities or towns. A minor roadway through the centre of city blocks or squares.
CHASE	CH	A roadway leading down to a valley.
CREST	CRST	A roadway running along the top or summit of a hill.
GLADE	GLDE	A roadway usually in a valley of trees.
GROVE	GR	A roadway that features a group of trees standing together.
LANE	LANE	A narrow way between walls, buildings or a narrow country or city roadway.
RISE	RISE	A roadway going to a higher place or position.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.
WHARF	WHRF	A roadway on a wharf or pier.

## Appendix A

**Open-ended roads**

Road Type	Abbreviation	Description
APPROACH	APP	A roadway leading to an area of community interest, i.e. public open space, commercial area, beach etc.
AVENUE	AV	A broad roadway, usually planted with trees on each side.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BREAK	BRK	A vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CIRCUIT	CCT	A roadway enclosing an area.
CONCOURSE	CON	A roadway that runs around a central area, e.g. public open space or a commercial area.
CRESCENT	CR	A crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic, without many cross streets.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
FIRETRAIL	FTRL	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.
GRANGE	GRA	Roadway leading to a country estate, or focal point, public open space, shopping area etc.
HIGHWAY	HWY	A main road or thoroughfare; a main route.
LOOP	LOOP	Roadway that diverges from and re-joins the main thoroughfare.
PARADE	PDE	A public promenade or roadway that has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk; a public place for walking.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMP	RAMP	An access road to and from highways and freeways.
RIDGE	RDGE	A roadway along the top of a hill.
ROAD	RD	A place where one may ride; an open way or public passage for vehicles, persons and animals; or, a roadway forming a means of communication between one place and another.
STREET	ST	A public roadway in a town, city or urban area; especially a paved



## Appendix A

Road Type	Abbreviation	Description
		thoroughfare with footpaths and buildings along one or both sides.
TRACK	TRK	A roadway with a single carriageway and a roadway through a natural bushland region. The interpretation for both TRACK and TRAIL is limited to roadways; however, in many areas (e.g. Tasmania) these are more often associated with walking rather than vehicular movement.
TRAIL	TRL	See TRACK.
WAY	WAY	An access way between two streets. Usually not as straight as an avenue or street.

***Pedestrian only roads***

Road Type	Abbreviation	Description
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles along, or overlooking, a beach or waterfront.
MALL	MALL	A sheltered walk, promenade or shopping precinct.
PATH	PATH	A roadway used only for pedestrian traffic.
PASSAGE	PSGE	A narrow street for pedestrians.
STEPS	STPS	Route consisting mainly of steps.
SUBWAY	SBWY	An underground passage or tunnel that pedestrians can use for crossing under a road, railway, river, etc.
WALK	WALK	A thoroughfare with restricted access used mainly by pedestrians.
WHARF	WHRF	A roadway on a wharf or pier.



## APPENDIX B

**APPENDIX B      Feature types accepted for registration**

A [full list of features](#) accepted for registration is available at [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces)>Naming rules.

Features associated with the feature types can be found in [VICNAMES](#) at <http://maps.land.vic.gov.au/lassi/VicnamesUI.jsp>.

**Note:** The agencies listed in the 'Naming Authority' column are identified as the most common bodies that act as the naming authorities for that feature type, but it is/they are not necessarily the sole agency(ies) responsible for naming the feature.

## APPENDIX C

**APPENDIX C Checklists**

The checklists in this document should be used to ensure you have complied with:

- principles listed in [Section 2](#)
- relevant statutory requirements (as required) under [Section 3](#), [Section 4](#) and [Section 5](#)
- processes required for naming or renaming a road, feature or locality.

A copy of the completed checklist may be submitted with your naming proposal to OGN

Refer to [Section 11 Lodging a proposal with OGN](#) for further information about how to submit a proposal for the Registrar's consideration.

**Are you seeking:**

- ☐ The Registrar's endorsement of the proposed name or shortlisted names?
- ☐ Assistance from a Geographic Place Names Advisory Committee to make a final determination on a proposed name?

**Is your naming proposal related to a:**

- ☐ Road? – complete sections 1, 2, 5, 6, 7, 8, 9 (of this checklist)
- ☐ Feature? – complete sections 1, 3, 5, 6, 7, 8, 9 (of this checklist)
- ☐ Locality? – complete sections 1, 4, 5, 6, 7, 8, 9 (of this checklist)

**1. General Questions**

	Yes	No	Not applicable
If proposing a new name or to change a name, does the proposal conform to the principles in Section 2?			
Principle (A) Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (B) Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (C) Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (D) Ensuring names are not duplicated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (E) Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (F) Recognition and use of Aboriginal languages in naming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (G) Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (H) Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (I) Using commercial and business names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (J) Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (K) Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (L) Assigning extent to a road, feature or locality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## APPENDIX C

1. General Questions continued			
	Yes	No	Not applicable
If the naming proposal originally came from a member of the public, does it include sufficient information on why the name would be appropriate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a State Government department or authority, have you checked with OGN to see if there are specific guidelines for your department? If there are no specific guidelines for your department, you should follow the principles and requirements of these naming rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Roads			
	Yes	No	Not applicable
Have you referred to the <i>Roads Management Act 2004</i> and the <i>Local Government Act 1989</i> to determine if your organisation is the coordinating road authority for the road(s) in question? Refer to <a href="#">Section 3.4</a> for more information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If there is more than one coordinating road authority, are you preparing this proposal as a collaborative project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal conform with the statutory requirements in <a href="#">Section 3.2 Statutory requirements that apply to roads</a> . If not, contact OGN for advice about how to make the proposal compliant.			
3.2.1 Rural and Urban Addressing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.2 Extent: road course, start and end points Does the road have clear start and end points?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.3 Road types Does the road name use an acceptable road type?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.4 Unacceptable road names Have you checked the list of unacceptable road names? E.g. 'the' or 'and' is unacceptable, as are numbers, hyphens, directions or destinations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.5 Obstructed or altered roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If a delegation of authority has been used, have details of the relevant officer been officially provided to OGN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roads located in residential or commercial subdivisions			
Are you aware that the road naming authority may not be the coordinating road authority; therefore, it is not responsible or liable for maintenance or other management of the road? Refer to <a href="#">Section 3.7</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a report on the naming proposal been discussed and signed off by the council prior to lodgement of the plans for certification?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming or renaming proposal is being lodged after the plan of subdivision has been certified, please ensure the appropriate documentation is attached to the proposal. Refer to <a href="#">Section 9</a> .			

## APPENDIX C

2. Roads continued			
	Yes	No	Not applicable
<b>Private Roads located on private property</b>			
Are you aware that the road naming authority may not be the coordinating road authority; therefore, it is not responsible or liable for maintenance or other management of the road? Refer to <a href="#">Section 3.9.3</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has/have the private road/roads already been constructed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If so, is/are the road name/s already in use by the immediate community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does Australia Post deliver mail to the general facility or individual sites within the complex? Contact should be made with Australia Post to discuss mail delivery options for the property.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Continue to Section 5</b>			
3. Features			
	Yes	No	Not applicable
Is the feature of greater than local significance (e.g. located in more than two municipalities, in a tourist precinct or major waterway)? If so, a Geographic Place Names Advisory Committee may need to be convened. Refer to <a href="#">Principle (C)</a> and <a href="#">Section 4</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal conform to the statutory requirements in <a href="#">Section 4.2</a> ? If not, contact OGN for advice about how to make the proposal compliant.			
4.2.1 Feature type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the feature type proceeding the feature's name (e.g. Waterlands <b>Park</b> )? Refer to <a href="#">Section 4.2.1</a> .			
4.2.2 Waterways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the feature is a waterway, has the extent been determined?			
4.2.3 Locational name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If using a location-based name, is it the name of the locality rather than the name of the neighbourhood, estate or subdivision?			
4.2.4 Base names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the feature privately owned or administered and subject to a naming sponsorship contract? If so, a base name should be assigned.			
3. Features continued			
	Yes	No	Not applicable
<b>Aboriginal names for features</b> Refer to <a href="#">Section 4.9</a> .			
What type of proposal is being considered:			
<input type="checkbox"/> Addition of an Aboriginal name as Registered or Dual?			

## APPENDIX C



## Addition of an Aboriginal name as Traditional or Historical?

If recording an Aboriginal name, does the feature already have an officially registered name or an unrecorded and/or unregistered name? If yes, the Aboriginal name may be considered as a Dual name. Refer to <a href="#">Principle G</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When recording the Aboriginal name as Registered or Dual, are you aware that the name will be recognised as the official name in use for the feature?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The name will appear on regular maps for the area.			
When recording the Aboriginal name as Traditional or Historical, are you aware that the name will be recognised on regular maps?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The name can be located by researchers and be used on specialised maps.			
Are you aware that all names, regardless of status, will be held in VICNAMES? Refer to <a href="#">Section 4.9</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the Aboriginal name been verified by the area's Traditional Owner group(s), and is there written evidence of this verification? Refer to <a href="#">Section 7.3</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continue to Section 5

4. Localities			
	Yes	No	Not applicable
Does the proposal conform to the statutory requirements in <a href="#">Section 5.2</a> ? If not, contact OGN for advice about how to make the proposal compliant			
5.2.1 Boundaries Have you checked the proposal against the requirements and explanatory boundary map diagrams in <a href="#">Section 5.2.1</a> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.2 Estate and subdivision names Have you checked that the name is not an estate or linked to a subdivision name? Refer to <a href="#">Section 5.2.2</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.3 Size Have you checked that the size is appropriate? Refer to <a href="#">Section 5.2.4</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.4 Hyphens The name must not contain hyphens. Refer to <a href="#">Section 5.2.5</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Localities continued			
	Yes	No	Not applicable
5.2.5 Local government area boundary review Have you checked that, if the locality boundary extends across municipal boundaries, the boundaries have been reviewed with the intention of aligning with the municipal boundaries? Refer to <a href="#">Section 5.2.6</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## APPENDIX C

5.2.6 Locality names unique within Australia	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you checked that the names are unique and not repeated elsewhere in Australia, or sought advice from OGN? Refer to <a href="#">Section 5.2.7</a> .			
Does the locality cover more than one municipal area, or is it part of a State Government project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal include a detailed map of the existing and proposed boundaries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If relevant, has consideration been given to naming the locality after a local historical figure or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the new locality relates to a major land redevelopment project, has a public naming competition been considered?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>5. Consultation</b>			
If the proposal affects addresses, have residents, ratepayers and businesses been consulted? Refer to <a href="#">Section 7</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the proposed name is from an Aboriginal language, has/have the relevant Traditional Owner group(s) been consulted and given their approval? Refer to <a href="#">Principle (F)</a> and <a href="#">Section 7.4</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming proposal comes from a council and relates to the local area, has it been discussed with relevant interest groups such as historical societies and community groups?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming proposal is being developed in-house by a State Government department or authority, have relevant interest groups been consulted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming proposal is being developed through a public competition, have you referred to the information contained in <a href="#">Section 7</a> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>6. Lodging, considering and addressing objections and submissions</b>			
Have the concerns or objections raised by residents, ratepayers and businesses been addressed? Refer to <a href="#">Section 8</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the majority of immediate community members have opposed the proposal but there is an underlying service provision need to change the name or adjust the extent, do you require the assistance of OGN and emergency response or other service providers? If so, contact OGN for advice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If a delegation of authority has been used, have details of the relevant officer, been officially provided to OGN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>7. Notification of a naming decision</b>			
	<b>Yes</b>	<b>No</b>	<b>Not applicable</b>
Has consideration been given to whom the naming authority should notify if the naming proposal is endorsed by the Registrar? Refer to <a href="#">Section 13</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## APPENDIX C

8. Signage and recording historical information			
Has consideration been given to signage, if the naming proposal is endorsed by the Registrar? Refer to <a href="#">Section 13.3</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has consideration been given to recording historical information in VICNAMES if the naming proposal is endorsed by the Registrar? Refer to <a href="#">Section 13.4</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Naming proposal documentation			
Has the naming authority prepared a report on the proposal, to help determine compliance? Refer to <a href="#">Section 9</a> . Any report should include the following:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>information about how the proposal conforms with principles in <a href="#">Section 2</a> and statutory requirements in relevant sections</li> <li>discussion of and response to any objections/comments received during the consultation period(s).</li> </ul>			
Has the naming authority's decision to accept or reject the proposal been formally recorded? This may involve councillors', relevant Ministerial or CEO's approval (if delegation of authority used). Refer to <a href="#">Section 9</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are the following pieces of information attached to the naming proposal being lodged, using the online Notification for Editing Service (NES)?			
Details of the existing name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Background of the proposed name and why it was selected. If the proposed name is traditional or historical, include Aboriginal language and, if possible, cultural heritage information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Details of why a renaming is proposed (if relevant)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Details of a features location (including, if possible, the address and access points for emergency response).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Details of the consultation process:			
A statement from naming authority about how they reached their decision to consult immediate and/or extended community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An analysis of the consultation's outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How any objections were considered and what responses were provided to the objectors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confirmation that the name conforms to the principles and statutory requirements of <a href="#">Section 2</a> and either <a href="#">Section 3</a> , <a href="#">4</a> or <a href="#">5</a> of these naming rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## APPENDIX C

9. Naming proposal documentation continued	10.	11.	12.
	Yes	No	Not applicable
The following information (where relevant):			
A copy of consent from relevant Traditional Owner group(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If undertaken, details of consultation with emergency response and public service providers (if NES was used for consultation, this evidence is automatically attached to the submission to OGN)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copies of notice, letter, survey or voting poll material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
De-identified (i.e. personal details removed) objections received from the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in <a href="#">Section 8.5</a> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## APPENDIX D AS4819:2011 Rural and urban addressing

The following basic points must always be applied when developing addresses as part of a road naming or renaming proposal. These points represent only a small collection of rules as outlined in [AS/NZS 4819:2011 Rural and urban addressing](#) (see [infostore.saiglobal.com/store/Details.aspx?ProductID=1497944](http://infostore.saiglobal.com/store/Details.aspx?ProductID=1497944)), and road coordinating authorities are encouraged to refer to the standard for detailed advice.

Further information about naming roads on plans of subdivision, including street addressing, see the [SPEAR FAQ Street Addressing](#) at [www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml](http://www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml).

There are scenarios where neither AS/NZS 4819:2011 nor these naming rules provide a best fit solution to the problem. In these cases, naming authorities should contact OGN and Vicmap for a site specific solution.

1. A unique address should be assigned to each separately owned area of land or building, whether residential or commercial – for example hospitals, railway stations, places of worship, parks, monuments, education facilities, etc.

The numbering and determination of the road must be relative to the access point from which the property, dwelling, structure or feature is accessed. The road name used in an address must be the named road nearest the main vehicular or pedestrian access to the front door or entrance of a property, building, dwelling structure or feature.

Address numbers and names should be assigned as early as possible in the development process, and well before occupation. This must be adhered to in order to ensure adequate auditing of any proposals and, more importantly, to aid responses from emergency services and delivery of goods and services.

In cases of a property or business being part of a complex (such as a shopping centre or recreational facility), the addressing rules as defined in AS/NZS 4819:2011 Rural and urban addressing should be applied. For the process of registering private roads within complexes, refer to Sections [3.8](#) and [3.9](#).

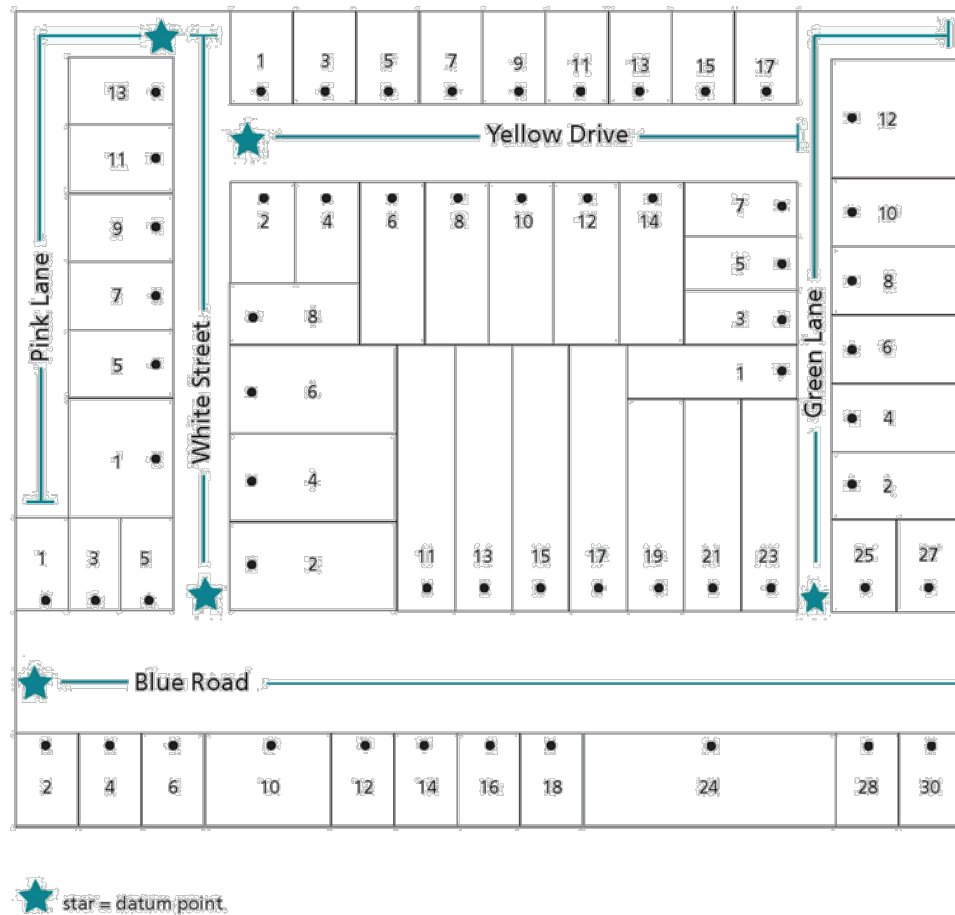
2. A datum point must be chosen from which all address numbers will be applied. The origin or datum point for all address numbering should be the intersection at that end of the road from where access most commonly occurs, or is planned to occur. The origin or datum point for numbering major roads such as highways should be at the capital city end, or the major city if the road is not connected to the capital city.
3. Numbering should be systematic and consistent along the extent of a named road, major road and highway throughout a locality. Address numbering standards and applications differ depending on whether the property is located in an urban or rural environment. Refer to AS/NZS 4819 Rural and urban addressing for specific directions and examples.

In urban areas, address sites on the left side of the road from the datum point should be numbered from one and increase sequentially using odd numbers. Address sites on the right side of the road from the datum point should be numbered from two and increase sequentially using even numbers. Refer to point 8 for culs-de-sac numbering.

If the opposite convention has been used throughout a defined area, it may continue to be used, provided it does not extend beyond that area.

## APPENDIX D

The diagram below displays road extents, datum points and the assignment of numbers (note the reservation of numbers).



4. Address numbers should be clear and logical and numbering should be sequential, ranging from the lowest to the highest. Numbers should be positive integers (no zero, fractions, or decimals). An address number should consist of no more than five numeric characters (i.e. up to 99999) and, if required, a single upper-case alphabetical suffix. The word 'Lot' should not precede any assigned address number.
5. Do not avoid numbers; numbers must be assigned in a logical and sequential manner. However, it is possible to reserve numbers for future development.
6. If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development, and the section that includes the datum point is not yet constructed, the naming and addressing authority should reserve address numbers for the first section of the road.

This does not apply when the proposed road has been constructed at either end and the middle section is yet to be built. In these instances, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points until they meet at a cross road on the newly constructed middle section.

If one name is to be assigned to the completed road, renaming of the two unique roads and renumbering should then take place to recognise the full extent of the road.

## APPENDIX D

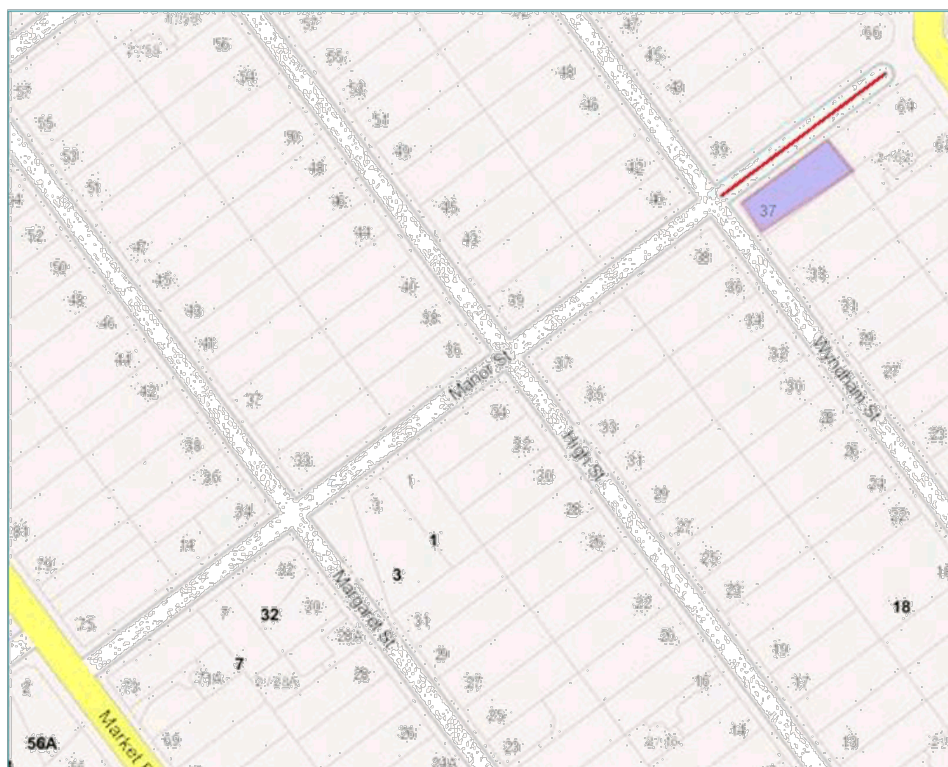
7. If a road continues with the same name through more than one locality, it is preferable that the numbering be unique and continuous for its entire length. For exceptionally long roads, logical sections may be defined by focal points and the numbering system applied to each section. The focal point should be placed so that localities are completely within a logical section.
8. A short cul-de-sac that has its own road name and five or fewer detached address sites can be numbered from the left, ignoring the normal odd and even numbering on each side. Alpha suffixes in this case may also be used to minimise any renumbering.  
A cul-de-sac that has more than five detached address sites should be numbered with the odd numbers on the left and even numbers on the right. Alpha suffixes in this case should not be used.
9. A VicRoads administrative road name should not be used for addressing purposes.

**Address examples**

**Scenario 1:** Residential redevelopment at number 37 Wyndham Street (highlighted) has resulted in four units, one fronting Wyndham Street and three fronting a section of Manor Street (highlighted by a red line). There are no numbers left on Manor Street for the three new units.

**Option 1:** Assign a new name to the section of Manor Street highlighted by a red line, a Cul-de-sac road type and assign new numbering accordingly.

**Option 2:** Re-number the full extent of Manor Street, taking into account possible future subdivisions at 39, 38 and 40 Wyndham Street; 39, 37, 36 and 34 High Street; and 33, 32 and 34 Margaret Street.





## APPENDIX D

**Scenario 2:** It has been highlighted by emergency services that 87 Metung Road is not accessible from Metung Road. The property is accessed from Essington Close.

**Option 1:** Re-number 87 Metung Road to Essington Close with the address 2A Essington Close.

**Option 2:** Create a road that accesses 87 Metung Road and assign an appropriate name and number.





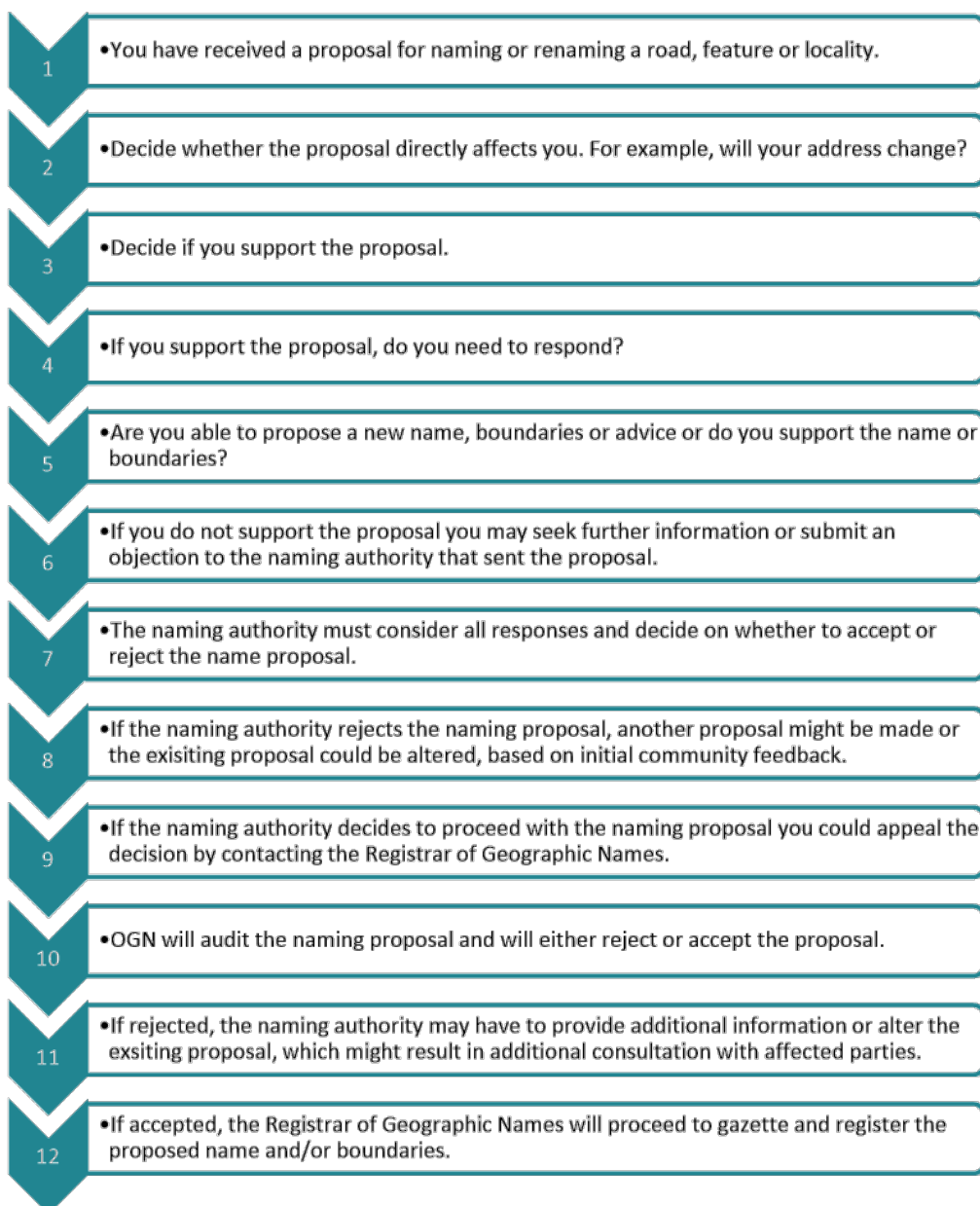
## APPENDIX E Information for the public

There are two information brochures available online that can be provided to the public for their information:

- Information for residents
- Quick guide.

The brochures can be downloaded from [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces)>Naming rules.

The diagram below shows the process a member of the public would follow when consulted by a naming authority.



## GLOSSARY

Addressing authority	The authority responsible for addressing is typically the council.
Council	A municipal council is the local government of a municipality, known throughout this document as the 'council'.
Cadastre	Is a comprehensive register of land property boundaries and tenure in Victoria.
Diacritical mark	A glyph or accent added to a letter that is used to change the sound values of the letters to which they are added.
Duplicate	Duplicates are considered to be two (or more) names within close proximity, and those which are identical or have similar spelling or pronunciation. <a href="#">See Section 2 Principle D.</a>
Duplication radius	Refers to the radius that is covered under a duplication search within VICNAMES. The radius defaults to 5, 15 and 30 km, depending on the locality selected. The radius can be changed manually.
Estate names	Includes names applied to residential estates, commercial use estates, e.g. residential subdivisions and business parks or commercial/ industrial zoned land.
EMSINA	Emergency Management Spatial Information Network Australia (EMSINA) is a group of spatial practitioners in the emergency management sector.
Facility's Administrative Body	Is the appropriate naming authority in who may determine a name for a given place name.
Geographic name	The name registered in VICNAMES as the name for that place.
Geographic Place Names Advisory Committee (GPNAP)	Geographic Place Names Advisory Committee, which is formed from the Geographic Place Names Advisory Panel, appointed under Section 12 of the <i>Geographic Place Names Act 1998</i> (the Act).
Guidelines	The guidelines having an effect under Part 2 of the Act. In this case, the guidelines are now known as <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016</i> . The title of this document is abbreviated to 'naming rules'.
Legacy	Legacy refers to roads and features that have been named by a naming authority and/or are locally known, but are neither officially registered nor have been added to VICNAMES.

## Glossary

	OGN will determine whether the names are gazetted and what status is applied to the names in VICNAMES.
Naming authorities	Councils, government departments or authorities and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction. This may apply even when they may not be the owners and/or responsible for the maintenance of the feature or road e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations.
Naming rules	The abbreviated name for <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016</i> . This document is known as 'Guidelines' under the <i>Geographic Place Names Act 1998</i> . Refer to 'Guidelines' above.
Notification for Editing Service (NES) at <a href="http://nes.land.vic.gov.au">nes.land.vic.gov.au</a> .	NES facilitates improvement of spatial data quality. Provides simple, efficient, effective, low-cost maintenance process. Creates fully transparent maintenance process for all participants. Supplies maintenance processes to any potential data maintainer.
Place	Means any geographic place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to: <ul style="list-style-type: none"> <li>township, area, park, garden, reserve of land, suburb and locality</li> <li>topographical feature, including undersea feature</li> <li>street, road, transport station, government school, government hospital and government nursing home.</li> </ul>
Petition	A petition is a request signed by people seeking to change a name, submitting a naming proposal or appealing a naming authority's decision. The printed name and property address for each signatory must be included.
RAPs – Registered Aboriginal Parties	Registered Aboriginal Parties (RAPs) are organisations that represent the Traditional Owners and hold decision-making responsibilities under the <i>Aboriginal Heritage Act 2006</i> for the protection, management and preservation of Aboriginal cultural heritage in a specified geographical area.
Register	The Register of Geographic Names, known as VICNAMES, was established under Section 9 of

## Glossary

	the <i>Geographic Place Names Act 1998</i> .
Registrar	The Registrar of Geographic Names appointed under s. 7 of the <i>Geographic Place Names Act 1998</i> .
Solidus (/)	Another term for a slash or break.
Tacit approval	By not responding to a naming proposal the affected party is giving implied consent to the proposal.
the Act	The <i>Geographic Place Names Act 1998</i> referred to as the Act throughout these naming rules. These naming rules are the 'Guidelines' provided for under s. 5.
Topographic	Refers to land's height, shape and features, such as mountains and rivers in an area of land.
Traditional Owners	The primary guardians, keepers and knowledge holders of Aboriginal cultural heritage, including language. Under the <i>Aboriginal Heritage Act 2006</i> , Traditional Owners may be appointed as Registered Aboriginal Parties (RAPs).
VicRoads Administrative Road Name	A name VicRoads applies to roads they manage and may consist of multiple names and/or the extent of gazetted roads.



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# **ATTACHMENT TO AGENDA ITEM**

## **Ordinary Meeting**

**21 May 2019**

### **Agenda Item 15.1      Councillors Community Interaction and Briefing Program**

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### Assemblies of Councillors

<b>4<sup>th</sup> March, 2019</b> <b>Heritage Advisory Committee Meeting</b>		
<b>Councillors</b>	<b>Cr Seema Abdullah</b>	
<b>Officers</b>	<b>Grace Docker, Kate Clarke, Anne-Maree Michaelson</b>	
<b>Matter No.</b>	<b>Matters discussed</b>	<b>Councillors Present for Discussion</b>
<b>1</b>	Draft Heritage Strategy	<b>Cr Seema Abdullah</b>
<b>2</b>	Annual Report	<b>Cr Seema Abdullah</b>
<b>3</b>	Budget	<b>Cr Seema Abdullah</b>
<b>4</b>	Cultural Heritage Awards	<b>Cr Seema Abdullah</b>
<b>5</b>	Heritage Open Days	<b>Cr Seema Abdullah</b>
<b>6</b>	Active Planning Permit Applications	<b>Cr Seema Abdullah</b>
<b>7</b>	Reports from Sub-Committee	<b>Cr Seema Abdullah</b>
<b>8</b>	General Business	<b>Cr Seema Abdullah</b>
<b>9</b>	Masterclass 'Murchison Meteorite'	<b>Cr Seema Abdullah</b>
<b>Conflict of Interest Disclosures</b>		
<b>Matter No.</b>	<b>Names of Councillors who disclosed conflicts of interest</b>	<b>Did the Councillor leave the meeting?</b>

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

CEO and Councillor Catch Up - 26 March 2019		
Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Dinny Adem Cr Bruce Giovanetti, Cr Chris Hazelman	
Officers:	Peter Harriot	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Planning Matters	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
2.	Aquamoves	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
3.	Caravan Park	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
4.	SAM Board	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
5.	Councillor Matters	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
6.	Vehicle Provision	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

	Nil	
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## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

CEO and Councillor Catch Up - 19 March 2019		
Councillors	Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Shepparton Show Me	Cr Abdullah Cr Adem Cr Giovanetti
2.	State Budget	Cr Abdullah Cr Adem Cr Giovanetti
3.	Kialla Variation	Cr Abdullah Cr Adem Cr Giovanetti
4.	Permits to Burn	Cr Abdullah Cr Adem Cr Giovanetti
5.	Settlement Delegations	Cr Abdullah Cr Adem Cr Giovanetti
6.	SAM Update	Cr Abdullah Cr Adem Cr Giovanetti
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillor Briefing Session - 2 April 2019		
Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Dinny Adem and Cr Bruce Giovanetti	
Officers:	Peter Harriott, Geraldine Christou, Phil Hoare, Kaye Thomson, Chris Teitzel, Matthew Jarvis, Peter Schnorrenberg, Michael MacDonagh, Colin Kalms, Andrew Dainton, Braydon Aitken, David Booth, Belinda Conna, Nick Maple and Rebecca Good. (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	SAM Foundation Presentation	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti
2.	Privacy Training	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti
3.	Review of Asset Depreciation Policy	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti
4.	Review of Asset Capitalisation Policy	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti
5.	Naming of the Aquamoves pool hall in the honour of Willy O'Callaghan	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti
6.	Strategic Planning Quarterly Update Report - April 2019	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti
7.	Planning Applications Update	Cr O'Keeffe (Chair) (partial) Cr Abdullah Cr Adem (partial) Cr Giovanetti
8.	Endorse Nominees for Induction into the Greater Shepparton Sports Hall of Fame	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti
9.	Transition proposal for the Victoria Lake Holiday Park	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	





## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

CEO and Councillor Catch Up - 9 April 2019		
Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Dinny Adem Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Les Oroszvary and Cr Shelley Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Sponsorship	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Sutton
2.	MAV Strategic Plan	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Sutton
3.	Sighting of Sir Murray Bouchier Statue	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Sutton
4.	Bypass Inspection	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Sutton
5.	GMID Master Plan	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Sutton

6.	Parking Enforcement Update	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Sutton
<b>Conflict of Interest Disclosures</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillor Briefing Session - 9 April 2019		
Councillors	Cr Kim O'Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti and Cr Chris Hazelman	
Officers:	Peter Harriott, Geraldine Christou, Phil Hoare, Kaye Thomson, Anthony Nicolaci, Rohan Sali, Tina Irvine, Craig Exton, Brett Keele, Michael Carrafa, Majenta Rose, Jacalyn Turner, Matthew Jarvis, Chris Molyneaux, Kelli Halden and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Delegations and Authorisations Training	Cr O'Keeffe (Chair) (partial) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
2.	Potential Major Event Opportunities	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
3.	New Business Grant Applications	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem (partial) Cr Giovanetti Cr Hazelman
4.	Maude Street Mall Presentation	Cr Sutton Cr Abdullah Cr Adem (partial) Cr Hazelman
5.	Q3 Capital Performance Update	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman
6.	2018/2019 Q3 Forecast Review	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem (partial) Cr Giovanetti Cr Hazelman

7.	CN1917 Toolamba Bridge Refurbishments	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Giovanetti Cr Hazelman
<b>Conflict of Interest Disclosures</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
4	Cr O'Keeffe and Cr Giovanetti	Yes

## Assemblies of Councillors

Sir Murray Bouchier Memorial Advisory Committee Meeting 12 April 2019		
Councillors:	<b>Cr Shelley Sutton</b>	
Officers:	<b>Phil Hoare, Peta Bailey and Sophie Watt</b>	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Welcome and Apologies	Cr Shelley Sutton
2.	Discussions with Paul Smits – Sculptor	Cr Shelley Sutton
3.	Funding Update	Cr Shelley Sutton
4.	Advisory Committee Update	Cr Shelley Sutton
5.	General Business	Cr Shelley Sutton

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

CEO and Councillor Catch Up - 9 April 2019		
Councillors	Cr Kim O'Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Dennis Patterson	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Shepparton Statement	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson
2.	Parking Enforcement	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	



## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillor Briefing Session - 16 April 2019		
Councillors	Cr Kim O'Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti and Cr Dennis Patterson	
Officers:	Peter Harriott, Geraldine Christou, Phil Hoare, Kaye Thomson, Matthew Jarvis, Delene Drayton, Jacalyn Turner, Hannah Shelton, Natarlie Philips, James Nolan, Tim Zak, Peta Bailey, Julianne Earles and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	LG Valuation	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson
2.	DRAFT 2019/2020 Budget Document Review	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem (partial) Cr Giovanetti Cr Patterson
3.	Selection of Audit and Risk Management Committee Independent Members	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson
4.	Community Satisfaction Survey 2018-19 Quarter 3 report	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem (partial) Cr Giovanetti Cr Patterson
5.	Draft Central Park Master Plan	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson
6.	Monthly Financial Report	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson

7.	MAV Draft Strategic Plan	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson
<b>Conflict of Interest Disclosures</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	

RiverConnect Implementation Advisory Committee Meeting 17 April 2019		
Councillors:	Cr Dennis Patterson	
Officers:	Meg Pethybridge, Allison Trethowan, Greg McKenzie	
Matter No.	Matters discussed	Councillors Present for Discussion
1.1	Welcome –	Cr Patterson (Chair)
1.2	Previous meeting Minutes confirmed, actions completed.	Cr Patterson (Chair)
1.3	Correspondence  In: Nil Out: Invitation to GBCMA board and executives to canoe along the Goulburn on 29th April at 2pm.	Cr Patterson (Chair)
1.4	Budget  Tracking along on schedule.	Cr Patterson (Chair)
2.1	Communications Working Group Report	Cr Patterson (Chair)
2.2	RiverConnect Education Officer Report	Cr Patterson (Chair)
2.3	Land Management Working Group Report	Cr Patterson (Chair)
3.1	Memorandum of Understanding	Cr Patterson (Chair)
3.2	VicRoads bypass proposal and project partnerships	Cr Patterson (Chair)
3.3	Recreational Fishing Grant/River Access	Cr Patterson (Chair)
3.4	Social and private enterprise opportunities	Cr Patterson (Chair)
3.5	Litter and Illegal Dumping Campaign	Cr Patterson (Chair)
3.6	Shared Paths Masterplan Update	Cr Patterson (Chair)
3.7	Planning for 2019-2020	Cr Patterson (Chair)
4.1	Agency Updates	Cr Patterson (Chair)
Conflict of Interest Disclosures		

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

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillor Briefing Session - 23 April 2019		
Councillors	Cr Kim O'Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Chris Hazelman and Cr Dennis Patterson	
Officers:	Peter Harriot, Phil Hoare, Kaye Thomson, Chris Teitzel, Colin Kalms, Janine Saxon, Greg McKezie, Craig Exton and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Proposed Park Name - Sherwood Park - Park View Estate, Mooroopna	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
2.	Submission seeking to attract the Annual General Meeting of the Murray Darling Association in 2020	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
3.	Contract 1919 Central Park Netball Court - Variation	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
4.	Sir Murray Bouchier Memorial	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
5.	Shepparton Art Museum	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

	Nil.	
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## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

CEO and Councillor Catch Up - 23 April 2019		
Councillors	Cr Kim O'Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Chris Hazelman and Cr Dennis Patterson	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Shepparton Art Museum	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
2.	Workforce Audit	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
3.	Kindergartens	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
4.	Special Council Meeting Agenda	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillor Briefing Session - 30 April 2019		
Councillors	Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Chris Hazelman and Cr Dennis Patterson	
Officers:	Peter Harriott, Geraldine Christou, Phil Hoare, Kaye Thomson, Chris Teitzel, Michael MacDonagh, Ronan Murphy, Kate Clarke, Rohan Salim Jeremy Roberts, Greg McKenzie, Laurienne Winbanks, Sharlene Still, James Nolan and Rebecca Good (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Shepparton Railway Pedestrian Overpass and Shared Path Linkages	Cr Sutton(Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
2.	Proposed naming of corner of Shepparton BMX Facility	Cr Sutton(Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
3.	Appointment of Council as Chair of Region 2 of the Murray Darling Association	Cr Sutton(Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
4.	Domestic Animal Management Plan 2021	Cr Sutton(Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
5.	Council Plan 2018-19 Quarter 3 Progress Report	Cr Sutton(Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
6.	Chief Executive Officer Performance Review	Cr Sutton(Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Patterson
Conflict of Interest Disclosures		

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

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

CEO and Councillor Catch Up - 30 April 2019		
Councillors	Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Chris Hazelman and Cr Dennis Patterson	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	VAGO Report	Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson
2.	G.V Link	Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson
3.	Southdown Street	Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson
4.	Heritage Development	Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson
5.	Water Debate and Royal Commission Possibility	Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

	Nil.	
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## Assemblies of Councillors

SHEPPARTON SALEYARDS ADVISORY COMMITTEE		
1 May 2019		
Councillors:	<b>Dinny Adem</b>	
Officers:	<b>Nick Maple Karen Dexter Lynette Bolitho</b>	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Welcome and Apologies	Dinny Adem
2.	Conflict of Interest	Dinny Adem
3.	Confirmation of previous minutes of 27 February 2019 – M19/17266	Dinny Adem
4.	Business arising from previous minutes	Dinny Adem
5.	Saleyards Statistics – M10/33524	Dinny Adem
6.	Capital works – status report	Dinny Adem
7.	General Business	Dinny Adem
Conflict of Interest Disclosures		
Matter No.	List Names of Councillor/s who disclosed conflicts of interest	List whether the Councillor/s left the meeting?
	Not applicable	



## Assemblies of Councillors

Heritage Advisory Committee Meeting Monday 6 <sup>th</sup> May, 2019		
Councillors:	<b>Cr Seema Abdullah</b>	
Officers:	<b>Michael MacDonagh, Kate Clarke &amp; Anne-Maree Michaelson</b>	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Apologies	<b>Cr Seema Abdullah</b>
2.	Declaration of Conflicts of Interest	<b>Cr Seema Abdullah</b>
3.	Items to be raised in General or other Business	<b>Cr Seema Abdullah</b>
4.	Confirmation of Meeting Minutes of 1 April, 2019	<b>Cr Seema Abdullah</b>
5.	Draft Heritage Strategy 2019	<b>Cr Seema Abdullah</b>
6.	Budget	<b>Cr Seema Abdullah</b>
7.	Cultural Heritage Awards	<b>Cr Seema Abdullah</b>
8.	Report from Michael MacDonagh	<b>Cr Seema Abdullah</b>
9.	Report from Deborah Kemp	<b>Cr Seema Abdullah</b>
10.	Active Planning Permits within the Heritage Overlay	<b>Cr Seema Abdullah</b>
11.	Reports from Sub Committees	<b>Cr Seema Abdullah</b>
12.	General or Other Business	<b>Cr Seema Abdullah</b>
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
-	-	-