

# AGENDA

Greater Shepparton City Council

## COUNCIL MEETING

**5:30pm, Tuesday 15 September 2020**

VIRTUALLY VIA ZOOM

### COUNCILLORS

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

### VISION

**GREATER SHEPPARTON, GREATER FUTURE**

A thriving economy in the foodbowl of Victoria with excellent lifestyles, innovative agriculture a diverse community and abundant opportunities

# Values

Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation. These values may be guiding principles of behaviour for all members in the organisation.

## **Respect first, always**

We are attentive, listen to others and consider all points of view in our decision making.

## **Take ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

## **Courageously lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton community.

## **Working together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

## **Continually innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

## **Start the celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton community.

**A G E N D A  
FOR THE  
COUNCIL MEETING  
HELD ON  
TUESDAY 15 SEPTEMBER 2020 AT 5:30PM**

**CHAIR  
CR SEEMA ABDULLAH  
MAYOR**

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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:**

## 1 Acknowledgement

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

## 2 Privacy Notice

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

## 3 Governance Principles

Council considers that the decisions contained in this Agenda gives effect to the overarching governance principles stated in Section 9 (2) of the *Local Government Act 2020*. These principles are as follows:

1. Council decisions are to be made and actions taken in accordance with the relevant law;
2. priority is to be given to achieving the best outcomes for the municipal community, including future generations;
3. the municipal community is to be engaged in strategic planning and strategic decision making;
4. innovation and continuous improvement is to be pursued;
5. collaboration with other Councils and Governments and statutory bodies is to be sought;
6. the ongoing financial viability of the Council is to be ensured;
7. regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
8. the transparency of Council decisions, actions and information is to be ensured.

## 4 Apologies

## 5 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.**

## 6 Confirmation of Minutes of Previous Meetings

### RECOMMENDATION

**That the minutes of the 18 August 2020 Scheduled Council Meeting and the 4 September 2020 Additional Council Meeting as circulated, be confirmed.**

## 7 Public Question Time

## 8 Corporate Services Directorate

### 8.1 Financial Hardship Policy

Author                      Team Leader – Rates & Revenue  
 Approved by              Director Corporate Services  
 Purpose                     For Decision by Council

#### Disclosures of Conflict of Interest in Relation to 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.

#### RECOMMENDATION

**That the Council:**

- 1. adopt the Financial Hardship Policy 34.POL 2 Version 2.2 , and**
- 2. review the Financial Hardship Policy every four years in line with the Rating Strategy review.**

#### Executive Summary

Council's Financial Hardship Policy 34.POL2, version 2.1 was adopted at the Ordinary Council Meeting held on 21 November 2017 and was due for review by December 2020.

Sections of the Policy have been updated to ensure the policy is consistent and easy to understand for ratepayers, general debtors and council staff. Other than minor changes made to the Policy content Council officers have updated:

- Definitions;
- Removed the condition of interest being charged on long term financial hardship; and
- The rates, levy or charge to be paid in full before an interest waiver will be granted on compassionate ground.

#### Report Detail

Rates constitutes the majority of Council's income, approximately 64% for 2020/21. Timely payment of rates is critical to effectively operate Council's cashflow, manage capital works projects and the ongoing delivery of services Council provides to the community.

At various stages, it is possible for ratepayers to experience a form of financial hardship that impacts their ability to pay their rates.

The Policy being presented in this report ensures that Council maintains a consistent approach towards ratepayers and general debtors who are experiencing genuine financial hardship. This consistent approach includes outlining what is considered a reasonable cause for hardship, the definition of residential and non-residential hardship, a payment arrangement and default.



Council’s Rating Strategy 2017-2021, which was adopted at the Ordinary Council Meeting held on Tuesday 20 June 2017, states *‘Ratepayers who are experiencing difficulty in paying their rates should contact council immediately to discuss payment options.’* This report presents the Policy that provides the framework for such discussions as well as clear and transparent options for the assistance that is available.

The Policy has been written in a generic manner allowing it to be applicable to any unforeseen local or macro-economic events that may induce financial hardship, such as COVID-19, without needing to include a specific reference to these events.

## Council Plan/Key Strategic Activity

### LEADERSHIP AND GOVERNANCE

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

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

1.4 Financial management is responsible and effective in responding to challenges and constraints with a focus on the financial sustainability of the Council.

## Risk Management

As per the Policy Council will not waive in whole or part any rate, levy, special rate or special charge to avoid a distributional effect on other ratepayers. Should an economic downturn result in more ratepayers accessing the options available under this policy there may be an impact on Council’s cashflow. Should this occur Council may need to slow or reduce projected expenditure.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Reputational risk to Council in regards to what is being done for Ratepayers suffering financial hardship	Possible	Moderate	Medium	The development and application of the Financial Hardship Policy will provide flexibility for those ratepayers experiencing financial hardship.

## Policy Considerations

The Financial Hardship Policy clearly defines what options are available to a ratepayer and general debtor that is experiencing financial hardship and what is required to make an application for hardship consideration.

The Policy provides guidance to Council staff when assessing hardship to ensure Council’s approach is consistent and transparent. It allows Council staff to offer flexible arrangements to ratepayers and general debtors that lodge a financial hardship application.

## Financial Implications

The Financial Hardship Policy will have no financial impact on the amount of revenue collected, it may have an impact on when the revenue is collected.

## Legal/Statutory Implications

The following legislative provisions apply with regard to deferral and waiver of rates, charges and interest.

*Local Government Act 1989*

Section 170. **Deferred Payment** – A Council may defer in whole or in part the payment by a person of any rate or charge which is due and payable for a specified period and subject to any conditions determined by the Council if it considers that an application by that person shows that the payment would cause hardship to the person.

Section 171. **Waiver** – The Council may waive the whole or part of any rate or charge or interest.

Section 171A. Waiver by application – A person who

- a. is suffering financial hardship; or
- b. would suffer financial hardship if that person paid the full amount of a rate or charge for which he or she is liable may apply to a Council for the waiver of the whole or part of any rate or charge or of any interest imposed for late payment.

*Fire Services Property Levy Act 2012*

*State Concessions Act 2004*

*Penalty Interest Rates Act 1983*

*Cultural and Recreational Lands Act 1963*

*Information Privacy Act 2000*

*Rating Strategy 2017-2021*

*Municipal Association of Victoria Hardship Policy Guidelines November 2013*

### Environmental/Sustainability Impacts

No Environmental or sustainable impacts have been identified.

### Social Implications

Council recognises that situations may arise where a ratepayer or general debtor is unable to make payment of the rate, levy, charge or debt due however reasonably expects to be able to pay if payment arrangements were changed.

### Economic Impacts

No economic impacts have been identified.

### Consultation

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

### Strategic Links

a) Greater Shepparton 2030 Strategy

- There are no direct links to the Greater Shepparton 2030 Strategy;

b) Other strategic links

- The Policy has been developed in line with Council's Rating Strategy;
- Applications made under the Policy will be treated in line with Council's Privacy Policy.

### Conclusion

To meet the aspirations of Council's Rating Strategy, the adoption of the updated Financial Hardship Policy is proposed.

### Attachments

1. Financial Hardship Policy 34.POL2 Version 2.2 [8.1.1 - 10 pages]

## 8.2 Local Law No.2 Conduct at Meetings and Common Seal

Author	Team Leader Governance
Approved by	Director Corporate Services
Purpose	For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

That the Council:

1. having:

1.1 completed the statutory process under Part 119 of the *Local Government Act 1989* for the making of the proposed Local Law No. 2 – Conduct at Meetings and Common Seal;

1.2 undertaken, and been satisfied with, the evaluation of Local Law No. 2 – Conduct at Meetings and Common Seal, as set out in the Community Impact Statement attached to this Report; and

1.3 not received any submissions in respect of Local Law No. 2 – Conduct at Meetings and Common Seal,

resolves to make Local Law No. 2 – Conduct at Meetings and Common Seal in the form attached to this Report.

2. authorises the Chief Executive Officer to:

2.1 give public notice, and notice in the Victoria Government Gazette, of the making of Local Law No. 2 – Conduct at Meetings and Common Seal; and

2.2 send a copy of Local Law No. 2 – Conduct at Meetings and Common Seal, as made, to the Minister for Local Government.

### Executive Summary

In accordance with new requirements under the *Local Government Act 2020* (Act), Council was required to adopt a new set of Governance Rules by 1 September 2020.

Part of these Governance Rules, which were adopted at the Council Meeting held on 18 August 2020, incorporated Councils Meeting Procedures, which were formally addressed through Councils Local Law No.2 (Conduct at Meetings and Common Seal).

As such, Councils Local Law No.2 has been amended to remove the component relating to Meeting Procedures.

The revised Local Law, currently referred to as 'Proposed Local Law No. 2 Conduct at Meetings and Common Seal' was released for public consultation in accordance with S223 of the *Local Government Act 1989* at the 21 July 2020 Council Meeting.

Following conclusion of the consultation period, no submissions were received.

### Report Detail

Council last reviewed is Local Law No.2 in 2018, and while it wasn't due for review until 2028, the introduction of the Act has required changes to be made.

Section 60 of the Act requires that Council establish Governance Rules, part of which incorporates the conduct of Council Meetings, meeting records and the process of electing a Mayor and Deputy Mayor.

These procedures formed part of Councils Local Law No.2 (Procedures for Council Meetings and Common Seal), and have now been removed from the proposed Local Law.

The proposed local law, referred to as 'Local Law No.2 Conduct at Meetings and Common Seal', addresses the enforcement provisions relating to conduct at meetings and the use of the common seal.

The proposed Local Law was presented for public consultation for a period of 28 days, in accordance with Section 223 of the *Local Government Act 1989*.

A copy of the community impact statement was also made available on Councils website.

At the conclusion of this consultation period, no submissions were received.

Officers have now completed the statutory consultation process and present 'Local Law No.2 Conduct at Meetings and Common Seal' for adoption.

Following adoption, public notice of the making of the Local Law will be published in the Shepparton News and the Government Gazette.

A copy will also be sent to the Minister for Local Government, and the Local Law will be made available on Councils website.

### Council Plan/Key Strategic Activity

#### **LEADERSHIP AND GOVERNANCE LEADERSHIP AND GOVERNANCE**

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

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

### Risk Management

There have been no risks identified in relation to the making of the Local Law.

### Policy Considerations

There are no conflicts with existing Council Policies.

### Financial Implications

There are no financial implications associated with this report.

### Legal/Statutory Implications

The making of the revised Local Law is being undertaken in accordance with the legislative requirements outlined in the *Local Government Act 1989*.

### Environmental/Sustainability Impacts

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

### Social Implications

There are no social implications associated with this report.

### Economic Impacts

There are no economic impacts associated with this report.

### Consultation

Internal consultation has occurred throughout the development of the revised Local Law.

Following Council endorsement, the proposed Local Law was made available for public consultation in accordance with Section 223 of the *Local Government Act 1989*.

The statutory consultation process is now complete, and the proposed Local Law is ready for Council consideration.

### Strategic Links

There are no strategic links associated with this report.

### Conclusion

To avoid duplication and potential inconsistencies between documents, it is proposed that the Local Law No.2 be amended to remove material relating to meeting procedures.

These procedures will now be addressed through the Governance Rules, as required under section 60 of the Act.

The proposed Local Law has been prepared in accordance with the statutory process outlined under Section 119 of the *Local Government Act 1989* and is now presented for Council consideration.

### Attachments

1. Community Impact Statement Local Law No 2 Conduct at Meetings and Common Seal [8.2.1 - 4 pages]
2. Local Law No. 2 - Conduct at Meetings and Common Seal [8.2.2 - 4 pages]

## 8.3 Contracts Awarded Under Delegation - August 2020

Author                      Contracts & Procurement Advisor  
 Approved by              Director Corporate Services  
 Purpose                     For Noting

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

That the Council note:

1. contracts awarded under delegated authority by the Chief Executive Officer;
2. contracts awarded under delegated authority by a Director;
3. contracts awarded under delegated authority by a Manager; and
4. request for tenders advertised but not yet awarded.

### Executive Summary

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

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

Contract No.	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1961	Construction of Aquamoves Outdoor 50m Pool Heating	Lump Sum Contract for the Construction of Aquamoves Outdoor 50m Pool Heating	\$342,984.40	Ecosave Pty Ltd

### Contracts Awarded under Delegated Authority by a Director

Contract No.	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
2049	Designated Area Migration Agreement Business Case	Lump Sum Contract for a Designated Area Migration Agreement Business Case	\$87,505.00	SED Partners Pty Ltd

### Contracts Awarded under Delegated Authority by a Manager

Contract No.	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
2019	Supply of RPM Bikes for Aquamoves Shepparton	Lump Sum Contract for the Supply of RPM Bikes for Aquamoves Shepparton	\$87,999.56	Johnson Health Tech Australia – Matrix Fitness

### Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2060	Drainage Design of the Shepparton Stadium & Munarra Precinct	Lump Sum Contract for the Drainage Design of the Shepparton Stadium & Munarra Precinct	Tender closed on 5 August 2020. Tender currently being evaluated.
2059	Design of Utility Upgrades of the Shepparton Stadium & Munarra Precinct	Lump Sum Contract for the Design of Utility Upgrades of the Shepparton Stadium & Munarra Precinct	Tender closed on 5 August 2020. Tender currently being evaluated.
2028	Supply and Installation of Leachate Pump, Compressor Pipe System, Cosgrove 3 Landfill Precinct	Lump Sum Contract for the Supply and Installation of Leachate Pump, Compressor and Pipe System, Cosgrove 3 Landfill Precinct	Tender closed on 8 July 2020. Currently being evaluated.
2010	Construction of the Sports City Storage Compound	Lump Sum Contract for the Construction of the Sports City Storage Compound	Tender closed on 10 June 2020. Tender currently being evaluated
2027	Replacement of Cladding - 90 Welsford Street, Shepparton	Lump Sum Contract for the Replacement of Cladding - 90 Welsford Street, Shepparton	Tender closed on 10 June 2020. Tender currently being evaluated

### Requests for Tenders advertised but not yet awarded (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2048	Provision of Food Services (Readvertised)	Schedule of Rates Contract for the Provision of Food Services	Tender closed on 26 August 2020. Tender currently being evaluated
2068	Design, Supply and Installation of Solar PV Systems for North Shepparton	Lump Sum Contract for the Supply and Installation of Solar PV Systems for North Shepparton Community Hub and Shepparton Business Centre	Tender scheduled to close on 23 September 2020
2058	Condition Survey Sealed Roads Seals and Pavements	Lump Sum Contract for the Condition Survey of Sealed Roads and Seals and Pavements	Tender scheduled to close on 16 September 2020
2032	Construction of Water Main Works - Maude Street (Vaughan Street to High Street)	Lump Sum Contract for the Construction of Water Main Works - Maude Street (Vaughan Street to High Street)	Tender Scheduled to close on 9 September 2020

#### Policy Considerations

Through the *Instrument of Delegation to the Chief Executive Officer* the Council has delegated authority to the Chief Executive Officer to award a contract up to the value of \$500,000 including GST.

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

#### Legal/Statutory Implications

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

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

#### Conclusion

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised contracts awarded by the Chief Executive Officer and Directors under delegated authority of the Council during the period 1 August 2020 to 31 August 2020.

#### Attachments

Nil



## 8.4 Council Plan 2019-20 Progress Report

Author	Corporate Planning Analyst
Approved by	Director Corporate Services
Purpose	For Noting

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That Council note the Council Plan 2019-20 Quarter 4 Progress report.**

### 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 contains Key Strategic Objectives and Strategies to achieve those objectives.

This report provides the fourth quarter update of 2019-20 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 2019-20 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 (41 out of 52) are on target.

### Report Detail

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.
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

#### LEADERSHIP AND GOVERNANCE

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

1.5 Council is high performing; customer focused and is marked by great people and quality outcomes.

### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Failure to report to Council and the community	Unlikely	Moderate	Low	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 2019-20 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.

## 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 2019-20

The Annual Budget 2019-20 supports the short term direction of the organisation (1 year)

## Conclusion

This report provides the 2019-20 fourth quarter update with progress on achieving the Key Strategic Objectives contained within the 2017-2021 Council Plan and the Key Strategic Activities contained within the 2019-20 Budget.

## Attachments

1. Council Plan 2019-20 Progress Report [8.4.1 - 70 pages]

## 8.5 Financial Statements and Performance Statement for Year Ended 30 June 2020

Author	Manager - Finance & Rates
Approved by	Director Corporate Services
Purpose	For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council:**

- 1. approve in principle the financial statements and performance statement for the financial year ended 30 June 2020; and**
- 2. authorise the Mayor, Cr Seema Abdullah, the Deputy Mayor, Cr Dinny Adem and the Chief Executive, Peter Harriott, to certify the financial statements and to certify the performance statement in their final form after any changes recommended or agreed to by the auditor, have been made.**

### Executive Summary

The report presents the final financial statements and performance statement for the financial year ending 30 June 2020 for in principle approval by the Council prior to submission to the Victorian Auditor-General and the Minister in accordance with the Local Government Act 1989.

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

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

### Report Detail

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

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

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

At its special meeting on 9 September 2020 the Council's Audit and Risk Management Committee reviewed the statements in conjunction with the Victorian Auditor-General's Appointed Auditor and formally recommended that the Council approve in principle the financial statements and performance statement for the financial year ended 30 June 2020.

### Council Plan/Key Strategic Activity

#### LEADERSHIP AND GOVERNANCE

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

1.4 Financial management is responsible and effective in responding to challenges and constraints with a focus on the financial sustainability of the Council.

### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Risk of material misstatement	Possible	Major	High	Strong internal controls and external audit by RSD Audit
Council does not approve the Statements in principle	Rare	Major	Moderate	Statements also reviewed by Council's Audit and Risk Management Committee
Signed statements not submitted to the Minister by 30 September 2020	Unlikely	Major	Moderate	Established process to ensure target date is achieved

### Policy Considerations

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

### Financial Implications

The financial implications are detailed within the financial statements and performance statement for the year ended 30 June 2020.

### Legal/Statutory Implications

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

### Environmental/Sustainability Impacts

No environmental or sustainability impacts have been identified.

### Social Implications

No social implications have been identified.

### Economic Impacts

No economic impacts have been identified.

### Consultation

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

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

### Strategic Links

No strategic links have been identified in relation to this report.

### Conclusion

The report presents the final financial statements and performance statement for the financial year ending 30 June 2020 for in principle approval prior to submission to the Victorian Auditor-General and the Minister in accordance with the Local Government Act 1989.

### Attachments

1. Performance Statement 2019-2020 [8.5.1 - 11 pages]
2. Financial Statements 2019-2020 [8.5.2 - 51 pages]

## 8.6 2020/2021 Quarter 1 Forecast Review

Author	Manager - Finance & Rates
Approved by	Director Corporate Services
Purpose	For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council:**

- 1. adopt the revised forecasts identified by the 2020/2021 Quarter 1 Forecast Review; and**
- 2. adopt the following amendments to User Fees and Charges:**
  - a) registration of microchipped and desexed Cat under 6 months of age. Current amount \$4 exc GST. Amended amount – No charge.**
  - b) registration of microchipped and desexed Dog under 6 months of age. Current amount \$7 exc GST. Amended amount – No charge.**

### Executive Summary

This report presents the draft forecast financial performance for the 2020/2021 financial year compared to the Adopted Budget.

### Report Detail

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

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

The 2020/2021 Budget was adopted at the Ordinary Council Meeting held 16 June 2020. The 2020/2021 Budget provided for an operating surplus of \$5.22 million with revenue of \$152.62 million and expenditure of \$147.40 million. The 2020/2021 Budget also provided for capital works of \$61.72 million.

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

Forecast variances to the adopted budget include re-budgeted projects that are to be delivered in 2020/2021 financial year where funding was received or is held from last financial year and were not included in the adopted budget 2020/2021.

The Quarter 1 Forecast Review report will be distributed at the Council briefing.

**Changes to 2020/2021 User Fees and Charges**

Amendment to Registration Fees for Microchipped and desexed cats and dogs under 6 months of age

This report seeks a minor change to the adopted fees and charges to bring the registration fees for cats and dogs that are microchipped and under the age of 6 months back to no charge.

**Environmental Upgrade Agreements – Quarterly Statement**

There have been no new environmental upgrade agreements entered into this quarter.

There are currently 6 environmental upgrade charges in operation with a total value of \$3,402,003. Charges due this year total \$451,939 and \$25,524 arrears plus interest \$1,797. No payments have fallen due this quarter.

**Council Plan/Key Strategic Activity**

**LEADERSHIP AND GOVERNANCE**

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

1.4 Financial management is responsible and effective in responding to challenges and constraints with a focus on the financial sustainability of the Council.

**Risk Management**

Monitoring of performance against the 2020/2021 adopted budget as well as the forecast year end position provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Inability to achieve current budget due to income not reaching budgeted levels or costs exceeding budget exposing the Council to a cash deficit	Possible	Moderate	Medium	Review detailed monthly financial reports and take corrective action where forecast varies against budget.

**Policy Considerations**

There are no identified conflicts with existing Council policies.



### **Financial Implications**

Forecast variances to the 2020/2021 Adopted Budget are detailed throughout the attached report.

### **Legal/Statutory Implications**

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

### **Environmental/Sustainability Impacts**

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

### **Social Implications**

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

### **Economic Impacts**

There are no identified economic impacts.

### **Consultation**

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

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

### **Strategic Links**

Nil.

### **Conclusion**

The 2020/2021 Quarter 1 Forecast Review presents the draft forecast financial performance for the 2020/2021 financial year compared to the Adopted Budget.

### **Attachments**

1. 2020/2021 Quarter 1 Forecast Review [8.6.1 - 18 pages]

## 8.7 August 2020 Monthly Financial Report

Author	Management Accountant
Approved by	Director Corporate Services
Purpose	For Noting

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council receive and note the August 2020 Monthly Financial Report**

### Executive Summary

The report presents the Council's actual financial performance compared to the budget for the two months ended 31 August 2020.

### Report Detail

The 2020/2021 Budget was adopted at the Ordinary Council Meeting held 16 June 2020.

The 2020/2021 Budget provided for an operating surplus of \$5.22 million with revenue of \$152.62 million and expenditure of \$147.40 million. The 2020/2021 Budget also provided for capital works of \$61.72 million.

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

The August 2020 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 Statements
- Capital Works Statement

### Council Plan/Key Strategic Activity

#### LEADERSHIP AND GOVERNANCE

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

1.4 Financial management is responsible and effective in responding to challenges and constraints with a focus on the financial sustainability of the Council.

1.9 Service standards and service delivery models are realistic and meet community

expectations and demand while being financial viable and in line with Council's core business.

### **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 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 associated with this report

### **Consultation**

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

### **Strategic Links**

Nil.

### **Conclusion**

The report presents Council's actual financial performance compared to the budget for the 2 months ended 31 August 2020.

### **Attachments**

1. August 2020 Monthly Financial Statements [8.7.1 - 10 pages]

## 9 Community Directorate

### 9.1 Memorandum of Understanding - Yorta Yorta Nation Aboriginal Corporation and Greater Shepparton City Council

Author	Manager – Community Wellbeing
Approved by	Director Community
Purpose	For Decision by Council

#### Disclosures of Conflict of Interest in Relation to 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.

#### RECOMMENDATION

**That the Council approve the Memorandum of Understanding between Greater Shepparton City Council and Yorta Yorta Nation Aboriginal Corporation.**

#### Executive Summary

Incorporated under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006, Yorta Yorta Nation Aboriginal Corporation (YYNAC) was established to represent descendants of the Yorta Yorta People; make decisions and act on any significant matters on their behalf; and to enter into agreements with any person, government agency or authority in relation to the betterment of Yorta Yorta People and protection of Yorta Yorta Country and interests.

The YYNAC received Registered Aboriginal Party (RAP) status in 2007 from the Victorian Government, and the lands which now comprise the Greater Shepparton Local Government Area are recognised by the Victorian Government as Yorta Yorta lands.

It has been a long held desire of Yorta Yorta Nation Aboriginal Corporation (YYNAC) and Greater Shepparton City Council (GSCC) to form a Memorandum of Understanding (MOU) that recognises the important relationship between Yorta Yorta People and Council, and to facilitate the ongoing process of reconciliation and Aboriginal self-determination.

At a recent YYNAC Board meeting, the YYNAC Board passed a motion of support for the MOU to be signed without changes to the current draft MOU, instead opting as an act of good faith to review of the MoU after 12 months on its effectiveness' for both parties.

#### Report Detail

Greater Shepparton Local Government Area is a vibrant diverse community located approximately two hours (180km) north of Melbourne in what is now known as the Goulburn Valley - the heart of regional Victoria. Around 1.6% of people in Greater Shepparton identify

as Aboriginal and/or Torres Strait Islander People in the Australian Bureau of Statistics Census (2016). However, anecdotal evidence shows that this is an underrepresentation, and Greater Shepparton's Aboriginal and Torres Strait Islander population is estimated to be nearly 6,000. This makes this region one of the largest Aboriginal and Torres Strait Islander populated areas outside of metropolitan Melbourne.

The Greater Shepparton Local Government Area is within the land of the Yorta Yorta Peoples. Aboriginal and Torres Strait Islander Peoples' communities in Shepparton have maintained strong cultural identities. Today, Greater Shepparton has many places and features that have significant Aboriginal cultural heritage. Council continues to respect, acknowledge and partner with the communities of Aboriginal and Torres Strait Islander Peoples. To indicate Council's commitment to Aboriginal and Torres Strait Islander Peoples and Communities, Council released its first Reconciliation Action Plan in 2019. The Plan outlines Council's vision for reconciliation as: "A future where Aboriginal and Torres Strait Islander Peoples have equitable access, inclusion and opportunities, and where Aboriginal and Torres Strait Islander Peoples' cultures are honoured and respected".

Incorporated under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006, Yorta Yorta Nation Aboriginal Corporation was established to represent descendants of the Yorta Yorta People; make decisions and act on any significant matters on their behalf; and to enter into agreements with any person, government agency or authority in relation to the betterment of Yorta Yorta People and protection of Yorta Yorta Country and interests. Yorta Yorta lands extend across North East Victoria and Southern NSW on both sides of the Murray River, radiating North, South, East and West from its junction with the Goulburn River. This land includes the townships of Echuca Moama, Shepparton Mooroopna, Murchison, Benalla, Wangaratta, Yarrawonga-Mulwala, Finley, Cobram Barooga, Corowa and Deniliquin. The majority of the towns named also have Yorta Yorta language names. YYNAC received Registered Aboriginal Parties (RAP) status in 2007 from the Victorian Government. This status empowers YYNAC to manage and protect cultural heritage values in general and the cultural heritage of the Yorta Yorta Nation, their Traditional lands and RAP region in Victoria under the Victorian Aboriginal Heritage Act 2006. Under this Act YYNAC as a RAP has legislative responsibility to monitor onsite development, to review and advise on Cultural Heritage Management Plans (CHMPs) and to safeguard the cultural heritage of Yorta Yorta People.

The purpose of the MOU sets out specific commitments for the ongoing relationship and mutual cooperation between YYNAC and Council. Both parties share the desire and goodwill to work jointly to improve the presence and understanding of Aboriginal and Torres Strait Islander issues in the planning and services provided by Council with a view to improved Aboriginal and Torres Strait Islander participation, employment, health and wellbeing outcomes. Alongside this is the wish for broader understanding and recognition amongst the wider Greater Shepparton community of the region's rich Aboriginal heritage and proud tradition.

This Memorandum of Understanding between YYNAC and Council is underpinned by a number of agreed founding principles, which establish the basis for the mutual commitment between the parties and set the focus for the ongoing management of this Agreement. These principles are as follows:

- Aboriginal and Torres Strait Islander Peoples are acknowledged as the first people of this land
- The arrival of non-Aboriginal people brought massive change to the landscape and way of life of Aboriginal and Torres Strait Islander Peoples, and a strong desire exists in Greater Shepparton to address the past and embrace the process of reconciliation

- A commitment to working with one another to support Aboriginal and Torres Strait Islander People's self-determination
- There is respect, understanding and strong regard held for Aboriginal and Torres Strait Islander cultural heritage, traditions, customs and beliefs
- Improvements in Aboriginal and Torres Strait Islander workforce participation, health and wellbeing outcomes.

## Council Plan/Key Strategic Activity

### LEADERSHIP AND GOVERNANCE

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

1.1 Council demonstrates strong regional and local partnerships to improve health and wellbeing access and inequity.

### SOCIAL

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

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

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

## Risk Management

There are no risks associated with this report.

## Policy Considerations

This Memorandum of Understanding supports Council's Reconciliation Action Plan, adopted by Council in June 2019.

## Financial Implications

There are no financial implications associated with this report.

## Legal/Statutory Implications

There are no negative legal or statutory implications associated with this report.

## Environmental/Sustainability Impacts

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

## Social Implications

The development and implementation of the Memorandum of Understanding will further demonstrate and strengthen Council's partnership with Yorta Yorta Nation Aboriginal Corporation.

## Economic Impacts

There are no negative economic impacts associated with this report.

## Consultation

Council officers have worked in partnership with Yorta Yorta Nation Aboriginal Corporation (YYNAC) to develop this Memorandum of Understanding.

At the YYNAC Board Meeting held in July 2020, the YYNAC Board passed a motion of support for the MOU to be signed without changes to the current draft MoU, instead opting

as act of good faith to review of the MoU after 12 months on its effectiveness' for both parties.

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

### Strategic Links

#### a) Greater Shepparton 2030 Strategy

- Direction 2 – Community Life

#### b) Other strategic links

- Greater Shepparton City Council – Reconciliation Action Plan

### Conclusion

It has been a long held desire of Yorta Yorta Nation Aboriginal Corporation (YYNAC) and Greater Shepparton City Council (GSCC) to form a Memorandum of Understanding (MOU) that recognises the important relationship between Yorta Yorta People and Council, and to facilitate the ongoing process of reconciliation and Aboriginal self-determination.

This MOU is underpinned by strong commitment from both organisations to realising long term benefits for the wider Greater Shepparton community through improved understanding and an enhanced working relationship.

### Attachments

1. Memorandum of Understanding - Yorta Yorta Nation Aboriginal Corporation [9.1.1 - 8 pages]

## 9.2 Greater Shepparton Women's Charter Advisory Committee Membership Appointments

Author Co-ordinator Social Equity and Safety  
 Approved by Director Community  
 Purpose For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council:**

1. **endorse the Greater Shepparton Women's Charter Advisory Committee membership applications for the below members for a two year term, effective immediately and concluding on 19 July 2022:**
  - **Samantha Spinks**
  - **Simone Masters**
  - **Kathryn Maddox**
  - **Olga Novak**
2. **thank Fatmatta Munu, Zubaidah Mohammed Shaburidin and Suzanne Wallis for their significant contributions to the Greater Shepparton Women's Charter Advisory Committee.**

### Executive Summary

The Greater Shepparton Women's Charter Advisory Committee (GSWCAC) was established by Greater Shepparton City Council in 2011 to promote women in leadership at all levels of decision making in Greater Shepparton. Since this time the Committee has undertaken many activities to promote women's participation. The GSWCAC are seeking the endorsement of four Committee members to fill current vacancies, as per the Committee's Terms of Reference.

### Report Detail

The Women's Charter was first launched by the Women's Participation in Local Government Coalition in 1996. The Charter's three principles of gender equity, diversity and active citizenship are now supported by more than 60 local governments.

Greater Shepparton City Council officially endorsed its commitment to the Women's Charter in 2010 and an action plan followed. In 2011 an Advisory Committee was initiated and commenced with its first meeting being held on 4 November 2011. The Committee was



officially endorsed by Council on 21 February 2012, and is now known as the Greater Shepparton Women's Charter Advisory Committee (GSWCAC).

In line with the Terms of Reference, adopted by Resolution of Council on 19 June 2018, the Committee can include up to 14 community members, up to 3 Council staff and one Councillor, but shall not exceed 15 members in total.

As per the Terms of Reference a membership drive has been undertaken to fill four vacancies. Two Council Officers reviewed and assessed the seven applications using the assessment matrix and responses provided in the membership applications. Council officers recommend the appointment of Samantha Spinks, Simone Masters, Kathryn Maddox and Olga Novak for a two year term effective immediately and concluding on 19 July 2022.

The GSWCAC also recommend Council thanks Fatmatta Munu, Zubaidah Mohammed Shaburdin and Suzanne Wallis for their significant contributions to the Advisory Committee.

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

#### **LEADERSHIP AND GOVERNANCE**

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

1.6 Gender equity and equality is embedded into Council policy and decision making and employment processes.

#### **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.

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

### **Risk Management**

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

### **Policy Considerations**

Officers have not identified any policy implications associated with this report.

### **Financial Implications**

No financial implications have been identified associated with the Report.

### **Legal/Statutory Implications**

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

### **Environmental/Sustainability Impacts**

Officers have not identified any environmental/sustainability impacts associated with this report.

### **Social Implications**

The aim of the Committee is to support and promote women in leadership roles and all levels of decision-making in Greater Shepparton, including business or workplace positions, community groups or boards of management. GSWCAC has adopted a three point action plan focusing on Diversity, Active Citizenship and Gender Equity to guide the key strategic

objectives of this Committee. This focus is on addressing social disadvantage and increasing women's participation.

### **Economic Impacts**

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

### **Consultation**

Membership opened on the 10 June 2020, and was distributed via media release, social media and via GSWCAC friend's networks and other Council and partner networks, with membership closing on the 24<sup>th</sup> of June 2020.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration. The Committee are aware that the membership drive resulted in seven applications and that an appropriate process was undertaken to review and assess applications in line with the Terms of Reference.

### **Strategic Links**

#### a) Greater Shepparton 2030 Strategy

- Direction 2 – Community Life

#### b) Other strategic links

- Greater Shepparton Women's Charter Alliance Advisory Committee 3x3 Action Plan 2018-2021
- Greater Shepparton Community Safety Strategy 2018-2021

### **Conclusion**

GSWCAC is encouraged by the diversity, calibre and quality of all applications and believe that the four successful members will further strengthen and build capability within the Committee and support the achievement of its Action Plan moving forward.

### **Attachments**

Nil

## 9.3 Safer City Camera Network Policy

Author	Coordinator - Social Equity & Safety
Approved by	Director Community
Purpose	For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council adopt the Safer City Camera Network Policy 10.POL3.**

### Executive Summary

In August 2013 Council endorsed the first Safer City Camera Network Policy. This report presents the third version of the Safer City Camera Network Policy to Council.

The Safer City Camera Network Policy clearly outlines stakeholder responsibilities and requirements in relation to ownership, maintenance, footage management, monitoring, evaluation and auditing.

Updates in this version of the policy include:

- Additional locations of Safer City Camera Network cameras
- Removal of reference to Commissioner for Law Enforcement Data Security (CLEDS) due to being superseded by Office of the Victorian Information Commissioner (OVIC)
- Update to current Council plans and strategies
- Responsibility of audit changed from Risk Management team to Social Equity and Safety Coordinator.

Council completed Stage 2 of the Safer City Camera Network in June 2020 following funding received from the Department of Justice and Community Safety's Public Safety Infrastructure Fund.

Stage 2 of the Network includes 23 additional 5 mega pixel Bullet Cameras within the Shepparton Central Business District, Victoria Park Lake and Greater Shepparton Sports City, as well as upgrades to footage storage capability and improvements to monitoring software.

This Policy considers all relevant legislation and has been developed in conjunction with Victoria Police with feedback from the Department of Justice and Community Safety and relevant Council Departments.

Formal adoption of this Policy demonstrates Council’s commitment to maintaining the integrity of the network whilst ensuring transparency in its operation and legislative compliance.

### Report Detail

On 21 June 2011 Council adopted the Safer City Strategy 2011-14 for the Central Business District (CBD) and Victoria Park Lake Precinct. This document was developed after extensive community consultation and identified initiatives to address community safety issues. A key priority within this Strategy was the installation of a “Safe City Camera Program” (Closed Circuit Television [Safer City Camera Network]) to monitor hot spots of crime and anti-social behaviour.

In 2012, Council received funding from the Department of Justice Public Safety Infrastructure Fund, to support the implementation of a Safer City Camera Network within the Shepparton CBD area. In consultation with local Victoria Police and the community a network area was established with delivery prioritisation informed by the Victoria Police. Stage 1 of the Safe City Camera Network was completed in 2013.

In 2018 additional funding was secured through the Department of Community Safety and Justice for Council to deliver Stage 2 of the Safer City Camera Network. This Stage expanded the scope of the network outside of the Shepparton CBD to incorporate locations of high community activity such as the Victoria Park Lake and Shepparton Sports City. These works were completed in 2020.

The Safer City Camera Network was developed as part of a multifaceted community safety approach to be delivered within the Shepparton Township and intends to improve actual and perceived safety with a particular focus on reducing antisocial behaviour around late night venues and ensuring people feel safe whilst in the CBD area. The area encompassing the camera network area includes Shepparton’s late-night precinct together with the Maude Street Mall, cinema, taxi ranks, Victoria Park Lake, Shepparton Sports City, Queens Gardens and the Maude Street bus interchange. The Network aims to assist with the detection of, and Victoria Police response to, anti-social behaviour, crimes against the person and property within the camera network area.

The Network takes a proactive and preventative approach through utilising an active monitoring model during peak times. Active monitoring is used to assist with the identification of potential incidents allowing for attendance by Victoria Police prior to the incidents escalating.

The Safer City Camera Network Policy clearly outlines stakeholder responsibilities and requirements in relation to ownership, maintenance, footage management, monitoring, evaluation and auditing.

The Safe City Camera Network Policy has been reviewed by relevant internal departments of Council, Victoria Police and the Department of Justice. Changes were also reflective of recommendations following a compliance audit conducted by Council’s Risk Department.

Updates included in this version of the policy are:

- Location of Safer City Camera Network cameras
- Removal of reference to Commissioner for Law Enforcement Data Security (CLEDS) due to being superseded by Office of the Victorian Information Commissioner (OVIC)
- Update to current Council plans and strategies
- Responsibility of audit changed from Risk Management team to Social Equity and Safety Coordinator.

This Policy considers all relevant legislation and has been updated and reviewed in conjunction with Victoria Police, the Department of Justice and Community Safety and relevant areas within Council.

## 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.

### ECONOMIC

Build a thriving, resilient economy where Greater Shepparton is recognised as a competitive place to invest and grow business.

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

## Risk Management

The initial iteration of this policy was developed through benchmarking other Councils policies and in consultation with Governance and Risk Management Branches of Council.

As a part of the delivery of Stage 2 the Safer City Camera Network a full internal risk audit was undertaken to identify any potential risks within the current system.

Risks	Likelihood	Consequence	Rating	Mitigation Actin
Unauthorised posting of footage on social media	Possible	Major	High	The footage captured by the Safer City Camera Network is transmitted to and stored on Police premises - pursuant to the Office of the Victorian Information Commissioner (OVIC) Standards. Management of this footage becomes the responsibility of Victoria Police pursuant to the Victoria Police Manual and OVIC. Victoria Police manage the release of footage to members of the public only via Freedom of Information request or Court Order. Victoria Police have been managing the release of footage in this way for a number of years with this method providing stringent control over footage provision to members of the community.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Unauthorised destruction of footage	Unlikely	Major	Moderate	The Safer City Camera Network will be programmed to automatically overwrite footage every 31 days in accordance with AS4806.1-2006 unless downloaded prior. Management and destruction of downloaded footage will be undertaken by Victoria Police in accordance with the Public Records Act, Victoria Police Manual and OVIC.

### Policy Considerations

This report is consistent with Council Policies.

### Financial Implications

There are no financial implications associated with this report.

Maintenance requirements for the Safer City Camera Network will be encompassed in the tender contract and warranty provisions of Stage 2 assets and are within existing operational budget subject to Council's annual budgetary process.

### Legal/Statutory Implications

This Policy is compliant and consistent with the Freedom of Information Act, the Victorian Charter of Human Rights, the Information Privacy Act, the Public Records of Victoria Act, the Evidence Act, Office of the Victorian Information Commissioner (OVIC) Standards, the Surveillance Devices Act and Australian Standards in relation to CCTV and the Victoria Police Manual.

### Environmental/Sustainability Impacts

There are no identified environment or sustainability impacts associated with this report.

### Social Implications

This Policy will provide the community with confidence that their privacy and rights are protected to the best of Council and Victoria Police's ability in relation to the management and operation of the Safer City Camera Network.

### Economic Impacts

There are no identified economic impacts associated with this report.

### Consultation

Throughout the delivery of Stage 2 and the development of this policy, Council has consulted with key stakeholders including Victoria Police, Department of Justice and Community Safety and the Office of the Victorian Information Commissioner.

Council also conducted internal consultation with the Risk Department and other relevant Council officers to ensure that the policy is fit for purpose and compliant with current legislation.

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

## Strategic Links

### a) Greater Shepparton 2030 Strategy

- 2.3.5 Infrastructure – Communities will continue to urge for improvements in the safety of the City
- 2.4.5 Other Major issues – Ensuring that redeveloped areas adequately address community safety

### b) Other strategic links

- Greater Shepparton Community Safety Strategy 18-21 -  
Priority Area 2 – Creating Safer Public Space
  - 2.3 – Coordinate, monitor and maintain the Safer City Camera Network
  - 2.4 - Implement stage 2: Upgrade and expansion of the Safer City Camera Network

## Conclusion

It is essential that Council has a well-researched and clearly defined process in place to manage the CCTV infrastructure and footage captured by the Safer City Camera Network.

The Safer City Camera Network Policy clearly outlines stakeholder responsibilities and requirements in relation to ownership, maintenance, footage management, monitoring, evaluation and auditing. This Policy considers all relevant legislation and has been developed in conjunction with the Victoria Police and with feedback from the Department of Justice and Community Safety and Councils Risk department.

Formal adoption of this Policy (version 3) demonstrates Council's commitment to maintaining the integrity of the network whilst ensuring transparency in its operation and legislative compliance.

## Attachments

1. Safer City Camera Network Policy 10.POL3 [9.3.1 - 17 pages]

## 9.4 Greater Shepparton Best Start Early Years Plan 2020-2025

Author Best Start - MEYP Project Officer  
 Approved by Director Community  
 Purpose For Decision by Council

### Disclosures of Conflicts of Interest in Relation to 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.

### RECOMMENDATION

**That the Council endorse the Greater Shepparton Best Start Early Years Plan 2020-2025.**

### Executive Summary

The Greater Shepparton Best Start Early Years Plan 2020-2025 is a new six year plan with the aim of improving learning, health and wellbeing outcomes for children aged 0 to 6 years. The first combined Best Start Early Years Plan for our municipality was developed in 2006.

The new plan has 5 key themes – Play, Learn, Thrive, Voice and Share – all with a series of measures of success to determine what progress or achievements have been made. The 2024 Australian Early Development Census (AEDC) will feature as a major data set in the evaluation of the plan. Consultation with the Greater Shepparton Best Start Early Years Partnership, specific workgroups, service providers and extensive research and data has informed the development of this strategic plan.

Most recently the plan was approved for a 4 week public consultation period at the July 21 2020 OCM. This 4 week period ceased on 19<sup>th</sup> August at which time we received no feedback on the plan. A letter from the Lighthouse Foundation was received on the 20<sup>th</sup> of August which was discussed at the Best Start Early Years Partnership August meeting and all points raised in the correspondence will be addressed in the first Best Start Annual Action Plan.

An annual action plan has been developed after consultation with the community to support the implementation of the new plan. The annual action plan is a living document and will continue to be added to as we meet with key stakeholders to identify common objectives and goals to work on collectively, and explore innovative ways to conduct this work. Recurrent funding (\$123K 2020/21) is received annually from the Department of Education and Training for Best Start activities and Greater Shepparton City Council allocates \$27,800 annually to support the implementation of the plan.



We are now seeking final approval of the Greater Shepparton Best Start Early Years Plan 2020-2025 from Council.

### Report Detail

Greater Shepparton City Council has been the fund holder for the local Best Start program since 2002 (now 30 Best Start sites across Victoria). In 2005 the Municipal Association of Victoria introduced Municipal Early Years Plans (MEYP), recommending all Councils adopt a plan to improve outcomes for children. Due to the similar requirements of Best Start and the MEYP, the decision was made to develop a combined strategic plan from 2006.

Since this time, we have overseen or implemented a number of practice tools, service redevelopments and resources to improve outcomes for children and families, often working collaboratively with local agencies. Examples of this include the Child and Family Vulnerability guide, Integrated Practice Training, Book Bag Program, Information Sharing Protocol, Closing the Gap MCH Aboriginal visits, Early Start to Kindergarten registrations and Ready Services Audit.

The Greater Shepparton Best Start Early Years Plan has played a major part in raising the profile of early childhood locally and the importance of investing in the early years.

Significant achievements of previous plans include (from 2006 to 2019):

- Increase in the number of completed 3.5 year key age and stage visits – included a question on the kinder central enrolment form if children had attended their 3.5 year visit.
- Increase in the percentage of completed Maternal and Child Health key age and stage visits in Mooroopna and north Shepparton during the Enhanced Best Start project 2011-2014.
- Increase in the percentage of completed Maternal and Child Health key age and stage visits for Aboriginal children – focus on the 12 month to 3.5 year visits.
- Increase in the number of Early Start to Kindergarten enrolments – from 56 enrolments in 2017 to 85 enrolments in 2018.
- Increase in breastfeeding rates across Greater Shepparton during the Enhanced Best Start project 2011-2014.
- An improvement in the AEDC Language Skills domain from 2009 to 2012 after an intensive early years language and literacy focus (from 73.8% on track in 2009 to 76.1% on track in 2012).
- Strengthened links with local agencies and organisations.

It is important to acknowledge that the above achievements are often a result of collaborative work and partnerships with other agencies.

### 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.

2.3 Lifelong learning is valued and fostered in our community.

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

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

2.8 Our Aboriginal culture and people are valued and celebrated, with collaborative actions undertaken to enable peaceful, healthy and productive lives in a safe environment.

## Risk Management

The risk summary is included in the table below:

Risks	Likelihood	Consequence	Rating	Mitigation Action
Funding for Best Start ceases	Unlikely	4 - Major	Medium	Seek funding from other sources to continue critical work. Consider what is sustainable without external funding. Council and Partnership members to advocate to DET on need for continued funding.
Council ceases financial contribution	Unlikely	4 - Major	Medium	Present to Council the impacts and outcomes of the program for financial investment (early investment results in greater impact / return later in life).

## Policy Considerations

A number of key policy and research documents were considered and referred to in the development of the Greater Shepparton Best Start Early Years Plan 2020-2025 including:

- The First Thousand Days – Centre for Community Child Health
- Victorian Early Years Learning and Development Framework
- Belonging, Being and Becoming – The Early Years Learning Framework for Australia
- Early Childhood Reform Plan
- Roadmap to Reform Strong Families Safe Children
- Victoria’s Vulnerable Children Our Shared Responsibility
- Supporting Children and Families in the Early Years – A Compact between DET, DHHS and Local Government

These documents outline the vision for children and families at a state and national level, and provide guidance for Councils when developing their local early year’s plans.

## Financial Implications

	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	\$150,800	\$150,800	n/a	\$165,880
Expense	\$150,800	\$150,800	n/a	\$165,880
Net Total	\$0	\$0	n/a	\$0

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

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

## Legal/Statutory Implications

No legal implications. Best Start Guidelines and funding agreement (developed by the Department of Education and Training) guide the operation and funding expenditure of the Best Start program, while the Municipal Association of Victoria has produced a Municipal Early Years Planning guide to assist Councils in the development of Municipal Early Years Plans. Other than this there are no legal or statutory implications.

### **Environmental/Sustainability Impacts**

The aim of the Greater Shepparton Best Start Early Years Plan 2020-2025 is to improve the health, wellbeing and education outcomes for children. For this to be achieved a positive, safe, nurturing and welcoming environment needs to be present, not only at home but also in the community.

Within the broader themes and strategic directions of the plan sits opportunities to promote the natural environment as a great playground for exploring, being active and learning. Some of the work implemented as part of the plan aims to be sustained or embedded within practice, a program or service. This may include a resource or tool used to increase attendance or identify and support vulnerable families.

### **Social Implications**

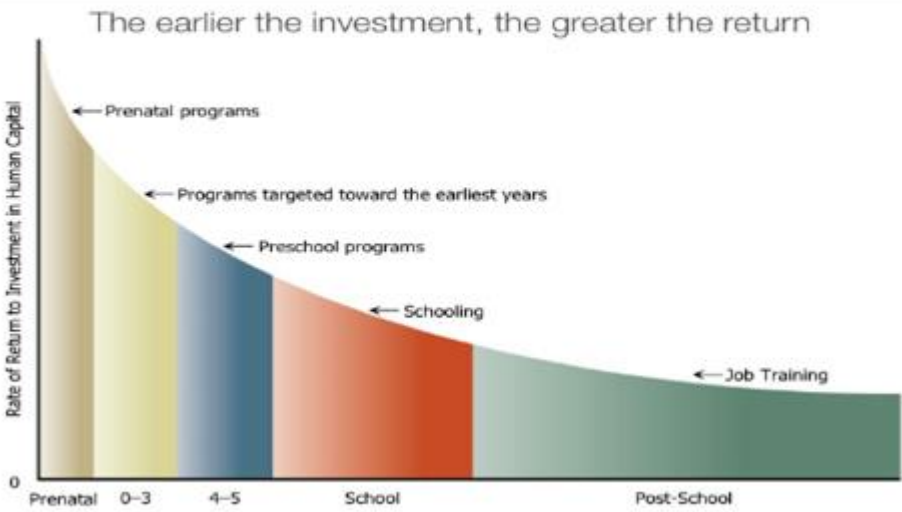
The work of the Greater Shepparton Best Start Early Years Plan promotes the importance of the early years and encourages parents, service providers and the community to support children's long-term development and outcomes. By providing opportunities for children to reach their full potential we are supporting them to become our future leaders, employers and employees and contributors to our community – but it takes a whole of community approach. As a community we have a social responsibility to keep our children safe and support their growth and development.

### **Economic Impacts**

Investment in early childhood is critical. As depicted in the graph below, the earlier the investment, the greater the return. Prioritising early childhood, in particular the years 0 to 3, is when we can have the biggest influence on shaping the trajectory of children. If we are providing positive, safe and nurturing environments where children can thrive, along with quality early learning, health and wellbeing programs (MCH, childcare, playgroups, kindergarten), and a community that supports families and is child friendly then we will go a long way to ensuring our future adults are competent, confident and productive members of the community.

For a relatively small budget the Greater Shepparton Best Start Early Years Plan, and the work undertaken, achieves a great deal with a strong focus on system change, sustainability and collaborative work.

# EARLY CHILDHOOD DEVELOPMENT IS A SMART INVESTMENT



Source: James Heckman, Nobel Laureate in Economics

## Consultation

Consultation for the development of the plan was conducted with the Best Start Early Years Partnership, the Early Years Language workgroup, Breastfeeding workgroup, Early Years Reference group, kindergarten teachers, maternal and child health nurses and other service providers. This has been happening since December 2019. The extensive research available on investment in early childhood and optimal early childhood development, along with important datasets like the AEDC, have guided our discussions with the above groups and helped identify the priorities or themes. We have also drawn on the findings and outcomes from community consultations undertaken recently by other initiatives like Communities for Children and The Lighthouse.

Most recently the plan was approved at the July OCM for a 4 week public viewing period, which ceased on 19<sup>th</sup> August. Feedback was received from one group which was acknowledged and discussed at the Best Start Early Years Partnership August meeting.

A consultation process with parents and community has been completed to develop the annual action plan which details the activities and strategies for implementation of the Greater Shepparton Best Start Early Years Plan 2020-2025. The annual action plan is a living document and will continually be added to as opportunities arise to work collaboratively with other stakeholders on common programs or activities that aim to improve outcomes for children and families.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	The 2018 AEDC results were shared with the community through a number of avenues. Data was presented, discussion generated and feedback / input sought as to why the results were like they were (high level of vulnerability). The question 'what can we do to change results in the future' was explored.	Stakeholder summit – service providers and professionals. Community forums – north Shepparton, south Shepparton, Mooroopna and Tatura

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Consult	Consultation has been conducted with various service providers, workgroups and the Best Start Early Years Partnership to assist in the development of the plan. Parents and community were consulted as part of the annual action plan development. Public viewing of the draft plan was available for 4 weeks.	Workshops Phone calls, survey monkey, Zoom sessions.
Involve	In annual reviews and data collection.	Meetings and workshops
Collaborate	On activities, strategies and projects.	Development of action plans and exploring common themes across initiatives
Empower	Through partner services and the work they undertake to make them more welcoming, inclusive and responsive to the needs of children and families	

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

### Strategic Links

#### a) Greater Shepparton 2030 Strategy

- Links with Direction 2: Community Life – enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability and provide a greater range of community services.

#### b) Public Health Strategic Plan 2018-2028

- Provide inclusive physical activity and active participation opportunity for all ages and abilities.
- Increase the proportion of people meeting the recommended guidelines for physical activity from baseline 54 per cent.
- Decrease the proportion of children at school entry who are developmentally vulnerable on one or more domains of the AEDC.

### Conclusion

The Greater Shepparton Best Start Early Years Plan 2020-2025 provides the strategic direction and way forward for Council and the local community to continue to prioritise early childhood development and investment. It has been endorsed by the Best Start Early Years Partnership after months of consultation with key stakeholders, review of current research and policy documents, consideration of important data sets such as the Australian Early Development Census, and finally a 4 week public viewing period. Consultation with parents and community members has been completed to develop the annual action plan which will be a living document that detail the activities to be implemented to achieve the higher level strategies and outcomes documented in the plan. We thank all who have been involved in the development of the plan, who have provided feedback and shared their knowledge and expertise.

Locally we have had great success with our Best Start Early Years Plans, achieving some very positive outcomes and embedding practice changes or processes within services to

make them more accessible and responsive to families. Council should be congratulated for the support provided through financial contribution, as fund holder for Best Start and acknowledging the importance of early childhood through the ongoing provision of quality early childhood services such as Maternal and Child Health, playgroups, childcare and kindergarten.

### Attachments

1. Greater Shepparton Best Start Early Years Plan 2020-2025 Low Resolution for Community Viewing [9.4.1 - 18 pages]
2. Best Start Early Years Plan Consultation report by Ann Sexton July 2020 [9.4.2 - 13 pages]

## 9.5 Greater Shepparton Sports Hall of Fame Advisory Committee - Appointment of Committee Member

Author                    Team Leader - Healthy Communities  
 Approved by            Director Community  
 Purpose                   For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council appoint Peter Holland as a Community Member Representative to the Greater Shepparton Sports Hall of Fame Advisory Committee commencing 16 September 2020 and concluding 18 March 2022.**

### Executive Summary

Greater Shepparton City Council hosted the Greater Shepparton Sports Hall of Fame Honour Roll and Junior Honour Roll induction ceremony in August 2019, following on from the inaugural Hall of Fame induction ceremony held in August 2017.

These ceremonies were the culmination of almost four years work undertaken by the Greater Shepparton Sports Hall of Fame Advisory Committee which was appointed by Council in 2016 to recognise and celebrate significant sporting achievements of Greater Shepparton residents. Both induction ceremonies have been an outstanding success and generated continued interest in the initiative.

Greater Shepparton City Council periodically call for nominations from local residents for the Greater Shepparton Sports Hall of Fame Advisory Committee as positions on the committee become vacant.

Membership of the committee as referred to in the Terms of Reference comprising of up to ten members for a two-year term and includes;

- Greater Shepparton City Council – Up to two Councillors, one Senior Staff member and one Project Officer
- ValleySport – one Representative
- Community Members – up to five Representatives

Most recently, nominations for the community representative positions were advertised from Monday 9 December 2019 and closed at 5.00pm Friday 31 January 2020. A total of three nominations were received from the following individuals who have served on the committee since its inception:

- Darryl Butcher

- Don Kilgour
- Margo Koskelainen

There remained two vacant community representative spots on the committee. The committee commenced 2020 with three community member representatives with the view that the remaining vacancies would look to be filled throughout the year.

A further nomination has been received from Peter Holland in July to fill one of the community member representative spots on the committee. Officers would like to officially appoint Peter to the Greater Shepparton Sports Hall of Fame Advisory Committee.

### Report Detail

The Sports Hall of Fame seeks to recognise and celebrate significant sporting achievement of Greater Shepparton residents; and has the potential to recognise sporting achievers from the Goulburn Valley and become a Regional Sports Hall of Fame. Achievements recognised in the first induction include participation and success in sport at a national, international, state or local level and included players and athletes, coaches and officials, administrators and others involved in sport at an elite level.

The Greater Shepparton Sports Hall of Fame Advisory Committee was first established in February 2016 according to the Terms of Reference adopted by Resolution of Council on 17 November 2015.

Members of the Greater Shepparton Sports Hall of Fame Advisory Committee serve on the committee for a two-year period.

Members included councillor representatives Cr. Bruce Giovanetti and Cr. Dennis Patterson, Manager Active Living, Team Leader Healthy Communities, Don Kilgour, Margo Koskelainen, Ian Fitzsimmons, Darryl Butcher, Lana Young David Quinn (ValleySport representative).

Over the past two years, members of the Greater Shepparton Sports Hall of Fame Advisory Committee developed selection criteria, called for public nominations to induct the Greater Shepparton Sports Hall of Fame Honour Roll and Junior Honour Roll inductees. The Greater Shepparton Inaugural Sports Hall of Fame Induction Ceremony was held on Friday 4 August 2019 which saw 23 individuals inducted into the Greater Shepparton Sports Hall of Fame.

Council has established a Greater Shepparton Sports Hall of Fame website containing stories published and photos of each of the inductees. A longer term, more permanent commemoration of recipients is yet to be confirmed by the advisory committee. Work on this continues.

The membership of the Sports Hall of Fame Advisory Committee is detailed in the Terms of Reference which includes:

- Greater Shepparton City Council – Up to two Councillors, one Senior Staff member and one Project Officer
- ValleySport – one Representative
- Community Members – up to five Representatives

At the conclusion of each term, members are eligible for re-nomination.

Council called for nominations from local residents for the Greater Shepparton Sports Hall of Fame Advisory Committee. Nominations for appointments to the committee were



received from Monday 4 December 2019 until 5.00pm Friday 31 January 2020. A total of three applications were received from the following individuals – Don Kilgour, Margo Koskelainen and Darryl Butcher.

It was anticipated at the time of appointment that the two vacant positions on the committee may be filled at a later date. A late nomination was received by Peter Holland to join the committee. Officers believe Peter is well suited to join the committee based on his qualifications, skills and experience and would like to appoint Peter to the committee as a Community Member representative from 16 September 2020 to 18 March 2022.

## 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.

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

### **ECONOMIC**

Build a thriving, resilient economy where Greater Shepparton is recognised as a competitive place to invest and grow business.

3.3 Greater Shepparton is a major destination for events and tourism

## Risk Management

The Greater Shepparton Sports Hall of Fame is a low risk activity with reputational risk to both Council, the advisory committee and the initiative itself being managed through the eligibility criteria which forms part of the terms of reference

## Policy Considerations

There are no conflicts with existing Council policies.

## Financial Implications

There are no financial implications identified at this stage. Potential for a physical location and/or web-based location which will include associated capital and operational costs will be investigated at a later stage.

## Legal/Statutory Implications

There are no legal/statutory implications identified within this project.

## Environmental/Sustainability Impacts

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

## Social Implications

The concept of a Sports Hall of Fame has a range of positive social implications including:

The appointment of community members to a committee helps to build a sense of community by increasing participation, involvement and pride in this project.

Connecting with others through the social medium of sport is a great way to acknowledge sporting achievements and inspire community members to participate in sport and recreation, overcome obstacles and provide a sense of motivation to achieve a high standard. The Sports Hall of Fame aims to preserve, celebrate and showcases history and heritage of sports excellence and achievement in Greater Shepparton.

## Economic Impacts

It remains an ambition that the Sports Hall of Fame initiative including future induction ceremonies has the ability to attract financial support from corporate sponsorship, philanthropic trust support and government grants which, when added to event ticket pricing will minimise any subsidy by Greater Shepparton City Council.

Should a physical commemorative feature be decided upon for the hall of fame, it is expected that this will act as a tourist attraction for the region.

## Consultation

Nominations for the Sports Hall of Fame Advisory Committee were advertised in the Shepparton News, on the Greater Shepparton City Council website and Facebook page and the Get Mooving Greater Shepparton Facebook page. Nominations closed at 5.00pm on Friday 22 December 2019. Three nominations were received and evaluated based on qualifications, skills and experience and all deemed suitable for appointment to this committee.

A late nomination was received from Peter Holland to join the committee. Peter was recommended to the committee by current members of the Greater Shepparton Sports Hall of Fame Advisory Committee. Officers believe Peter's qualifications, skills and experience is deemed suitable for appointment to this committee.

## Strategic Links

### a) Greater Shepparton 2030 Strategy

Community Life: focusing upon enhancing the health of the community both through services and facilities.

### b) Other strategic links

Greater Shepparton Community Development Framework

The Community Development Framework was adopted by Council in 2010. This framework outlines Council's commitment to implement a community development approach to empower and strengthen communities, encourage cooperative practices and celebrate and embrace diversity of our community.

## Conclusion

Based on the success of the inaugural Greater Shepparton Sports Hall of Fame induction ceremony, it is recommended that the Sports Hall of Fame concept to continue.

In support of this, it is recommended that Peter Holland be appointed to the Greater Shepparton Sports Hall of Fame Advisory Committee by Council.

## Attachments

Nil

## 10 Infrastructure Directorate

### 10.1 Play Space Strategy 2020-2030

Author	Team Leader – Sports Development & Strategic Planning
Approved by	Director Infrastructure
Purpose	For Decision by Council

#### Disclosures of Conflict of Interest in Relation to 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.

#### RECOMMENDATION

**That the Council release the *Draft Play Space Strategy 2020-2030* for public exhibition for a period of six weeks commencing on 26 October 2020 and concluding on 7 December 2020 and invite submissions from the community and key stakeholders.**

#### Executive Summary

Council's Playground Provision Strategy 2006-2018 has been reviewed and revitalised into a Draft Play Space Strategy 2020-2030 ("the draft strategy") for Council consideration.

The purpose of the draft strategy is to articulate a vision for the future of play spaces in Greater Shepparton that meets the needs of the community and actions required to achieve that vision. The strategy is developed with a view to guide investment over the next ten years.

Officers seek Council approval to publicly exhibit the draft strategy and invite community submissions for review before finalising the strategy.

#### Report Detail

Council's Playground Provision Strategy 2006-2018 has been reviewed and revitalised into a Draft Play Space Strategy 2020-2030 ("the draft strategy") for Council consideration.

The draft strategy provides strategic guidance and direction to Council for the future provision and development of play spaces throughout Greater Shepparton. The strategy incorporates an analysis of the distribution, quality of play experiences, age groups catered for, access and improvement opportunities of existing play spaces within Greater Shepparton. Note the term play space has been introduced to reflect the focus beyond playground equipment. The strategy now includes associated items at playgrounds including shade provisions and seating etc hence the term "Play Spaces".

The number of play spaces spread across Greater Shepparton has increased in the last 15 years from 64 to 88. The existence of a comprehensive strategic document such as this strategy to guide policy, priorities and future capital works projects related to play space provision supported by community input is essential. The strategy will also guide the development of these assets and enable Council to ensure equitable distribution of well-designed spaces and opportunities for play throughout Greater Shepparton over the long term.

Significant consultation has occurred across Council departments including an intensive workshop held with internal Council stakeholders to discuss the vision for play in Shepparton. The key themes to emerge from that session define Council's vision for play, these were:

- Play should be fun
- Play should be inclusive and non-prescriptive
- Play should cater for all ages and respond to community needs

The vision for play in Greater Shepparton provides a long-term goal for how play spaces will be upgraded, managed and maintained. The play space design guidelines included in the strategy will guide the future development of new and the renewal of existing play spaces to achieve the vision.

The scope of the strategy is confined to play spaces (traditional playgrounds) on land that is owned and managed by Council, publicly accessible and can be used at any time. It does not cover private facilities, specific areas such as skate parks, organised sporting venues, bike tracks and outdoor fitness equipment and the like.

Officers seek Council approval to publicly exhibit the draft strategy and invite community submissions for review before finalising the strategy.

## Council Plan/Key Strategic Activity

### **LEADERSHIP AND GOVERNANCE**

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

1.9 Service standards and service delivery models are realistic and meet community expectations and demand while being financial viable and in line with Council's core business.

### **SOCIAL**

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.

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

### **BUILT**

Provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.

4.4 Quality infrastructure is provided and maintained to acceptable standards.

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

## Risk Management

There are no identifiable risks associated with the proposed recommendation.

### Policy Considerations

All consultation associated with the Play Space Strategy 2020-2030 will be undertaken in accordance with Council's Community Engagement Procedure.

### Financial Implications

The recommendation to release the Draft Play Space Strategy 2020-2030 for consultation has minimal financial or budgetary implications for Council. The resources and input required to undertake this process and prepare the final document has been allowed for in the current financial year budget provisions.

### Legal/Statutory Implications

The recommendation to release the Draft Play Space Strategy 2020-2030 for public exhibition is not likely to result in any legal or statutory implications.

### Environmental/Sustainability Impacts

The recommendation to release the Draft Play Space Strategy 2020-2030 for public exhibition will not result in any adverse environmental or sustainability impacts.

### Social Implications

It is not expected that the recommendation to release the Draft Play Space Strategy 2020-2030 for public exhibition will have any adverse social impacts. There are many positive social outcomes from establishing a well-considered play space strategy to guide management and investment in these facilities.

### Economic Impacts

The recommendation to release the Draft Play Space Strategy 2020-2030 for public exhibition will not result in any adverse economic impacts.

### Consultation

In November 2019, a workshop was held with internal Council stakeholders to agree on the vision for play in Shepparton. Authorisation for public exhibition is now required to obtain feedback on the draft strategy from the community.

Consultation will be conducted in accordance with Council's Community Engagement Procedure.

### Strategic Links

#### a) Greater Shepparton 2030 Strategy

Links to the 2030 strategy include

- 2.3.2 Community Life
- 2.3.5 Infrastructure
- 2.4.2 Access to Life Long Education
- 2.4.4 The need to Grow
- 2.4.5 Other Major Issues

#### b) Other strategic links

- Sport 2050 Plan
- Best Start Early Years Plan 2015-2019
- Small Towns Youth Recreation Spaces Strategy
- Greater Shepparton Youth Strategy and Action Plan 2019-2023
- Cycle in Greater Shepparton – Cycling Guide
- Greater Shepparton Cycling Strategy 2013-2017
- Greater Shepparton Public Toilet Strategy

## Conclusion

Authorisation for public exhibition is now required to make the draft strategy available for community review and to obtain feedback from the community to ensure that the final document is reflective of the needs of the community, and that concerns and aspirations are understood and considered, before finalising and implementing the strategy.

## Attachments

1. Greater Shepparton Playspace Strategy - 19 August [10.1.1 - 70 pages]

## 10.2 Signing of Council Leases

Author	Coordinator - Property
Approved by	Director Infrastructure
Purpose	For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

That the Council:

- note that the following leases were advertised in accordance with Section 223 of the *Local Government Act 1989*, with no submissions received:
  - Lease – Deltoid Nominees Pty Ltd – Hangar 2 North, Shepparton Aerodrome
  - Lease – D Kerr & C Kinnane – Hangar 3 North, Shepparton Aerodrome
  - Lease - Regional Aircraft Charter Pty Ltd – Hangar 6 North, Shepparton Aerodrome
  - Lease - Ian Orrman – Hangar 7 North, Shepparton Aerodrome
  - Lease - Geoff Williams – Hangar 9 North, Shepparton Aerodrome
  - Lease - Conquest Industries Pty Ltd – Hangar 10 North, Shepparton Aerodrome
  - Lease - Rodney North – Hangar 12 North, Shepparton Aerodrome
  - Lease - Pendergast Investments – Hangar 13 North, Shepparton Aerodrome
  - Lease - Shepair Pty Ltd – Hangar 14 North, Shepparton Aerodrome
- note that each of the above mentioned leases will commence on 1 July 2020 and expire on 30 June 2030, with the option of an additional 10 year extension period.
- authorise execution of the above leases by the Chief Executive Officer.

### Executive Summary

The proposed renewal of these lease agreements has undergone a public consultation process, in accordance with Section 223 of the *Local Government Act 1989*.

This consultation process has been completed and the report is presented for council consideration.

## Report Detail

Section 190 of the *Local Government Act 1989* stipulates that Council must publish public notice of any proposed lease intended to be granted by Council for a period of 10 years or more and undertake a consultation process which invites and considers submissions from the public.

A report was presented at the Ordinary Council Meeting on 16 April 2019 to commence the public consultation process. A notice was published in the Shepparton News and consultation was open for a period of 28 days. At the conclusion of this consultation period, no submissions were received by Council.

Following the consultation period, leases were sent to all lessee's for signing. All lessee's have now returned signed copies of their leases and are ready for Council to authorise the Chief Executive Officer to execute these documents.

Officers now present the following leases for Council approval, all of which will be granted for a period of 10 years, commencing on 1 July 2020, and concluding on 30 June 2030, with an additional 10 year extension option.

1. Lease – Deltoid Nominees Pty Ltd – Hangar 2 North, Shepparton Aerodrome
2. Lease – D Kerr & C Kinnane – Hangar 3 North, Shepparton Aerodrome
3. Lease - Regional Aircraft Charter Pty Ltd – Hangar 6 North, Shepparton Aerodrome
4. Lease - Ian Orrman – Hangar 7 North, Shepparton Aerodrome
5. Lease - Geoff Williams – Hangar 9 North, Shepparton Aerodrome
6. Lease - Conquest Industries Pty Ltd – Hangar 10 North, Shepparton Aerodrome
7. Lease - Rodney North – Hangar 12 North, Shepparton Aerodrome
8. Lease - Pendergast Investments – Hangar 13 North, Shepparton Aerodrome
9. Lease - Shepair Pty Ltd – Hangar 14 North, Shepparton Aerodrome

## Council Plan/Key Strategic Activity

### LEADERSHIP AND GOVERNANCE

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

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

## Risk Management

The risks identified relate to non-compliance with Section 223 of *Local Government Act 1989* or failure to sign the lease agreements.

Officers have undertaken the appropriate steps and measures to ensure full compliance with the relevant legislation, and to ensure all leases are processed and signed in a timely manner.

## Policy Considerations

This report does not present any conflicts with Council policies.

## Financial Implications

The income from these leases has been determined by an independent valuation, and represents a modest income (~\$22,000 ex GST p/a) to Council's property portfolio.

## Legal/Statutory Implications

The process of proposing the renewal of these lease agreements has been undertaken in accordance with Sections 190 and 223 of the *Local Government Act 1989*.



### **Environmental/Sustainability Impacts**

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

### **Social Implications**

There are no social implications associated with the granting of these leases.

### **Economic Impacts**

The income from these leases represents modest income to Council (~\$22,000 ex GST p/a) and there are no significant broader economic impacts identified as part of this process.

### **Consultation**

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

### **Strategic Links**

a) Greater Shepparton 2030 Strategy

Nil.

### **Conclusion**

Section 190 of the *Local Government Act 1989* stipulates that proposed leases offered by Council are to be advertised to the general public. This process has been completed for above mentioned leases. This report recommends Council authorise the Chief Executive Officer to sign and seal these documents.

Council has undertaken the required legislative process to publish its intent to renew these leases for a period of 10 years, to each of the current lessee's. This report seeks Council approval to renew the leases for all nine hangar sites.

### **Attachments**

Nil

## 10.3 Contract 2070 Wyndham Street - Fitzjohn Street Intersection Upgrade Works

Author	Project Manager
Approved by	Director Infrastructure
Purpose	For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council:**

- 1. accept the tender submitted by Apex Earthworks Pty Ltd for Contract No. 2070 Construction of Wyndham Street / Fitzjohn Street upgrade works for the Lump Sum price of \$3,156,979.65 (including GST).**
- 2. authorise the Chief Executive Officer to sign and seal the contract documents.**

### Executive Summary

This contract is for the upgrading of Wyndham Street / Fitzjohn Street intersection, Wyndham Street / Hassett Street / McIntosh Street signalisation and Wyndham Street road widening works.

An open Request for Tender process has been undertaken with six submissions received. The tender of Apex Earthworks Pty Ltd is the highest scoring tender and the evaluation panel is satisfied that the tender meets the specification and timeline requirements for this project.

The recommended lump sum price for this contract is \$2,869,981.50 (excluding GST).

It is recommended that Council award Contract No. 2070 to Apex Earthworks Pty Ltd.

### Contract Details

This is a lump sum contract for the construction of the Wyndham Street / Fitzjohn Street upgrade works, including installation of new traffic lights at Wyndham Street / Hassett Street / McIntosh Street and road widening works at Wyndham Street, streetscape and all associated works.

## Tenders

Tenders were received from:

Tenderers
MACA Infrastructure P/L
Apex Earthworks Pty Ltd
Mawson Constructions Pty Ltd
Winslow Constructors
Jarvis Delahey Contractors
ACE Infrastructure Pty Ltd

## Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager Projects	Infrastructure/Projects
Team Leader PMO	Infrastructure/Projects
Project Manager	Infrastructure/Projects

The evaluation panel assessed Apex Earthworks Pty Ltd as having the highest moderated tender score. Apex Earthworks Pty Ltd are a local contractor from Congupna that have relevant recent experience completing large Council projects.

Apex Earthworks Pty Ltd submitted a high-quality construction methodology that provided the panel confidence in their ability to deliver these works well and were the lowest priced local tender.

## Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50%
Capacity to Complete	15%
Relevant Past Experience and Capability	15%
Environmental Sustainability	10%
Benefit to Local Region	10%
OH&S Systems	Pass/Fail
RRV and (VicTrack) V/Line accreditation	Pass/Fail

## Council Plan/Key Strategic Activity

### BUILT

Provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.

4.1 Growth is well planned and managed for the future.

4.4 Quality infrastructure is provided and maintained to acceptable standards.

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

## Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Delays in Authority Approvals	Possible	Moderate	Medium	Regular communications with Authorities regarding requirements and timing of works for timely approvals.
Traffic Impact	Likely	Moderate	High	Liaise with stakeholders and public with advance notice to alleviate any surprises in traffic changes.
Wet Weather/Hot Summer	Likely	Moderate	High	Consider weather forecast on works program to reduce the impact on weather.
Emergency Access	Likely	Major	Extreme	Coordinate works program with traffic management plans and allocate adequate access to emergency management. Advise emergency services well in advance of any changes to Traffic Management Plans.
COVID-19 – Stage 4 Restrictions	Likely	Moderate	Moderate	Work within State Government guidelines
COVID19 – Material	Likely	Moderate	Moderate	Work with contractor to order all materials that could have likely delay at start of project

## Policy Considerations

There are no conflicts with Council Policy. Council's Procurement Policy has been followed for the tendering of this contract.

## Financial Implications

	Approved Budget Estimate for this proposal <sup>1</sup>	This Proposal GST Exclusive	Variance to Approved Budget Estimate	This Proposal GST Inclusive <sup>2</sup>
	\$	\$	\$	\$
Revenue				
Expense	\$5,035,000	\$2,869,981	\$2,165,019	\$3,156,979
Net Total	\$5,035,000	\$2,869,981	\$2,165,019	\$3,156,979

<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**

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 adverse environmental/sustainability impacts arising from this proposal.

### **Social Implications**

The Contractor is a local employer and utilises local sub-contractors.

### **Economic Impacts**

The contractor is based in Shepparton and utilises all local sub-contractors where possible, including all plant and materials.

### **Consultation**

Communication has occurred with local businesses and residents in relation to the project and all businesses have had a follow up telephone call to discuss the project. The information on Council's website has been updated.

Further consultation will be required with the management of the Victoria Park Lake Caravan Park before finalising the traffic management plan.

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

### **Strategic Links**

#### a) Greater Shepparton 2030 Strategy

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

### **Conclusion**

Apex Earthworks Pty Ltd has submitted a conforming tender and has been evaluated as the highest scoring tender. The evaluation panel is satisfied that Apex Earthworks Pty Ltd has the appropriate experience and resources to successfully undertake this project.

Therefore, the evaluation panel recommends that Apex Earthworks Pty Ltd be awarded Contract No. 2070.

### **Attachments**

Confidential Attachment

## 10.4 Contract 2033 - Construction of Maude Street Upgrade, Vaughan Street to High Street

Author	Project Manager
Approved by	Director Infrastructure
Purpose	For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council:**

- 1. accept the tender submitted by Jarvis Delahey Contractors Pty Ltd for Contract No. 2033 Construction of Maude Street Upgrade, Vaughan Street to High Street for the Lump Sum price of \$3,498,456.52 (including GST).**
- 2. authorise the Chief Executive Officer to sign and seal the contract documents.**

### Executive Summary

Contract No. 2033 is for the construction of the Maude Street Upgrade, Vaughan Street to High Street, Shepparton.

The purpose of this contract is to complete the revitalisation of the remaining two stages (Stages 3 & 4) of the four stage Maude Street Revitalisation Project within Shepparton's CBD.

Council advertised the tender for this contract via TenderSearch, Shepparton News and The Age receiving seven tender submissions.

Following evaluation, Jarvis Delahey Contractors Pty Ltd has achieved the highest moderated evaluation score and are subsequently the recommended tenderer to be awarded Contract No. 2033.

### Contract Details

Contract No. 2033 is for the construction of the Maude Street Upgrade, Vaughan Street to High Street, Shepparton.

The purpose of this contract is to complete the revitalisation of the remaining two stages (Stages 3 & 4) of the four stage Maude Street Revitalisation Project within Shepparton's CBD.

This contract consists of the remaining Maude Street streetscape upgrade between Vaughan and High Streets including hard streetscape work along footpaths, signalisation of

the Maude Street and Vaughan Street intersection, civil road upgrade and landscaping including installation of tree cells and street furniture.

The contract has been structured in a way that allows some flexibility in relation to the timing of the relocation of the Country Fire Authority (CFA) from Maude Street to Archer Street. The works are unable to be fully completed until the CFA has relocated, which is currently anticipated to be around March 2021. The contract also includes a direction that works will not be undertaken during the month of December to mitigate the impact on local traders during the critical time before Christmas.

## Tenders

Tenders were received from:

Tenderers
1. 2 Construct Pty Ltd
2. Miller Pipe & Civil Pty Ltd
3. Mawson Constructions Pty Ltd
4. ACE Infrastructure Pty Ltd
5. Gradian Projects Pty Ltd
6. Excell Gray Bruni
7. Jarvis Delahey Contractors Pty Ltd

## Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager Projects	Infrastructure
Project Manager (Projects)	Project Management Office
Team Leader (Business & Industry Development)	Economic Development

## Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50%
Sustainability / Environmental Measures	10%
Project Delivery – Schedule & Methodology	15%
Relevant Past Experience & Capability	15%
Benefit to Local Region	10%

The evaluation panel assessed Jarvis Delahey Contractors Pty Ltd as having the highest moderated tender score. Jarvis Delahey Contractors Pty Ltd are a local contractor from Shepparton that has relevant recent experience on a major intersection upgrade for Council, in addition to a number of other civil projects.

Jarvis Delahey Contractors Pty Ltd submitted a high-quality construction methodology that addressed the critical issues around traffic movement during the works, temporary works to

minimise the impact on traders during the December shut-down period and a clear approach to stakeholder engagement.

### 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.

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

#### BUILT

Provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.

4.1 Growth is well planned and managed for the future.

### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Traffic, Pedestrian and Buses /Trucks management during construction	Likely	Moderate	Moderate	Traffic management and work methodology to provide for vehicle and pedestrian access
Accident or injury to public or contractor staff.	Possible	Moderate	Moderate	Site inductions, Safe Work Method Statement, Job Safety Analysis's and OH&S Management Safety Management during construction – compulsory use of traffic control and “spotters” for overhead lines
Damage to assets owned by other Authorities	Likely	Moderate	Moderate	Consult with relevant authority to identify the proposed lines. Relocate assets prior to works
COVID-19 – Stage 4 Restrictions	Likely	Moderate	Moderate	Work within State Government directions
COVID-19 – Material	Likely	Moderate	Moderate	Work with contractor to order all materials that could have likely delay at start of project

### Policy Considerations

There are no policy conflicts for this report.



## Financial Implications

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue				
Expense	\$4,119,000	\$3,180,415.02	\$938,584.98	\$3,498,456.52
Net Total	\$4,119,000	\$3,180,415.02	\$938,584.98	\$3,498,456.52

<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

Remaining \$938,584 is to deliver the services component of the project i.e Gas, Water, Power, Telstra.

## 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

The project will enhance the environmental impacts with the installation of tree cells to improve the growth and lifespan of the planted trees and the impacts these trees will have over the surrounding infrastructure assets.

Rain gardens will also be installed as part of these works to improve environmental and sustainability impacts.

## Social Implications

There are no social implications associated with this recommendation.

## Economic Impacts

Although the contractor will work with local business to ensure access at all times, some economic impact maybe felt by the surrounding businesses. All works will cease during the month of December to mitigate the impact on businesses. The recommended tenderer was assessed as providing the best methodology to mitigate economic impacts.

## Consultation

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

Council has conducted Zoom meetings, along with regular email updates to ensure stakeholders are informed regarding the project.

## Strategic Links

a) Greater Shepparton 2030 Strategy

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

## Conclusion

Jarvis Delahey Contractors Pty Ltd has submitted a conforming tender and has been evaluated as the highest scoring tender. The evaluation panel is satisfied that Jarvis

Delahey Contractors Pty Ltd have the appropriate experience and resources to successfully deliver the works under this contract.

Therefore, the evaluation panel recommends that Jarvis Delahey Contractors Pty Ltd be awarded Contract No. 2033 Maude Street Upgrade, Vaughan Street to High Street, Shepparton.

## **Attachments**

Confidential Attachment

## 10.5 Approval of Variation - Contract 2073 Watt Road Bridge Repairs

Author	Project Manager
Approved by	Director Infrastructure
Purpose	For Decision by Council

### Disclosures of Conflict of Interest in Relation to 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.

### RECOMMENDATION

**That the Council authorise payment of Contract Variation No.1 under Contract 2073 – Watt Road Bridge Repairs with a value of \$47,305.50 including GST.**

### Executive Summary

Contract Number 2073 Watt Road Bridge Repairs was awarded under delegation at a lump sum price of \$141,467.70 including GST. The contract services included the completion of urgent repair work to ensure the safety of the bridge and keep it in service whilst planning for a replacement bridge is undertaken. Part of the works included removal of the asphalt surface to expose the bridge deck for a thorough inspection. Following removal and inspection, it was identified that the extent of timber components requiring urgent replacement was significantly more than previously thought. The Project Board agreed on the repair of all the timber components and appropriate fastenings to ensure the bridge would be fit for reopening. To limit the repair works and reduce the risk of vehicles colliding with sub-standard guard rails, it was agreed to narrow the traffic lane width on the bridge via the installation of rubber kerbing and guide posts. The variation to the contract to incorporate all of the additional works was \$47,305.50 including GST.

In accordance with the Procurement Corporate Procedure for contracts of value between \$50,001 - \$250,000 and cumulative variations greater than \$30,000, Council approval is required for payment of the variation. This report seeks that approval.

### Report Detail

Contract Number 2073 was awarded to Waratah Bridge Constructions under Director Infrastructure delegation for a lump sum price of \$141,467.70 inc. GST.

The works included site establishment, setting up under bridge platform, removal of nominated bridge decking and replacement (approximately 75) and removal of nominated crossbeams and replacement (approximately 25).

Following the detailed inspection, after removal of asphalt coating, the total number of bridge decking beams that needed to be replaced increased from approximately 75 to 105 which has resulted in the variation for which approval is sought.

## Council Plan/Key Strategic Activity

### BUILT

Provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.

4.4 Quality infrastructure is provided and maintained to acceptable standards.

## Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Timeframes	Likely	Moderate	Moderate	Strict monitoring of works and allowance for additional resources for completion of work in given timeframe.
Access to site, pedestrian management during construction	Likely	Moderate	Moderate	Site layout, temporary fencing and work methodology to maximise access for path users during works but also communicate diversions as required.
Supply of materials required for repairs	Likely	Moderate	Moderate	Ensure all materials are secured or in transit prior to commencement of works on-site.
COVID-19	Possible	Moderate	Moderate	No negative impacts recorded in construction and adherence of relevant safe procedures.

## Policy Considerations

There are no conflicts with Council Policy.

## Financial Implications

	Approved Budget Estimate for this proposal <sup>1</sup> \$	Approved Contract Amount GST Exclusive	This Proposal GST Exclusive \$	Variance to Approved Contract Amount GST Exclusive \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue	-		-	-	-
Expense	\$250,000	\$141,467	\$184,472	\$43,005	\$202,920
Net Total	\$250,000	\$141,467	\$184,472	\$43,005	\$202,920

<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

Variance covers expenses for materials, traffic management, inspections and other repair works for Watt Road Bridge and maintenance works on other bridges. The total project costs for Watt Road Bridge project, including the above variation, is approximately \$215,000 (ex GST) and is still within the allocated budget.

## 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 known environmental/sustainability impacts associated with the repairs to the existing structure.

## Social Implications

Watt Road Bridge in Mooropna is a significant timber road bridge that is an integral part of the local road network, providing key commerce and school bus routes for the local communities of Mooropna and Shepparton. When the bridge is temporarily closed, the impact on the local communities is significant with detours of up to 11 kms.

## Economic Impacts

The repairs works are anticipated to reduce maintenance on the bridge for a period of 3 years whilst allowing the traffic to flow at restricted weight limit of 3 tonnes.

## Consultation

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

## Strategic Links

### a) Greater Shepparton 2030 Strategy

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

### b) Other strategic links

Nil

## Conclusion

The Project Board for the Watt Road Bridge repairs assessed the additional works as being necessary to ensure the safety of the bridge structure and minimise disruption to bridge users. The Superintendent subsequently directed the works to proceed in accordance with

the terms of the Contract. Approval of Council is now sought for the payment of the variation under the Contract, in accordance with Procurement Corporate Procedure.

### **Attachments**

Nil

## 11 Sustainable Development Directorate

Nil Received.

## 12 Documents for Signing and Sealing

### 12.1 Greater Valley Calisthenics Funding Deed

#### Disclosures of Conflict of Interest in Relation to 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.

#### RECOMMENDATION

**That the Council authorise the Chief Executive Officer to sign and seal the Funding Deed of Agreement for the relocation of the Greater Valley Calisthenics Club Inc.**

#### Executive Summary

The Funding Deed of Agreement – The Funding Deed provides for a contribution toward the relocation of the Greater Valley Calisthenics Club Inc facilities at Karibok Park, Shepparton to alternate premises in Shepparton. The funded amount is to be used solely for the delivery of a relocated Calisthenics Club facility. The relocation of the Calisthenics Club facilities was necessary as part of the Country Fire Authority (CFA) Shepparton Station relocation to Karibok Park. The funding (subject of this Deed) for the relocation of Calisthenics was provided to the Council by the CFA.

#### Attachments

1. Greater Valley Calisthenics Funding Deed [12.1.1 - 10 pages]

## 13 Confidential Management Reports

### 13.1 Designation of Confidentiality of Information

#### RECOMMENDATION

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

### 13.2 Chief Executive Officer Performance Review 2020

### 13.3 Reopening of the Council Meeting to Members of the Public

### 13.4 Designation of Confidentiality of Information - Report Attachments

#### RECOMMENDATION

That the Council:

In accordance with section 77(2)(b) of the *Local Government Act 1989 (the Act)* the Council designates as confidential all documents used to prepare the following agenda items, previously designated by the Chief Executive Officer in writing as confidential under section 77(2)(c) of the Act to:

- Item 10.3: Contract 2070 Wyndham Street - Fitzjohn Street Intersection Upgrade Works. This report attachment relates to a contractual matter, which is a relevant ground applying under section 89(2)(d) of the Act.
- Item 10.4: Contract 2033 - Construction of Maude Street Upgrade, Vaughan Street to High Street. This report attachment relates to a contractual matter, which is a relevant ground applying under section 89(2)(d) of the Act.



## 14 Councillor Reports

### 14.1 Councillor Activities

#### 14.1.1 Councillor Activities - August 2020

Author	Governance Support Officer
Approved by	Chief Executive Officer
Purpose	For Noting

#### Disclosures of Conflict of Interest in Relation to 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.

#### RECOMMENDATION

**That the summary of the Councillors' community interaction and briefing program be received and record of Assemblies of Councillors be noted.**

#### Councillor's Community Interaction and Briefing Program

From 1 August 2020 to 31 August 2020, some or all of the Councillors have been involved in the following activities:

- Stronger Together Fast Rail Meeting
- Kaiela Inflows: Community Stakeholder Meeting
- Senior Combined Partners Meeting
- Waste Resource Recovery Group | Chairs and Executive Officers
- Regional Cities Victoria | Meeting with Minister Allan
- SAM Limited Artistic and Acquisitions Committee
- Murray Darling Association - Board Meeting
- RiverConnect Implementation Advisory Committee Meeting
- Goulburn Broken Greenhouse Alliance Meeting
- Saleyards Advisory Committee Meeting
- Rural & Regional Land Use Strategy Meeting
- Regional Cities Victoria | Mayoral Meeting
- Best Start Early Years Partnership Meeting
- Goulburn Valley Waste and Regional Recovery Group Meeting
- Greater Shepparton Women's Charter Advisory Committee
- Greater Shepparton Municipal Emergency Planning Executive Committee Meeting
- Shepparton Education Plan Project Board
- Goulburn Regional Partnerships – Ross Garnaut Circular Economy Event
- Goulburn Regional Partnerships – Opportunities and Aspirations for the Region

In accordance with section 106 of *Councils Governance Rules* the records of the Assemblies of Councillors are attached.

## Attachments

1. CEO and Councillor Catch Up - 4 August 2020 [**14.1.1.1** - 2 pages]
2. Councillor Briefing Session - 4 August 2020 [**14.1.1.2** - 2 pages]
3. CEO and Councillor Catch Up - 11 August 2020 [**14.1.1.3** - 1 page]
4. Councillor Briefing Session - 11 August 2020 [**14.1.1.4** - 3 pages]
5. CEO and Councillor Catch Up - 25 August 2020 [**14.1.1.5** - 2 pages]
6. Councillor Briefing Session - 25 August 2020 [**14.1.1.6** - 2 pages]

## **14.2 Council Committee Reports**

Nil Received.

## **14.3 Notice of Motion, Amendment or Rescission**

Nil Received.

## **15 Urgent Business not Included on the Agenda**

## **16 Close of Meeting**