

# AGENDA

Greater Shepparton City Council

## COUNCIL MEETING

**3:00PM, Tuesday 17 October 2023**

Studio 1, Riverlinks Eastbank

### COUNCILLORS

Cr Shane Sali (Mayor)

Cr Anthony Brophy (Deputy Mayor)

Cr Seema Abdullah

Cr Dinny Adem

Cr Geoffrey Dobson

Cr Greg James

Cr Ben Ladson

Cr Sam Spinks

Cr Fern Summer

### 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 17 OCTOBER 2023 AT 3:00PM**

**CHAIR  
CR SHANE SALI  
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)	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>EXTREME</b>	<b>EXTREME</b>
<b>Likely (4)</b> Could probably occur in most circumstances (i.e. Monthly)	<b>LOW</b>	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>EXTREME</b>
<b>Possible (3)</b> Reasonable probability that it could occur (i.e. over 12 months)	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>
<b>Unlikely (2)</b> It is not expected to occur (i.e. 2-5 years)	<b>LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>Rare (1)</b> May occur only in exceptional circumstances (i.e. within 10 years)	<b>LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>

**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

## 1 Welcome to Country

Cr James will now present a Welcome to Country on behalf of the Yorta Yorta Elders Council and the 16 family groups.

## 2 Acknowledgement

We, Greater Shepparton City Council, acknowledge the Yorta Yorta Peoples of the land which now comprises Greater Shepparton, we pay our respect to their tribal elders, we celebrate their continuing culture and we acknowledge the memory of their ancestors.

## 3 Privacy Notice

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

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

## 4 Governance Principles

Council considers that the recommendations 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 economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
4. the municipal community is to be engaged in strategic planning and strategic decision making;
5. innovation and continuous improvement is to be pursued;
6. collaboration with other Councils and Governments and statutory bodies is to be sought;
7. the ongoing financial viability of the Council is to be ensured;
8. regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
9. the transparency of Council decisions, actions and information is to be ensured.

## 5 Apologies

Nil Received.

## 6 Declarations of Conflict of Interest

In accordance with section 130 (1)(a) of the Local Government Act 2020 Councillors are required to disclose any “conflict of interest” in respect of a matter to be considered at a Council Meeting.

**Disclosure must occur immediately before the matter is considered or discussed.**

## 7 Confirmation of Minutes of Previous Meetings

### RECOMMENDATION

**That the minutes of the 19 September 2023 Council Meeting as circulated, be confirmed.**

## 8 Public Question Time

Nil Received.

## 9 Deputations and Petitions

Nil Received.

## 10 Community Directorate

### 10.1 Multicultural Action Plan 2023 to 2025

Author	Team Leader Diversity
Approved by	Director Community
Purpose	For Decision at a Council Meeting

#### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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 Greater Shepparton Multicultural Action Plan 2023-2026, as attached.**

#### Executive Summary

At the December 2022 Council Meeting, Council carried a motion to ‘approve the recommendation that the Multicultural Strategy is diversified into a three-year Multicultural Action Plan that is integrated into the broader Greater Shepparton City Council Plan.’

Since this time, community consultation has occurred, been analysed and is captured in the Multicultural Action Plan Findings Report August 2023 (**Attachment 10.1.1**). The findings report has informed the development of the Greater Shepparton Multicultural Action Plan 2023-2026 (the MAP) (**Attachment 10.1.2**) which is now ready for Council adoption.

#### Report Detail

Greater Shepparton has a population of 68,873 people. 17.4% of Greater Shepparton’s population were born overseas and 17.6% of the overall population speak a language other than English at home.

Greater Shepparton City Council (Council) is committed to listening to and supporting the needs and aspirations of multicultural communities within the municipality. This is evidenced through Council’s previous Multicultural Strategies and Action Plan and a dedicated Officer to support the work of the multicultural portfolio.

The 2019-2022 Multicultural Strategy was Council’s third strategy aimed at supporting and promoting Greater Shepparton’s multicultural communities. This Strategy was guided by three themes of enabling contribution and participation, accessing opportunity, and valuing cultural diversity.



At the December 2022 Council meeting, Council noted the success made through the implementation of the Greater Shepparton Multicultural Strategy 2019-2022 and voted to develop a three-year Multicultural Action Plan moving forward.

An extensive community consultation process was conducted, commencing January 2023, and concluding March 2023. The feedback from this consultation (**Attachment 10.1.1**) has informed the development of the Greater Shepparton Multicultural Action Plan 2023 - 2026 (the MAP) (**Attachment 10.1.2**). The MAP provides a strategic framework for the delivery of actions that reflect the feedback from the community consultation.

A community engagement process was conducted from January 2023 to March 2023 using the following methods:

- 8 public drop-in sessions conducted in various locations including small towns within the Municipality
- 13 targeted consultation sessions
- promotion at Council led major events including Illuminate
- an online survey on Shaping Greater Shepparton
- social media advertising and promotion
- the distribution of media releases
- direct email distribution advising of the consultation and opportunities to be involved; including online survey, hard copy submissions and/or telephone over forty (40) Council databases.

Consultation sessions were conducted in various formats, some via online platforms such as Teams, with the majority conducted via face-to-face presentations and conversations.

Through the consultation, a range of issues were raised in relation to multicultural communities accessing:

- education, workforce and training opportunities
- preserving and celebrating cultures
- Council and community services.

Consultation respondents spoke strongly about Greater Shepparton being a welcoming place for multicultural communities and acknowledged the strong migration history of our region. Respondents identified several opportunities to assist multicultural communities to engage fully in community. These opportunities have been themed into the following areas and form the basis of the MAP:

1. Respecting and recognising the value and contribution of multicultural communities of Greater Shepparton.
2. Providing opportunities for multicultural communities to maintain healthy and active lifestyles and be well connected in the Greater Shepparton community.
3. Advancing Council services, places and activities to respond to the needs of multicultural communities.

Local issues arising from the consultation are consistent with issues raised at a state and national level.

The MAP will be supported by an annual implementation plan which establishes actions that directly respond to the key themes of the MAP.

At the December 2022 Council Meeting, a motion was carried to 'Note the next version of the Multicultural Action Plan will contain an action that the Mayor is to acknowledge culturally significant festivals observed by the multicultural communities in Greater

Shepparton and issue a greeting message to the respective communities on the festival day.' This action will be reflected in the annual implementation plan under the action: *Lead and partner on events, activities and programs that celebrate the cultural diversity and faith of our community, including Cultural Diversity Week, Harmony Day, Refugee Week, major events and key dates of significance.*

Strategic alignment with key Council, state and national documents that aim to support multicultural communities, will support the work of the annual implementation plan for the MAP. Solutions developed by community as part of the consultation will also strongly inform and be included in the implementation.

### Council Plan/Key Strategic Activity

#### COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.1 Council to take an active leadership role for access and inclusion in our community.

1.2 Council to work with stakeholders to support leadership within our multicultural communities.

1.3 Council services will be realistic and delivered in an efficient and effective manner with the aim of continuously looking for delivery that matches our ever-changing environment.

1.4 Communities have resources and abilities to self-advocate.

1.6 Council provides customer service that meets the needs of the community.

1.7 Youth leadership is fostered, encouraged and embraced.

1.9 Provide a high-profile collaborative advocacy role.

#### SOCIAL RESPONSIBILITY and WELLBEING

We will support the mental and physical health and wellbeing of all in our community, ensuring universal access to information, services, housing, healthcare and learning opportunities.

2.4 Leave no one behind.

2.6 Welcome and embrace multicultural communities and their cultures.

2.9 Community members are supported to achieve and sustain physical, emotional and creative wellbeing.

#### VIBRANT and DIVERSE ECONOMY

We will drive the visitor economy by growing visitor experiences and major events that provide employment and other opportunities to the community. Our economic development will focus on establishing a strong, adaptive, sustainable, and thriving region supported by agriculture and a diverse range of industries.

3.6 Attract people to live, work, study and remain in our region.

3.7 Expanded educational opportunities.

### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Budgetary constraints for the implementation of the MAP	Possible	Minor	Low	Initially support through existing multicultural portfolio budget.  Additional funding to support the implement the MAP will be sought through the Council's budget processes.

## Policy Considerations

The MAP has strong strategic alignment with several key Council plans and strategies and State and Federal policy direction.

Strategy/Plan	Alignment
Greater Shepparton Council Plan 2021 -2025	<ul style="list-style-type: none"> <li>• Community Leadership</li> <li>• Social Responsibility &amp; Wellbeing</li> </ul>
Greater Shepparton Health and Wellbeing Plan 2018 - 2028	<ul style="list-style-type: none"> <li>• Arts and Culture</li> <li>• Community Participation</li> <li>• Crime and Safety</li> <li>• Health and Social Services</li> </ul>
Greater Shepparton 2030 Plan	<ul style="list-style-type: none"> <li>• Community Life</li> <li>• Environment</li> <li>• Economic Development</li> <li>• Infrastructure</li> </ul>
Greater Shepparton Universal Access and Inclusion Plan 2022 - 2026	<ul style="list-style-type: none"> <li>• Social</li> <li>• Built and Natural</li> <li>• Economic</li> <li>• Leadership &amp; Governance</li> </ul>
Greater Shepparton Gender Equality Action Plan 2021 -2025	<p>The Gender Equality Principles:</p> <ol style="list-style-type: none"> <li>1. All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness.</li> <li>2. Gender equality benefits all Victorians regardless of gender.</li> <li>3. Gender equality is a human right and precondition to social justice.</li> <li>4. Gender equality brings significant economic, social and health benefits for Victoria.</li> <li>5. Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls.</li> <li>6. Women have historically experienced discrimination and disadvantage on the basis of sex and gender.</li> <li>7. Advancing gender equality is a shared responsibility across the Victorian community.</li> <li>8. All human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.</li> <li>9. Gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.</li> <li>10. Special measures may be necessary to achieve gender equality.</li> </ol>
Greater Shepparton Sport 2050 Strategic Plan	Recommendation 9 - Community Consultation: CALD Groups engagement

Strategy/Plan	Alignment
Victorian Government Multicultural Policy Statement	<ul style="list-style-type: none"> <li>• One Law for all</li> <li>• Freedom to be yourself</li> <li>• Discrimination is never acceptable</li> <li>• A fair go for all</li> <li>• It is up to all of us to contribute to a Victoria we can be proud of</li> </ul>
Australian Government's Multicultural Statement: United, Strong, Successful	<ul style="list-style-type: none"> <li>• Shared values</li> <li>• Shared rights and responsibilities</li> <li>• A safe and secure Australia</li> <li>• Shared vision for the future</li> <li>• Encouraging economic and social participation of new arrivals</li> <li>• Harnessing the advantages of our diversity and shared national interest</li> <li>• Continuing to build harmonious and socially cohesive communities</li> </ul>
Victorian Equal Opportunity & Human Rights Commission 2018 - 2022	<ol style="list-style-type: none"> <li>1. Deepening our partnerships and engagement with multicultural and multi-faith organisations</li> <li>2. Empowering multicultural and multi-faith individuals to understand and exercise their rights</li> <li>3. Adopting digital strategies to encourage increased reporting of racism</li> </ol>

### Financial Implications

Budget to support the implementation of the Multicultural Action Plan for the 2023/24 financial year will be provided through the existing budget allocation for the multicultural portfolio. Future budget requests will be made as part of the operational budget process to support the implementation of the MAP in the 2024/25 and 2025/26 financial years.

### Legal/Statutory Implications

There are no legal/statutory implications associated with this report.

### Environmental/Sustainability Impacts

There are no legal/statutory implications associated with this report.

### Social Implications

The adoption of the Multicultural Action Plan will provide a range of opportunities for multicultural communities to connect and engage with community and increase social connections.

### Economic Impacts

Through increased opportunities for multicultural communities to engage in work, study and community, it is anticipated there will be positive economic impacts for the region through the implementation of the Multicultural Action Plan.

### Consultation

During the consultation period a total of 329 individuals provided feedback and comments, with an age range of between 12 – 70 years.

An extensive community consultation process was conducted, commencing January 2023, and concluding March 2023. The feedback from this consultation has informed the development of the Greater Shepparton Multicultural Action Plan 2023-2026 (the MAP).

The MAP provides a strategic framework for the delivery of actions that reflect the feedback from the community consultation.

A community engagement process was conducted from January 2023 to March 2023 using the following methods:

- 8 public drop-in sessions conducted in various locations including small towns within the Municipality
- 13 targeted consultation sessions
- promotion at Council led major events including Illuminate
- an online survey published on Council's community engagement platform Shaping Greater Shepparton
- social media advertising and promotion
- the distribution of media releases
- direct email distribution advising of the consultation and opportunities to be involved, including online survey, hard copy submissions and/or telephone over forty (40) Council databases.

Consultation sessions were conducted in various formats, some via online platforms such as TEAMS, with the majority conducted via face-to-face presentations and conversations.

Through the consultation, a range of issues were raised in relation to multicultural communities accessing:

- education, workforce and training opportunities
- preserving and celebrating cultures
- Council and community services.

Consultation respondents spoke strongly about Greater Shepparton being welcoming place for multicultural communities and acknowledged the strong migration history of our region. Respondents identified several opportunities to assist multicultural communities to engage fully in community. These opportunities have been themed into the following areas and form the basis of the MAP:

1. Respecting and recognising the value and contribution of multicultural communities of Greater Shepparton.
2. Providing opportunities for multicultural communities to maintain healthy and active lifestyles and be well connected in the Greater Shepparton community.
3. Advancing Council services, places and activities to respond to the needs of multicultural communities.

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

## Strategic Links

Strategy/Plan	Alignment
Greater Shepparton Council Plan 2021 -2025	<ul style="list-style-type: none"> <li>• Community Leadership</li> <li>• Social Responsibility &amp; Wellbeing</li> </ul>
Greater Shepparton Health and Wellbeing Plan 2018 - 2028	<ul style="list-style-type: none"> <li>• Arts and Culture</li> <li>• Community Participation</li> <li>• Crime and Safety</li> <li>• Health and Social Services</li> </ul>
Greater Shepparton 2030 Plan	<ul style="list-style-type: none"> <li>• Community Life</li> <li>• Environment</li> <li>• Economic Development</li> <li>• Infrastructure</li> </ul>

Strategy/Plan	Alignment
Greater Shepparton Universal Access and Inclusion Plan 2022 -2026	<ul style="list-style-type: none"> <li>• Social</li> <li>• Built and Natural</li> <li>• Economic</li> <li>• Leadership &amp; Governance</li> </ul>
Greater Shepparton Gender Equality Action Plan 2021 - 2025	<p>The Gender Equality Principles:</p> <ol style="list-style-type: none"> <li>1. All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness.</li> <li>2. Gender equality benefits all Victorians regardless of gender.</li> <li>3. Gender equality is a human right and precondition to social justice.</li> <li>4. Gender equality brings significant economic, social and health benefits for Victoria.</li> <li>5. Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls.</li> <li>6. Women have historically experienced discrimination and disadvantage on the basis of sex and gender.</li> <li>7. Advancing gender equality is a shared responsibility across the Victorian community.</li> <li>8. All human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.</li> <li>9. Gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.</li> <li>10. Special measures may be necessary to achieve gender equality.</li> </ol>
Greater Shepparton Sport 2050 Strategic Plan	Recommendation 9 - Community Consultation: CALD Groups engagement

### Conclusion

The Multicultural Action Plan (MAP) 2023-2026 provides the strategic framework for Council’s work to continue its support and engagement of multicultural communities across Greater Shepparton.

The MAP will be supported by an annual implementation plan containing specific deliverables that respond to what was heard during the community consultation period that informed the development of the MAP.

### Attachments

1. Multicultural Action Plan Findings Report August 2023 [10.1.1 - 14 pages]
2. Multicultural Action Plan 2023 - 2026 [10.1.2 - 2 pages]

## 10.2 Greater Shepparton Positive Ageing Strategy 2023 to 2027

Author Team Leader Diversity  
 Approved by Director Community  
 Purpose For Decision at a Council Meeting

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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 Greater Shepparton Positive Ageing Strategy 2023 – 2027, as attached.**

### Executive Summary

Greater Shepparton City Council (Council) is committed to supporting the needs and aspirations of older people through its positive ageing portfolio.

Under the theme of Social Responsibility and Wellbeing, within the Council Plan 2021 – 2025, Council has committed to the development of a Positive Ageing Strategy:

*“Council recognises the opportunities and challenges of an ageing population and has in place a Positive Ageing Strategy to support and encourage the continuing participation of older people in the Greater Shepparton Community.”*

Over an eight-week period, Council Officers undertook a comprehensive community engagement process to inform the development of the Greater Shepparton Positive Ageing Strategy 2023 – 2027 (the Strategy) (**Attachment 10.2.1**).

The feedback from the engagement has been considered in the development of the ‘Positive Ageing Strategy Consultation - Summary Findings Report’ (**Attachment 10.2.2**) and in the development of the Strategy itself.

### Report Detail

Greater Shepparton City Council (Council) is committed to supporting the needs and aspirations of older people through its positive ageing portfolio.

In Victoria, individuals aged 60 years and above are recognised as ‘seniors,’ while indigenous Australians are considered seniors from the age of 50 and above.

Within Greater Shepparton over 17,000 residents are recognised as older people making up 25% of Greater Shepparton’s total population.

16% need help in their day-to-day lives due to disability. It is estimated that by 2036 the number of people aged over 60 will increase to 21,785, accounting for 26% of the total population in Greater Shepparton.

In 2021, 19.2% of the Greater Shepparton's population were aged 65 years or over, compared to 22.3% in Regional Victoria.

A further breakdown of age segments shows Greater Shepparton has 12.7% older workers and pre-retirees (50 – 59) compared to 13.1% regional Vic and 11.7% empty nesters and retirees (60 – 69) compared to 13.6%, and 11.2% seniors (70 – 84) compared to 13%, and 2.4% elderly (85 and over) compared to 2.7% in regional Vic.

While the City of Greater Shepparton had a lower proportion of people aged 65 years or more, it is important to note that this varied across the municipality. Proportions ranged from a low of 15.9% in Shepparton North East to a high of 24.1% in Shepparton South East. The five areas with the highest percentages were Shepparton South East (24.1%), Tatura (23.3%), Mooroopna (22.9%), Rural South (19.5%) and Shepparton-Mooroopna (19.2%).

Under the theme of Social Responsibility and Wellbeing, within the Council Plan 2021 – 2025, Council has committed to the development of a Positive Ageing Strategy:

*“Council recognises the opportunities and challenges of an ageing population and has in place a Positive Ageing Strategy to support and encourage the continuing participation of older people in the Greater Shepparton Community.”*

Over an eight-week period from February 2023 to March 2023, Council Officers led a comprehensive community engagement process to inform the development of the Greater Shepparton Positive Ageing Strategy 2023 – 2027 (the Strategy) (**Attachment 10.2.1**). The engagement process included support from Council’s Positive Ageing Advisory Committee (PAAC) and many other partners.

The purpose of the consultation was to engage with community members and groups, including residents, peak bodies, health and service providers to better understand the views, issues and opportunities related to ageing well in greater Shepparton.

The feedback collected during the consultation is captured in the ‘Positive Ageing Strategy Consultation - Summary Findings Report’ (**Attachment 10.2.2**).

The top themes identified during consultation included:

1. Information and communication
2. Social connections and activities
3. Transport
4. Workforce and training
5. Built environment
6. Home help
7. Safety
8. Support

The Strategy actions respond to four key themes which derive from the initial eight themes identified in the findings report including:

**Theme 1** - Information and Communication

**Theme 2** - Social Connections, Activities and Services

**Theme 3** - Outdoor Spaces and Built Environment

**Theme 4** - Safety



The Strategy has been developed to address the top themes identified through the public consultation (as outlined above) and aligns with the Council plan and other relevant State and Australian Government strategies including:

- Greater Shepparton City Council – Council Plan 2021 - 2025
- Ageing Well in Victoria – State Plan
- The National Strategy for an Ageing Australia.

The development of the Strategy provides an opportunity post COVID-19 lockdowns, the October 2022 flood event, and changing federal government policy and aged care reforms, to increase connectivity and refresh the focus on our Greater Shepparton older people. The Strategy has been developed as part of an integrated framework of Council plans and strategies that contribute to supporting older people, their carers and families across Greater Shepparton.

The Greater Shepparton PAAC has played a vital role in the development of the Strategy, providing a platform where representatives of the older community could provide advice to Council on opportunities and challenges faced by older people.

The Strategy also recognises the role of all levels of government, the health sector, not for profits, and service providers play in driving forward positive ageing actions.

Officers will work closely with the PAAC and other internal and external partners to develop an annual implementation plan which will support the implementation of the strategy actions. Each year the development of an implementation plan will consider budget shifts, current priorities, resourcing, and emerging opportunities.

Annual implementation plans will be monitored and evaluated in partnership with the PAAC and led by Council officers. A progress report will be provided to Council on an annual basis.

The Positive Ageing portfolio is currently resourced by a part-time (0.4FTE) Council Officer.

## Council Plan/Key Strategic Activity

### **COMMUNITY LEADERSHIP**

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

- 1.1 Council to take an active leadership role for access and inclusion in our community.
- 1.2 Council to work with stakeholders to support leadership within our multicultural communities.
- 1.8 Good governance and sustainable financial management.
- 1.9 Provide a high-profile collaborative advocacy role.

### **SOCIAL RESPONSIBILITY and WELLBEING**

We will support the mental and physical health and wellbeing of all in our community, ensuring universal access to information, services, housing, healthcare and learning opportunities.

- 2.1 Council will promote the use of the Universal Design Principles across the region to ensure fair and reasonable access for all members of our community.
- 2.4 Leave no one behind.
- 2.9 Community members are supported to achieve and sustain physical, emotional and creative wellbeing.

**VIBRANT and DIVERSE ECONOMY**

We will drive the visitor economy by growing visitor experiences and major events that provide employment and other opportunities to the community. Our economic development will focus on establishing a strong, adaptive, sustainable, and thriving region supported by agriculture and a diverse range of industries.

- 3.6 Attract people to live, work, study and remain in our region.
- 3.7 Expanded educational opportunities.

**INFRASTRUCTURE and TECHNOLOGY**

We will focus on the planning of our region’s requirements to enable delivery of technology and infrastructure to meet the current and future needs of the community.

- 4.1 Council will implement the Universal Design Principles as a key tool in all our infrastructure and technology projects.
- 4.4 In addition to extending our shared path network, Council intends to upgrade the shared path network to ensure access for all abilities.
- 4.9 Reliable, efficient, affordable, and accessible transport.
- 4.11 Develop and improve Community and recreation facilities.

**ENVIRONMENT and CLIMATE EMERGENCY**

We will prioritise our environment and take urgent action to reduce emissions and waste to protect public health and create a region that mitigates and adapts to climate change.

- 5.1 Council endeavours to make the natural environment accessible to all, regardless of age and abilities.
- 5.5 Council commits to working with our community to deliver climate safe future.

Under the theme of Social Responsibility and Wellbeing, within the GSCC Council Plan 2021 – 2025 Council has committed to the development of a Positive Ageing Strategy: *“Council recognises the opportunities and challenges of an ageing population and has in place a Positive Ageing Strategy to support and encourage the continuing participation of older people in the Greater Shepparton Community.”*

**Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Elements of community concern regarding changes to Commonwealth Home Support Programme.	Possible	Minor	Low	To deliver a refreshed Positive Ageing Strategy and deliver on implementation plan.

**Policy Considerations**

This report aligns with Federal, State and Local Policy.

**Financial Implications**

Budget to support the implementation of the Strategy is subject to annual budget process.

## Legal/Statutory Implications

This report and the Strategy respond and aligns to:

- Federal Government – Healthy Ageing Development Research Report
- Federal Government – National Strategy for an Ageing Australia
- Victorian Government – Victorian Ageing Well Action Plan
- Greater Shepparton Council Plan
- Greater Shepparton Public Health Strategic Plan
- Greater Shepparton Universal Access & Inclusion Plan
- Greater Shepparton Climate Emergency Action Plan
- Greater Shepparton Movement and Place Strategy
- Greater Shepparton Affordable Housing Strategy
- Greater Shepparton Multicultural Strategy
- Greater Shepparton Reconciliation Action Plan

## Environmental/Sustainability Impacts

There are no environmental/sustainability impacts arising from this project.

## Social Implications

Greater Shepparton City Council is committed to supporting the needs and aspirations of older people through a range of strategies and actions across various Council plans and its positive ageing portfolio.

## Economic Impacts

Economic stimulus will be generated by increased participation from seniors and all members of the community.

## Consultation

The Strategy was developed through a comprehensive community engagement process over an eight-week period from February 2023 to March 2023.

The engagement process included a series of more than 40 consultation conversations led by Council with the community, and stakeholders.

Members of the Greater Shepparton Positive Ageing Advisory Committee (PAAC) also participated in six sessions including U3A, Dookie Men's Shed, Shepparton Public Consultation session, Ukelele Group, Tatura public consultation session and a dedicated PAAC consultation session.

Over 480 individuals across Greater Shepparton actively participated in the consultation process through various platforms, including:

- surveys via Shaping Greater Shepparton and hard copies distributed through consultation sessions and partners
- social media
- postcards or written submissions via drop boxes at various towns
- public drop-in sessions
- targeted consultation sessions.

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

## Strategic Links

<b>Council Strategic Plans</b>	<b>Goals and Priorities of Council's Strategic Plans</b>	<b>Alignment to the Positive Ageing Strategy Priority Themes</b>
Greater Shepparton Council Plan 2021 – 2025	A diverse, vibrant, and connected community valuing accessible opportunities for everyone. We adapt and respond in a way that is innovative, sustainable, and accountable. We acknowledge where we have been and look forward to where we are going.	<i>Theme 1</i> – Information and Communication <i>Theme 2</i> – Social Connections, Activities and Services <i>Theme 3</i> - Outdoor Spaces and Built Environment
Greater Shepparton Universal Access & Inclusion Plan	Our People feel connected and included, and valued Our people can participate in our built and natural environment.	<i>Theme 1</i> – Information and Communication <i>Theme 3</i> - Outdoor Spaces and Built Environment
Greater Shepparton Public Health Strategic Plan 2018-2028 & Action Plan	Community Participation Crime and Safety Recreation and Public Open Spaces.	<i>Theme 2</i> – Social Connections, Activities and Services <i>Theme 3</i> - Outdoor Spaces and Built Environment <i>Theme 4</i> - Safety
Greater Shepparton Climate Emergency Action Plan	Promote knowledge sharing and education on energy efficient and renewable energy technology, or alternative energy systems.	<i>Theme 1</i> – Information and Communication
Greater Shepparton Movement and Place Strategy	Safety – Ensuring residents and visitors can get around safely by all modes of transport Society – Designing attractive public places which encourage social interaction Equity – Supporting the needs of the widest possible range of users with varying travel requirements, incomes, and mobility levels.	<i>Theme 2</i> – Social Connections, Activities and Services <i>Theme 3</i> - Outdoor Spaces and Built Environment <i>Theme 4</i> - Safety
Greater Shepparton Affordable Housing Strategy	Support community understanding, engagement, and support for Affordable Housing.	<i>Theme 1</i> – Information and Communication <i>Theme 3</i> - Outdoor Spaces and Built Environment

Council Strategic Plans	Goals and Priorities of Council's Strategic Plans	Alignment to the Positive Ageing Strategy Priority Themes
Greater Shepparton Multicultural Strategy	Valuing Cultural Diversity Accessing Opportunity Enabling Contribution and Participation.	<i>Theme 1</i> – Information and Communication <i>Theme 2</i> – Social Connections, Activities and Services
Greater Shepparton Reconciliation Action Plan (July 2023- July 2025)	Relationships Respect Opportunities.	<i>Theme 1</i> – Information and Communication <i>Theme 2</i> – Social Connections, Activities and Services <i>Theme 4</i> - Safety

In addition to the alignment with Council's strategic plans, The Strategy draws on valuable insights and guiding principles of the Victorian "Ageing Well in Victoria Action Plan" and the "National Strategy for an Ageing Australia.

### Conclusion

The development of the Greater Shepparton Positive Ageing Strategy 2023 – 2027 is in response to Council's commitment to supporting the needs and aspirations of older people. The Greater Shepparton City Council - Council Plan 2021-2025 provides the strategic direction for the development of the Strategy through the theme of Social Responsibility and Wellbeing.

The Strategy reflects the extensive community consultation undertaken to develop it and implementation will be lead through Council's Positive Ageing Portfolio.

### Attachments

1. Positive Ageing Strategy 2023 - 2027 [10.2.1 - 13 pages]
2. Positive Ageing Strategy Consultation - Summary Findings Report [10.2.2 - 14 pages]

## 10.3 Lemnos Commemorative Structure

Author	Manager Community Wellbeing
Approved by	Director Community
Purpose	For Decision at a Council Meeting

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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. the estimated costs and options of erecting a memorial structure in Lemnos, which recognises the sacrifices of nurses during the 1910's on the Greek Island of Lemnos; and**
- 2. that the Lemnos community will be invited to consider the initiative as a Community Plan priority.**

### Executive Summary

At the August 2023 Council Meeting, a Notice of Motion (NOM) was carried to:

- request that officers provide a report to Council by October 2023 containing estimated costs of designing and erecting a memorial structure in the locality of Lemnos. Information contained within the report will outline and acknowledge the relevance of the Lemnos name and its historical link to the Gallipoli campaign, with special focus on the sacrifices of the female nurses based on the Island of Lemnos during World War One to be included within the memorial.
- engage with the local Lemnos Community with a view to assisting the establishment of a formal community group that can advocate for the interests and aspirations of the Lemnos community.

This report seeks to respond to the NOM.

### Report Detail

#### Historical Links to Lemnos

Lemnos, Victoria, is understood to be named after a Greek island in the Aegean Sea which formed a staging area for allied troops during the World War One Gallipoli campaign, and a point to which Australian soldiers were evacuated during this campaign. Major Earnest Purcell Hill, a soldier, and later a Shepparton Shire counsellor, proposed the name in the early 1920s.

Major Hill proposed the name of Lemnos as it held special significance to him and from all reports, many other Australian servicemen who fought in the Gallipoli campaign.

Whilst the heroics and sacrifices of the ANZACs during the Gallipoli campaign is well documented, the contribution of nurses has not been publicly acknowledged locally. Lemnos Island played a significant role as a hospital base. Medical staff on Lemnos Island were flooded with casualties and worked under difficult conditions caring for personnel wounded in action on Gallipoli, as well as those suffering illnesses such as dysentery, pneumonia, and enteric fever. During a peak period between August and November 1915, close to 100,000 sick and wounded allied personnel arrived at Lemnos.

In other acknowledgements to the importance of the Island of Lemnos:

- the Australian government has been working alongside the Greek Government by committing \$4.9 million to delivering the Lemnos Remembrance Trail on the Island which is set for completion in April 2024
- a one-hour documentary about the Lemnos story is scheduled for release on SBS in November 2023 and will describe the support and kindness offered by the nurses on the island
- in 2017 the city of Port Phillip renamed a public space in Albert Park as Lemnos Square and incorporates sculptures depicting nurses and wounded soldiers and memorial signage.

### **Memorial Structure**

Greater Shepparton is being requested to honour the 130 nurses who served at the hospitals on the island Lemnos through a memorial structure.

Possible options include:

- Digi Glass – Recognising names and images 4 double sided (8) – estimated project cost \$18,000 which includes artwork, digi glass panels (manufacture & installation) engineered footings, services and construction. Similar to the Mooroopna War Memorial design.
- Steel sign noting Lemnos Island and/or nurse information – 500x350mm signage area including steel column and steel base plate project estimated cost \$5,000 this includes artwork, engineered footings, manufacture and installation.
- Statue of Nurse – unknown cost until design of nurse is completed – (comparable cost of statue is the Sir Murray Bouchier statue - \$230,000)

One possible location is within the Lemnos Recreation Reserve.

### **Lemnos Community Planning Group**

Council is committed to working in partnership with small town and neighbourhood communities to implement the Community Planning Program. Community Planning is planning for the future of an area that is led by the community. The purpose of Community Planning is to give local people greater ownership over their small town or neighbourhood by empowering individuals and groups to take a proactive role in shaping the future of the areas in which they live.

Following the Notice of Motion (NOM), which seeks to establish a community group that can advocate for the interests and aspirations of the Lemnos community, the Community Development team has engaged with members of the Lemnos community to determine interest in establishing a Community Planning Group.

Engagement has occurred via:

- Lemnos Primary School
- Lemnos Recreation Reserve Community Asset Committee
- mail-out to residents
- targeted engagement.

An initial meeting of interested community members to explain the community planning process was held in September 2023.

The Community Wellbeing team has been in contact with Liz Kaydos, a member of the Lemnos 1915 Commemorative Committee/Lemnian Association of NSW and Jim Claven, a historian and Secretary of Melbourne’s Lemnos Gallipoli Commemorative Committee. Officers will support further opportunities to explore the historical links between Lemnos and the Greek Island and options for a memorial structure within the municipality.

### Council Plan/Key Strategic Activity

#### VIBRANT and DIVERSE ECONOMY

We will drive the visitor economy by growing visitor experiences and major events that provide employment and other opportunities to the community. Our economic development will focus on establishing a strong, adaptive, sustainable and thriving region supported by agriculture and a diverse range of industries.

3.9 Expand Greater Shepparton’s visitor economy.

#### INFRASTRUCTURE and TECHNOLOGY

We will focus on the planning of our region’s requirements to enable delivery of technology and infrastructure to meet the current and future needs of the community.

4.6 Engage with historical societies and museums to develop a plan that ensures their sustainability.

4.11 Develop and improve Community and recreation facilities.

### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Community not interested in Community Planning	Possible	Minor	Low	Broad engagement and flexible model options offered
Community do not prioritise this initiative	Possible	Minor	Low	Provide information and opportunity to invite and engage with knowledgeable guests

### Policy Considerations

Community Planning Policy

*Objective 4: Acknowledge that community members have the desire and knowledge to contribute to decision making in their own communities.*

*Objective 5: Focus on achieving sustainable and realistic outcomes, in flexible and innovative ways, which empower and improve Greater Shepparton communities.*

### Financial Implications

Subject to budgetary processes, Council supports community plan priorities through a fund of \$300,000 to implement capital project priorities of the twelve small town and neighbourhood Community Planning Groups. Should this initiative be identified as a priority of the Lemnos Community Planning Group, it could be considered as part of this program.



The Community Development team also actively identifies external funding opportunities and will work with the community to explore other avenues of funding.

### Legal/Statutory Implications

There are no legal/statutory implications associated with this report.

### Environmental/Sustainability Impacts

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

### Social Implications

Acknowledgement of the contribution of nurses during World War I, within the Lemnos community, is likely to increase connection to history and town pride.

### Economic Impacts

There is not expected to be any significant economic impacts as a result of this initiative.

### Consultation

The Community Development team has engaged with members of the Lemnos community to determine interest in establishing a Community Planning Group.

Engagement has occurred via:

- Lemnos Primary School
- Lemnos Recreation Reserve Community Asset Committee
- mail-out to residents
- targeted engagement.

The Community Wellbeing team has been in contact with Liz Kaydos, a member of the Lemnos 1915 Commemorative Committee/Lemnian Association of NSW and Jim Claven, a historian and Secretary of Melbourne's Lemnos Gallipoli Commemorative Committee. Officers will support further opportunities to explore the historical links between Lemnos and the Greek Island and options for a memorial structure within the municipality.

### Strategic Links

#### a) Greater Shepparton 2030 Strategy

- Community Life – Health and Social Services – Encourage and implement activities that will strengthen community spirit
- Community Life – Recreation and Open Space - To protect and enhance the network of public open space that contributes to the amenity of the municipality and advances the image of the community.

### Conclusion

In response to the Notice of Motion from the August 2023 Council Meeting, Officers have provided a report containing details of:

- the estimated costs of designing and erecting a memorial structure in the locality of Lemnos
- the relevance of the Lemnos name and its historical link to the Gallipoli campaign
- engagement with the local Lemnos community to establish a community planning group.

Next steps include identifying opportunities to provide historical information to the community, exploring the development of a Community Planning Group, identifying possible funding sources and reporting back to Council in early 2024.

### Attachments

Nil

## 10.4 Future Governance - Goulburn Valley Libraries

Author	Director Community
Approved by	Director Community
Purpose	For Decision at a Council Meeting

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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 continued collaboration in the delivery of library services by the current member Councils of the Goulburn Valley Regional Library Corporation.**
- 2. Approve adoption of the 'Not-for-profit, Company Limited by Guarantee' model, registered under the Corporations Act 2001 and registered as a charity with the Australian Charities and Not-for-profits Commission, as the preferred future governance model for the Goulburn Valley Regional Library Corporation.**
- 3. Note and encourage a review of member Council cost contributions as part of any future collaborative governance model agreement.**

### Executive Summary

The Goulburn Valley Regional Library Corporation (trading as Goulburn Valley Libraries) was formed in agreement between Greater Shepparton City Council, Strathbogie Shire Council and Moira Shire Council to deliver library services on behalf of member councils.

The new *Local Government Act 2020* requires that regional library corporations move to alternative governance arrangements 2030. Regional library corporations as they currently exist (like Goulburn Valley Regional Library Corporation, trading as Goulburn Valley Libraries) are not supported in the new Act but can operate as if the old Act exists until 30 June 2030.

GVRLC member councils will need to decide how they would like to deliver their library services and then transition to new governance and operating arrangements by 2030.

This paper sets out the possible models, the efficiency and effectiveness benefits of collaboration and proposes a future governance model – recommended by the Goulburn Valley Regional Library Corporation Board – for further development, planning and negotiation.

## Report Detail

### Local Government Act 1989 (superseded)

The *Local Government Act 1989* enabled a group of councils to apply to the Minister for approval to enter into a regional library agreement and form a Regional Library Corporation (s196). This provision enabled the formation of the current Goulburn Valley Regional Library Corporation.

Regional Library Corporations (RLC) were required to comply with specified provisions of the *Local Government Act 1989* as though they were a council and the board members were councillors. The winding up of a RLC must be done in accordance with this Act and the member Library Agreement.

### Local Government Act 2020

The *Local Government Act 2020* (2020 Act) does not refer to RLCs but enables councils to form 'Beneficial Enterprises', of a type not specified, to share services and resources. The 2020 Act allows existing RLC's to be grandfathered, that is, operate as they did under the 1989 Act (s330). An effective deadline of 2030 applies for all RLCs to cease and evolve to a new beneficial enterprise. Any change to an existing RLC Library Agreement triggers the change.

### **Collaboration in the provision of library services**

The first decision that each member Council needs to make in the transition to new governance arrangements is if they wish to continue to collaborate with the other member councils in the delivery of library services.

Whilst the current RLC model to deliver library services may have suited each council in the past, circumstances may have changed and the rationale for the current arrangements may not still apply.

The 2020 Act provides an opportunity for each council to review the underlying rationale for how they can best serve their community.

### The case for collaboration

The existing RLC model is a proven method of collaboration that delivers multiple benefits to member Councils.

- Economies of scale, shared overheads, administration and associated cost savings. This is a prime driver for collaboration, reducing costs to councils and ratepayers.
- VAGO report. In 2019 the Victorian Auditor General's Office conducted an Audit of Council Library Services. This report found that "*RLCs and co-operative models are overall, more efficient than stand-alone council libraries....*".  
<https://www.audit.vic.gov.au/report/council-libraries#page-anchor>
- Standardised and equitable service levels across councils. Smaller Councils often find it difficult to maintain a standard level of service at disparate locations.
- Access to specialist library staff, skills and training. Recruitment of specialist library staff outside metro areas is difficult. Larger organisations that present promotion, training and development opportunities are more attractive to potential professional and skilled staff.
- Access to wider collection and resource sharing across the member council network and the wider state-wide sharing networks. In a collaborative model the library resources are shared across all locations and the wider state-wide networks, providing better options for patrons.
- Better ability to adapt to the changing nature of the role of public libraries (i.e. the shift from narrower resource lending towards information access, community programs and activities). A specialist service organisation separate from councils has the ability to be more responsive to patron needs and changes in the current environment.

- For RLC's, direct Councillor, senior staff and community involvement in governance and direction through Board composition. Councils can nominate and provide Councillors, senior staff and community members to be involved in service monitoring and decision making.

The case against collaboration.

- Councils may wish to have more control over the delivery of library services (as opposed to indirect delivery through an intermediary entity such as a RLC).
- Councils may wish to have more service integration between library services and other community services through library facilities. In some locations council services have been integrated with libraries in new hub type developments.
- Councils may wish to have more direct control over library service investment, collection curation, and policy and programming.
- Councils may have concern about costs/overheads associated with having a separate entity (i.e. with separate head office, CEO, admin staff, facilities, governance, audit etc.)
- Councils may have concern about the equity of cost sharing arrangements/financial contributions by members under the Regional Library Agreement and how this relates to service delivery and / or representation on the board of the RLC.

In the event that a choice is made by a council to bring library services back within their own mainstream organisational/ service structure, detailed planning for the implementation for that decision should be undertaken. There is significant transition work and risk analysis to be undertaken in this event to resume services, staff and resources, and to close down a RLC.

**Collaboration in the provision of library services**

Collaborations options have been described in detail in Mach2 Consulting's 2018 *Regional Library Collaboration, Discussion paper (Attachment 5.1.1)*. These are summarised and explained below.

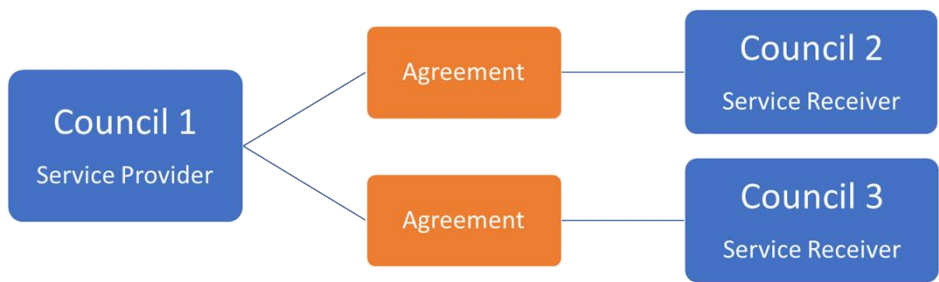
**1) Council agreement options.**

Councils can provide library services to other councils by agreement (unincorporated models) – contracts, memoranda of understanding, service level agreements.

In the case of GV Libraries, the most likely council to provide these services to the other member councils would be Greater Shepparton City Council, as the largest council by population, income, employees and resources, centrally located and currently providing payroll and financial services by agreement to GV Libraries.

i) Bi-lateral agreement/contract

This is an agreement or contract between two councils where one council purchases components of the library services from the other council under agreed terms and for an agreed price. The agreement can be as simple or detailed as the parties need. This is basically a 1:1 contract service delivery arrangement.



An example of this is the Central Highlands Libraries group, where the City of Ballarat provide services to a group of smaller local councils. Services provided include:

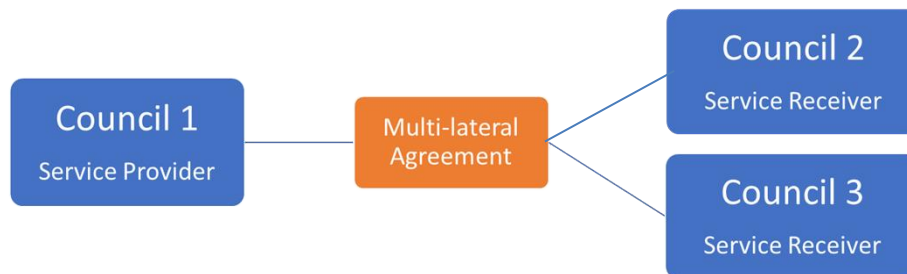
- administration
- collection management
- library management system and support

Each council owns and maintains its own libraries, equipment, collections and provides and manages staff for each library.

ii) Multi-lateral agreement

This is an arrangement where a single multi-council agreement or contract is executed between two or more councils. Through this agreement, one of the councils is nominated as the 'service provider' (or 'hub' council). Under the agreement, the members agree to purchase specified services from the hub service provider under agreed terms and prices set out in the agreement.

This is similar to the bi-lateral model, except there is only one agreement in place executed by all parties.

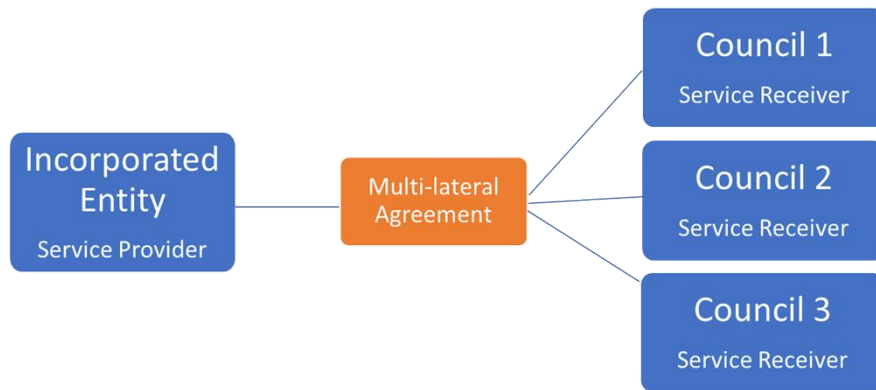


An example of this is the High Country Library network, where Alpine Shire provides the 'hub' shared services to Benalla, Mansfield and Wangaratta councils.

**2) Separate incorporated entity options**

Two or more councils can form a separately incorporated 'beneficial enterprise' or entity to provide library services and share resources. Options for separate incorporated entities include:

- i) Associations Incorporations Act – 5 member minimum  
(This not an option in the current member configuration and is not considered further).
- ii) Cooperatives Act – 5 member minimum  
(This not an option in the current member configuration and is not considered further).
- iii) Corporations Act 2001 options  
Corporations Act options involve the formation of a separate legal incorporated entity. This basically means the 'entity' can enter into contracts, employ staff, own assets etc. as a council or other business can do. Each incorporated option protects the members and office bearers against personal liability in some way.



Proprietary companies - unlimited or limited by shares

An ‘unlimited’ proprietary company has an input share capital with each member contributing their ‘share’, with member liabilities not limited to the share capital. A ‘limited by shares’ company is similar but the liabilities of members are limited to the amount they agreed to pay for the shares. Proprietary companies limited by shares is the most common type of proprietary company although there are no examples of this being used to deliver collaborative public library services in Australia. A board structure would likely be based on member representation based on shares held with the potential to add skills based members.

Proprietary companies are more suited to small to large private enterprise companies and are not considered a suitable model for GV Libraries’ future governance.

Company limited by guarantee - For profit or Not-for-profit (recommended by the Goulburn Valley Regional Library Corporation Board)

A company limited by guarantee does not need a share capital. Rather members agree to its establishment and guarantee that any future liabilities up to a maximum amount (a nominal amount, say \$10 per member) if the company is wound up. A Board structure would likely be based on equal member representation with the potential to add skills based members.

A company limited by guarantee is suitable for small to medium enterprises with 2 or more members.

**Discussion**

In general, a company limited by guarantee is likely to be the most appropriate corporate structure for collaborative library service delivery between councils.

A company limited by guarantee would provide more protection for member councils and board members through the nominal guarantee amount and is the preferred model for Victorian Councils who have embarked on the separate entity Beneficial Enterprise path. *See the Current Status of RLC’s in Victoria below.*

In general, the company limited by guarantee would be the option available that most closely resembles and enables simple continuity of all the functions, services of an existing Regional Library Corporation.

The existing registered business name ‘Goulburn Valley Libraries’ could be transferred to the new entity therefore providing minimal disruption to patrons, or a new business name sought to reflect a new entity.

Either model could enable expansion with additional members added in future, or provide mechanisms if a member Council wanted to leave the entity.

Either model can apply to be registered as a charity (not-for-profit) with the Australian Charities and Not-for-profits Commission, and receive Deductible Gift Recipient status.

Current status of RLC's in Victoria.

For councils that were part of a RLC when the 2020 Act commenced and that are continuing to collaborate, the Corporation, Limited by Guarantee - Not for Profit is the preferred model for the continuation of services with a separate entity model.

<b>Regional Library Corporation</b>	<b>Status</b>
West Gippsland RLC	NFP Corporation Limited by guarantee. "Myli". Transition completed. RLC decommissioned.
Casey Cardinia RLC	Cardinia Council has joined "Myli" and Casey Council has retained the RLC and is renaming to "Connected Libraries" and is returning services in house.
Eastern Regional RLC	Knox, Maroondah and Yarra Ranges Councils. Actively transitioning to NFP Corporation Limited by guarantee. "Your library".
Geelong RLC	No decision – waiting. Planning for NFP Corporation limited by guarantee.
Goldfields RLC	No decision – waiting, undertaking strategic planning.
Yarra Plenty RLC	Banyule, Whittlesea, Nillumbik Councils. Likely NFP Corporation Limited by guarantee. Not commenced yet seeking agreement at all Councils.
Wimmera RLC	Decision made to dissolve RLC 30 June 2024. Horsham Rural City Council will manage library services by agreement for West Wimmera Shire Council.
Whitehorse Manningham RLC	No decision – engaged with councils, likely to remain a shared service. Issue with EA, 'staff transition and redundancy'.
Corangamite RLC	Previously dissolved with Corangamite Council providing services to Moyne Council by agreement. Geelong RLC assuming Queenscliff and Surf Coast.
Goulburn Valley RLC	No decision – waiting. Planning for NFP Corporation limited by guarantee.

**Council Plan/Key Strategic Activity**

**COMMUNITY LEADERSHIP**

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.3 Council services will be realistic and delivered in an efficient and effective manner with the aim of continuously looking for delivery that matches our ever changing environment.

1.4 Communities have resources and abilities to self-advocate.

1.8 Good governance and sustainable financial management.

**SOCIAL RESPONSIBILITY and WELLBEING**

We will support the mental and physical health and wellbeing of all in our community, ensuring universal access to information, services, housing, healthcare and learning opportunities.

2.8 Support for families and children at all stages of their learning and development.

2.9 Community members are supported to achieve and sustain physical, emotional and creative wellbeing.

## VIBRANT and DIVERSE ECONOMY

We will drive the visitor economy by growing visitor experiences and major events that provide employment and other opportunities to the community. Our economic development will focus on establishing a strong, adaptive, sustainable and thriving region supported by agriculture and a diverse range of industries.

3.6 Attract people to live, work, study and remain in our region.

3.7 Expanded educational opportunities.

## Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
One or more member Councils do not agree to enter a cooperative agreement.	Unlikely	Moderate	Low	Extended time for negotiation, consideration of viability to enter model with two Councils, or new additional Councils. Consideration of in-house model if needed.
Failure to reach agreement on funding model.	Possible	Moderate	Medium	Consider negotiating on service levels in lieu of funding.

## Policy Considerations

There are policy considerations associated with this report.

## Financial Implications

There is significant transition work and risk analysis to be undertaken in this event to resume services, staff and resources, and to transition the RLC to new arrangements.

Specific financial implications for the transition are yet to be costed but may include legal costs, potential consultancy and project management expenses, and a review of member contributions.

## Legal/Statutory Implications

Compliance with *Local Government Act 2020* provisions, including transitional provisions providing for RLCs to operate as they did under the *Local Government Act 1989* until 2030.

Depending on the preferred library service model, compliance may be required during and post-transition with the *Corporations Act 2001* and the requirements of the Australian Charities and Not-for-profits Commission.

## Environmental/Sustainability Impacts

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

## Social Implications

Libraries are no longer a place just for borrowing books, but are also places where the community can access e-resources, WIFI, computers, meeting rooms, art spaces, and diverse child, youth and adult programs. Public libraries are vibrant community hubs that provide all with universal access to information.



Public libraries are twenty-first century conduits of culture, learning and social connection. Public libraries play an important role in their respective communities, and are fundamentally important informational, educational, cultural, and social institutions.

### Economic Impacts

There are no economic impacts associated with this report.

### Consultation

While the transition to alternative governance arrangements is essentially an administrative matter with limited impacts of service delivery to the community, it is appropriate for the community to be kept informed, and to be further engaged if changes to service delivery are envisaged.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	We will keep you informed.	<ul style="list-style-type: none"> <li>• Friends groups</li> <li>• GV Libraries and member Council social media/websites/e-news</li> <li>• Council online consultation platforms</li> </ul>

### Strategic Links

#### a) Greater Shepparton 2030 Strategy

- There are no links to the Greater Shepparton 2030 Strategy.

#### b) Other strategic links

- Goulburn Valley Libraries Library Plan 2022-2026

### Conclusion

Cooperative management arrangements between councils have been demonstrated to achieve operational efficiencies and enhanced, specialised library service provision to communities.

Goulburn Valley Libraries has successfully provided library services to the communities of Greater Shepparton, Moira and Strathbogie as a Regional Library Corporation.

Given the efficiency benefits of collaboration, it is proposed that collaboration continues as a beneficial enterprise under the *Local Government Act 2020*, with a company limited by guarantee -Not-for-profit the recommended model for further planning and negotiation.

### Attachments

1. Attachment 1 – Regional Library Collaboration Discussion Paper [5.1.1 - 20 pages]

## 11 Corporate Services Directorate

### 11.1 2023/2024 Christmas Closure

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 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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 resolve to close the Council Offices to members of the public at 3.00pm on Friday 22 December 2023, and reopen at 8.15am, Tuesday 2 January 2024.**

#### Executive Summary

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

Christmas Day this year will fall on a Monday, with the public holidays occurring on Monday the 25 December and Boxing Day, Tuesday 26 December 2023. It is therefore proposed that the office closes at 3.00pm Friday 22 December 2023 and re-opens at 8.15am, Tuesday 2 January 2024, with the New Years Day holiday falling on Monday 1 January, 2024. This length of closure is consistent with previous years and has been widely accepted by staff and the community.

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

#### Report Detail

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

With Christmas Day and Boxing Day public holidays occurring on Monday 25 and Tuesday 26 December 2023, it is proposed that the office closure commences at 3.00pm, Friday 22 December 2023.

It is proposed that the office be reopened at 8.15am, Tuesday 2 January 2024, following the New Years Day public holiday on Monday 1 January 2024.

This would require the majority of staff to take three days of leave, with staff involved in delivering essential services and programs continuing to operate throughout this period as required.

### Council Plan/Key Strategic Activity

There are no direct links to the Council Plan.

### Risk Management

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

### Policy Considerations

There are no conflicts with existing Council Policies.

### Financial Implications

There are no specific financial implications arising from this proposal.

### Legal/Statutory Implications

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

### Environmental/Sustainability Impacts

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

### Social Implications

There are no social implications associated with this proposal.

### Economic Impacts

There are no economic impacts arising from this proposal.

### Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Staff and public will be informed of the closure period once resolved by Council.	<u>External Communication:</u> <ul style="list-style-type: none"> <li>Flyer at Welsford Street main entrance</li> <li>GSCC Website / Social Media</li> </ul> <u>Internal Communication:</u> <ul style="list-style-type: none"> <li>Insite</li> <li>Email to all staff</li> <li>Internal newsletters</li> </ul>

Officers have received feedback from People and Development and believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

### Strategic Links

#### a) Greater Shepparton 2030 Strategy

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

## Conclusion

The proposed closure of the Council offices will provide staff with an adequate break over the festive season, while ensuring minimal disruption to daily business and services to the public.

## Attachments

Nil

## 11.2 2024 Council Meeting Schedule

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 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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

The Council resolves that:

1. **Scheduled Council Meetings for 2024 will be held at 3.00pm on the fourth Tuesday of each month, at 70-90 Welsford Street, Shepparton;**
2. **no Scheduled Council Meeting be held in January 2024; and**
3. **the Scheduled Council Meeting cycle be resumed on 27 February 2024.**

### Executive Summary

The purpose of this report is to set the commencement date for the 2024 Council Meeting cycle. Scheduled Council Meetings are held once per month, currently on the third Tuesday commencing at 3.00pm.

Council Meetings will now be held on the fourth Tuesday of each month. This change will enable the preparation of end of month reporting to be completed and Councillor Briefings to be conducted prior to the Council Meeting Agenda assembly.

As has been practice in previous years, it is proposed that no Council meeting be held in January 2024, with the meeting cycle to resume on Tuesday 27 February 2024.

### Report Detail

Council Meetings are held once per month, currently on the third Tuesday of the month at 3.00pm.

The last Council meeting for 2023 will be held on Tuesday, 19 December. As in previous years, it is proposed that no Council meeting be held in January 2024.

This period is generally a quieter time for the organisation with many suppliers shutting down over Christmas and remaining closed well into the month of January. Many staff take this quiet period as an opportunity to catch up on other work, or to take additional leave.

During the interim period, Council operations will continue to be delivered and Additional Council Meetings can be called if required, to consider any urgent business.

The Council Meeting cycle will resume in February, with meetings now being held on the fourth Tuesday of each month. This change will enable the preparation of end of month reporting to be completed and Councillor Briefings to be conducted prior to the Council Meeting Agenda assembly.

It is considered that Councillors will not be required during the holiday period and resume Councillor commitments from Tuesday 23rd January, 2024 when the first Councillor Briefing session for the year will take place.

### Council Plan/Key Strategic Activity

#### COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.1 Council to take an active leadership role for access and inclusion in our community.

1.3 Council services will be realistic and delivered in an efficient and effective manner with the aim of continuously looking for delivery that matches our ever changing environment.

1.6 Council provides customer service that meets the needs of the community.

1.8 Good governance and sustainable financial management.

### Risk Management

There is no risk associated with the proposed meeting cycle. Additional Council Meetings can be called at any time to address items of business requiring Council resolution during the December and January period.

### Policy Considerations

There are no conflicts with Council policies.

### Financial Implications

There are no financial implications arising from this proposal.

### Legal/Statutory Implications

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

### Environmental/Sustainability Impacts

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

### Social Implications

There are no social impacts associated with this report.

### Economic Impacts

There are no economic impacts associated with this report.

### Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Staff and public will be informed of the change in meeting schedule for the 2024 calendar year.	Public Notice on the Council website and social media.

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

### Strategic Links

Greater Shepparton 2030 Strategy

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

### Conclusion

It is recommended that there be no Scheduled Council Meeting held in January 2024. If required, an Additional Council Meeting may be called to consider any urgent business arising during this period. It is proposed that the Scheduled Council Meeting cycle resume on Tuesday 27 February, 2024, with Scheduled Council Meetings now occurring on the fourth Tuesday of each month.

### Attachments

Nil

## 11.3 Contracts Awarded Under Delegation - September 2023

Author Team Leader – Contracts and Procurement  
Approved by Director Corporate Services  
Purpose For Noting

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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. note the contracts awarded under delegation pursuant to a formal tender process for the reporting period; and
2. note the requests for tender advertised but not yet awarded.

### Report

To inform the Council of the status of request for tenders that have been awarded under delegation during the period 1 September 2023 to 30 September 2023, and those that have been publicly advertised but are yet to be awarded as at 2 October 2023. The report does not include all purchasing activities, only procurement which requires a formal quotation or tender process.



### Contracts Awarded under Delegated Authority

Contract No.	Project Name	Details	Value inclusive of GST	Awarded to
2122	Provision of Party & Event Equipment Hire Services - Panel of Suppliers	Schedule of Rates Contract for the Provision of Party & Event Equipment Hire Services - Panel of Suppliers Initial term of 3 years with two single year options	Estimated value of \$553,240.00 if all options are exercised	Bourke Hire Northern Hire Group Pty Ltd Foot Waste Solutions Mat Langley Electrical Pty Ltd GV Generator Hire Pty Ltd GV Loos and Forklift Hire JAJ Hire Pty Ltd T/A Shepp Hire The Trustee for RAKT Unit Trust T/A GV Party Hire Mashera Pty Ltd T/A Barlens Event Hire ConX Hire GAME Traffic and Contracting

### Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2319	Tatura Structure Plan Intersections Functional Design	Tatura Structure Plan Intersections Functional Design - Lump Sum Contract	Tender currently under evaluation

Through the S5 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 \$1,000,000.

The financial delegation to Directors to approve contracts up to a value of \$750,000 for goods and services and works are included in the S7 Instrument of Sub-Delegation by Chief Executive Officer.

### **Collaborative / Third Party Purchasing Arrangements**

In accordance with Clause 5.2.11 of the Procurement Policy, Council has the option to utilise third party collaborative purchasing arrangements for various procurement activities.

These collaborative arrangements are established to be an effective and efficient way of sourcing goods and services. Benefits include pre-approved supplier lists, cost savings through economies of scale and dedicated contract administration.

The following collaborative arrangement has recently been utilised:

Contract No.	Entity	Contract Details
2026	Procurement Australia	Mobile Bins – 2110/0503 Refer to Award of CN 2026 Manufacture and Supply of Kerbside Collection Bins (Glass-Only and FOGO) Item 13.2 of the Agenda

### **Legal/Statutory Implications**

In accordance with Section 108 of the Local Government Act 2020, Council has adopted its Procurement Policy establishing the value at which Council must invite a tender or seek an expression of interest.

### **Conclusion**

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the contracts awarded under delegated authority of the Council during the period 1 September 2023 to 30 September 2023.

### **Attachments**

Nil

## 11.4 S5 Instrument of Delegation to the Chief Executive Officer

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

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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, in the exercise of the power conferred by S11(1)(b) of the *Local Government Act 2020* (the Act) resolves that:**

- 1. there be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument;**
- 2. the instrument comes into force immediately the Chief Executive Officer signature is affixed to the instrument;**
- 3. on the coming into force of the instrument, all previous delegations to the Chief Executive Officer are revoked; and**
- 4. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

### Executive Summary

Delegations are a critical governance tool of the Council. Most Council decisions are not made at Council meetings and the effective functioning of the Council would not be possible if they were. Instead, most decision-making power is allocated by formal delegations.

The most important delegation issued by the Council is to the Chief Executive Officer (CEO). This delegation allows the CEO to then sub-delegate powers, duties and functions to Council officers, to allow them to make the day-to-day decisions necessary to provide responsive and high-quality services to the community.

### Report Detail

The previous Instrument of Delegation from the Council to the CEO was authorised by resolution at the Council Meeting on 16 May 2023.

This review has been undertaken in accordance with the template provided by Maddocks Lawyers, as part of Councils subscription to their Delegations and Authorisation service.

No changes have been made as part of this review cycle.

### Council Plan/Key Strategic Activity

#### COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.3 Council services will be realistic and delivered in an efficient and effective manner with the aim of continuously looking for delivery that matches our ever-changing environment.

1.6 Council provides customer service that meets the needs of the community.

1.8 Good governance and sustainable financial management.

### Risk Management

The review and adoption of the CEO's delegation ensures that it remains current, valid, and legal and that there is no temptation to operate outside a delegation which has become dated and unworkable over time.

Subscribing to the Maddocks service reduces the risk that legislative changes, which have implications for the Council's delegations, are properly identified and implemented.

### Policy Considerations

The Council adopted Exercise of Delegations policy provides guidance to delegates on how they should exercise their delegations. This instrument of delegation is implemented in accordance with the Exercise of Delegations policy.

### Financial Implications

There are no direct financial implications arising from the *Instrument of Delegation to the Chief Executive Officer*.

### Legal/Statutory Implications

There are no direct legal or statutory implications arising from the *Instrument of Delegation to the Chief Executive Officer*.

### Environmental/Sustainability Impacts

There are no environmental or sustainable 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

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 Greater Shepparton 2030 Strategy.

## Conclusion

It is recommended that the updated Instrument of Delegation to the Chief Executive Officer be approved, as regular reviews are undertaken in accordance with best practice guidelines and meet the current legislative requirements.

## Attachments

1. S5 Instrument of Delegation to Chief Executive Officer - October 2023 [11.4.1 - 4 pages]

## 11.5 S6 Instrument of Delegation to Members of Council Staff

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 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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

**In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Greater Shepparton City Council (Council) resolves that:**

- 1. there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to Members of Council Staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.**
- 2. the instrument comes into force immediately the Chief Executive Officer signature is affixed to the instrument.**
- 3. on the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.**
- 4. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

### Executive Summary

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

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

The purpose of this report is to delegate certain powers and functions of Council which cannot be sub-delegated by the CEO to Members of Council staff, in accordance with Section 11 of the *Local Government Act 2020* (the Act).

The Instrument of Delegation to Members of Staff was last adopted by Council on 16 May 2023.

This review has been prompted by the biannual updates provided by Maddocks Lawyers which council subscribes to. This ensures Council continues to operate in accordance with current legislative requirements.

## Report Detail

The Council is not in a position to exercise all the powers conferred upon it by resolution and requires others to act on its behalf. This is made possible under section 11 of the Act which provides that a Council may, by Instrument of Delegation, delegate to a member of its staff any power, duty or function of a Council under the *Local Government Act 2020* or any other Act, other than certain specified powers.

The Council has delegated the majority of its delegable powers to the CEO. The CEO, through an instrument of sub-delegation, then has the ability to delegate these powers to Council staff.

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

No new provisions were provided within the current round of reviews. A number of provisions had changes that have been assessed and accepted by relevant Managers and Directors.

## Council Plan/Key Strategic Activity

### COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.3 Council services will be realistic and delivered in an efficient and effective manner with the aim of continuously looking for delivery that matches our ever changing environment.

## Risk Management

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

The Council subscribes to the Delegations and Authorisations Service provided by Maddocks Lawyers. Subscribing to the Maddocks service ensures that legislative changes which have implications for the Council's delegations and authorisations are identified and implemented accordingly.

## Policy Considerations

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

## Financial Implications

There are no direct financial implications arising from the *Instrument of Delegation to Members of Council Staff*.

### Legal/Statutory Implications

The *Instrument of Delegation to Members of Council Staff* ensures that decisions made by Council officers are legally compliant and enforceable.

### Environmental/Sustainability Impacts

There are no environmental/sustainability impacts on the coming into force of the *Instrument of Delegation to Members of Council Staff*.

### Social Implications

There are no social implications with the coming into force of the *Instrument of Delegation to Members of Council Staff*.

### Economic Impacts

There are no economic impacts with the coming into force of the *Instrument of Delegation to Members of Council Staff*.

### Consultation

The review of the Instrument of Delegation was completed through Councils delegations software. Consultation was conducted with the relevant staff on any proposed changes to the Instrument.

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.

### Conclusion

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

### Attachments

1. S6 Instrument of Delegation Members of Staff - October 2023 [11.5.1 - 133 pages]



## 11.6 S18 Instrument of Sub-Delegation - Environment Protection Act 2017

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 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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

**In the exercise of the power conferred by s 242(2) of the Environment Protection Act 2017 and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, Greater Shepparton City Council (Council) resolves that:**

- 1. The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.**
- 2. The instrument comes into force immediately upon being signed by Council's Chief Executive Officer, and remains in force until Council determines to vary or revoke it.**

### Executive Summary

Delegations are a critical governance tool of the Council. Most Council decisions are not made at Council meetings and the effective functioning of the Council would not be possible if they were. Instead, most decision-making power is allocated by formal delegations.

Section 437 of the Environment Protection Act 2017 provides for Council to delegate powers, duties and functions to council officers. The Environment Protection Authority provides for the specific powers, duties and functions that are delegated to Council.

This instrument provides specified Council officers with the powers, duties and functions to allow them to make the day-to-day decisions necessary to provide responsive and high-quality services to the community.

### Report Detail

The Environment Protection Agency has conferred powers relating to the regulation of residential noise, litter, waste and on-site wastewater management.

The attached Instrument of Delegation has been prepared in accordance with the templates provided by Maddocks Lawyers as part of Council's subscription service.

This instrument has undergone its bi-annual review and no legislative changes have been made. The key change is the addition of the Compliance Department who operate in this area.

### **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.

#### **ENVIRONMENT**

Enhance and protect the clean, green environment that makes Greater Shepparton the unique place it is.

5.2 The region's environmental assets are planned and managed to ensure they are enhanced and sustainable for future generations.

5.3 Waste is managed in a sustainable way that is environmentally friendly, reliable and sustainable for future generations.

### **Risk Management**

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

### **Policy Considerations**

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

### **Financial Implications**

The Council subscribes to the Delegations and Authorisations Service by Maddocks Lawyers. The budgeted annual subscription to the Maddocks service ensures that legislative changes that effect Council's delegations and authorisations are identified and implemented accordingly.

### **Legal/Statutory Implications**

The adoption of this Instrument of delegation ensures that decisions made by Council officers are legally compliant and enforceable.

### **Environmental/Sustainability Impacts**

There are no strategic environmental or sustainability impacts with the adoption of this instrument of delegation.

### **Social Implications**

There are no direct social implications arising from the adoption of this instrument of delegation.

### **Economic Impacts**

There are no economic implications arising from the adoption of this instrument of delegation.

## Consultation

The review of the Instrument of Delegation was completed through Council's delegation software and consultation was conducted with the relevant Council officers.

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.

## Conclusion

It is recommended that the updated Instrument of Delegation under the Environment Protection Act 2017 be approved, as regular reviews are undertaken in accordance with best practice guidelines and meet the current legislative requirements.

## Attachments

1. S18 Instrument of Sub delegation under the EPA 2017 - October 2023 [11.6.1 - 5 pages]

## 11.7 S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

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

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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

1. All previous Instruments of Authorisation (*Planning and Environment Act 1987*) (S11A) be revoked.
2. The following staff members be appointed as Authorised Officers as set out in the Instruments of Authorisation (*Planning and Environment Act 1987*) (S11A):
  - Alex Smith
  - Andrew Monichino
  - Andrew Dainton
  - Brent O'Brien
  - Brett Hangan
  - Colin Kalms
  - Daniel McDonald
  - Daniel Gundrill
  - Geraldine Christou
  - Jack Montesano
  - Jason Coonerty
  - John Dunn
  - John Hoornweg
  - Lisa Crozier
  - Maria Nardella
  - Mark Dudley
  - Michael Costanzo
  - Michelle Edwards
  - Mitchell Hyde
  - Mitchell Ballantyne
  - Patricia Garraway
  - Ryan Elliot

**Sam Singh  
Sylvester Tan  
Tori Powell  
Tracey Mercuri**

- 3. The Instruments come into force immediately the signature Chief Executive Officer is affixed to the Instrument and remain in force until Council resolves to vary or revoke the Instrument, or until the officer ceases employment with Council.**

### **Executive Summary**

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

A staff member that has commenced employment in the Planning Department and/or within a relevant position at Council may be required to be an Authorised Officer for the purposes of applying the *Planning and Environment Act 1987* and the regulations made under that Act.

This report seeks to:

- review and update the authorisations currently in place for Council officers;
- authorise officers who have commenced work with the organisation; and
- revoke the authorisation of officers who are no longer employed by the organisation or whom no longer hold a position requiring an authorisation.

### **Report Detail**

Council subscribes to a delegations and authorisations service provided by Maddocks Lawyers. The attached Instruments have been prepared in accordance with the templates provided by Maddocks Lawyers.

Staff members working within the Planning Department or within a specified role, require an Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) (S11A) in order to undertake their respective roles.

These Instruments are updated in accordance with changes to legislation and the introduction of new and existing staff changes within the Planning Department. These Instruments are now presented to Council for endorsement.

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

#### **COMMUNITY LEADERSHIP**

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.8 Good governance and sustainable financial management.

### **Risk Management**

Reviewing Councils Instruments of Appointment and Authorisation ensures that the Instruments remain valid and officers have the appropriate authority to act in accordance with their respective roles.

## Policy Considerations

There are no policy considerations associated with this report.

## Financial Implications

The Council subscribes to the Delegations and Authorisations Service by Maddocks Lawyers. The budgeted annual subscription to the Maddocks service ensures that legislative changes that affect Council's delegations and authorisations are identified and implemented accordingly.

## Legal/Statutory Implications

The adoption of these Instrument of Appointment and Authorisation ensures that decisions made by Council officers are legally compliant and enforceable.

## Environmental/Sustainability Impacts

There are no environmental or sustainability impacts associated with the adoption of these Instruments of Appointment and Authorisation.

## Social Implications

There are no social implications arising from the adoption of these Instruments of Appointment and Authorisation.

## Economic Impacts

There are no economic impacts arising from the adoption of these Instruments of Appointment and Authorisation.

## Consultation

The review of the Instruments of Appointment and Authorisation was completed in consultation with Council's Planning Department, in line with the templates provided by Maddocks Lawyers.

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

## Strategic Links

There are no direct links to the Greater Shepparton 2030 Strategy

## Conclusion

To maintain Council's legal and statutory requirements under the *Planning and Environment Act 1987*, it is recommended that the revoking of former Instruments and the appointment of the new officers be endorsed.

## Attachments

1. S11A Instrument of Appointment and Authorisation Alex Smith [11.7.1 - 2 pages]
2. S11A Instrument of Appointment and Authorisation Andrew Monichino [11.7.2 - 2 pages]
3. S11A Instrument of Appointment and Authorisation Andrew Dainton [11.7.3 - 2 pages]
4. S11A Instrument of Appointment and Authorisation Brent O'Brien [11.7.4 - 2 pages]
5. S11A Instrument of Appointment and Authorisation Brett Hangan [11.7.5 - 2 pages]
6. S11A Instrument of Appointment and Authorisation Colin Kalms [11.7.6 - 2 pages]
7. S11A Instrument of Appointment and Authorisation Daniel McDonald [11.7.7 - 2 pages]
8. S11A Instrument of Appointment and Authorisation Daniel Gundrill [11.7.8 - 2 pages]

9. S11A Instrument of Appointment and Authorisation Geraldine Christou [**11.7.9** - 2 pages]
10. S11A Instrument of Appointment and Authorisation Jack Montesano [**11.7.10** - 2 pages]
11. S11A Instrument of Appointment and Authorisation Jason Coonerty [**11.7.11** - 2 pages]
12. S11A Instrument of Appointment and Authorisation John Dunn [**11.7.12** - 2 pages]
13. S11A Instrument of Appointment and Authorisation John Hoornweg [**11.7.13** - 2 pages]
14. S11A Instrument of Appointment and Authorisation Lisa Crozier [**11.7.14** - 2 pages]
15. S11A Instrument of Appointment and Authorisation Maria Nardella [**11.7.15** - 2 pages]
16. S11A Instrument of Appointment and Authorisation Mark Dudley [**11.7.16** - 2 pages]
17. S11A Instrument of Appointment and Authorisation Michael Costanzo [**11.7.17** - 2 pages]
18. S11A Instrument of Appointment and Authorisation Michelle Edwards [**11.7.18** - 2 pages]
19. S11A Instrument of Appointment and Authorisation Mitchell Hyde [**11.7.19** - 2 pages]
20. S11A Instrument of Appointment and Authorisation Mitchell Ballantyne [**11.7.20** - 2 pages]
21. S11A Instrument of Appointment and Authorisation Patricia Garraway [**11.7.21** - 2 pages]
22. S11A Instrument of Appointment and Authorisation Ryan Elliot [**11.7.22** - 2 pages]
23. S11A Instrument of Appointment and Authorisation Sam Singh [**11.7.23** - 2 pages]
24. S11A Instrument of Appointment and Authorisation Sylvester Tan [**11.7.24** - 2 pages]
25. S11A Instrument of Appointment and Authorisation Tori Powell [**11.7.25** - 2 pages]
26. S11A Instrument of Appointment and Authorisation Tracey Mercuri [**11.7.26** - 2 pages]

## 11.8 September 2023 Quarterly Financial Report

Author Team Leader Financial Reporting  
 Approved by Director Corporate Services  
 Purpose For Decision at a Council Meeting

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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. receive and note the **September 2023 Quarter 1 Financial Report, as attached;**
2. **adopt the revised 2023/2024 full year forecast identified in the September 2023 Quarter 1 Financial Report; and,**
3. **adopt the following amendment to the 2023/2024 User Fees and Charges:**
  - a. **New fee – Tatura Park Stables (day rate) \$12.00 incl. GST.**
  - b. **Revised fee – Tatura Park Stables (overnight rate) \$24.00 incl. GST.**

### Executive Summary

This report presents the forecast financial performance review for the 2023/2024 financial year compared to the 2023/2024 Adopted Budget.

### Report Detail

Under section 97 of the *Local Government Act 2020* the Chief Executive Officer must ensure that a quarterly budget report is prepared and presented to the Council at a Council meeting.

Council's actual financial performance compared to the budget is presented to Council on a monthly basis and is included in the attached report.

The quarterly 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 review to understand and confirm forecast variations. The review is then submitted to Council for consideration.

The 2023/24 Budget was adopted at the Council Meeting held on 20 June 2023.



The 2023/24 Budget provides for:

- \$151.22 million operating revenue
- \$158.12 million operating expenditure
- \$38.85 million capital income
- \$64.15 million capital expenditure

The attached 2023/2024 Quarter 1 Forecast Review presents Councils revised budget forecasts based on current operating conditions and new funding and provides commentary on the projected forecast variances.

The Q1 Forecast Review provides for:

- \$136.56 million operating revenue
- \$159.79 million operating expenditure
- \$35.78 million capital income
- \$58.22 million capital expenditure

### **Operating Position**

The September 2023 year-to-date (YTD) budget performance and projected full year underlying operating position are reflected in the income statement within the attachment.

The YTD underlying operating surplus of \$61.24 million is favourable compared to the YTD adopted budget largely due receipt of insurance claims in relation to the October 2022 Flood.

The Q1 Forecast Review projected full year underlying operating position of \$22.08 million deficit is unfavourable compared to the Adopted Budget position of \$7.82 million deficit largely due to the early receipt of Federal Financial Assistance Grants of \$16.3 million.

While there has been an increase in insurance claims expected to be received regarding the October 2022 Floods, there is also additional costs expected to be incurred from the October 2022 Flood event and increases in materials and services as noted in the attached income statement.

### **Capital Works**

The YTD capital works program of \$7.21 million actual is slightly ahead of YTD budget of \$6.78 million however the Q1 Forecast Review projected full year capital works has seen a decrease of \$5.93 million compared to the Adopted Budget largely due to a revision of the Roads program for the remediation works required as a result of the October 2022 Flood. The Grant funding for this program has also been reduced by the same amount.

### **Balance Sheet**

Council has adopted liquidity ratio (current assets as a percentage of current liabilities) as a further measure of financial sustainability. The current liquidity ratio is impacted by the high rates receivable balance, which will reduce over the year as Council receipts payments and expends funds on services and infrastructure. The 2023/2024 ending liquidity was budgeted to be 139% which is within the desired range and the Q1 Forecast Review ending liquidity has been calculated to be 138%. The 2023/24 Adopted Budget and 2021-2031 Financial Plan indicate future challenges in maintaining liquidity at the required level. Continued focus on financial sustainability, through reviews of services, reduction of operating expenditure, increases to revenue and prioritisation of renewal ahead of new assets is required.

### **Changes to 2023/2024 User Fees**

An addition to Council's 2023/2024 Adopted User Fees and Charges is proposed for the Tatura Park Facility.

Tatura Park currently has an adopted Stables (per stable per day) rate of \$24.00. It is proposed that the name of this fee is amended to reflect that it is an overnight fee. A new daily fee is proposed at \$12.00 including GST. The new fee is required to address safety issues caused by facility users tying horses to floats to avoid the overnight fee.

**Environmental Upgrade Agreements – Quarterly Statement**

No new environmental upgrade agreements have been entered into to date this quarter.

There are currently seven upgrade charges in operation with a total value of \$3,751,477.69. Charges due this year total \$472,321.08 plus arrears \$63,590.20 and interest \$38,399.26. Total payments of \$140,657.86 fell due this quarter, with \$137,493.47 being paid.

**Council Plan/Key Strategic Activity**

**COMMUNITY LEADERSHIP**

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.8 Good governance and sustainable financial management.

**Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Poor performance against budget	Possible	Moderate	Medium	Regular monitoring and reporting of performance against budget and forecast variances.
Deterioration of Council’s financial position against the adopted Financial Plan, resulting in diminished ability to achieve and maintain financial sustainability, as measured by the adjusted underlying operating result, liquidity and renewal and upgrade of assets.	Possible	Moderate	Medium	Linkage of budget setting and performance to the adopted Financial Plan.

**Policy Considerations**

The monthly financial report has been prepared in accordance with accounting policies and the 2021-2031 Financial Plan.

**Financial Implications**

The financial implications associated with this report are detailed in the attached 2023/2024 Quarter 1 Forecast Review report.

**Legal/Statutory Implications**

Section 101 of the *Local Government Act 2020* provides that Council maintains a budgeting and reporting framework that is consistent with the principles of sound financial management.

In addition, Section 97 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.

### **Environmental/Sustainability Impacts**

No environmental or sustainability impacts have been identified in relation to this report.

### **Social Implications**

No social implications have been identified in relation to this report.

### **Economic Impacts**

No economic impacts have been identified in relation to this report.

### **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.

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

### **Strategic Links**

#### a) Greater Shepparton 2030 Strategy

- There are no links to the Greater Shepparton 2030 Strategy

#### b) Other strategic links

- 2021-2031 Financial Plan

### **Conclusion**

The 2023/2024 Quarter 1 Forecast Review presents the draft forecast financial performance for the 2023/2024 financial year compared to the 2023/2024 Adopted Budget.

### **Attachments**

1. September 2023 - GSCC Council Report - Quarterly Financial Statements [11.8.1 - 23 pages]

## 11.9 Annual Report 2022-2023

Author	Team Leader Strategic Communications
Approved by	Director Corporate Services
Purpose	For Noting

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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 the 2022-2023 Annual Report for the year ended 30 June 2023, including the Financial Statements and Performance Statement, as certified by the Auditor-General, as attached.**

### Executive Summary

The Annual Report is a requirement under the Local Government Act 2020 and requires Council to prepare an Annual Report for the financial year just completed. A copy of this report must be presented by the Mayor at a Council Meeting open to the public by no later than Tuesday 31 October 2023.

### Report Detail

The Victorian Local Government Act (2020) requires all Councils to present an Annual Report each year.

Importantly, the Annual Report provides an account of Council's performance to our community. It details Council achievements against the goals of the Council Plan and our performance against stipulated measures. This Annual Report is the second report against the Year Two of the Council Plan 2021-2025 which can be found on Council's website.

Furthermore, it provides an account of Council's financial management during the previous financial year.

The Annual Report is also an opportunity to acknowledge the highlights and great activities that have happened across the municipality. This report contains information about the October 2022 flood event and its impact on the Greater Shepparton region.

The Annual Report 2022-2023 contains:

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

## Council Plan/Key Strategic Activity

### COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.8 Good governance and sustainable financial management.

## Risk Management

Any risks associated with this report relate to compliance with relevant Council policies including accounting policies and communications guidelines.

## Policy Considerations

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

## Financial Implications

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

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

	Approved Budget Estimate for this proposal <sup>1</sup>	This Proposal GST Exclusive	Variance to Approved Budget Estimate	This Proposal GST Inclusive <sup>2</sup>
	\$	\$	\$	\$
Revenue	0	0	0	0
Expense	1500	0	0	0
Net Total	1500	0	0	1500

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

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

## Legal/Statutory Implications

Section 131 of the Local Government Act 2020 requires Council to prepare an Annual Report for the financial year just completed. A copy of this report must be presented by the Mayor at a Council Meeting open to the public by no later than Tuesday 31 October 2023.

## Environmental/Sustainability Impacts

There are no environmental/sustainability impacts associated with this report. Only 50 copies are printed as the Annual Report is available online. The paper used is recyclable and inks are environmentally friendly vegetable dyes.

## Social Implications

There are no social implications with this report.

## Economic Impacts

There are no economic impacts from this report.

## Consultation

The Councillors, Executive Leadership Team, Senior Leadership Group and Council officers were all consulted in the preparation of the Annual Report 2022-2023. No external consultation is required. Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

## Strategic Links

### a) Greater Shepparton 2030 Strategy

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

### b) Other strategic links

- 2021-2025 Council Plan

## Conclusion

That Council receives and considers the Greater Shepparton City Council Annual Report 2022-2023 for the year ended 30 June 2023, including the Financial Statements and Performance Statement, as certified by the Auditor-General.

## Attachments

1. 2022-2023 Annual Report - Final - 11 October 2023 [11.9.1 - 208 pages]

## 12 Sustainable Development Directorate

### 12.1 Park Naming - Trinity Park, Cormorant Park & Glenferrie Park

Author Senior Support Officer – Building, Planning & Compliance  
 Approved by Director Sustainable Development  
 Purpose For Decision by Council

#### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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 naming of Trinity Park, Cormorant Park and Glenferrie Park in line with *Naming Rules for Places Victoria 2022*.**

The purpose of this report is to approve the names of three parks - Trinity Park, Cormorant Park and Glenferrie Park.

The names were assessed and are in accordance with the *Naming Rules for Places in Victoria 2022*.

On 11 March 2020 the Executive Leadership Team approved the proposed names be placed on public notice.

The names were placed on public notice and no submissions were received.



Trinity Park



Cormorant Park



Glenferrie Park

## Report Detail

The naming of Trinity Park, Cormorant Park and Glenferrie Park is required to fulfill legislative requirements.

The names were assessed and are in accordance with the *Naming Rules for places in Victoria 2022*.

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

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

As per the *Naming Rules for Places in Victoria 2022* the Council is required to place the proposed name on public notice by way of advertisement in the local newspaper. The notice period is 30 days after which if no submissions are received the name is then approved for use by the way of a formal Council resolution and then gazetted by Geographic Names Victoria.

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

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

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



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

On 11 March 2020, the Executive Leadership Team approved the proposed name to be placed on public notice.

The name was placed on public notice in the Shepparton News and no submissions were received.

### Council Plan / Key Strategic Activity

There are no direct links to the Council Plan.

### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Not proceeding with the naming could create confusion for emergency services staff, delaying response time.	Possible	Low	Low	Name to avoid confusion for emergency services

### Policy Considerations

Park naming requests are assessed under *Naming Rules for Places in Victoria 2022*

### Financial Implications

Financial Implications will be for the park name sign only, which is budgeted for.

### Legal / Statutory Implications

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

### Environmental / Sustainability Impacts

There are no environmental/sustainable impacts associated with park naming.

### Social Implications

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

### Economic Impacts

There are no direct significant economic impacts for this proposal.

### Consultation

The naming of the parks will be imperative to the safety of the local residents and the wider community.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Consult	Community Consultation	Public Notice placed in the Shepparton News

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

## Strategic Links

### a) Greater Shepparton 2030 Strategy

- There are no strategic links to park naming.

### b) Other strategic links

- There are no strategic links to park naming.

## Conclusion

The naming of the park will be imperative to the safety of local residents and the wider community as the park names will be registered and then identifiable for Emergency Services.

## Attachments

Nil

## 12.2 Visitor Experience Innovation Grants - 2023

Author Visitor Economy Development and Digital Officer  
 Approved by Director Sustainable Development  
 Purpose Information Only

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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 the successful applicants awarded funding under delegated authority for Round 4 of the Visitor Experience Innovation Grants Program as follows:**

Organisation	Grant Amount Awarded (GST FREE)
Parklake Hotel Pty Ltd	\$10,000
Elsewhere at SAM	\$6,000
TOTAL	\$16,000

- Note receipt of the acquittals for the completed Visitor Experience Innovation Grants projects for previous rounds of the Visitor Experience Grants Program.**

### Executive Summary

Round 4 of the Visitor Experience Innovation Grant Program was offered with the aim of supporting innovative projects that created an enhanced visitor experience.

Three applications were received. The eligible applications were considered for partial or full funding depending on the extent to which the applications met the criteria.

Two of the three applications required further supporting documentation and were requested to submit this information so that the applications could be appropriately reviewed. One of these two applications submitted these quotes for consideration within the time allowed.

The third applicant was provided considerable time to obtain the additional quotes, and they were unable to submit the supporting quotes, as a result their project was unable to be recommended for funding through this round.

Overall, the quality of the projects in the applications were of a good standard and the two complete applications were awarded full funding to a total value of \$16,000 GST free.

Upon completion of their project, each applicant is required to submit an acquittal. The acquittals for previously completed projects are included within this report.

### Report Detail

The Visitor Experience Innovation Grant Program was initially established as part of the Economic Response to COVID-19 in 2020. The program was reviewed, with the addition of a Major Grant stream and matching requirement in 2023.

The assessment panel reviews each application based on the following criteria and recommends that grants be provided in full or part, or not at all if the criteria are not met:

- Degree that the business is involved and contributes to the local visitor economy.
- Initiative and innovation of the proposal and adding to visitor experience.
- The degree that the business has been negatively impacted by the COVID-19 pandemic.
- The degree that the grant will contribute to the future capacity to attract visitation and revitalisation / extension of stay.
- The ability to retain operations and existing staff because of the project.
- The use of local suppliers (where possible).
- How well the proposal aligns with current visitor experience and tourism product in the Greater Shepparton region.
- How well the project aligns with product gaps and visitation opportunities identified in Council's strategic plans.

The following outlines the type of projects that could be funded:

- Tourism and interpretive signage.
- Innovative tourism product development e.g., virtual reality.
- Diversification of current business / infrastructure improvements that add to the visitor experience (farm stay / inclusion of outdoor dining facility).
- Creative visitor experience enhancements e.g., Internet of Things, murals, storytelling, creative arts projects.
- Interpretive walks / trail infrastructure including signage, sculptures, bollards, and resting facilities.
- Accessibility upgrades e.g., toilets, ramps, car parking.
- Environmentally sustainable visitor infrastructure e.g., EV charging points.

Details on each project and a summary of the extent it met selection criteria are provided in the attached report.

### **Visitor Experience Innovation Acquittals**

The following is a summary of the Visitor Experience Innovation Grant projects that have been submitted thus far in previous grant rounds.

There are a range of projects yet to be acquitted, extensions have been provided for projects impacted by the floods. The Economic Development team is working with previous grant recipients to ensure that projects are delivered and acquitted as per the terms of their funding agreements.

### **Riverside Gardens Garden Centre**

Funding enabled Riverside Gardens Garden Centre to upgrade old and unusable lighting throughout the mini golf course, as well as install new light poles with led lighting, enabling improved night time access ready for evening mini golf in the warmer months.

The project was delayed by the October floods, work is now complete, and they are eagerly awaiting warmer weather.

**Quest Apartments Shepparton**

Funding enabled Quest Apartments Shepparton to install two EV charging stations for their guests.

The charging stations have been well received, with guests telling them they choose to stay at Quest because of the EV charging stations.

**Bunbartha Beef**

Funding enabled Bunbartha Beef to source a range of photographs from local farm gate trails and artisan producers.

This enabled them to install signage with stories about the local suppliers in store for a fuller visitor experience. Customers are now able to easily identify local producers when they are in store.

**The Milkbar**

Funding enabled the Milkbar to engage local artist Tank to create and install a 1 metre Galah sculpture on the roof of their premises on the corner of Corio and Fryers Streets, Shepparton.

Since the installation there has been many positive comments, and Tank has seen an increase in demand for his sculptures by both business and residential clients. Many people have been photographing the installation.

**Chocolate Apple Factory**

Chocolate Apple Factory had difficulty staffing their initial project proposal, as a result they requested a variation to their project to improve the signage and increase the conversion of foot traffic at the precinct.

The new signage has had an overwhelmingly positive response from their customers and has also had an impact on the local sign makers business, with similar requests for signage following their installation.

**Council Plan/Key Strategic Activity**

**SOCIAL RESPONSIBILITY and WELLBEING**

We will support the mental and physical health and wellbeing of all in our community, ensuring universal access to information, services, housing, healthcare and learning opportunities.

2.9 Community members are supported to achieve and sustain physical, emotional, and creative wellbeing.

**VIBRANT and DIVERSE ECONOMY**

We will drive the visitor economy by growing visitor experiences and major events that provide employment and other opportunities to the community. Our economic development will focus on establishing a strong, adaptive, sustainable, and thriving region supported by agriculture and a diverse range of industries.

3.3 Completion of the SAM precinct including playground and activation of Victoria Park Lake Caravan Park.

3.5 Encourage and facilitate investment and expansion.

3.6 Attract people to live, work, study and remain in our region.

3.9 Expand Greater Shepparton’s visitor economy.

### INFRASTRUCTURE and TECHNOLOGY

We will focus on the planning of our region’s requirements to enable delivery of technology and infrastructure to meet the current and future needs of the community.

- 4.7 Create a smart city.
- 4.9 Reliable, efficient, affordable, and accessible transport.
- 4.11 Develop and improve Community and recreation facilities.

### ENVIRONMENT and CLIMATE EMERGENCY

We will prioritise our environment and take urgent action to reduce emissions and waste to protect public health and create a region that mitigates and adapts to climate change.

- 5.5 Council commits to working with our community to deliver climate safe future.
- 5.6 Reduce carbon emissions in our community.

### Risk Management

Applications for the Parklake and Shepparton Golf Club both required additional quotes.

Applicants were approached and asked to submit these quotes for their applications to be considered.

The extension was also explained to the other applicant. Parklake submitted their additional quotes, and the Shepparton Golf Club has been unable to following staff changes.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Not funding any of the projects	Unlikely	Moderate	Low	Impact on the integrity of Council grant programs

### Policy Considerations

Applications under the Visitor Experience Innovation Grants Program have been assessed and awarded funding under delegated authority in accordance with Council’s Grant Distribution Policy adopted on 16 March 2021.

### Financial Implications

The Visitor Experience Innovation Grants Program for 2022/2023 had a budget allocation of \$35,000 for one round.

When 2 of the 3 applications required further quotes, and the grant program not running in 2023/2024, approval was sought to roll the budget over to 2023/2024 to enable the provision of the additional quotes required for the grants to be successful.

	Approved Budget Estimate for this proposal <sup>1</sup>	This Proposal GST Exclusive	Variance to Approved Budget Estimate	This Proposal GST Free
	\$	\$	\$	\$
Revenue	\$0	\$0		\$0
Expense	\$35,000	\$16,000	(\$19,000)	\$16,000.00 (GST FREE)
Net Total	\$35,000	\$16,000	(\$19,000)	\$16,000.00 (GST FREE)

<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

There are no known legal or statutory implications arising from this report.

All successful applicants must adhere to Victorian Government requirements. Applicants are required to hold suitable public liability insurance for the duration of the project.

Council officers will also assist applicants in the process of gaining permits or approvals, where required.

### **Environmental/Sustainability Impacts**

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

The grant guidelines align with a positive impact on the sustainability and environmental wellbeing within the Greater Shepparton municipality.

Through this round the grant supports businesses to implement infrastructure such as EV charging points.

### **Social Implications**

Economic outcomes are important towards the social wellbeing within the Greater Shepparton region.

This program aims to support the development of local business during and into the future, implementing initiatives to increase business viability and adding to the visitor experience the region has to offer.

### **Economic Impacts**

The COVID-19 pandemic and the mandates had a massive impact on businesses everywhere with none harder hit than the visitor economy.

Whilst Council does not have the capacity to assist with direct financial assistance, we can provide funding to increase visitor experience thus increasing the attractiveness of Greater Shepparton as a visitor destination and increasing capacity to attract more and higher yielding visitors to the region through increased experiences on offer.

This grant can support businesses to increase capacity to connect with visitors, provide an enhanced experience and thus add to the capability to engage, educate, and provide a positive experience.

The grant can also assist the business to attract a market segment they previously could not provide for, with infrastructure such as an EV electric car charge point.

### **Consultation**

Feedback received from previous rounds were considered and included for Round Four guidelines as well as feedback from successful businesses outlining their delight regarding the grant and how it will assist their businesses moving forward, adding to their overall visitor experience on offer.

Consultation led to the addition of the Major Grant Stream, of which all applicants in Round Four applied through the Major Grant Stream, with a \$2 to \$1 matching component provided by the businesses.

In the past consultation was also undertaken with businesses who were unsuccessful, and from those conversations came the proposal to provide a mentor for the grants.

Council officers, independent of the assessment panel, were available throughout the grant process to provide advice on project ideas and throughout the application process. Council Officers continue to consult with recipients, and work with them to ensure that the projects are delivered and appropriately acquitted.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Grants information is easily accessible through the council's external website and public information sessions were conducted.	Media releases, flyers, social media, newsletters, websites, and Visitor Economy Industry Luncheon information session.
Consult	Council staff are available to consult, in person, via telephone, teams, zoom and email to all community groups.	Information sessions and follow up advice for applications as required through phone, emails, online and in person.
Involve	Grants involve business participation by their nature and scope.	Approved projects include a broad range of collaboration as part of the project delivery.
Collaborate	Businesses will be responsible for the planning and implementation of projects.	Successful applicants will drive their own initiatives and there is a broad range of collaborative projects in this round involving a range of local businesses.
Empower	Businesses will be responsible for the planning and implementation of projects.	Industry drive and deliver their projects.

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

## Strategic Links

### a) Greater Shepparton 2030 Strategy

- Economic Development – Promote economic growth, business development and diversification

### b) Other strategic links

- Economic Development Tourism and Major Events Strategy
- Greater Shepparton Creative City Strategy
- Climate Emergency Action Plan

## Conclusion

Previous rounds of the Visitor Experience Innovation Grant proved to be successful for visitor economy businesses within Greater Shepparton. The grants were popular and have allowed businesses to expand and adapt, whilst also adding to the region's overall visitor experience product offering.

As the visitor economy has been and continues to be one of the hardest impacted throughout the pandemic and floods, businesses continue to struggle with staffing their operations. The funding has provided businesses with the capacity to grow their visitor experience offerings whilst growing the overall offering of visitor experience product for the region.

The two successful applicants from the Round Four program will also further diversify the offerings in the region, providing opportunities to leverage increased visitation in the future.



## Attachments

1. Visitor Experience Innovation Grant Program Assessment Report Summary [12.2.1 - 1 page]

## 13 Infrastructure Directorate

### 13.1 Contract Number 2243 Provision of Heavy Plant and Equipment Hire (Wet & Dry Hire) Services - Panel of Suppliers

Author Team Leader - Civil Infrastructure Maintenance  
 Approved by Director Infrastructure  
 Purpose For Decision by Council

#### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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 tenders submitted by the following tenderers for Contract Number 2243 – Provision of Heavy Plant and Equipment Hire (Wet & Dry Hire) Services - Panel of Suppliers:
  - Advanced Mini Digger and Maintenance Pty Ltd
  - Down to Earth Contracting Pty Ltd
  - Northern Hire Group Pty Ltd
  - Miller Pipe & Civil Pty Ltd
  - ConX Hire
  - Porter Excavations Pty Ltd
  - Apex Earthworks Pty Ltd
  - Cleanaway Industrial Solutions Pty Ltd
  - Ky Mini Diggers & Grader Hire
  - Precision Grading Pty Ltd
  - Tactile Australia
  - Sniper Services Pty Ltd
  - O’Loughlin Excavations Pty Ltd
  - Conplant Pty Ltd
  - Raymond Neville Farrell
  - Norville Nominees Pty Ltd T/A Redstone Crushing & Plant Hire
  - Bartletts Enviromental
  - Cleaves’s Earthmoving & Drainage Pty Ltd
  - Brooks Hire Service Pty Ltd
  - Triple J Plant Hire
  - Extons Pty Ltd

- Luxton Plant Pty Ltd
  - Moggill Cove Pty Ltd T/A Scaffidi Pty Ltd
  - Coates Hire Operations Pty Ltd
  - Earthworks Civil & Construction, Bartlett's Environmental
  - Keith McRAe Pty Ltd T/A Crowbar Demolitions
2. **note that the contract term is for a period of three (3) years with a potential 1-year further term. The estimated contract value over a four (4) year period is \$7,200,000.00 (inclusive GST); and**
  3. **authorise the Chief Executive Officer to execute the contract documents and approve any contract extension as deemed appropriate.**

### Executive Summary

The purpose of this contract is to replace expired Contract 1789 – Provision of Heavy Plant and Equipment Hire (Wet & Dry Hire) Services - Panel of Suppliers which expired on 22 June 2023. The services are used predominately by the Civil Infrastructure department but other departments such as Parks, Sport and Recreation and Projects have also used these services previously.

The annual expenditure on the provision of Heavy Plant and Equipment Hire (Wet & Dry Hire Services) by contractors is approximately \$1,800,000. Over the term of this contract including the extension it is expected that expenditure will be of the order of \$7,200,000 (inclusive of GST)

This contract is for a period of three (3) years with a 1 option to extend at Council's discretion. Council advertised the Provision of Heavy Plant and Equipment Hire (Wet & Dry Hire) Services - Panel of Suppliers tender via Tendersearch, Shepparton News and The Age newspaper and received 26 tender submissions.

Following evaluation, the tender evaluation panel recommends that all 26 tenderers be appointed to the panel, being Moggill Cove Pty Ltd T/A Scaffidi Pty Ltd, Coates Hire Operations Pty Ltd, Earthworks Civil & Construction, Bartlett's Environmental, Keith McRAe Pty Ltd T/A Crowbar Demolitions, Advanced Mini Digger and Maintenance Pty Ltd, Down to Earth Contracting Pty Ltd, Northern Hire Group Pty Ltd, Miller Pipe & Civil Pty Ltd, ConX Hire, Porter Excavations Pty Ltd, Apex Earthworks Pty Ltd, Cleanaway Industrial Solutions Pty Ltd, Ky Mini Diggers & Grader Hire, Precision Grading Pty Ltd, Tactile Australia, Sniper Services Pty Ltd, O'Loughlin Excavations Pty Ltd, Conplant Pty Ltd, Raymond Neville Farrell, Norville Nominees Pty Ltd T/A Redstone Crushing & Plant Hire, Luxton Plant Pty Ltd, Cleaves's Earthmoving & Drainage Pty Ltd, Brooks Hire Service Pty Ltd, Triple J Plant Hire, Extons Pty Ltd, Luxton Plant Pty Ltd.

### Contract Details

The provision of Heavy Plant and Equipment Hire (Wet & Dry Hire Services) were previously provided under Contract No. 1789 which has now expired. Tenders are now to be called to set up a new panel of suppliers for these services.

The services are used predominately for Council Infrastructure Maintenance Works and programs, but can be utilised by other departments including Projects, Waste, Parks, Sport and Recreation and Events.

The appointed contractors will form a panel of suppliers to provide Plant and Equipment (Wet and Dry hire services) to support Council staff in maintaining the infrastructure network throughout the municipality.

This includes:

- Road & Drainage Construction
- Road & Drainage Maintenance
- Landfill Compaction
- Material Cartage

The provision of the Heavy Plant & Equipment services will ensure that Council has readily available access to suitable Plant and Equipment to effectively manage road, footpath, drainage and associated civil assets.

## Tenders

Tenders were received from:

1. Advanced Mini Digger and Maintenance Pty Ltd
2. Down to Earth Contracting Pty Ltd
3. Northern Hire Group Pty Ltd
4. Miller Pipe & Civil Pty Ltd
5. ConX Hire
6. Porter Excavations Pty Ltd
7. Apex Earthworks Pty Ltd
8. Cleanaway Industrial Solutions Pty Ltd
9. Ky Mini Diggers & Grader Hire
10. Precision Grading Pty Ltd
11. Tactile Australia
12. Sniper Services Pty Ltd
13. O'Loughlin Excavations Pty Ltd
14. Conplant Pty Ltd
15. Raymond Neville Farrell
16. Norville Nominees Pty Ltd T/A Redstone Crushing & Plant Hire
17. Bartletts Enviromental
18. Cleaves's Earthmoving & Drainage Pty Ltd
19. Brooks Hire Service Pty Ltd
20. Triple J Plant Hire
21. Extons Pty Ltd
22. Luxton Plant Pty Ltd
23. Moggill Cove Pty Ltd T/A Scaffidi Pty Ltd
24. Coates Hire Operations Pty Ltd
25. Earthworks Civil & Construction, Bartlett's Environmental
26. Keith McRAe Pty Ltd T/A Crowbar Demolitions

## Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager - Infrastructure Maintenance	Infrastructure Maintenance
Manager - Parks, Sport, and Recreation	Parks Sport and Recreation
Team Leader – Civil Infrastructure	Infrastructure Maintenance
Procurement Advisor	Procurement

## Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	40%
OH&S (Mandatory)	Pass/Fail
Relevant past experience & capability	25%
Capacity & reliability	15%
Environmental Sustainability	10%
Benefit to the Local Region	10%

All 26 tenderers demonstrated safe work systems and practices for these types of works.

The tenderers provided evidence of previous experience and capability in providing heavy plant and equipment. Each contractor had various levels of experience and the evaluation panel believes that they all demonstrate the appropriate competencies that are required to carry out the works under this contract.

Tenderers showed an average to above average understanding of environmental sustainability and most were ISO accredited. They also included Environment policies and practices that would be used in conjunction with this contract.

Local companies are well represented in this contract with a total of 13 having head offices within the Greater Shepparton municipality.

## Council Plan/Key Strategic Activity

### COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.3 Council services will be realistic and delivered in an efficient and effective manner with the aim of continuously looking for delivery that matches our ever-changing environment.

### VIBRANT and DIVERSE ECONOMY

We will drive the visitor economy by growing visitor experiences and major events that provide employment and other opportunities to the community. Our economic development will focus on establishing a strong, adaptive, sustainable and thriving region supported by agriculture and a diverse range of industries.

3.6 Attract people to live, work, study and remain in our region.

### INFRASTRUCTURE and TECHNOLOGY

We will focus on the planning of our region's requirements to enable delivery of technology and infrastructure to meet the current and future needs of the community.

4.8 Plan, prioritise and communicate asset maintenance and new asset delivery.

## Risk Management

No risks were identified after the evaluation process was completed.

## Policy Considerations

There are no conflicts with Council Policy.

## Financial Implications

The annual expenditure on the provision of Heavy Plant and Equipment Hire (Wet & Dry Hire Services) by contractors is approximately \$1,800,000.

Over the term of this contract including the extension it is expected that expenditure will be in the order of \$7,200,000 (inclusive of GST).

### **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**

Environmental impacts and the contractor's response in relation to this consideration has been critiqued during the quotation process and formed 10% of the evaluation criteria.

All waste materials arising from any works will be sorted on site enabling recyclables to be diverted away from landfill.

### **Social Implications**

No social impacts have been identified as a result of this recommendation.

### **Economic Impacts**

The majority of tenderers are local companies which will be a benefit to the local region.

### **Consultation**

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

### **Strategic Links**

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

There are no links to the Greater Shepparton 2030 Strategy.

### **Conclusion**

The evaluation panel is satisfied that all 26 companies have the required experience and capability to carry out the requirements of the contract and be appointed to the panel of suppliers to provide Heavy Plant and Equipment Hire (Wet & Dry Hire Services) for Greater Shepparton City Council.

This contract is for a period of three (3) years with a 1 option to extend at Council's discretion.

### **Attachments**

Nil

## 13.2 Contract Number CN2026 Manufacture and Supply of Kerbside Collection Bins (Glass-Only and FOGO)

Author	Project Manager
Approved by	Director Infrastructure
Purpose	For Decision at a Council Meeting

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the *Local Government Act 2020* officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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:**

- award Contract Number 2026 Manufacture and Supply of Kerbside Collection Bins (Glass-Only and FOGO) to Mastec Australia Pty Ltd for the lump sum price of \$1,411,361.60 (including GST); and**
- authorise the Chief Executive Officer to execute such documents as are necessary to give effect to this resolution.**

### Executive Summary

This contract is for works associated with the manufacture and supply of kerbside collection bins (glass-only bins and food organics and garden organics bins FOGO).

The quotation was advertised through the Procurement Australia (PA) online portal, under PA Contract 2110/0503 Mobile Bins.

Two submissions were received from contractors based outside of the Greater Shepparton municipality and no submissions received from local contractors.

Mastec Australia Pty Ltd submitted a conforming quotation, demonstrated capacity and capability to carry out the works under contract, submitted the lowest price and received the overall highest moderated score.

The evaluation panel recommends the award of contract to Mastec Australia Pty Ltd for the lump sum price of \$1,411,361.60 (including GST).

### Contract Details

The Kerbside Transition Program has been established to facilitate the implementation of the Victorian State Government direction to improve circular economy opportunities with single stream recycling of glass material.

As part of this program procurement of a purple lid (glass only) bin for every residential property, and some commercial properties, within Greater Shepparton with a kerbside collection is required.

The Rural Food Organics & Garden Organics (FOGO) Implementation Project is similarly aligned with the goals of implementing a four-bin system and improving circular economy opportunities. As part of this project, a FOGO bin will be made available to residential rural properties within Greater Shepparton that have a kerbside collection but don't currently have a FOGO bin service.

The following items form the scope of work deliverables of this contract:

- Manufacture and Delivery
  - 27,500 purple lid bins delivered to nominated properties within the Greater Shepparton municipality
  - 500 purple lid bins, spare bins, delivered to Council facilities for storage
  - 2,000 purple lids (only) delivered to Council nominated location
  - All bin bodies to be heat stamped with council logo
- Manufacture, Assembly and Delivery
  - 3,100 green lid FOGO bins delivered to nominated properties within the Greater Shepparton municipality
  - All bin bodies to be heat stamped with council logo
- Other Items
  - All bin lids to be heat stamped with bin use instructions
  - All bin bodies to be fitted with RFID tag

## Tenders

The select request for quotation was advertised through the Procurement Australia (PA) online portal, under PA Contract 2110/0503 Mobile Bins, on 16 August 2023 and closed on 30 August 2023. In establishing PA Contract 2110/0503 PA undertook a public tender process enabling them to establish a panel of pre-approved suppliers. This process is in accordance with Council's Procurement Policy.

The below Contractors were invited under PA Contract 2110/0503 Mobile Bins to submit a quotation:

- SULO MGB Australia
- Mastec Australia Pty Ltd T/A Trustee for WRS Trust
- Viscount Plastics (Australia) Pty Ltd

Submissions were received from SULO MGB Australia (SULO) and Mastec Australia Pty Ltd T/A Trustee for WRS Trust (Mastec). Viscount Plastics (Australia) P/L did not submit a quotation.

## Tender Evaluation

Tenders were evaluated by:

Title	Department
Project Manager	Projects Delivery
Team Leader - Building Projects and Open Space	Projects Delivery
Team Leader – Strategic Waste Management	Resource Recovery
Moderator	Contracts and Procurement



## Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	40%
Capacity to Complete – schedule & methodology	35%
Warranty and Quality assurance	5%
Environmental Sustainability	10%
Benefit to the Local Region	10%
OH&S systems	Pass/Fail
<b>Total</b>	<b>100%</b>

Two submissions were received from contractors based outside of Greater Shepparton. The recommended contractor is based in South Australia. There is no local contractor that manufactures and supplies the bins specified.

Mastec demonstrated in their submission successfully undertaking similar works previously, practicing risk management and occupational health and safety compliance as well as providing quality products and data recording and reporting.

Mastec submitted a conforming quotation, demonstrated capacity and capability to carry out all works under contract. Mastec received the highest weighted qualitative and quantitative score under the evaluation criteria.

Reference checks were undertaken with three organisations who have engaged Mastec to deliver similar works. All referees provided positive feedback with no items of concern raised.

## Council Plan/Key Strategic Activity

### INFRASTRUCTURE and TECHNOLOGY

We will focus on the planning of our region's requirements to enable delivery of technology and infrastructure to meet the current and future needs of the community.

4.8 Plan, prioritise and communicate asset maintenance and new asset delivery.

### ENVIRONMENT and CLIMATE EMERGENCY

We will prioritise our environment and take urgent action to reduce emissions and waste in order to protect public health and create a region that mitigates and adapts to climate change.

5.2 Council will focus on emission reductions committing to a Zero Emissions 2030 Target.

5.3 Council commits to supporting the establishment of a circular economy within Greater Shepparton.

5.8 Support a circular economy and reduce waste to landfill.

## Risk Management

This recommendation is to be considered low risk.

## Policy Considerations

The Kerbside Landfill Waste, Recycling and Organics Policy has been considered in the development of this project. This procurement has been undertaken in accordance with Council's Procurement Policy.

Due to the value of this contract, this recommendation to award is presented to Council for consideration and award.

## Financial Implications

The adopted 2023/2024 capital budget for the Kerbside Transition project is \$1,900,000 excluding GST and the Rural FOGO Implementation is \$165,000 excluding GST. This results in a combined adopted budget of \$2,065,000 excluding GST.

The Contractor's quoted price of \$1,283,056 excluding GST represents a positive variance of \$781,944 excluding GST. The remaining budget will be used to undertake the remainder of work within the scope of the kerbside transition and rural FOGO projects deliverables.

	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	2,065,000	2,065,000	0	0
Expense		1,283,056	0	1,411,361.60
Net Total	2,065,000	781,944	0	1,411,361.60

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

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

## Legal/Statutory Implications

The Request for Quotation process has been carried out according to the requirements of Sections 108 and 109 of the Local Government Act 2020.

In accordance with Section 109(2) of the Local Government Act 2020, Council has collaborated with Procurement Australia in this procurement process.

## Environmental/Sustainability Impacts

Environmental impacts and the contractor's response has been critiqued during the quotation process and formed 10% of the evaluation criteria.

Use of recycled plastic in the manufacture of the bins being procured has been specified as a requirement in this contract.

The purchase of these bins will assist the community in separating glass and food and organics waste from other recyclable and waste materials, allowing for less contamination of other recyclables, and ensuring that glass and food and organics is recycled/reused.

## Social Implications

The contractor is required to consider the day-to-day impact of undertaking the works under contract on the Greater Shepparton community throughout delivery and minimise disruption where possible.

## Economic Impacts

The recommended contractor has indicated that they will be using local labour, including the use of social enterprises, for the assembly and distribution of the bins. For the duration of the works, the contractor will contribute to the local economy through purchasing accommodation, food and amenities for staff and fuel for equipment.

## Consultation

Officers believe that appropriate consultation has occurred for this procurement and the recommendation is now ready for consideration.

## Strategic Links

### a) Greater Shepparton 2030 Strategy

- Infrastructure – to provide sustainable infrastructure to support growth and development of the municipality
- Environment - Working Towards Zero Waste

### b) Other strategic links

- Kerbside Landfill Waste Recycling and Organics Policy 21 February 2023
- Circular Economy (Waste Reduction and Recycling) Act 2021
- Our Climate Safe Future - Climate Emergency Action Plan
- Greater Shepparton Waste and Recovery Strategy 2013-2023

## Conclusion

Mastec Australia Pty Ltd submitted a conforming quotation and achieved the highest moderated score against the evaluation criteria. Mastec Australia Pty Ltd submitted the lowest price and provided evidence of having previously successfully completed contracts for similar works under contract.

The Evaluation Panel is satisfied that Mastec Australia Pty Ltd have the capability and experience to complete the works under contract.

The Evaluation Panel recommends acceptance of the quotation submitted by Mastec Australia Pty Ltd for the lump sum price of \$1,411,361.60 (including GST) and award this contract accordingly.

## Attachments

CONFIDENTIAL ATTACHMENT

## **14 Confidential Management Reports**

Nil Received.

## **15 Documents for Signing and Sealing**

Nil Received.

## 16 Councillor Reports

### 16.1 Councillor Activities

#### 16.1.1 Councillor Activities - September 2023

Author	Executive Assistant to the Mayor and Councillors
Approved by	Director Corporate Services
Purpose	For Noting

#### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the Local Government Act 2020 officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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

#### RECOMMENDATION

**That the Council receive and note the summary of the Councillors' Community Interactions and Informal Meetings of Councillors.**

#### Councillors' Community Interaction and Briefing Program

From 1 September 2023 to 30 September 2023, some or all of the Councillors have been involved in the following activities:

- Development Hearing Panel
- Heritage Advisory Commitment Meetings 2023
- Goulburn Valley Hospice | Inaugural GV Hospice Art Exhibition
- Annual Mooroopna All Abilities Football Netball – Carnival
- Audit Risk Management Committee Meeting - Financial & Performance Statements
- Fruit Logistica 2023 – Hong Kong
- Isabel Pearce Kindergarten | 40th Birthday Afternoon Tea
- Positive Ageing Advisory Committee Meeting
- Sprout Healthy Lifestyle Garden and Education Centre - Twilight Event
- Country Fire Authority | Tatura Awards Evening
- Councillors Town Catch Up – Tallygaroopna
- Verney Road School Debutante Ball
- Gagliardi Scott Real Estate | Podcast
- Victorian Parliament Flood Inquiry - 2022 Flood Event in Victoria - Greater Shepparton City Council
- Victorian Parliament Flood Inquiry - 2022 Flood Event in Victoria – Murray Darling Association
- Nepalese Community Event | Shepparton Teej Festival
- The Door Bells - Migrant Women's Network | Demystifying the Voice Referendum 2023
- Shepparton Malayalee Association (SHEMA) - Ponnonam 2023 - Onam Celebration
- KDL Football Netball League - Apprenticeship Factory | Grand Final Luncheon

- Calder Woodburn Memorial Avenue Advisory Committee Meeting
- Media Launch | AFL V/Line Cup
- Bunbartha Flood Outlook and Update Information Session
- La Trobe University & the Furphy Foundation | John Furphy Memorial Lecture Shepparton
- Citizenship Ceremony
- Legacy Centenary Torch Relay – Welcome
- AusCycle | Masters & Junior Road Nationals Event - Medal Presentations
- Picnic 4 Peace | World Peace Day
- Celebrate World Rivers Day
- Murray Darling Association | Annual National Conference 2023
- AFL V/Line | Breakfast Event
- Kiwanis Club of Mooroopna | Changeover Dinner and 45 Year Celebration
- Police Remembrance Day 2023

In accordance with section 107 of Council's Governance Rules a summary of the matters discussed at the Informal Meetings of Councillors, are attached.

### Attachments

1. Informal Meetings of Council - Councillor Briefing - 5 September 2023 [**16.1.1.1** - 2 pages]
2. Informal Meetings of Council - CEO Councillors Catch Up - 12 September 2023 [**16.1.1.2** - 1 page]
3. Informal Meetings of Council - Councillor Briefing - 12 September 2023 [**16.1.1.3** - 3 pages]
4. Informal Meetings of Council - CEO Councillors Catch Up - 26 September 2023 [**16.1.1.4** - 1 page]
5. Informal Meetings of Council - Councillor Briefing - 26 September 2023 [**16.1.1.5** - 2 pages]

## 16.1.2 Report on Murray Darling Conference 2023

Author	Cr Geoff Dobson
Approved by	Chief Executive Officer
Purpose	For Noting

### Disclosures of Conflict of Interest in Relation to this Report

Under section 130 of the Local Government Act 2020 officers, delegates and persons engaged under a contract providing advice to Council must disclose any conflicts of interests.

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

### RECOMMENDATION

**That the Council receive and note Cr Geoffrey Dobson's Report Murray Darling Conference 2023**

### Councillors' Community Interaction and Briefing Program

The Murray Darling Association, of which Greater Shepparton City Council is a member, held its Annual Conference in Murray Bridge, South Australia from 25 to 28 September 2023.

As your Council representative, Chairman of Region 2 and National Board Member, I attended the conference and was pleased to be accompanied by the Mayor, Cr Shane Sali and Chief Executive Officer, Peter Harriott.

The conference included a circumnavigation of the Lower Lakes, including Lake Alexandrina, Lake Albert, The Coorong, The Barrages, the Mouth of The Murray River and Goolwa, all important environmental features of the Basin. We learned of the importance of environmental water flows that are required to keep the Lower Lakes free from salty sea water and general degradation of the Southern Basin.

Day one was highlighted by an address and a more private meeting from The Minister for the Environment and Water, The Hon Tanya Plibersek, who reiterated that her government would progress its desire to extradite the additional 450 GL from The Basin to send to South Australia for the benefit of the Lower Lakes environmental needs. Part of the additional allocation of environmental water would be derived from buy backs of irrigation water, a factor that is not supported by the Goulburn Murray Irrigation District (GMID) and the Goulburn Valley in particular.

After her presentation, The Minister met with myself, the Mayor and Chief Executive Officer, where I reminded the Minister that the GMID had already upgraded and made efficient our irrigation system and that no more irrigation water should leave our area. Mayor Sali also presented the Minister with a personal, written invitation to visit Greater Shepparton to meet industry and agricultural leaders to further discuss the issues.

Another interesting speaker that morning was the Deputy Inspector General for Water Compliance - articulating the fact that many areas of rural NSW have not submitted their water plans for ratification, allowing unfettered water allocations. There was a strong emphasis on water for the environment at the conference, highlighted by an address from the South Australian Department of Environment and Water, the Director from the Goyder Institute of Water Research and The Department of Climate Change, Energy, the Environment and Water.

Further presentations were made from the Chief Executive Officer, Murray Darling Basin Authority, who emphasised that his office was certainly open to dialogue on continuing changes needed for the Basin Plan prior to final adoption of review changes in 2026. In response to the Government's position on the additional requirement of finding 450GL of environmental water from irrigators, the Shadow Minister for Water, Senator Perin Davey addressed the conference, highlighting the need for better river management practices and infrastructure upgrades before taking water from the agricultural sector for further environmental needs.

I was able to also have additional discussions with the Shadow Minister over dinner and then after her conference presentation. I note that she visited Shepparton on the Monday after the conference to hear directly from community leaders on the effects of further buy backs of irrigation water. I have highlighted only some of the presentations at the conference that were on offer over the four days. I also note that Greater Shepparton was the only Victorian Council represented at the conference, except for Wodonga.

My takeaways:

The conference highlighted the proposed environmental requirements for the Coorong and Lower lakes, although many delegates had the view that earlier modification of the lower lake system now contribute to the increased need for environmental water to flush salts and other irregularities from the system.

Having delegates from The Northern, Southern and Lower Basin communities highlighted the individual needs of each of those areas, and the difficulty of embracing a whole of basin attitude toward the betterment of the river system.

The Minister reinforced her desire to complete her election pledge of securing the additional 450 GL of water for the environment and assured delegates that current infrastructure and river management inefficiencies needed to be addressed simultaneously. One wonders whether the low hanging fruit of buy backs will be the ultimate solution rather than the other remedies that I note.

It is important that Council continues advocacy at these events, as the Federal Government sees strength and dialogue coming from the local government sector.

As a final note, whilst we were at the barrages on the Lower Lakes, which separates sea water from the river's fresh water, it was highlighted that an environmental flush of water was on its way from the Goulburn River. Councillors may recall the Goulburn River high flow of water around the middle of September, we certainly are doing our bit!

## Attachments

Nil



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

Nil Received.

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

Nil Received.

## **19 Close of Meeting**