

# AGENDA

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## ORDINARY COUNCIL MEETING

TO BE HELD ON  
TUESDAY 16 JUNE, 2015  
AT 5.30PM

IN THE COUNCIL BOARD ROOM

**COUNCILLORS:**

Cr Dennis Patterson (Mayor)  
Cr Fern Summer (Deputy Mayor)  
Cr Dinny Adem  
Cr Jenny Houlihan  
Cr Les Oroszvary  
Cr Michael Polan  
Cr Kevin Ryan

***VISION***

***GREATER SHEPPARTON***  
AS THE FOOD BOWL OF AUSTRALIA,  
A SUSTAINABLE, INNOVATIVE  
AND DIVERSE COMMUNITY  
***GREATER FUTURE***



**A G E N D A  
FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON  
TUESDAY 16 JUNE, 2015 AT 5.30PM**

**ACTING CHAIR  
CR MICHAEL POLAN**

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## RISK LEVEL MATRIX LEGEND

**Note: A number of reports in this agenda include a section on “risk management implications”. The following table shows the legend to the codes used in the reports.**

Likelihood	Consequences				
	Negligible (5)	Minor (4)	Moderate (3)	Major (2)	Catastrophic (1)
<b>Almost Certain (A)</b> Event expected to occur several times per year (i.e. Weekly)	Low	Moderate	High	Extreme	Extreme
<b>Likely (B)</b> Will probably occur at some stage based on evidence of previous incidents (i.e. Monthly)	Low	Moderate	Moderate	High	Extreme
<b>Possible (C)</b> Not generally expected to occur but may under specific circumstances (i.e. Yearly)	Low	Low	Moderate	High	High
<b>Unlikely (D)</b> Conceivable but not likely to occur under normal operations (i.e. 5-10 year period)	Insignificant	Low	Moderate	Moderate	High
<b>Rare (E)</b> Only ever occurs under exceptional circumstances (i.e. +10 years)	Insignificant	Insignificant	Low	Moderate	High

**Extreme** CEO’s attention immediately required. Possibly avoid undertaking the activity OR implement new controls

**High** Director’s attention required. Consider suspending or ending activity OR implement additional controls

**Moderate** Manager’s attention required. Ensure that controls are in place and operating and management responsibility is agreed

**Low** Operational, manage through usual procedures and accountabilities

**Insignificant** Operational, add treatments where appropriate



**PRESENT:**

That the Council appoint Cr Polan as the Acting Chair for the 16 June 2015 Ordinary Council Meeting.

**1. ACKNOWLEDGEMENT**

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

**2. APOLOGIES**

That the apologies from Crs Patterson and Summer be noted and a leave of absence be granted.

**3. DECLARATIONS OF CONFLICT OF INTEREST**

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a “conflict of interest” in a decision if they would receive, or could reasonably be perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

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

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held 19 May 2015 and the Special Council Meeting held 13 May 2015, be confirmed.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.1 Council Plan Progress Report

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

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

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

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

**Author: Business and Service Planning Analyst**

**Proof reader(s): Acting Manager Corporate Performance**

**Approved by: Chief Executive Officer**

#### **Executive Summary**

In accordance with the *Local Government Act 1989* Section 125 Council developed and adopted a four year Council Plan. The Council Plan contains Key Strategic Objectives and Strategies to achieve those objectives.

This report provides details in relation to achieving the Key Strategic Objectives identified in the 2013-2017 Council Plan and forms part of council's accountability framework which will see continued quarterly reporting on progress in relation to the achievement of the Council Plan.

The report also includes progress made in achieving the Key Strategic Activities contained within the 2014/2015 Budget which will become Councils Performance Statement.

Whilst it is acknowledged that the Council Plan is a four year plan, reviewed annually, and that this report and future reports will concentrate on the achievement of annual targets and the quarterly progress towards those targets it is important to reflect that the overall aims of the Council Plan are those of the full four year term.

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

Of the identified general actions for progress reporting in relation to measuring achievement, there has been significant progress made in relation to the delivery of actions against the Strategic Objectives within the Council Plan and the Strategic Activities from the budget.

#### **RECOMMENDATION**

That the Council note the Council Plan Progress June 2015 report which provides details in relation to achieving the:

1. Key Strategic Objectives identified in the Council Plan 2013-2017, and;
2. Key Strategic Activities contained within the 2014/2015 Budget which will become Councils Performance Statement.



## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.1 Council Plan Progress Report (continued)

#### **Background**

The 2013-2017 Council Plan identified Goals, Key Strategic Objectives and Strategies for implementation across the life of the plan.

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

These five strategic goals are:

1. Active & Engaged Community (Social)
2. Enhancing the Environment (Environment)
3. Economic Prosperity (Economic)
4. Quality Infrastructure (Built)
5. High Performing Organisation (Leadership & Governance)

Council also identified Key Strategic Activities in adopting the 2014/2015 Annual Budget as activities specific to the 2014/2015 financial year.

The Council planning process is supported by directorate and departmental business plans, which are regularly reviewed by senior management.

The status comments contained within the report may change with each status report and all reports should be kept for future reference.

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

High Performance Organisation (Leadership and Governance) - Ensure strong internal systems and processes to ensure best practice delivery of services for the community.

#### **Risk Management**

The management of risk will be undertaken through the regular reporting to Council and the community.

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

#### **Policy Considerations**

There are no policy considerations associated with this report.

#### **Financial Implications**

This report contains no financial implication, however many of the initiatives contained within the Council Plan have required Council to allocate funds in its 2014/2015 budget to provide the finances to continue implementation of the Council Plan.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.1 Council Plan Progress Report (continued)

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

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

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

The report contains no environmental/sustainability impacts, however many of the initiatives contained within the Council Plan are detailed that will improve the Greater Shepparton sustainability, both as an organisation and a municipality.

#### **Social Implications**

The report contains no social implications, however there are a number of initiatives contained in the council plan that are aimed at improving the social and liability of the Greater Shepparton communities and the wider municipality.

#### **Economic Impacts**

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

#### **Consultation**

Internal consultation occurs with the responsible officers regularly updating individual actions and the overall review of all plans by the Executive Team. Community consultation is achieved by publishing this report, including it in Councils website and as part of Councils meeting agenda.

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

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

The Council Plan 2013-2017 plays a pivotal role in the delivery of the short term plans and aspirations of council and the community whilst following the long term strategies of Greater Shepparton 2030.

##### b) Other strategic links

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

#### **Options for Consideration**

1. Noting the report will provide acknowledgement to the community that a review has been undertaken and that council has met the requirements of the *Local Government Act 1989* in relation to regular reporting to Council.
2. Not noting the report would fail to ensure ongoing compliance with the requirements of the *Local Government Act 1989* in relation to regular reporting to Council.

## **5. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **5.1 Council Plan Progress Report (continued)**

#### **Conclusion**

This report updates progress against achieving the Key Strategic Objectives contained within the 2013-2017 Council Plan and the Key Strategic Activities contained within the 2014/2015 Budget.

#### **Attachments**

Council Plan Progress Report

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Transition Plan Progress Report

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

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

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

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

**Author: Business and Service Planning Analyst**

**Proof reader(s): Acting Manager Corporate Performance**

**Approved by: Chief Executive Officer**

#### **Executive Summary**

The Chief Executive Officer is responsible for providing regular updates to Council on the implementation of the Organisational Transition Plan.

The purpose of this report is to update Council on the progress to date of implementing recommendations out of the “Greater Shepparton City Council – Organisational Transition Plan.

The organisational Transition Plan provides for the issues identified, who is responsible, and what attention is required. All of the 117 tasks set out in the plan have now been completed.

#### **RECOMMENDATION**

That the Council receive and note the completion of the Greater Shepparton City Council – Organisational Transition Plan.

#### **Background**

In 2012 it was identified that GSCC needed to evolve for the organisation to be more efficient, agile and strategic in better meeting the needs of the community. Having the right structure, systems and processes was critical if the organisation was to truly add value to the lives of its citizens and be sustainable.

The need to embark on the “Good to Great” journey was determined by both external and internal factors.

#### **External Factors:**

- Population growth and subsequent infrastructure and service demands.
- Population changes, such as increased multicultural and ageing population creating the demanded for more varied and increased services.
- Demands placed on Local Government via State and Federal Governments.
- Stronger focus on sustainability.
- Implementation of the national broadband network.
- Flexible Work Legislation having a significant impact on service delivery and makeup of Council workforce.
- Ongoing risk to our primary industries.
- Competing demands for water.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.2 Transition Plan Progress Report (continued)**

- Demand for greater engagement and consultation regarding Council decisions.
- Greater accountability and transparency in Council decision making.
- Increased Council resourcing for community issues that are not traditional Council core business.

#### ***Internal Factors:***

- Lack of accountability by staff.
- Lack of clear organisational vision.
- Lack of strategic approach to planning.
- Departments operating in silos.
- Limited staff ownership of the Council Plan.
- Not being “citizen” focussed.
- Inefficient, cumbersome and independent processes.
- Poor organisational structure.
- Poor organisational culture.

These factors were the impetus for GSCC to undertake a full organisational review, with a vision of the organisation going from “Good to Great”.

The objective of the review was to identify where the organisation could improve its performance and sustainability through:

- Increased ownership and alignment to the Council Plan;
- Increased operating efficiency in service delivery;
- Inform the Service Planning process; and
- Efficient deployment and ownership of assets.

The Good to Great journey is a whole of organisation vision; hence full staff participation was required and encouraged.

There were three main stages in the journey from Good to Great.

#### **Stage 1: Organisational Scan**

Every member of staff had the opportunity to be involved, consulted and have input into the Organisational Scan.

The scan was designed to:

- Enable us to take all the good things we do and improve;
- Critically analyse where staff believe that we could improve;
- Document these improvement opportunities; and
- Recommend actions on how to improve

The scan methodology involved using the Business Excellence Framework (BEF) to measure Council’s performance regarding:

- Strategy and Planning.
- Leadership.
- Customer Focus.
- People.
- Process Management, Improvement and Innovation.
- Information and Knowledge.
- Success and Sustainability.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.2 Transition Plan Progress Report (continued)**

A questionnaire was developed based on the BEF, with the data gathered via a range of methods aiming to maximise staff engagement. This included:

- Councillor briefing.
- Individual Councillor interviews.
- CEO interview.
- General Manager interviews.
- 220 individual staff interviews.
- Staff workshops involving over 100 staff.
- Staff feedback via the email, telephone or confidential written responses.
- Issues Paper Produced.
- Further follow feedback sessions with 69 submissions from staff.

Based on the scan outcomes over 60 recommendations were made that would assist Council going from Good to Great.

#### **Stage 2: Functional Mapping Exercise**

At the same time the Organisational Scan was being conducted a Functional Mapping Exercise was also undertaken. This enabled Council to define its services and determine the best structure and processes required in the organisational going from Good to Great.

While the scan provided qualitative data regarding the functionality and culture of the organisation, the Functional Mapping provided quantitative data.

The process clearly identified structurally what was and wasn't working and where there were gaps. A clear and detailed Functional Process Map was prepared for each department and function. This process identified the current effectiveness of processes and how they could be approved or streamlined so that Council services can be delivered more efficiently and effectively. The analysis further identified that a restructure was required to support a much more functional approach.

The outcomes of the Organisational Scan and Functional Mapping were consolidated into a report which detailed recommendations that would take Council from Good to Great.

These recommendations were formulated into a Transition Plan outlining goals, tasks, KPIs, timelines and responsibilities in order for Council to achieve a cultural and operational transformation.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Transition Plan Progress Report (continued)

#### Stage 3: Transition Plan

The Transition Plan outlined both short and long term goals and strategies, with priority areas being:

IMPROVED ASSET MANAGEMENT	COUNCIL PLAN / BUSINESS PLAN / BUDGET	ORGANISATIONAL DEVELOPMENT	LEADERSHIP & BEHAVIOR
PERFORMANCE REPORTING	MAINTENANCE & CAPITAL WORKS DELIVERY	GOVERNANCE	CUSTOMER SERVICE
SYSTEMS & PROCESSES	TEAMWORK	RISK MANAGEMENT	PROCUREMENT
MARKETING & COMMUNICATIONS	REPORTING AGAINST THE COUNCIL PLAN	IMPROVED BUDGETARY CONTROL ETC.	

#### Demonstrated outcomes

Organisational transformation and cultural change requires long-term investment and energy, however Council is well on its way on the journey.

The achievement of Transition Plan outcomes continues to be monitored via Interplan, with an overall quarterly report being presented to the Councillors.

Of the 117 Transition Plan strategies all of the tasks have been completed. Many of these tasks were complex in nature and therefore required a greater investment of resources and time.

Significant outcomes achieved to date include:

#### Leadership and Behaviour

- Organisational restructure and realignment.
- Creation of new leadership positions, both Executive and Senior Management.

#### Business Planning

- Creation of a dedicated business planning unit.
- Commenced formalising business planning framework.
- Adopting a “customer focussed” service delivery model.
- Development of an Operational Framework.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Transition Plan Progress Report (continued)

#### **Organisational Development**

- Consolidation of the Good to Great Vision.
- Transformation of Human Resources to People Performance.
- 800 Position Descriptions reviewed and updated.
- Creation of online, modern and transparent recruitment practice.
- Consolidate and streamline performance review program for all staff.
- Learning and Development framework created and aligned across the organisation with a focus on corporate training delivery to better utilise the training spend.
- Enhanced communication amongst staff and People Performance.
- Introduction of Whole Brain Thinking

#### **Systems and Processes**

- Centralisation of cross organisational services and functions such:
  - A booking system.
  - Professional development system.
  - Marketing and Communications.
  - Arts, Events and Tourism.
  - Citizen Services.
- Introduction of PRINCE2 methodology as a best practice approach in project management.
- Introduction of ICT Application Steering Committees.

#### **Performance Reporting**

- Introduction of Interplan.
- Quarterly Interplan Reports presented to Council.
- Introduction of InfoCouncil.
- Introduction of Performance Management System (PES).
- Introduction of Integrated Project Manager (IPM)
- Introduction of Integrated Risk Manager (IRM)

#### **Maintenance and Capital Works Delivery**

- Creation of Project Management Office.
- Project Plan for better delivery of building maintenance services across the organisation.
- Introduction of Integrated Project Manager (IPM) to assist with the planning, delivery and progress reporting of projects across the organisation.

#### **Governance**

- Review of all policies and CEO Directives.
- Creation of electronic Agenda Management system.

#### **Customer Service**

- Adoption of a customer focussed business planning model.
- Rebuilding the Citizen Services Team.

#### **Team Work**

- Creation of a Senior Leadership Group (SLG) comprised of Executive and Managers.
- Introduction of a bi-monthly SLG Team Meetings.
- Introduction of SLG quarterly workshops.



## **5. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **5.2 Transition Plan Progress Report (continued)**

#### **Risk Management**

- Greater awareness of risk management practices.
- Risk Management audit and review of organisational focus.

#### **Procurement**

- Creation of best practice Procurement Guidelines.
- Staff trained in procurement practice.

#### **Marketing and Communications**

- Development of internal communication framework.
- Development of a marketing strategy.
- Strategic approach to the use of social media.

#### **Reporting against the Council Plan**

- Introduction of computer based reporting system for Council Plan.
- Linking of reporting to Council Plan to staff KPIs.
- Review period set to review quarterly and annually to Council.

#### **Improved Budgetary Control**

- Quarterly reporting to Council.
- Heighten awareness of Manager's in the organisation in the importance of budgetary control.
- Establish Project Management Office to ensure budgetary control to ensure the delivery of Capital Works.
- Review of spend against Capital works.
- Development of a comprehensive Strategic Resource Plan.
- Improved budgetary information to our Community.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Transition Plan Progress Report (continued)



In addition to the above there has been efficiencies obtained in the operations of the organisation. The following provides the percentage increases in operational costs of the organisation since the introduction of transitional management plan.

This is the percentage increases of:

- 13/14 to 14/15 1.7%
- 12/13 to 13/14 0.9%
- 11/12 to 12/13 0.9%
- 10/11 to 11/12 6.53%

Therefore there has been considerable increase in efficiency as Council delivers the same services and has been able to contain cost increases within existing budgets.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Transition Plan Progress Report (continued)

At the same time the council had increased its community satisfaction ratings in 2014, however these declined in 2015, as can be seen by the table below.

Performance Measures	GSCC 2012	GSCC 2013	GSCC 2014	GSCC 2015	Regional Centres 2015	State- wide 2015
<b>OVERALL PERFORMANCE</b>	55	51	58	<b>57</b>	58	60
<b>COMMUNITY CONSULTATION</b> (Community consultation and engagement)	56	55	59	<b>58</b>	53	56
<b>ADVOCACY</b> (Lobbying on behalf of the community)	55	54	62	<b>56</b>	55	55
<b>MAKING COMMUNITY DECISIONS</b> (Decisions made in the interest of the community)	n/a	n/a	n/a	<b>56</b>	52	55
<b>SEALED LOCAL ROADS</b> (Condition of sealed local roads)	n/a	n/a	n/a	<b>49</b>	55	55
<b>CUSTOMER SERVICE</b>	68	70	72	<b>69</b>	71	70
<b>OVERALL COUNCIL DIRECTION</b>	51	51	59	<b>54</b>	53	53

Ratings of overall council direction (index score of 54) experienced a decline compared with 2014 (down five points). Residents aged 18-34 years provide the strongest endorsement of Council direction (index score of 62), while residents aged 35-49 years are least satisfied with the direction currently taken by the Council (index score of 45).

As the survey (undertaken by phone) was conducted in the period of 1st February – 30th March, 2015, it is likely that the highly publicised issues occurring within Council at the time influenced the survey results. The organisation was subjected to intense media scrutiny during the month of March following internal issues being made public:

#### 18 March 2015

Front page of the Shepparton News editorial “Battle Lines” and page 5 report “Relationship Breaks Down”. The report publicly detailed internal, confidential legal action being undertaken against three Councillors by the GSCC CEO. The unbalanced report suggested a fractured relationship between the CEO and some Councillors, and described Council as “deeply divided”. This depicted Council as being dysfunctional, distracted and ineffective.

#### 18 March 2015

ABC Murray Goulburn radio interview with Mayor regarding the reported investigation, again giving reinforcing potential disunity.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Transition Plan Progress Report (continued)

#### **19 March 2015**

Front page Shepparton News editorial “Office Feud” and page 4 report “Questions raised” detailing the request for the Mayor to relocate to the councillor suite based on concerns of a lack of personal safety by staff. This again reinforced perceptions of a dysfunctional and distracted Council. The Victorian Local Government Minister also provided commentary regarding the matter, once again reinforcing the perceptions.

#### **19 March 2015**

A number of letters to the editor, making public comment on the alleged dysfunction and calling for the councillors to exercise leadership and good governance.

#### **19 March 2015**

Message from Committee for Greater Shepparton Chair to members in response to Shepparton News reports raising concerns regarding effective leadership, and effective implementation of important policies and programs. The Committee urged the Council to find a way to quickly refocus on the important matters for residents and ratepayers.

#### **March 2015**

Various other ABC Goulburn Murray interviews suggesting, among other things that a petition the local government minister was required to address the relationship issues and aside differences for the good of ratepayers and the community.

At this time the only major decision making occurring for Council related to releasing the SAM business case for consultation, Victoria Park Lake Caravan Park risk issues and a decision pertaining to the Goulburn Valley Equine and Greyhound Precinct. All of these projects did not attract any negative

And while the advocacy indicator was also down, there was a significant increase in 2014 which coincided with the roll out of the “Make Shepparton Greater” campaign, with Council undertaking a co-ordinated and public lobbying initiative. During early 2015 advocacy activities have decreased following the state election. Advocacy efforts will intensify with the consolidation of infrastructure priority projects.

As you can see from the results above, we are now very favourably comparable to the average for other regional cities (Geelong, Ballarat, Bendigo, Latrobe, Warrnambool, Mildura, Wodonga, Wangaratta and Horsham) on all but one of the indicators, Sealed Local Roads. The same can be said for the State Average.

In addition to the above the Council carries out an internal Mood meter to measure the satisfaction that staff have at the workplace. As can be seen by the results below, the significant majority of staff are happy at work either All of the Time or most of the time.

During this time Council has run two “Mood Meters” which have been used to measure the mood of the organisation. This survey is a simple method from which the happiness of the workplace can be measured.

The first survey was completed in September 2014, with the second survey completed in June 2015. Both surveys provided statistically relevant results and therefore are representative of the organisation. As well as the statistics, respondents could also provide verbatim comments.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Transition Plan Progress Report (continued)

The results were as follows;

#### **September 2014**

Do you enjoy working at GSCC?

All of the time	32.29%
Most of the time	60.94%
Some of the time	6.25%
Not at all	1.04%

#### **June 2015**

Do you enjoy working at GSCC?

All of the time	31.92%
Most of the time	58.69%
Some of the time	8.92%
Not at all	0.47%

Therefore it can be seen that the vast majority of staff enjoy working at GSCC “All of the time” or “Most of the time”. **(September 2014 - 93.23% and June 2015 - 90.61 %).**

There were other questions within the survey, however these were the results that provide the overview of the mood of the organisation.

On any indicator the Organisational Scan: Transition Management Plan has been an outstanding success. It has achieved all the results that the 2012 Council set and the CEO of the day who carried out this direction and the staff have achieved magnificent results.

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

This report supports the Council Plan Goal number Five – “High Performing Organisation”

#### **Risk Management**

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

#### **Policy Considerations**

There are no direct policy considerations associated with this report.

#### **Financial Implications**

All financial implications relating to this report have been accounted for in the current budget.

#### **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**

There are no social implications associated with this report.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Transition Plan Progress Report (continued)

#### **Economic Impacts**

There are no economic impacts associated with this report.

#### **Consultation**

The Transition Plan is an internal document and discussion continues across departments, directorates and the Executive in relation to progress to achieve the targeted outcomes.

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

The report is consistent with the Council Plan Goal number Five – “High Performing Organisation”

#### **Options for Consideration**

1. Note the report and accept the status relating to progress and refer to Council for noting in accordance with the Chief Executive Officers obligations for reporting to Council.
2. Not note the report and the recommendation to refer to Council which will then see the Chief Executive Officer fail in his reporting obligations.

#### **Conclusion**

The Chief Executive Officer is responsible for providing regular updates to Council on the implementation of the Organisational Transition Plan. The last report was provided in August 2014.

The purpose of this report is to update Council on the progress to date of implementing recommendations out of the “Greater Shepparton City Council – Organisational Transition Plan.

#### **Attachments**

Transition Plan Progress Report

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.3 Amendment to Guidelines to Remove Restriction of Terms for the Shepparton Show Me Committee**

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

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

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

**Author: Manager Marketing and Communications**

**Proof reader(s): Shepparton Show Me Marketing Co-ordinator  
Marketing and Communications Team Leader**

**Approved by: Chief Executive Officer**

#### **Executive Summary**

At the Ordinary Council Meeting held on 15 July 2014 Council amended the Shepparton Show Me Guidelines to include a requirement that business/industry members are eligible to sit a maximum of two consecutive terms on the Committee. This amendment was introduced as part of the Shepparton Show Me review.

At the Shepparton Show Me Ordinary Meeting on 20 April 2015, members of the Committee voted for this requirement to be removed from the Guidelines, meaning that business/industry members no longer have a restriction on the number of terms that they can sit on the Committee.

In order for this to come into effect, Council needs to formally vote in support of this motion.

#### **RECOMMENDATION**

That the Council amend the Shepparton Show Me Guidelines Committee Delegations by removing requirement 8.5 - Business community/industry are eligible to sit a maximum of two consecutive terms on the Committee.

#### **Background**

On 16 June 2014 the Shepparton Show Me (SSM) Committee voted to restrict the number of terms a business/industry representative could sit on the Committee. The Committee moved that members were now only able to sit a maximum of two terms (four years). This decision was based on the desire to encourage and attract new members who would bring fresh ideas and enable a multitude of SSM members to have the opportunity to participate in the SSM initiative.

This decision was supported by Council with this recommendation forming part of the SSM review outcomes presented to Council at the 24 June 2014 Ordinary Council.

As part of the motion to support the review outcomes, Council voted to amend the SSM Guidelines to introduce *8.5 Business community members are eligible to sit a maximum of two consecutive terms on the Committee*. This requirement has now been in place since June 2014.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.3 Amendment to Guidelines to Remove Restriction of Terms for the Shepparton Show Me Committee (continued)

At the Shepparton Show Me Ordinary Meeting on 20 April 2015, members of the Committee voted for this requirement to be removed from the Guidelines, meaning that business/industry members no longer have a restriction on the number of terms that they can sit on the Committee. This decision was based on the potential loss of long-term knowledge and limiting the ability to retain active, passionate Committee members.

Currently there are three members of the Committee who are unable to reapply for a further term based on the current Guidelines. These members are Mr Gerard Bruinier, Mr John Montagner and Mr Barry Smith.

At the last intake for potential Committee members in June 2014, nine applications were received indicating that there is a reasonable level of interest for people to become members of the Committee. Applications were received from representatives from a broad range of industries such as hospitality, finance, retail and marketing.

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

##### 1. Active and Engaged Communities (Social)

1.1 Continue to enhance community capacity building

##### 3. Economic prosperity (Economic)

3.2 Ensure retail strategies deliver appropriate outcomes for the community.

#### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
If the recommendation is approved then this limits the opportunity for new members to join the committee.	Possible	Medium	Negligible	New members will still have the opportunity to apply for a position as part of the annual recruitment process.
If the recommendation is approved then this limits the opportunity for new ideas to be presented to the committee for consideration.	Possible	Medium	Negligible	A fortnightly informal meeting has been initiated to explore new ideas. The Panel of Providers can present new ideas in alignment with the marketing strategy at any time.
If the recommendation is approved then SSM Members may be unhappy with the limiting of the opportunity to participate in the program.	Possible	Low	Negligible	SSM Members are regularly communicated with via email and are asked for feedback and ideas.



## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.3 Amendment to Guidelines to Remove Restriction of Terms for the Shepparton Show Me Committee (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
If the recommendation is NOT approved then some passionate members will no longer have the opportunity to participate and assist in driving the initiative.	Possible	Low	Negligible	SSM Members are regularly communicated with via email and are asked for feedback and ideas.
If the recommendation is NOT approved then there may be a loss of some long-term knowledge.	Possible	Low	Negligible	With a marketing strategy in place this provides direction for the SSM program.

#### **Policy Considerations**

If the recommendation is to support the changes then the Guidelines – Committee Delegations – Shepparton Show Me Committee will need to be amended.

#### **Financial Implications**

Not applicable.

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

Not applicable.

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

Not applicable.

#### **Social Implications**

SSM has a very public profile and provides a key mechanism for business and industry to engage with Council. It is critical for SSM to be successful in influencing the relationships between Council, the business sector and the broader community.

#### **Economic Impacts**

SSM is a key initiative that enables businesses to be engaged and involved in driving the economic prosperity of Shepparton. SSM provides a key strategy in creating customer loyalty and reducing leakage to other regional and metropolitan areas.

#### **Consultation**

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Involve	SSM Committee members were involved in the decision making regarding this matter.	SSM Ordinary Meeting

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

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.3 Amendment to Guidelines to Remove Restriction of Terms for the Shepparton Show Me Committee (continued)**

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

##### 5. Economic Development

- Maintaining and Enhancing Shepparton CBD's Role as a Regional Centre
- A network of activity centres
- To revitalise the CBD of Shepparton
- To have a hierarchy of viable commercial/retail centres by retaining local and visitor spending within the municipality

##### b) Other strategic links

Not applicable.

#### **Options for Consideration**

1. Endorse the recommendation that the Guidelines Committee Delegations - Shepparton Show Me be amended to remove requirement 8.5 - Business community/industry are eligible to sit a maximum of two consecutive terms on the Committee.
2. Not endorse the recommendation and the Guidelines remain unchanged.

#### **Conclusion**

There are advantages and disadvantages to removing the restriction of the number of terms that business/industry members can sit on the SSM Committee.

While there are passionate members who would like to continue to be involved, restriction of terms does provide the opportunity for an injection of new members and new ideas.

#### **Attachments**

Guidelines - Committee Delegations - Shepparton Show Me Committee

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.4 Contracts Awarded Under Delegation Report - June 2015

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

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

**Council Officers involved in producing this report**  
**Author: Acting Contracts and Procurement Advisor**  
**Proof reader(s): Acting Manager Corporate Performance**  
**Approved by: Acting Manager Corporate Performance**

#### **Executive Summary**

To inform the Council of publicly advertised contracts awarded by the Chief Executive Officer under delegated authority of the Council during the period April 2015 to May 2015. The report also provides details of the status of requests for tenders that have not yet been awarded.

#### **RECOMMENDATION**

That the Council notes the publicly advertised contracts awarded by the Chief Executive Officer under delegated authority and tenders that have been advertised but not yet awarded.

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

<b>Contract Number</b>	<b>Contract Name</b>	<b>Contract details, including terms and provisions for extensions</b>	<b>Value inclusive of GST</b>	<b>Awarded to</b>
1593	Toolamba Public Toilet (Design & Construct)	Lump sum contract for the design and construction of the Toolamba Uni-Sex Toilet	\$118,973.80	Crow Construction Pty Ltd

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

<b>Contract No.</b>	<b>Contract Name</b>	<b>Contract detail, including terms and provisions for extensions</b>	<b>Status</b>
1554	Provision of Catering Services to Eastbank Cafe	Expression of interest for the Provision of Catering Services to Eastbank Cafe	Tender closed 14 January 2015. Expressions of interest have been evaluated and invitation to fill tender was invited. Tender closed 6 May 2015. Assessment closed. Tenders are currently being evaluated. This will be approved at the July Council Meeting.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.4 Contracts Awarded Under Delegation Report - June 2015 (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1436	Shepparton Aerodrome Relocation – Feasibility Study	Lump sum contract for a suitably qualified consultant for the provision of the Shepparton Aerodrome Relocation Feasibility Study as outlined by the tender specifications.	Tender closed 15 April 2015. Tenders are currently being evaluated. This contract will be signed under delegation.
1601	Provision of Office Catering Services Provision of Office Catering Services	Schedule of rates contract for the provision of Office Catering Services to buildings where Council services are being delivered. These include the Civic Centre, Doyles Road Complex, Business Centre and other community buildings throughout the municipality.	Tender closed 15 April 2015. Tenders are currently being evaluated. This contract will be signed under delegation.
1523	Provision of Economic Development, Tourism & Events Strategy 2016-2020	Schedule of rates contract for qualified consultants to prepare an Economic Development, Tourism and Events Strategy for Greater Shepparton. The strategy will identify opportunities that will lead to building and diversifying the local economy within the Greater Shepparton region, assisting in building on Council's event portfolio and boosting tourism.	Tender closed 15 April 2015. Tenders are currently being evaluated. This contract will be signed under delegation.
1568	Construction of Mooroopna Community Storage Shed	Lump sum contract for the construction of the Mooroopna Community Storage Shed in the Mooroopna Recreation Reserve, McLennan Street, Mooroopna in accordance with working drawings, engineering drawings, schedules and specification.	Tender closed 22 April 2015. Tenders are currently being evaluated. This contract will be signed under delegation.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.4 Contracts Awarded Under Delegation Report - June 2015 (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1567	Construction of Consolidation of existing power at Mooroopna Recreation Reserve Construction of Consolidation of existing power at Mooroopna Recreation Reserve	Lump sum contract for the construction of consolidation of consumer mains at Mooroopna Recreation Reserve.	Tender closed 15 April 2015. This tender was over budget and the process has been abandoned. This project is currently being re-scoped and re-advertised in the coming weeks. Tender closed 3 June 2015. This contract will be signed under delegation.
1623	Shepparton Sports Stadium Redevelopment Functional Design Shepparton Sports Stadium Redevelopment Functional Design	Lump sum contract for a qualified consultant to undertake the functional design and documentation for the Shepparton Sports Stadium Redevelopment.	Tender closed 6 May 2015. Tenders are currently being evaluated. This contract will be signed under delegation.
1375	Provision of Trade Services - Panel of Suppliers Provision of Trade Services - Panel of Suppliers	Schedule of rates contract provision of labour, equipment and materials by suitably qualified and experienced tradespersons in the maintenance and upgrades of buildings and assets owned by Greater Shepparton City Council and used for the delivery of Council services.	Tender closed 13 May 2015. Tenders are currently being evaluated. This will be awarded at the July Council Meeting.
1452	Provision of It Products and Services Contract Management System	Lump sum price for the supply and implementation of a contract management solution that includes a Contract Management System to enable the electronic management of the procurement and tendering processes, contract initiation, contract management, document management and able to serve as Councils Register of Contracts.	Tender closed 13 May 2015. Tenders are currently being evaluated. This contract will be signed under delegation.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.4 Contracts Awarded Under Delegation Report - June 2015 (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1570	Construction of Ferrari Park Toilet Upgrade	Lump sum contract for the construction of Ferrari Park Toilet Upgrade, in accordance with working drawings, engineering drawings, specifications & schedules.	Tender closed 6 May 2015. Tenders are currently being evaluated. This contract will be signed under delegation.
1616	Shepparton Sports Precinct - Purchase of Sand	Schedules of rates contract is for the purchase of sand root zone material for the Greater Shepparton Regional Sports Precinct, Community Football Complex development.	Tender closed 3 June 2015. Tenders are currently being evaluated. This contract will be signed under delegation.
1614	Shepparton Sports Precinct - Purchase of Irrigation Supplies	Schedule of rates contract is for the purchase of irrigation supplies.	Tender closed 3 June 2015. Tenders are currently being evaluated. This contract will be signed under delegation.
1613	Design and Repair of Toolamba Bridge Repairs	Lump Sum contract is for the design and construction of repair works associated with the Toolamba Bridge over the Goulburn River.	Tender closed 3 June 2015. Tenders are currently being evaluated. This contract will be signed under delegation.
1558	Construction Of Central Park Sewer Rising Main	Lump Sum contract for the construction of Central Park Sewer Rising Main in accordance with working drawings, engineering drawings, specifications and schedules.	Tender closes 17 June 2015.
1624	Civil Works for the Community Football Complex – Roads, Car Parks & Playing Fields	Lump Sum contract is for the construction of the Community Football Complex (CFC) area of the Greater Shepparton Regional Sports Precinct.	Tender closes 1 July 2015.
1611	Community Football Complex – Earthworks & Drainage	Lump Sum contract is for the earthworks and drainage works of the Community Football Complex (CFC) area of the Greater Shepparton Regional Sports Precinct.	Tender closes 1 July 2015.

#### Policy Considerations

Through the *Instrument of Delegation to the Chief Executive Officer* the Council has delegated authority to the Chief Executive Officer to award a contract up to the value of \$400,000 excluding GST.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.4 Contracts Awarded Under Delegation Report - June 2015 (continued)**

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

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

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

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

#### **Conclusion**

It is important that decisions and actions taken under delegation be properly documented and transparent in nature.

The report details the publicly advertised contracts awarded by the Chief Executive Officer under delegated authority of the Council during the period April 2015 to May 2015.

#### **Attachments**

Nil

## 6. COMMUNITY DIRECTORATE

### 6.1 Establish a Sports Hall of Fame Advisory Committee

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

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

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

**Author: Healthy Communities Officer**

**Proof reader(s): Manager Active Living**

**Approved by: Director Community**

#### **Executive Summary**

The concept of a Sports Hall of Fame could preserve, celebrate and showcase history and heritage of sports excellence and achievement of Greater Shepparton residents. The Shepparton News has expressed keen interest to partner with Greater Shepparton City Council on this initiative and Don Kilgour (a former Australian politician, National member for Shepparton in the Victorian Legislative Assembly from 1991 to 2002) also brought the idea before the Chief Executive Officer and Council officers.

A Sports Hall of Fame could serve as a permanent tribute to sporting leaders in recognition of not only their sporting excellence but also their service to the sport. By celebrating these achievements and particularly highlighting the cultural and social diversity in inductees, participation in sports and sporting clubs will be encouraged. Wagga Wagga City Council has a Sports Hall of Fame located as part of their arts museum. Referred to as the 'City of Good Sports' Wagga Wagga allocated \$10,000 per annum to maintain the Sports Hall of Fame.

The concept of a Greater Shepparton Sports Hall of Fame is strongly aligned to the Council Plan 2013-17 Strategic Goal 3 Economic Prosperity *'Make Greater Shepparton the regional sporting capital of Victoria and a leading sporting destination'*.

A Sports Hall of Fame could showcase the sporting successes that have come from Greater Shepparton and provide a resource to local clubs who are looking to demonstrate their successes. This concept needs to be further developed through the establishment of an Advisory Committee that can provide future advice to Council on how this project can be scoped and achieved in the future.

#### **RECOMMENDATION**

That the Council:

1. Establish a Sports Hall of Fame Advisory Committee to further investigate the concept of a Sports Hall of Fame;
2. Appoint Cr Ryan and Cr Adem to the Sports Hall of Fame Advisory Committee.



## 6. COMMUNITY DIRECTORATE

### **6.1 Establish a Sports Hall of Fame Advisory Committee (continued)**

#### **Background**

The Sports Hall of Fame is a new concept that could recognise and celebrate significant sporting achievements of Greater Shepparton residents; the Hall of Fame has potential to capture sporting achievers from the Goulburn Valley and become a Regional Sports Hall of Fame. These achievements include participation and success in sport at a national or international level and inductees will include players and athletes, coaches and officials, administrators and others involved in sport at an elite level. The base category will be an inductee to the hall of fame, with a second tier category of legend status being available at the discretion of the committee for anyone who has sustained a long period of success, national or international recognition and/or utilised their profile to achieve positive community outcomes, including the development of their sport.

The Sports Hall of Fame could include a virtual aspect and/or a physical location. Potential locations to house the Sports Hall of Fame are to be investigated at a later stage.

Committee members will include:

- Council representatives (two Councillors and one senior staff member)
- A representative of Valley Sport
- A representative of a potential major sponsors and/or local media including Shepparton News, Win News
- An independent representative advocating the profile of non-mainstream sports and sports people. This may include a Rural Access Officer or representative of the Access All Abilities Program.
- Up to four community representatives.

Council officers have approached the Shepparton News, who expressed a keen interest in the program and could be an ongoing major partner in the project. Win News could also be a potential partner and the committee could investigate this further.

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

The Sports Hall of Fame links to the following strategic goals outlined in the Council Plan 2013 – 2017.

**Active and Engaged Community** – We will improve liveability through social and recreational opportunities, a range of inclusive community services and activities, and valuing our diversity.

**Economic Prosperity** – Make Greater Shepparton the regional sporting capital of Victoria and a leading sporting destination.

This is achieved by establishing a formal recognition scheme for sporting accomplishments achieved by Greater Shepparton residents. The Sports Hall of Fame would have a flow on effect to the community, with Hall of Fame inductees engaged in programs that support participation in sport and physical activity. The Sports Hall of Fame presents itself as an economic opportunity for the region.

#### **Risk Management**

Insignificant to Low risks have been identified and will be addressed at the operational level.

## 6. COMMUNITY DIRECTORATE

### 6.1 Establish a Sports Hall of Fame Advisory Committee (continued)

#### **Policy Considerations**

There are no conflicts with existing Council policy.

#### **Financial Implications**

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

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

There are no legal/statutory implications have been identified with this project.

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

There are no conflicts with environmental/sustainability impacts.

#### **Social Implications**

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

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

#### **Economic Impacts**

It is anticipated the Sports Hall of Fame has the ability to attract financial support from corporate sponsorship, philanthropic trust support and government grants. The Sports Hall of Fame has potential to become a tourist attraction for the region.

#### **Consultation**

The concept of the Sports Hall of Fame has been modelled off other regional Sports Hall of Fame including Newcastle, Orange and Wagga Wagga. The Shepparton News printed an opinion piece in Friday 2 August 2013 paper, and also continued the conversation on their Facebook page on Saturday 3 August 2013 to seek community response to a local Sports Hall of Fame. Comments received via the Shepparton News Facebook page demonstrated support for a Hall of Fame, with one suggestion to incorporate the Hall of Fame into the redevelopment of the Shepparton Indoor Sports Stadium. A meeting has been held with Don Kilgour (a former Australian politician. Don was the National member for Shepparton in the Victorian Legislative Assembly from 1991 to 2002), who met with the CEO to propose a Greater Shepparton Sports Hall of Fame who had similar ideas for the project.

Consultation has occurred with Wagga Wagga City Council who established a Sporting Hall of Fame to recognise the outstanding achievement of Wagga Wagga athletes who have reached the highest level of their chosen sport. Wagga Wagga's Sporting Hall of Fame is incorporated into their Museum of the Riverina with 99 inductees at present.

An advisory committee has been established to induct sporting champions, with Museum curators and collectors providing the operational assistance and expertise to create a space to showcase the inductee and their sport which includes sporting equipment, uniforms, photos, medals and awards and oral recording of their sporting career to the elite level.

## **6. COMMUNITY DIRECTORATE**

### **6.1 Establish a Sports Hall of Fame Advisory Committee (continued)**

Inductees are required to donate one piece of their sporting career to the Sporting Hall of Fame. Groups and individuals can be nominated by the community to be inducted into the Sports Hall of Fame. Wagga City Council recommend three months of research dedicated to establishing a Sporting Hall of Fame and \$10,000 for start-up costs, approximately \$400 is allocated to each inductee for an oral recording of their Sporting career.

Council's Healthy Communities Officer has met with Council's Planning Team to discuss similarities in the planning of the Heritage Advisory Committees. As the Sports Hall of Fame committee progresses through planning the concept of a sports hall of fame advice will be sought from the Heritage Advisory Committee regarding their awards ceremony as well as storing and displaying items of significance.

Further community consultation will occur including consulting with the Sports Hall of Fame Committee, key stakeholders and broader community members. Should the project be further explored, the following methods of public consultation will occur – inform, consult, involve, collaborate and empower.

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

Greater Shepparton Community Development Framework

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

Sport and Recreation Victoria Strategic Framework 2013 – 2015

Victorians gain greater health and wellbeing, and Victoria's prosperity and liveability is enhanced, through participation in sport and active recreation.

#### **Options for Consideration**

- Approval not granted to form an advisory committee to further investigate a Sports Hall of Fame.
- Approval granted to form an advisory committee to further investigate a Sports Hall of Fame

#### **Conclusion**

The concept of a Sports Hall of Fame is designed to recognise and celebrate significant sporting achievements of Greater Shepparton residents. A Sporting Hall of Fame in whatever format it becomes has potential to become a tourist attraction for Greater Shepparton and leverage corporate support. Greater Shepparton has a proud history of producing high achievers in sports at both a national and international level. By celebrating these achievements, and particularly highlighting the cultural and social diversity in inductees, participation in sports and sporting clubs will be encouraged. It is recommended an advisory committee be formed to further investigate a Sports Hall of Fame and provide their recommendations to Council.

## **6. COMMUNITY DIRECTORATE**

### **6.1 Establish a Sports Hall of Fame Advisory Committee (continued)**

#### **Attachments**

Sports Hall of Fame Advisory Committee Terms of Reference - Final

## 6. COMMUNITY DIRECTORATE

### 6.2 Word and Mouth Review and Future Direction

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

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

**Author: Manager Children's and Youth Services, Youth Development Officer**

**Proof reader(s): Manager Neighbourhoods, Team Leader Children's Services**

**Approved by: Director Community**

**Other: Children and Youth Services Administration Officer**

#### **Executive Summary**

Word and Mouth Inc (W&M) began as a Greater Shepparton City Council (GSCC) business unit in 2004. In 2010, a Council resolution supported the organisation's transfer to and independent operation.

Word and Mouth Inc (W&M) has operated under a non-indexed funding partnership between The Sir Andrew and Lady Fairley Foundation (The Foundation) and Greater Shepparton City Council (GSCC) since 2010. The current five-year funding agreement - \$100,000 per annum GSCC and \$50,000 per annum The Foundation - ceases on 30 June 2015.

In 2014 Council officers procured the services of Mach 2 Consultancy to undertake a review and provide a report of the current organisation to assist in making a decision on the future of W&M.

The review considered two options for the future direction of W&M:

- Remain as an independent organisation
- or:
- Be re-established as a business unit of Council

During and in the period directly after the review was completed, there was substantial support from the W&M Board (the Board), the Youth Advisory Committee (YAC) and community youth agencies for W&M to maintain its independence. Since January 2015 significant changes have occurred and the W&M Board is now requesting that W&M resume operation as a business unit of Council.

The officer recommendation is based on the correspondence from the W&M Board to take this action.

A decision is now sought from Council regarding the transfer of the business back to Greater Shepparton City Council.

## 6. COMMUNITY DIRECTORATE

### 6.2 Word and Mouth Review and Future Direction (continued)

#### RECOMMENDATION

That the Council:

- Re-establish Youth Service Word and Mouth as an internal function and responsibility of Greater Shepparton City Council.
- Relocate the Word and Mouth office to within the Welsford Street building.
- Support the draft Terms of Reference for further consultation with all stakeholders for a Greater Shepparton Youth Advisory Committee.
- Maintain and support the current Youth Committee.

#### Background

Word and Mouth Inc (W&M) is a youth led organisation funded by GSCC and The Fairley Foundation. A Board of six young people (18 to 28 years) and two community members governs the organisation currently. In addition, up to 20 young people make up the Youth Committee (approximately 12 to 18 year olds), which is involved in community consultations and the planning and implementation of social events for their peers. The W&M mission is "To provide a voice for young people in Greater Shepparton to lead, engage, create and shape their communities".

Word and Mouth was originally a business unit of Council under the Community Development branch. (2003 – 2009) Consultation between the W&M Board, Youth Committee, The Foundation and Council supported a resolution to Council that the business unit separate and operate as an independent body in 2010. At the time W&M was the only youth led, youth operated organisation for young people in Australia. One of the objectives of the first five years of W&M's independence was to become financially sustainable, without reliance on Council or The Foundation funds. This goal has unfortunately not been achieved.

The organisation has been struggling with governance and financial issues for some time. The issues include being unable to secure ongoing funding, filling the Executive Officer (EO) position, filling board positions and the governance burden on the young people on the Board.

In the five-year period, leading up to the current time, five EO's have managed the organisation and for the last 16 months the organisation has been without an EO. Although this organisation has continued to provide a well-respected service to the young people of Greater Shepparton, it is time to provide additional support.

With a focus on the conclusion of the current agreement, Council engaged Mach2 to review the operations of W&M, provide a report on and make recommendations on the organisation to inform decisions regarding its future.

The Mach 2 report highlighted a number of achievements since W&M's separation from Council:

- W&M is considered the 'go to' organisation when the opinions of local young people are sought by Council officers, local media and youth service delivery agencies.

## 6. COMMUNITY DIRECTORATE

### 6.2 Word and Mouth Review and Future Direction (continued)

- W&M provides social forums as a platform for youth voices to be heard on important issues such as government policy, social media and mental health.
- W&M offers opportunities to develop leadership skills for board members and youth committee members.
- The board has benefited from the ongoing support of two consistent, older community members.

The Mach 2 report highlighted a number of issues:

- Lack of secure funding
- The level of funding is sufficient only to operate the organisation. Recurrent funding from outside sources – philanthropic and grant funding – is not typically available for operational costs. The target audience for events and forums (young people) do not have the capacity to pay the true cost, without disadvantaging those with the highest need
- The level of funding is insufficient to attract an appropriate EO
- A burden has been placed on inexperienced young board members
- Difficulty in conducting profit making or cost neutral events due to the paying capacity of the target audience.

Word and Mouth has been operating on non-indexed grants from Council (\$100,000 per annum) and The Foundation (\$50,000) for the five-year period of its independence. The Foundation has offered only \$25,000 / matched funding per annum to an ongoing independent organisation. Negotiation regarding ongoing funding from the Foundation is continuing.

Following the report's release, a number of discussions were held with relevant stakeholders – The Foundation, The Board, The Youth Committee and local youth services agencies. The immediate response to the report was to adopt the recommendation of Mach2 and seek an additional five year independence agreement and a significant increase to funding levels from Council and The Foundation.

Since January 2015 a number of operational changes have compounded the governance issues and the W&M Board have made a request to Council to transfer operations to Council. By bringing W&M back under Council's guidance, Council can ensure the longevity of the organisation and its ongoing contribution to "better outcomes for children, young people and their families in Greater Shepparton". (Children's and Youth Services department vision.) under the Council model the 'for young people, by young people' vision will also be respected.

The proposed business unit would retain the name Word and Mouth. To ensure the existing avenue for young people to contribute to our community is maintained, a Youth Advisory Committee (YAC) will be set up. This will operate similarly to the Disability Advisory Committee and the Positive Ageing Advisory Committee. The YAC Terms of Reference will be considerate of the W&M Constitutional Objectives.

These objectives reflect the ongoing nature of the committee and Council's continuing commitment to the young people in Greater Shepparton:

- To promote and engage young people as leaders and decision makers
- To provide opportunities for young people to be connected to their community and building the human capital of greater Shepparton

## 6. COMMUNITY DIRECTORATE

### **6.2 Word and Mouth Review and Future Direction (continued)**

- To provide opportunities for youth personal development through leadership training and mentoring
- To encourage expression of opinion, cross cultural exchange and understanding
- To maintain collaborative partnerships with other youth groups, youth service providers, government agencies, funding bodies and secondary schools
- To provide youth activities

The current venue for W&M is a converted Maternal and Child Health centre that is marked for demolition as part of the Council endorsed Queen's Gardens master plan. Inclusion as a Council business unit – on site at 90 Welsford Street will provide ease of access for young people in a positive and safe environment.

Discussions have been held with W&M Board regarding the media approach to the change to W&M's governance structure. The Board have suggested a joint press release acknowledging their request for Council support. It is important that young people in Greater Shepparton are reassured that the shift in governance will not result in the loss of purpose of the service and current staff will be accommodated in the transfer of operation (in accordance with legislative procedures and relevant acts).

Under this proposal the Board and Council Officers including the W&M Project officer would negotiate the transfer of ongoing funding such as FReeZA funding from the Department of Human Services.

It is proposed that during the transition, a strong focus will be placed on

- Developing a pathway between the youth committee members and other community groups
- Actively seeking mentoring support for youth committee members
- Develop an alumni of previous board and committee members to develop skills of current members
- Increasing external funding
- Providing regular and ongoing data and project documentation to Council.
- Conducting ongoing formal evaluation of projects

These proposals are consistent with the Children's and Youth Services Department plans to improve consultation on all Council infrastructure projects with the relevant user groups – children, young people and their families.

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

Council Plan 2013-2017

Strategy Goal 1 – Active & Engaged Community; We will improve liveability through social and recreational opportunities, a range of inclusive community services and activities, and valuing our diversity.

Goal 1.1 – Continue to enhance community capacity building

Goal 1.4 – Provide sustainable community services to our community

Goal 1.5 – Embrace and strengthen cultural harmony and diversity

Youth Strategy and Action Plan 2012-2015

Key Direction 1 – Sector Coordination, Support, Advocacy and Facilitation

Key Direction 2 – Engagement and Partnerships

Key Direction 3 – Celebrate Youth Culture



## 6. COMMUNITY DIRECTORATE

### 6.2 Word and Mouth Review and Future Direction (continued)

Key Direction 4 – Capacity Building

Key Direction 5 – Creating Safer Places and Spaces

#### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
<p>Ceasing funding to W&amp;M – would result in the closure of W&amp;M. Failure to renew contract for independent organisation</p>				<ul style="list-style-type: none"> <li>Return W&amp;M to a business unit of Council</li> <li>Increase funding</li> <li>Improve accountability of W&amp;M operations</li> </ul>
<p>Public misunderstanding of the rationale behind this change</p>	Likely	Moderate	Moderate	<p>Joint media exercise between the outgoing W&amp;M Board, Youth Committee, Acting Project Officer and Council. Public reassurance that:</p> <ul style="list-style-type: none"> <li>this is the result of a request made by W&amp;M</li> <li>young people in Greater Shepparton will be closer to the decision making process in Council</li> </ul>

#### **Policy Considerations**

There are no conflicts with existing Council Policies

#### **Financial Implications**

This proposal is likely to commence in July 2015 – the 2015/2016 financial year. The current draft budget includes the Council contribution to W&M at the level listed below \$140,000.

## 6. COMMUNITY DIRECTORATE

### 6.2 Word and Mouth Review and Future Direction (continued)

	2014/2015 Approved Budget \$	This Proposal 2015/2016 \$	Variance to Approved Budget \$	Comments
Revenue	0	-14,000	-14,000	DHS (FReeZA) funding and participant contributions. *
Expense	100,000	140,000	40,000	Increase in the draft 2015/2016 budget
Net Result	100,000	126,000	26,000	

\* Amount shown in this column may equal one line item in budget or maybe a component of one budget line item.

\* Discussions continue with The Fairley Foundation regarding their ongoing contribution and support for Word and Mouth.

#### Legal/Statutory Implications

Council has no legal or statutory obligations in regard to this matter. Nor are there any legal or statutory obligations to support community young people. There is however a community perceived or moral obligation

#### Environmental/Sustainability Impacts

There are no environmental/sustainability impacts from this project.

#### Social Implications

W&M is integral to supporting young people who wish to actively participate in the Greater Shepparton community. The organisation provides a strong base for advocacy for and by young people to have a strong voice in Greater Shepparton. Unfortunately, the well-documented social issues for young people in Greater Shepparton would be compounded by the loss of W&M.

#### Economic Impacts

The economic impact of supporting our young people to participate in their community and develop leadership skills is clearly demonstrated within the community, and by a significant body of national and international research, however it is impossible to establish a monetary value

#### Consultation

Greater Shepparton City Council contracted Mach 2 Consultancy to review Word and Mouth. Mach 2 conducted consultations with key stakeholders including Word and Mouth staff members, Board members, youth committee, funding agencies, local services working with Word and Mouth and young people. Mach 2 conducted workshops with all parties and provided Council with a report of their findings.

Director Community and Manager Children and Youth Services conducted meetings with W&M board members and the Foundation representative to determine the board's views, aspirations and responsibilities for the organisations future.

## 6. COMMUNITY DIRECTORATE

### 6.2 Word and Mouth Review and Future Direction (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Media releases Social media Launch event Secondary School newsletters
Consult	Young People will be consulted on issues of relevance and where possible given the opportunity to provide feedback on infrastructure development in Greater Shepparton	YAC Youth forums Social media Electronic surveys
Involve	Ensure the Youth Advisory Committee (YAC) is established simultaneously with the transition to Council	Workshop with the current YAC to further develop the terms of Reference. Open information sharing with relevant stakeholders regarding the ongoing role and value of the YAC
Collaborate	A major benefit of this proposal is the development of closer links with Council and participation in decision making	YAC Youth forums/workshops
Empower	Invite young people to make comment and contribute to decision making in Council.	Regular reporting to Council Support for young people to participate in local and state-wide community events

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life; Enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability and provide a greater range of community services

##### Supporting Principles

Sustainability - Sustainable economic, social and environmental development

Innovation – Commitment to finding new solutions

Partnership and Inclusiveness – Collaboration with others and consideration of their needs and aspirations

Leadership – Leadership and encouragement of/in others

Equity – Fairer access to benefits of growth and change

Adaptability – Planning to change and being adaptable when faced with it

Integrated Planning - Planning and implementation of actions undertaken through an integrated planning process

##### b) Other strategic links

Youth Strategy and Action Plan 2012-2015

Key Direction 1 – Sector Coordination, Support, Advocacy and Facilitation

Key Direction 2 – Engagement and Partnerships

## 6. COMMUNITY DIRECTORATE

### 6.2 Word and Mouth Review and Future Direction (continued)

Key Direction 3 – Celebrate Youth Culture  
Key Direction 4 – Capacity Building  
Key Direction 5 – Creating Safer Places and Spaces

#### **Options for Consideration**

1. Re-establish Youth Service Word and Mouth as an internal function and responsibility of Greater Shepparton City Council. This will include relocating the W&M office to within the Welsford Street building, maintaining and supporting the current Youth Committee and endorsing the draft Terms of Reference for further consultation with all stakeholders for a Greater Shepparton Youth Advisory Committee
2. Continue to fund Word and Mouth for a further five years from 1 July 2015 through agreement to allocate \$140,000 to the 2015-16 budget with CPI increases each year for the life of the agreement.
3. Cease to fund W&M. This is likely to see W&M cease to exist. The risk of this option is to Council's reputation is significant. A reassessment of Council's contribution to young people would be required.

#### **Conclusion**

In conclusion, GSCC has provided a solid foundation and opportunity for W&M to make positive contributions to the young people of Greater Shepparton. While the organisation has strengths, the ongoing viability is dependent on secure funding and governance. By positioning W&M with Council, both of these conditions will be met. By developing sustainable business practices within the Community Directorate this proposal offers positive opportunities for Council to reinforce its commitment to young people.

#### **Attachments**

1. Report - Word and Mouth Review Mach 2 July 2014
2. DRAFT Terms of Reference Word and Mouth Youth Advisory Committee  
April 2015

## 7. BUSINESS DIRECTORATE

### 7.1 May 2015 Monthly Financial Report

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

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

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

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

**Author: Acting Management Accountant**

**Proof reader(s): Manager Finance and Rates**

**Approved by: Director Business**

#### **Executive Summary**

The report presents Council's actual financial performance compared to the budget for the eleven months ended 31 May 2015.

### **RECOMMENDATION**

That the Council receive and note the May 2015 Monthly Financial Report.

#### **Background**

The Draft 2014/2015 Budget was prepared by Council on 17 June 2014. Public notice was given on 20 June 2014 and submissions invited until 18 July 2014. Council considered all submissions received and adopted the 2014/2015 Budget at a Special Council Meeting on 6 August 2014. The 2014/2015 Budget provided for an accounting surplus of \$9.24 million with revenue of \$119.97 million and expenditure of \$110.73 million. The 2014/2015 Budget also provided for capital works of \$37.42 million.

On 28 October 2014, Council adopted the 2014/2015 September Quarter Budget Review with revenue of \$121.67 million and expenditure of \$117.78 million resulting in an accounting surplus of \$3.89 million for the full financial year. The forecast decrease in accounting surplus of \$5.35 million was mainly due to the timing of payments for Building Better Regional Cities Mooroopna West Rebates (\$2.52 million) and the Goulburn Broken Greenhouse Alliance Street Lighting Project (\$1.72 million).

The 2014/2015 September Quarter Budget Review also included \$38.83 million in capital works, a forecast increase of \$ 1.41 million mainly due to re-budgeted prior year projects.

On 17 February 2015, Council adopted the 2014/2015 Mid Year Budget Review with revenue of \$119.58 million, expenditure of \$118.07 million and an accounting surplus of \$1.51 million. The forecast decrease in accounting surplus of \$2.39 million was mainly due to \$1.5 million reduction in grants for the Greater Shepparton Regional Sports Precinct (to be received in 2015/2016), \$511k for the transfer of the art gallery restricted investment to the newly formed SAM Foundation and a \$430k reduction in proceeds from plant sales due to a reduced plant replacement program. The 2014/2015 Mid Year Budget Review also included \$33.73 million in capital works, a forecast decrease of \$5.10 million mainly due to reduced plant purchases (\$2.0 million) and reduction in expenditure for the Greater Shepparton Regional Sports Precinct (\$2.24 million) which will be considered for re-budget in 2015/2016.

## 7. BUSINESS DIRECTORATE

### **7.1 May 2015 Monthly Financial Report (continued)**

On 21 April 2014, Council adopted the 2014/2015 March Quarter Budget Review with revenue of \$123.94 million, expenditure of \$125.18 million and an operating deficit of \$1.23 million. The forecast decrease in operating surplus of \$2.72 million was largely due to written down value of asset disposals \$6.68 million which includes write off of assets identified during a review of the Infrastructure assets register and capital work in progress (WIP) expenditure. This has been partly offset by increase in income from developer gifted assets \$5.0 million. The 2014/2015 March Quarter Budget Review also provided for \$31.62 million in capital works, a forecast decrease of \$2.08 million, mainly due to transfers to restricted investments of \$2.12 million to be considered for re-budget in 2015/2016.

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

The May 2015 Monthly Financial Report incorporates the following sections which are presented for Council's consideration:

- Financial Report
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Operating Budget
- Capital Budget
- Investment Summary
- Rates Debtors Report
- Sundry Debtors Report
- Councillor Expense Report

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

The report is consistent with the leadership and governance goal "High Performing Organisation as included in the *Council Plan 2013-2017*.

#### **Risk Management**

No risks have been identified in providing this financial report.

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

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

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

No Environmental or Sustainability impacts have been identified.

## **7. BUSINESS DIRECTORATE**

### **7.1 May 2015 Monthly Financial Report (continued)**

#### **Social Implications**

No Social implications have been identified.

#### **Economic Impacts**

No Economic impacts have been identified.

#### **Consultation**

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

#### **Options for Consideration**

This report is for information purposes only and does not present any options for consideration.

#### **Conclusion**

The report provides details of Council's financial performance compared to the budget for the eleven months ended 31 May 2015.

#### **Attachments**

May 2015 Monthly Financial Report

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.1 Establishment of a Shepparton Showgrounds Advisory Committee and Terms of Reference

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

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

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

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

**Author:** Team Leader Tourism and Events

**Proof reader(s):** Manager Investment Attraction

**Approved by:** Director Sustainable Development

**Other:** Support Officer Investment Attraction

#### **Executive Summary**

The Shepparton Showgrounds redevelopment has been occurring since 2002 with a variety of key developments being completed to generate and create social and economic benefit through major events and tourism opportunities for the Greater Shepparton region.

Various reference groups, committees and user groups have been involved to guide the master plan and development of the site.

The purpose of this report is for Council to consider the establishment of a Shepparton Showgrounds Advisory Committee (the Committee) and Terms of Reference so that the Committee can commence formal operation.

The purpose of the establishment of this Committee is to advise Council on procedures, rules, conditions of use, future strategic planning and proposed capital works which are necessary for the optimum management of the Shepparton Showgrounds

It is proposed that the Committee be made up of between five and ten member representatives from key user groups and the community including two allocations for the Shepparton Agricultural Society and up to two Councillors.

#### **RECOMMENDATION**

That the Council approve the establishment of a Shepparton Showgrounds Advisory Committee and adopt the Terms of Reference.

#### **Background**

In 2002 the Greater Shepparton City Council and Victorian State Government announced plans to overhaul the Shepparton Showgrounds. In 2003 the Shepparton Agricultural Society accepted an offer from SPC for land acquisition and gave Council a commitment of \$600,000 towards the redevelopment.



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.1 Establishment of a Shepparton Showgrounds Advisory Committee and Terms of Reference (continued)

In 2004 a reference group was established to manage the Shepparton Showgrounds redevelopment with a re worked master plan including such elements as:

- Central grassed area
- Grandstand reconstruction
- Development of small café with commercial kitchen
- Western promenade
- Multi-function centre
- Multipurpose facility
- Relocated cattleman's bar
- Children's play area
- Eastern promenade established
- New entrance gates
- Southern boundary treatment and lake
- Tourist and public sales area
- Thompson Street reconstructed
- Fryers Street extended
- Widening of Archer Street
- Railway reserve developed into a car park

From 2004 onwards major capital projects have occurred based on the original master plan guided by the reference group. In 2008 the Shepparton Agricultural Society relinquished trustee of the site to Council.

In November 2008 by formal resolution of Council an updated master plan was adopted and a formal advisory group for the facility recommended. Since this inception various committee meetings have occurred however recently these have been of an informal nature.

To ensure this advisory committee meets the guidelines of other similar committees in Greater Shepparton to advise council it is noted that a new advisory group should be formally advertised for suitable members and terms of reference adopted.

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

- **Active and Engaged Communities (Social)**
  - *1.1 Continue to enhance community capacity building*
    - The Shepparton Showgrounds Advisory Committee allows the opportunity for education and skills development to build further capacity within the community on facility development and major events and tourism principles.
- **Economic Prosperity (Economic)**
  - *3.3 Make Greater Shepparton the regional sporting capital and a leading events and sporting destination*

A key part of this is completing the Shepparton Showgrounds redevelopment and this Advisory Group can play an integral role in advising future planning.

- **Quality Infrastructure**
  - *4.1 Ensure the community has access to high quality facilities*

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.1 Establishment of a Shepparton Showgrounds Advisory Committee and Terms of Reference (continued)**

The Shepparton Showgrounds Advisory Committee enhances the opportunities for community participation in a broad range of activities at both a passive and active level to allow council to continue to provide for the development and maintenance of quality facilities.

#### **Risk Management**

Failure to endorse the draft Terms of Reference and establishment of an advisory committee would reduce Council's ability to gain formal feedback on the future direction of the Shepparton Showgrounds. Additionally, failure to establish an advisory committee is likely to have a negative impact on Council's relationship with key user groups.

#### **Policy Considerations**

This recommendation is consistent with all relevant Council policies and CEO Directives.

#### **Financial Implications**

This recommendation does not carry any direct financial implications.

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

This proposal conforms with the *Local Government Act 1989* and all other relevant legislation.

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

User groups can use the Shepparton Showgrounds Advisory Committee meetings as a platform to provide feedback on master planning and capital works that may have an environmental/sustainability impact.

#### **Social Implications**

Education and skills development – educating members of the community on strategic planning processing, developing master plans and working as part of a committee to provide advice and give feedback.

#### **Economic Impacts**

There are no economic implications as a result of the implementation of an advisory committee. It is envisaged that long terms this advisory committee will play an important role in shaping the planning for further economic prosperity in Greater Shepparton through major events and tourism initiatives at the facility.

#### **Consultation**

The Shepparton Agricultural Society and other key user groups have been consulted about the prospect of a new Shepparton Showgrounds Advisory Committee and are looking forward to its official establishment.

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

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.1 Establishment of a Shepparton Showgrounds Advisory Committee and Terms of Reference (continued)**

#### **Strategic Links**

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

The terms of reference are consistent with the objectives, strategies and actions outlined in the Community Life (Recreation and Open Space) Section F of the Greater Shepparton 2030 Strategy .

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

Shepparton Showgrounds Master Plan  
Tourism and Events Strategy

#### **Options for Consideration**

- Do nothing – leave as is without establishing a formal committee
- Adopt the draft Terms of Reference and allow officers to progress to recruitment of committee members and establish a new advisory committee.

#### **Conclusion**

Officers believe that the establishment of the Shepparton Showgrounds Advisory Committee and adoption of the draft Terms of Reference will allow the Council to adequately consult with key user groups and ensure adequate planning and policies are in place to manage the Shepparton Showgrounds.

#### **Attachments**

Terms of Reference Shepparton Showgrounds Advisory Committee

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment**

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

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

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

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

**Author: Team Leader Strategic Planning**

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

**Approved by: Director Sustainable Development**

#### **Executive Summary**

This report is in relation to the application of new planning controls for the Unilever Australasia Pty Ltd site in Tatura. It is proposed to apply these new planning controls through Amendment C170 to the Greater Shepparton Planning Scheme.

The proposed amendment is similar in nature to the Tatura Milk Industries (TMI) approach, and seeks to apply a specific Special Use Zone and associated schedule to the Unilever land. The intention is to provide clarity and certainty for the company regarding their future development plans, but also to retain a level of residential amenity so that nearby residents are not unduly affected by any expansion to the existing facility.

All stages of the amendment process have now taken place, including preparation, authorisation, exhibition, consideration of submissions and the appointment of an independent panel in accordance with the Act. Council is now required to consider the recommendations of the Independent Planning Panel Report and must make a determination on the amendment.

The Panel Report recommends that:

Greater Shepparton Planning Scheme Amendment C170 be adopted as exhibited subject to the following changes:

1. *In the Special Use Zone Schedule 11 amend the seventh dot point under the requirement for the Design Plan to read:
  - a) *Proposed landscaping area showing existing landscaping to be removed and new areas to be created.**
2. *In the Unilever Master Plan, in Figure 4, in the cross-sections text, after the words 'landscaping setback' add the word '(minimum)'.*
3. *In the Unilever Master Plan amend Clause 4.3 to read:
  - b) *Buildings must achieve a setback from road boundaries of at least:
    - *William Street - 0 metres*
    - *Park Street – 27 metres***
4. *In the Unilever Master Plan, in Figure 1, in the legend, after the entry for 'Acoustic treatment' add the words '(acoustic fences may also be constructed at other locations)'.*

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

Council officers have reviewed the Panel Report and agree with the Panel's recommendations (above). The amendment documentation has been revised to reflect this and officers now request that Council:

- Adopt the recommendations of the Independent Planning Panel for Amendment C170,
- Adopt Amendment C170 with the changes recommended by the Panel, and
- Resolve to submit Amendment C170 to the Minister for Planning for approval.

#### **RECOMMENDATION**

That, having considered the Independent Planning Panel Report for Amendment C170 to the Greater Shepparton Planning Scheme, in accordance with Section 27 of the *Planning and Environment Act 1987* (the Act), Council:

1. Adopt the recommendations of the Independent Planning Panel for Amendment C170 outlined in the Panel Report (5 May 2015),
2. Adopt Amendment C170 with the changes recommended by the Independent Planning Panel in accordance with Section 29 of the Act, and
3. Submit Amendment C170 to the Minister for Planning for approval in accordance with Section 31 of the Act.

#### **Background**

##### Site and Facility Description

Unilever is located at 55 Park Street, Tatura, which is in the northwest part of the township. The subject site is situated amongst established industrial and residential land, with industrial uses normally taking the form of self-storage, sheet metal and related light manufacturing uses (see *Figure 1: Subject Site*).

The site has an overall area of approximately 10.14ha and is generally bounded by William Street to the north, a bicycle track and existing drainage easement to the east and southeast, the Echuca – Melbourne Railway Line to the south, and Park Street to the west. The land is currently within to the Industrial 1 Zone and a portion of the southeast of the site is affected by the Floodway and Land Subject to Inundation Overlays.

Unilever operate a food processing facility involving the production of pasta sauces, stir in sauces, ice tea products and dry goods such as the 'Continental Cup a Soup' range. The onsite processes include preparation and processing components, packaging and dispatch, engineering and related services as well as administration and amenity areas.

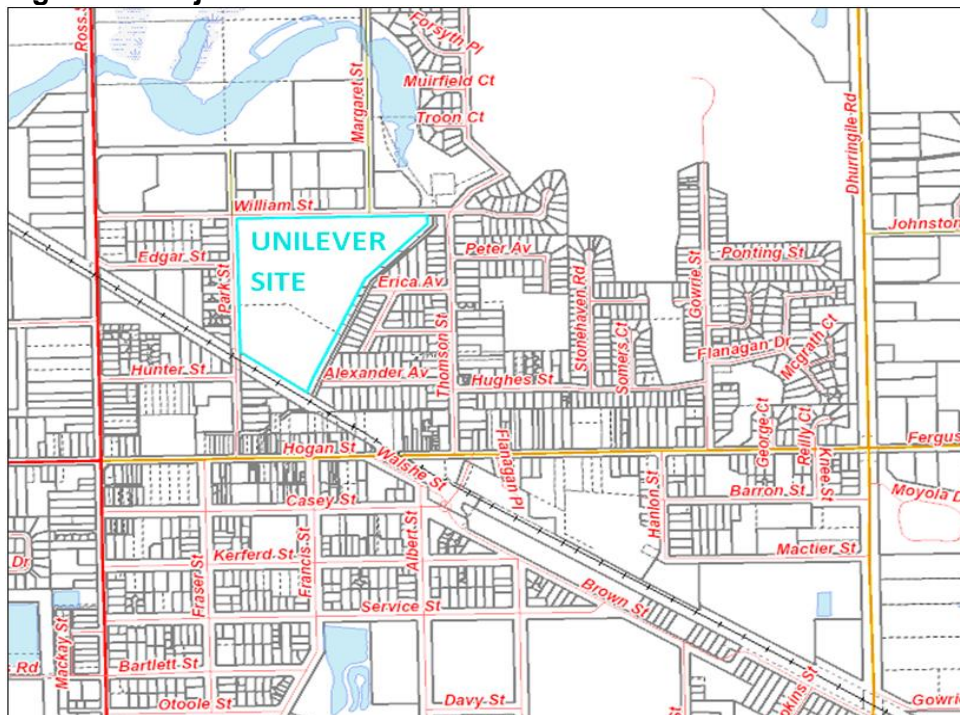
The Unilever factory in Tatura is competing with a number of similarly focused multinational companies and other Unilever factories throughout the world. It is imperative that the company remains as competitive as possible in order to continue its operations and remain as a viable enterprise.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

Council has an opportunity to assist an important local employer to consolidate its status in Tatura and to help accommodate its plans for possible future expansion. The preparation of the planning scheme amendment and associated master plan will help to achieve this outcome.

**Figure 1: Subject Site**



#### **Planning Scheme Amendment**

Council adopted the *Strategic Review of Tatura Industrial Land* in July 2011. In summary, the review focused on three major industrial sites in Tatura and undertook a strategic review of the planning provisions that apply to these sites, being:

- Tatura Milk Industries Pty Ltd;
- Unilever Australasia Pty Ltd; and
- Tatura Abattoirs Pty Ltd.

The review included:

- Considering all relevant strategic planning reviews;
- Analysing the relevance of the existing Municipal Strategic Statement (MSS) and local policies;
- Providing a commentary on the adequacy of existing zones, overlays and schedules (as appropriate) of the three sites;
- Analysing the options for alternative zones, overlays and schedules;
- Providing a recommended suite of modified (draft) planning controls for the three sites.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

Council integrated the key recommendations from the review into the Greater Shepparton Planning Scheme in relation to the TMI site through Amendment C151, which was approved by the Minister for Planning and gazetted in December 2012.

Council officers are now seeking to implement the key recommendations of this review into the planning scheme in relation to Unilever. Similarly to TMI, the strategic review supports the continued growth and development of Unilever and makes a number of recommendations in this regard.

Council officers are seeking to undertake a planning scheme amendment to rezone the Unilever land from the Industrial 1 Zone to the Special Use Zone (see *Attachment 1 – Exhibited Amendment Documentation*).

The Special Use Zone will assist in safeguarding the Unilever manufacturing facility by providing a streamlined planning approval process and safeguard against inappropriate development that could impinge on surrounding residential properties. A Traffic Impact Assessment and Acoustic Study, as well as a site specific master plan, have recently been completed to support the amendment (see *Attachment 2 – Background Reports*).

#### Planning Policy

A number of policy documents have been considered in preparing the planning scheme amendment. The main documents in this regard include:

- *The Greater Shepparton Council Plan 2013-2017*
- *The Greater Shepparton Planning Scheme*
- *The Strategic Review of Tatura Industrial Land*

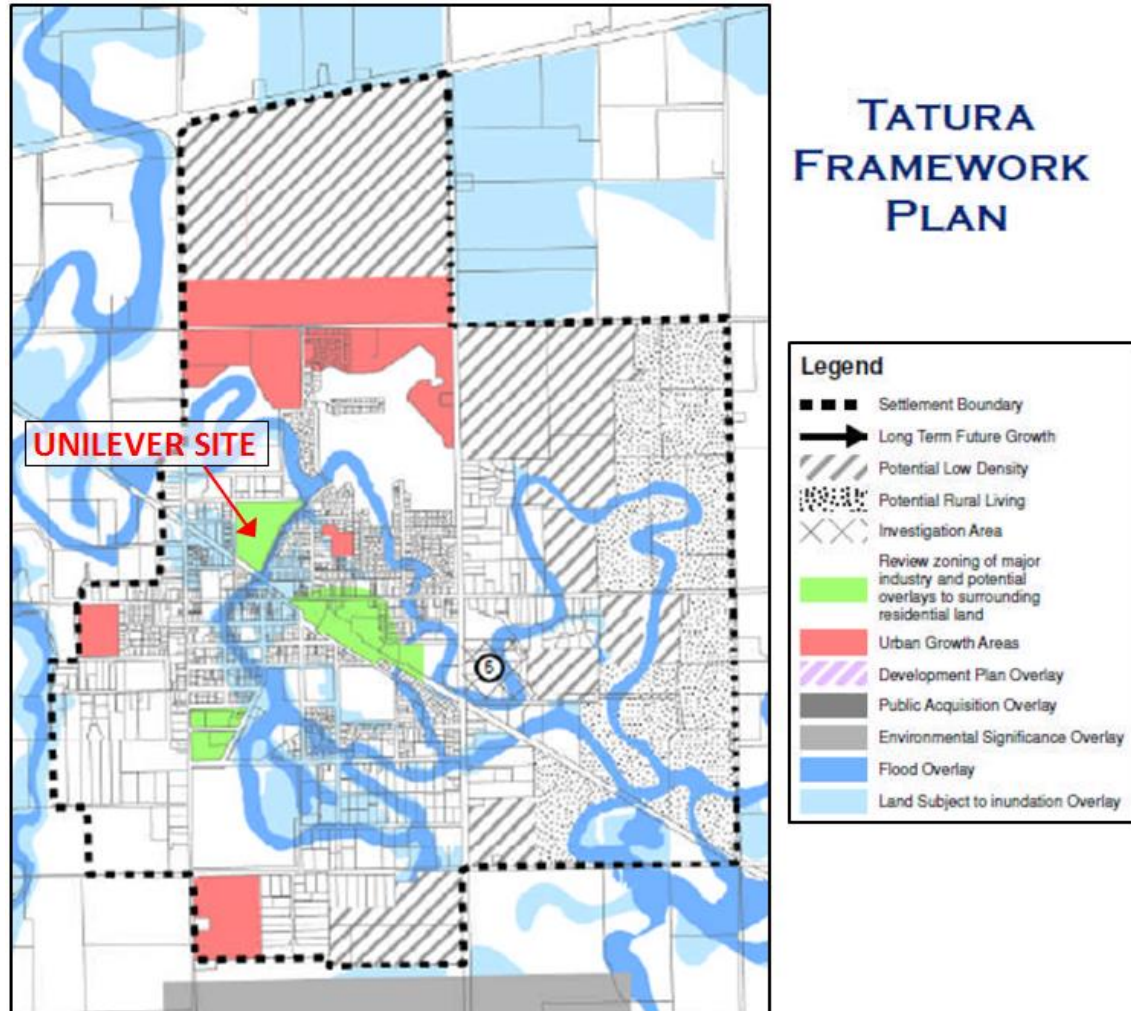
The amendment is consistent with the provisions of each of the policy documents listed above, and has been assessed against the Greater Shepparton Planning Scheme.

Clause 21.04 'Settlement' contains a Framework Plan for the Tatura Township (see *Figure 2: Extract from Tatura Framework Plan*). This Framework Plan highlights the three major industrial sites in Tatura and indicates that the zones and overlays applying to these sites and surrounding residential land require review. The proposed planning scheme amendment implements this clause through a review of the planning provisions applying to the Unilever site in Tatura.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)

Figure 2: Extract from Tatura Framework Plan



The amendment will assist in protecting the existing industrial and employment base of Tatura and Greater Shepparton and is in accordance with the following objectives:

#### Clause 21.06-4 'Manufacturing and Freight'

- *To sustain a growing and diverse industrial base.*
- *To protect the existing industrial base in the urban areas of Shepparton, Mooroopna and Tatura.*

The amendment is also in line with Council's strategic work program:

#### Clause 21.06-7 'Strategic Work Program'

- *Investigate the rezoning of the Unilever site in Tatura to a Special Use Zone subject to the satisfactory completion of a site master plan.*
- *Investigate application of noise attenuation controls surrounding industrial sites in Tatura.*



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

#### Traffic

A Traffic Impact Assessment Report (TIAR) has been completed in support of the amendment. The report focuses on issues concerning traffic volumes, the surrounding road network, car parking, emergency vehicle access and potential future freight arrangements.

The TIAR found that there are no transport related concerns associated with the future capital development plan for Unilever. This conclusion is based on the likelihood that traffic flows and vehicle counts are likely to decrease as the efficiency of the existing operation is improved.

The TIAR includes the following conclusions:

- There will be a reduction in vehicle movements to and from the site in comparison with existing conditions.
- The expected increase in car parking demand can be accommodated by the existing car parking supply.
- The development plan satisfies all emergency access road requirements.
- The development plan does not preclude the use of the Echuca to Toolamba railway line for transporting product into the future.

It is noted that the TIAR considers that the impact on the surrounding road network will be acceptable because of an overall reduction in heavy vehicle movements to and from the site. This is due to a more efficient loading, unloading and warehousing arrangement.

#### Vegetation and Landscaping

There is an established mass of trees, shrubs, plants and bushes along the northern edge of the subject site. This native vegetation has an environmental, ecological and aesthetical value and as such would normally be sought to be retained. It is noted however that the removal of this vegetation is likely to be necessary to facilitate the consolidation and continued expansion of the existing plant.

While the native vegetation is extensive, it is understood that it is not remnant and was planted as part of the original Rosella food manufacturing site during the 1950's. The potential loss of this vegetation will be compensated by the planting of perimeter landscaping strips along the north, east and west boundaries. Unilever have anticipated that this will be planted as soon as possible and before the removal of the existing vegetation occurs.

A landscaping plan will be required by Council. The plan will need to describe the vegetation species to be planted, number of trees, planting formations, earth mounding, surface treatments and the method of preparing, draining, watering and maintaining the landscaped areas.

#### Amenity Issues

The future expansion of the Unilever manufacturing facility will result in an increase in activity on the site and therefore within the broader neighbourhood. The main considerations in terms of potential amenity impacts are in relation to noise, traffic and visual impact issues. The issue of traffic is discussed in the TIAR section above.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

The issue of noise and appropriate mitigating and ameliorative factors has been considered by the Environmental Noise Assessment report, completed by AECOM on 17 March 2014.

The noise assessment report recommends the provision of acoustic treatments to the north, east and west boundaries of the site. These are necessary to control the noise impacts on surrounding residential properties and to ensure that noise levels comply with current noise regulations (*Noise from Industry in Regional Victoria (NIRV)*). The main source of noise emissions will be truck movements within the site, with the plant and factory being a relatively minimal contributor to noise emissions to the surrounding area.

In this regard, the report recommends the installation of:

- A five to seven metre high noise wall to a portion of the eastern boundary of the site, and
- A five metre high noise wall to the north-western corner of the site.

The proposed planning scheme amendment has the potential to result in lower noise limits applying to the Unilever site. The land is currently within the Industrial 1 Zone (IN1Z). It is proposed to rezone the land to the Special Use Zone (SUZ). The noise limits required by the SUZ are the same as those required by the Industrial 3 Zone, which are lower than those required by the IN1Z.

In order to retain the noise limits of the IN1Z under the proposed SUZ, the proposed Schedule to the SUZ includes a requirement for the site to meet the noise limits of the IN1Z. The result of this is that the status quo will remain and the noise limits currently applying to the land will not be altered as a result of this proposed planning scheme amendment.

The issue of visual impact caused by building mass and bulk will be reduced through increased landscaping measures, increased building setbacks and decreased building heights. A major consideration has been the subject site's more sensitive interfaces where the land directly abuts residential areas to the east and west. In these cases, the *Greater Shepparton Planning Scheme Unilever Tatura Master Plan 2014* has included specific 'precincts and maximum future building heights' to improve visual amenity in these areas.

#### Special Use Zone

The Unilever site is currently within the IN1Z. The provisions of the IN1Z require multiple planning permit applications for development of the Unilever site.

The purpose of the SUZ is to "*recognise or provide for the use and development of land for specific purposes*". The SUZ is an appropriate zone as a site specific master plan has been prepared to facilitate the future use and development of the land. This master plan will be incorporated into the planning scheme and will provide certainty for the future expansion of the site for manufacturing.

Once rezoned, any future use or development of the land that is generally in accordance with the approved master plan will not require a planning permit and will not be subject to the notice and review requirements of the IN1Z. This eliminates delays in the planning process and allows Unilever to quickly respond to development opportunities.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

In the SUZ, any future use or development of the land that is not generally in accordance with the approved master plan will require a planning scheme amendment or planning permit.

#### Submissions: Council Officers' Assessment

The proposed amendment was exhibited in accordance with the *Planning and Environment Act 1987*. Adjoining landowners and prescribed referral authorities were notified of the proposed amendment by letter, thus providing an opportunity to make a submission. A total of ten submissions were received (see *Attachment 3 – Submissions Recorder*).

It should be noted that the prescribed referral authorities were also engaged during the initial consultation stages of the project. This exercise took place to incorporate any views or requirements at an early stage. While no significant issues were raised during these discussions, valuable feedback was received, which subsequently informed the amendment and associated master plan.

This process also helps to ensure that when the formal exhibition phase is started that negative submissions or objections can be minimised or resolved before the formal amendment process is underway.

#### Submissions that did not object or request changes

Eight submissions were received which were either supportive or did not object to the amendment. These submissions were from:

- GV Water
- Goulburn Broken Catchment Management Authority
- VicRoads
- EPA Victoria
- G-M Water
- Department of Environment and Primary Industries (DEPI)
- Trevaskis Engineering P/L
- Department of Economic Development, Jobs, Transport and Resources

For the most part, submissions were from standard referral authorities and did not raise any particular issues.

DEPI did however comment on the removal of vegetation from the subject site and noted the following:

*“From the information supplied it appears that the vegetation on the site is planted. This is evident from the past aerial photos and the way the vegetation is planted in rows. There would be no threatened species implications from the removal of this vegetation.*

*The Department of Environment & Primary Industries have no concerns with the changes to the planning scheme that will allow for the removal of this planted vegetation for the expansion of this site.”*

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

Trevaskis Engineering P/L lodged a supportive submission and noted a number of advantages that would emanate from the planning scheme amendment and proposal in general.

The submission made reference to the adopted 'Greater Shepparton Planning Scheme Strategic Review of Tatura Industrial Land, June 2011', and noted the following:

*"The application of the Special Use Zone will ensure that industry in Tatura has the opportunity to continue grow, creating employment and opportunities for suppliers without destroying the amenity of the area. As an engineering company in this area, we welcome the economic and social benefits that any future expansion would bring to Tatura and surrounding area."*

#### Objections (Negative Submissions)

Two submissions were received from neighbouring landowners who raised objections and concerns with the amendment. These issues were in relation to the removal of native vegetation, noise emissions, the location of the proposed 'new process / warehouse building', light spill, traffic impact and staging of works.

Council officers have held a number of meetings with the submitter in an attempt to resolve these issues. A meeting was also undertaken with Unilever and a representative from DTPLI to revise the amendment documentation and address some of the objector's concerns. It has not been possible however to come to a resolution, and therefore the objection still stands. This means that an independent planning panel was required to be appointed to assess the amendment and submissions received.

One of the main issues raised was in relation to the removal of established vegetation along the northern edge of the subject site (Williams Street). The removal of this vegetation, while undesirable, is required to accommodate a new 'process / warehouse building' and to maximise the amount of onsite development space (see attached master plan).

Discussions have also been held with the Country Fire Authority (CFA) and Council's Municipal Building Surveyor who have stated there are complications if the proposed building is setback off the site boundary. These concerns are from an emergency access and fire fighting perspective. A consequence of moving the building back from the street could have an impact on the necessary construction materials for the new building and a requirement for fire protection systems such as sprinkler systems. This would be at substantial expense to Unilever and not necessary if the proposed new structure is located on the northern site boundary.

The other potential option would require an internal access road to be created onsite in order to facilitate adequate access for emergency vehicles. This would be necessary for fire fighting purposes if the fire protection systems are not a feasible option. Council officers do not support either outcome on the basis it would place onerous, burdensome and impracticable constraints on Unilever.

It is noted that the Panel considered the issues raised by these submissions, and ultimately noted that *"the Special Use Zone will provide certainty for surrounding residents of the likely use mix and the location of future buildings on the site"* (see Attachment 4 – Independent Planning Panel Report).

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

The Panel did state however that there is a danger the amendment could 'lock in' outcomes where more flexibility to achieve better outcomes could be delivered. On this, the Panel recommended a number of relatively inconsequential changes to allow Unilever greater flexibility in terms of landscaping, landscaping setbacks and building setbacks. The recommendations are acceptable to Council Officers and are as follows:

1. *In the Special Use Zone Schedule 11 amend the seventh dot point under the requirement for the Design Plan to read:
 
  - a) *Proposed landscaping area showing existing landscaping to be removed and new areas to be created.**
2. *In the Unilever Master Plan, in Figure 4, in the cross-sections text, after the words 'landscaping setback' add the word '(minimum)'.*
3. *In the Unilever Master Plan amend Clause 4.3 to read:
 
  - a) *Buildings must achieve a setback from road boundaries of at least:*
  - b) *William Street - 0 metres*
  - c) *Park Street – 27 metres**
4. *In the Unilever Master Plan, in Figure 1, in the legend, after the entry for 'Acoustic treatment' add the words '(acoustic fences may also be constructed at other locations)'.*

The amendment documentation has been revised to incorporate the changes recommended in the Independent Planning Panel Report (see *Attachment 5 – Post-Exhibition Changes to Amendment Documentation*).

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

The proposed amendment is supported by the *Council Plan 2013-2017* as follows:

#### **Strategic Goal No. 3 Economic Prosperity (Economic)**

- 3.1 *Maximise opportunities to ensure Greater Shepparton leads Victoria, retaining and attracting education and industry*

#### **Strategic Goal No. 4 Quality Infrastructure (Built)**

- 4.3 *Encourage sustainable municipal growth and development*

#### **Risk Management**

The main risk associated with this planning scheme amendment is not meeting the timelines required by Ministerial Direction No. 15 '*The Planning Scheme Amendment Process*'. This Ministerial Direction requires each stage of the planning scheme amendment process to be undertaken within set timeframes.

In accordance with Ministerial Direction No. 15, Council must request the appointment of an Independent Planning Panel, if required, within 40 business days of the closing date for submissions.

As a submission has been lodged and a resolution has not been possible, the appointment of an Independent Planning Panel is required.

#### **Policy Considerations**

The proposed amendment does not conflict with any Council policies.

#### **Financial Implications**

Council is required to meet the costs incurred by an Independent Planning Panel. This includes expenses associated with legal advice and/or representation.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

As these costs have been accounted for in the 2014/15 Planning Panels budget there are limited financial implications concerning this project.

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

All procedures associated with this planning scheme amendment comply with the legislative requirements of the *Planning and Environment Act 1987* (the Act). The amendment has been assessed in accordance with the Act and the Greater Shepparton Planning Scheme. The assessment is considered to accord with the *Victorian Charter of Human Rights and Responsibilities Act 2006* (the Charter). No human rights have been negatively impacted upon throughout the process.

The Charter recognises that reasonable restrictions may be placed on the use and development of land, and that there may on occasion be reasonable and acceptable offsite impacts on others. Provided these issues are properly considered, it would be a rare and exceptional case where the exercise of a planning decision in accordance with the regulatory framework is not Charter compatible.

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

The main environmental issue considered is the presence of an established mass of trees and plants along the northern edge of the subject site. Normally the removal of this vegetation would be sought to be avoided. However, in this circumstance, it is necessary to be removed so as to facilitate the expansion of the existing Unilever plant and maximise the potential of the business to expand and remain competitive into the future.

A submission received from the Department of Environment and Primary Industries (DEPI) notes that:

*“From the information supplied it appears that the vegetation on the site is planted. This is evident from the past aerial photos and the way the vegetation is planted in rows. There would be no threatened species implications from the removal of this vegetation.*

*The Department of Environment & Primary Industries have no concerns with the changes to the planning scheme that will allow for the removal of this planted vegetation for the expansion of this site.”*

Furthermore, it is noted that a landscaping plan will be required by Council to mitigate against the loss of the vegetation. The plan will need to describe the vegetation species to be planted, number of trees, planting formations, earth mounding, surface treatments and the method of preparing, draining, watering and maintaining the landscaped areas.

On balance, it is considered that the amendment will have an acceptable environmental impact particularly given the projected offset planting that Unilever will be required to undertake.

#### **Social Implications**

The future expansion of the Unilever manufacturing facility will result in an increase in activity on the site and within the wider area. Potential amenity impacts mainly relate to noise, traffic and visual impact issues. The issue of traffic is discussed in the traffic section, above.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

The issue of noise and appropriate mitigating and ameliorative factors has been considered by the Environmental Noise Assessment Report (Acoustic Report), completed by AECOM in March 2014. The Acoustic Report recommends the provision of acoustic treatments to the north, east and west boundaries of the site. These will control the noise impacts on surrounding residential properties and ensure that noise levels comply with current noise regulations (*Noise from Industry in Regional Victoria (NIRV)*). The main source of noise emissions will be truck movements within the site, with the plant and factory being a relatively minimal contributor to noise emissions to the surrounding area. The report recommends the installation of a five to seven metre high noise wall to a portion of the eastern boundary of the site and a five metre high noise wall to the north-western corner of the site.

The issue of potential visual impact caused by building mass and bulk has been considered. In addition to landscaping measures, building setbacks and heights have also been given careful consideration. The more sensitive interfaces, where the land directly abuts residential areas to the east and west, will be regulated by maximum future building heights included within the master plan.

#### **Economic Impacts**

Council has an opportunity to assist an important local employer to consolidate its status in Tatura and to help accommodate its plans for possible future expansion. The preparation of the planning scheme amendment and associated master plan will help to achieve this outcome.

The amendment provides certainty for Unilever in making important business decisions into the future. It also gives confidence to landowners and the community however, particularly in terms of what can be expected in relation to onsite works, improvements and changes.

The proposed amendment is considered to have significant economic benefit to Council and the community.

#### **Consultation**

Amendment C170 was exhibited in accordance with the *Planning and Environment Act 1987*. This included the following:

- Notice in the Shepparton News;
- Notice in the Tatura Guardian;
- Notice in the Victorian Government Gazette;
- Letters to affected landowners and occupiers;
- Letters to referral authorities;
- Letters to prescribed Ministers;
- Documentation on display at the Council Offices at 90 Welsford Street, Shepparton;
- Documentation on display at the Tatura Library, 12-16 Casey Street, Tatura;
- Notice on the Greater Shepparton City Council Website; and
- Notice on the Department of Transport, Planning and Local Infrastructure website.

The exhibition period was open for one month and submissions closed on 17 November 2014.

The exhibition of this amendment and submissions received by Council are discussed in detail in the 'Background' section of this report.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.2 Unilever Masterplan and Planning Scheme Amendment (C170) - Consideration of Panel Report and Adoption of Amendment (continued)**

#### **Strategic Links**

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

Direction 4: Economic Development

“Promote economic growth, business development and diversification, with a focus on strengthening the agricultural industry.”

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

Nil

#### **Options for Consideration**

That Council:

- Adopt the recommendations of the Independent Planning Panel for Amendment C170 outlined in the Panel Report (5 May 2015),
- Adopt Amendment C170 with the changes recommended by the Independent Planning Panel in accordance with Section 29 of the Act, and
- Submit Amendment C170 to the Minister for Planning for approval in accordance with Section 31 of the Act.

That Council do not:

- Adopt the recommendations of the Independent Planning Panel for Amendment C170 outlined in the Panel Report (5 May 2015),
- Adopt Amendment C170 with the changes recommended by the Independent Planning Panel in accordance with Section 29 of the Act, and
- Submit Amendment C170 to the Minister for Planning for approval in accordance with Section 31 of the Act.

#### **Conclusion**

Officers would like to take the opportunity to inform Council that the exhibition stage for Amendment C170 (Unilever) to the Greater Shepparton Planning Scheme has taken place and that eight submissions has been received.

It is noted that one of these submissions is an objection and it has not been possible to resolve its concerns. Therefore the amendment and submissions will be required to be referred to an Independent Planning Panel.

It is recommended that Council endorses Officers' position at the Independent Planning Panel in accordance with this Report 'Recommendation'.

#### **Attachments**

1. Exhibited Amendment Documentation
2. Background Reports
3. Submissions Recorder
4. Independent Planning Panel Report
5. Post-Exhibition Changes to Amendment Documentation



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Adoption of Amendment C178 to the Greater Shepparton Planning Scheme**

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

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

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

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

**Author: Senior Strategic Planner**

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

**Approved by: Director Sustainable Development**

**Other: Principal Strategic Planner**

#### **Executive Summary**

Council has received a request to amend the Greater Shepparton Planning Scheme. The request applies to 33 parcels of land within the Rural Living Zone at Mitchell and Archer Roads, Kialla (see *Figure 1 – Locality Plan* and *Figure 2 – Zone Map*).

The amendment seeks to reduce the minimum lot size for subdivision from eight hectares to two hectares in this area. The amendment also seeks to reduce the minimum lot size for which no planning permit is required to use land for a dwelling from four hectares to two hectares in this area.

Council was informed about this proposed amendment to the Greater Shepparton Planning Scheme on 16 December 2014.

The proposed amendment was exhibited from 19 March 2015 to 20 April 2015 in accordance with the *Planning and Environment Act 1987*.

Five submissions were received by Council. These were received from referral authorities, none of which raised any objections to the proposed amendment.

The proposed amendment is consistent with the intent of the *Kialla and Shepparton South Framework Plan* at Clause 21.04 (Settlement) of the Greater Shepparton Planning Scheme and the *Greater Shepparton Housing Strategy 2011*.

The proposed amendment does not conflict with any existing Council policies. The proposal will not result in any negative social, economic or environmental impacts.

All stages of the planning scheme amendment process, including preparation, authorisation, exhibition and consideration of submissions have now been completed.

Council is now required to adopt the amendment prior to the amendment being submitted to the Minister for Planning for approval.

Following approval, the amendment will be published in the Victorian Government Gazette, at which point it will be included in the Greater Shepparton Planning Scheme.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.3 Adoption of Amendment C178 to the Greater Shepparton Planning Scheme (continued)

#### RECOMMENDATION

That the Council:

1. Adopt Amendment C178 to the Greater Shepparton Planning Scheme in accordance with Section 29 of the *Planning and Environment Act 1987* (the Act); and
2. Submit Amendment C178 to the Greater Shepparton Planning Scheme to the Minister for Planning for approval in accordance with Section 31 of the Act.

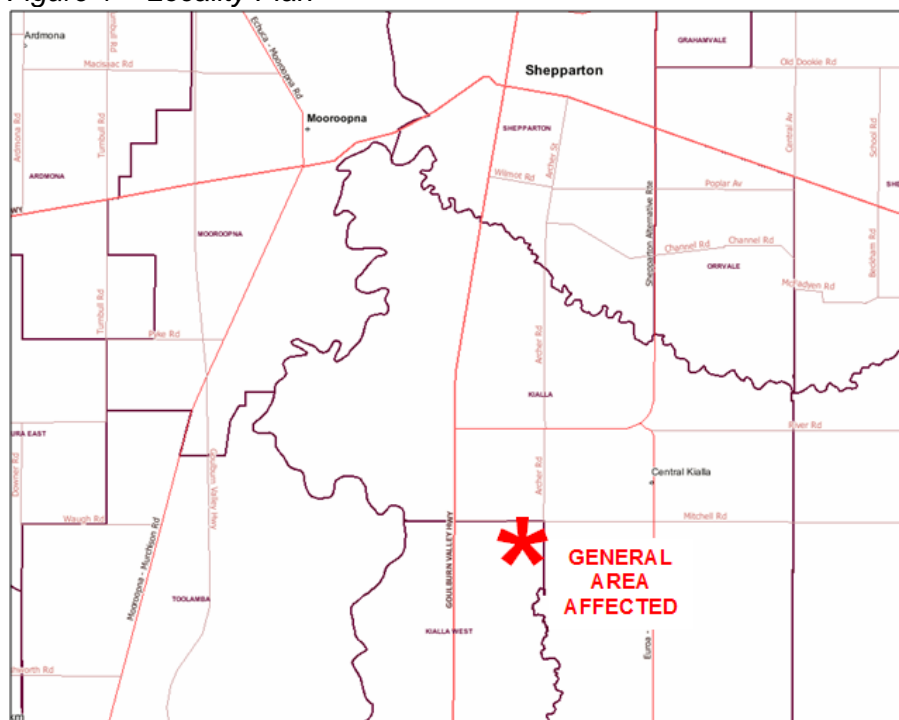
#### Background

Council has received a request to amend the Greater Shepparton Planning Scheme for land at Mitchell and Archer Roads, Kialla. The amendment seeks to amend the Schedule to the Rural Living Zone to reduce the minimum lot size for subdivision and the minimum lot size for which no planning permit is required to use the land for a dwelling to two hectares for the amendment area (see *Attachment 1 – Exhibited Documentation*).

The amendment site includes all land within the Rural Living Zone to the east of the Goulburn Valley Highway along the south side of Mitchell Road and along both sides of Archer Road in Kialla (see *Figure 1 – Locality Plan* and *Figure 2 – Zone Map*).

The amendment site is approximately 90 hectares in total with an average lot size of approximately 2.7 hectares. These lots are the result of an historical subdivision, which has created a distinct rural living character in this area. Most of the lots have been developed for rural living purposes with minimal agricultural use. For the majority of land affected by this amendment, reducing the minimum lot size will better reflect the existing pattern of development.

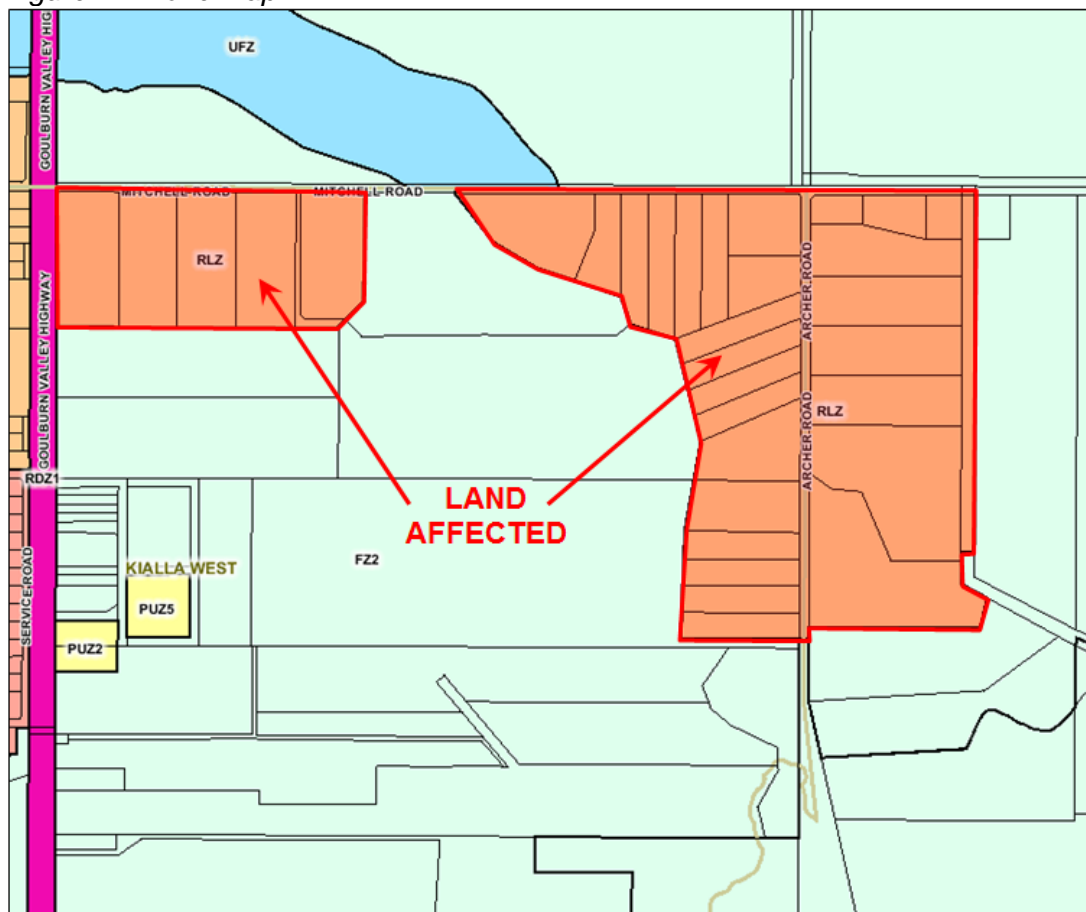
*Figure 1 – Locality Plan*



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.3 Adoption of Amendment C178 to the Greater Shepparton Planning Scheme (continued)

Figure 2 – Zone Map



#### Submissions

The amendment was exhibited from 19 March 2015 to 20 April 2015 in accordance with the *Planning and Environment Act 1987*.

These submissions were received from referral authorities, none of which objected or requested changes to the proposed amendment. These authorities are:

- Goulburn Broken Catchment Management Authority;
- Environment Protection Authority (Victoria);
- Goulburn Valley Water;
- VicRoads; and
- Department of Environment, Land, Water and Planning.

No changes are required to be made to the amendment documentation to address these submissions.

Council is now required to adopt the amendment prior to the amendment being submitted to the Minister for Planning for approval.

Following approval, the amendment will be published in the Victorian Government Gazette, at which point it will be included in the Greater Shepparton Planning Scheme.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Adoption of Amendment C178 to the Greater Shepparton Planning Scheme (continued)**

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

The proposed amendment is supported by the *Council Plan 2013-2017* as follows:

*Goal 4: Quality Infrastructure (Built)*

*Objective 3: Encourage sustainable municipal growth and development.*

#### **Risk Management**

The primary risk associated with the planning scheme amendment is not meeting the timelines required through Ministerial Direction No. 15 'The Planning Scheme Amendment Process'. This Ministerial Direction requires each stage of the planning scheme amendment process to be undertaken within set timeframes.

In accordance with Ministerial Direction No. 15, Council must make a decision on the amendment within 60 business days of the closing date of submissions. Following this, an adopted amendment must be submitted to the Minister for Planning within 10 business days of the date the amendment is adopted by Council.

#### **Policy Considerations**

The proposed amendment does not conflict with any existing Council policies.

#### **Financial Implications**

All costs associated with the planning scheme amendment process have been met by the proponent. Council will not incur any additional costs as a result of this planning scheme amendment. No submissions have been received that require consideration by an Independent Planning Panel. This has reduced the costs for Council.

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

All procedures associated with this planning scheme amendment comply with the legislative requirements of the *Planning and Environment Act 1987* (the Act). The amendment has been assessed in accordance with the Act and the Greater Shepparton Planning Scheme.

The assessment is considered to accord with the *Victorian Charter of Human Rights and Responsibilities Act 2006* (the Charter). No human rights have been negatively impacted upon throughout the process.

The Charter recognises that reasonable restrictions may be placed on the use and development of land, and that there may on occasion be reasonable and acceptable offsite impacts on others. Provided these issues are properly considered, it would be a rare and exceptional case where the exercise of a planning decision in accordance with the regulatory framework is not Charter compatible.

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

The amendment site was settled and cleared for agricultural purposes many decades ago. It was then further developed for rural living purposes between c. 1960s and 1980s. Typically these lots now contain a house, sheds, yards, driveway, etc. set in large gardens. Accordingly, much of the land has been highly modified from its original, agricultural use.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Adoption of Amendment C178 to the Greater Shepparton Planning Scheme (continued)**

The precinct does not currently have reticulated sewer and it is unlikely to be provided for in any future subdivision. All existing houses and any future houses rely on on-site effluent disposal (septic tank). Given the limited opportunity for further development within the amendment site and the minimum lot size of 2 hectares, lots should be able to safely and sustainably contain and treat waste water on-site. A land capability assessment will be required as part of any future application for a septic system and building permit.

Any additional environmental impacts will be considered at the planning permit stage of any future application for subdivision or development of land.

There are no adverse environmental impacts associated with the amendment.

#### **Social Implications**

Parts of the amendment site are considered to be in areas of Aboriginal cultural heritage sensitivity. The preparation of a Cultural Heritage Management Plan (CHMP) is mandatory prior to the issue of a planning permit for a high impact activity.

A small portion of the land at 925 Archer Road is within an area of Aboriginal cultural heritage sensitivity. This planning scheme amendment will allow a permit application for a four-lot subdivision (which is a high impact activity under the *Aboriginal Heritage Act 2006*). Based on this, the landholder has had a Due Diligence Heritage Assessment carried out by Benchmark Heritage Pty Ltd. The assessment included a ground survey that was also attended by two representatives of the Yorta Yorta Nation Aboriginal Corporation (YYNAC).

The assessment concluded that *“the property meets the criteria for significant ground disturbance”* and *“the YYNAC agreed with this assessment and considered that no further archaeological assessment is required.”* There will be no adverse impacts to Aboriginal cultural heritage associated with the amendment or the future development of the land.

A small portion of land at 130 and 160 Mitchell Road, Kialla is also within an area of Aboriginal cultural heritage sensitivity. The five lots at 130 and 160 Mitchell Road, Kialla have some potential for subdivision into two lots of 2 hectares each. Although a two lot subdivision is not a high impact activity and a CHMP is not a mandatory requirement. Individual landholders may undertake a voluntary CHMP, if desired, when a planning permit is sought for subdivision of the land.

Any additional social impacts will be considered at the planning permit stage of any future application for subdivision or development of land.

There are no adverse social impacts associated with the amendment.

#### **Economic Impacts**

The amendment facilitates subdivision within the Rural Living Zone, which will increase housing opportunity and choice in the municipality. Thus, it makes efficient use of land and utility services. This should generate positive economic outcomes for the region. Any additional economic impacts will be considered at the planning permit stage of any future application for subdivision or development of land.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.3 Adoption of Amendment C178 to the Greater Shepparton Planning Scheme (continued)**

There are no adverse economic impacts associated with the amendment.

#### **Consultation**

Amendment C178 was exhibited in accordance with the *Planning and Environment Act 1987*. This included the following:

- Notice in the Shepparton News on 17 March 2015;
- Notice in the Victorian Government Gazette on 19 March 2015;
- Letters to affected landowners and occupiers on 16 March 2015;
- Letters to relevant referral authorities on 16 March 2015;
- Letters to prescribed ministers on 16 March 2015;
- Documentation on display at the Council offices at 90 Welsford Street, Shepparton;
- Documentation available on the Department of Environment, Land, Water and Planning website; and
- Documentation available on the Greater Shepparton City Council website.

The exhibition period was open for four weeks and submissions closed on 20 April 2015. Submissions are discussed in detail in the 'Background' section of this report.

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

#### **Strategic Links**

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

*Direction 1: Settlement and Housing*

*Commitment to growth within a consolidated and sustainable development program.*

##### b) Other strategic links

Nil

#### **Options for Consideration**

1. Adopt Amendment C178 to the Greater Shepparton Planning Scheme and refer it to the Minister for Planning for approval; or
2. Abandon Amendment C178 to the Greater Shepparton Planning Scheme.

#### **Conclusion**

Council has received a request to amend the Greater Shepparton Planning Scheme. The request applies to land within the Rural Living Zone at Mitchell and Archer Roads, Kialla.

The amendment seeks to reduce the minimum lot size for subdivision from eight hectares to two hectares in this area. The amendment also seeks to reduce the minimum lot size for which no planning permit is required to use land for a dwelling from four hectares to two hectares in this area.

The proposed amendment was exhibited from 19 March 2015 to 20 April 2015 in accordance with the *Planning and Environment Act 1987*.

Five submissions were received by Council, none of which raised any objections to the proposed amendment.

The proposed amendment is consistent with the Greater Shepparton Planning Scheme and does not conflict with any existing Council policies.

## **8. SUSTAINABLE DEVELOPMENT DIRECTORATE**

### **8.3 Adoption of Amendment C178 to the Greater Shepparton Planning Scheme (continued)**

The proposal will not result in any negative social, economic or environmental impacts.

All stages of the planning scheme amendment process, including preparation, authorisation, exhibition and consideration of submissions have now been completed.

Council is now required to adopt the amendment prior to the amendment being submitted to the Minister for Planning for approval.

Following approval, the amendment will be published in the Victorian Government Gazette, at which point it will be included in the Greater Shepparton Planning Scheme.

#### **Attachments**

1. Exhibited Documentation

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.4 Statutory Planning Update (October 2014 to March 2015)**

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

No Council officers and contractors have provided advice in relation to this report and have disclosed a conflict of interest regarding the matter under consideration:

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

**Author: Team Leader Statutory Planning**

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

**Approved by: Director Sustainable Development**

#### **Executive Summary**

The purpose of this report is to inform Council on the performance of the Statutory Planning Team as it relates to planning permit activity.

The report also provides an update on:

- VCAT activity
- Enforcement Activity

The report and attachments provide detailed information including:

- Planning permit processing times
- VCAT outcomes
- Development Hearings Panel (DHP) update
- Planning Enforcement update

Positives from the above information include:

- A significant increase in planning permit applications lodged when compared to the corresponding reporting period in 2013/14.
- A significant increase in planning permit applications decided when compared to the corresponding reporting period in 2013/14.
- A more consistent average approval time from March 2014 to March 2015 than March 2013 to March 2014. This has also led to a reduced overall average decision making time in the period from March 2014 to March 2015 when compared to March 2013 to March 2014.

The statutory planning team is taking a five step approach to reducing planning permit approval times by:

- Promoting pre-application meetings to assist in streamlining the assessment process.
- Ensuring simple applications are issued in a timely manner
- Prioritising applications that meet the requirements of the planning scheme and the strategic goals of the Council Plan
- Developing clear action plans for more complex planning permit applications (including those that have received objections).
- Communicating closely with planning permit applicants to ensure there are no surprises during the application process.



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.4 Statutory Planning Update (October 2014 to March 2015) (continued)**

Some opportunities for improvement are to increase the percentage of applications issued within the statutory timeframe and to consistently issue more planning permits than applications lodged each month. Should the large increase in the number of new applications continue this will be challenging. As will ensuring average gross and mean days for a decision on planning applications remain better than the rural and regional city average on a monthly basis.

#### **RECOMMENDATION**

That the Council note the planning permit, VCAT, Development Hearings Panel and Enforcement File information detailed in this report.

#### **Planning Permit Activity**

The number of planning permit applications received from 1 October 2014 to 31 March 2015 was 244. Planning permit applications received for the same period in 2013/14 was 192.

The number of planning permit applications decided in the same period was 221. Planning permit applications decided in this period in 2013/14 was 189.

Additional information on planning permit activity is included in attachments 1 and 2 this report.

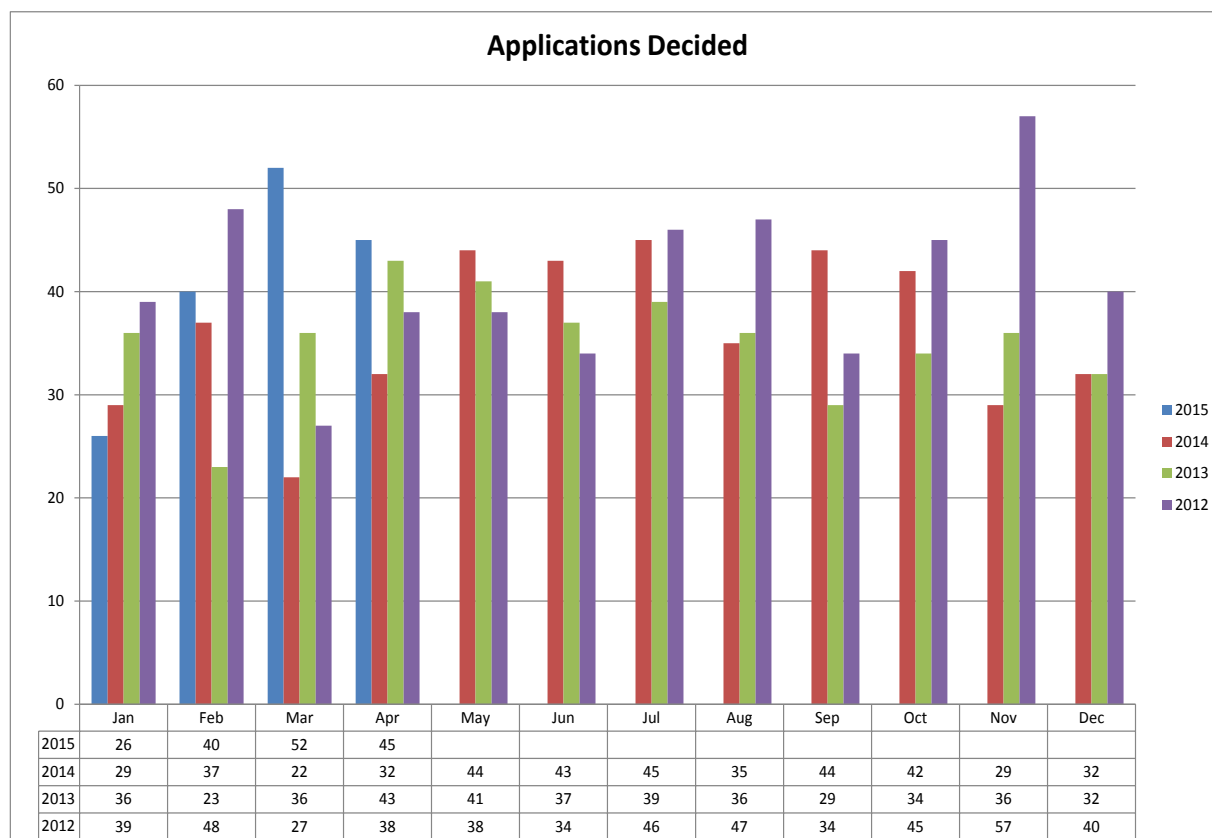
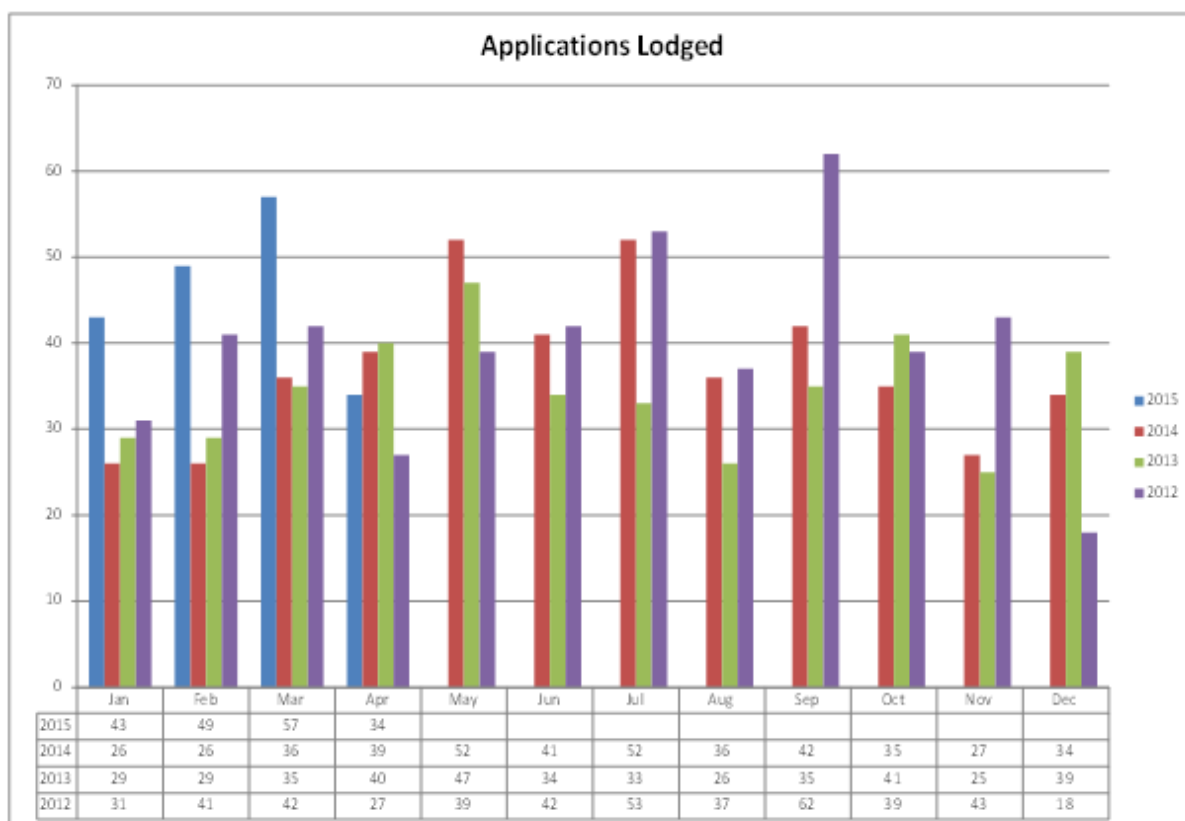
As mentioned in the Executive Summary, Attachment 2 to this report continues to show processing times better than the rural and regional average. The percentage of applications completed within sixty days is generally above 70% on a monthly basis which is considered good. The statutory planning team is aiming to average closer to 75-80% per month, however this is dependent upon a number of variables such as the type and complexity of applications received each month and how many applications receive objections, all of which can impact on decision making times.

Another aim is to decide on more applications each month than the number of applications lodged each month. A busy start to 2015 has presented a challenge, however it is hoped this will balance out in the remaining months of 2015.

The tables listed below provide a summary of the monthly reporting undertaken by the Statutory Planning Team. Please note that the figures shown for April 2015 do not reflect a fully completed month at the time of writing this report.

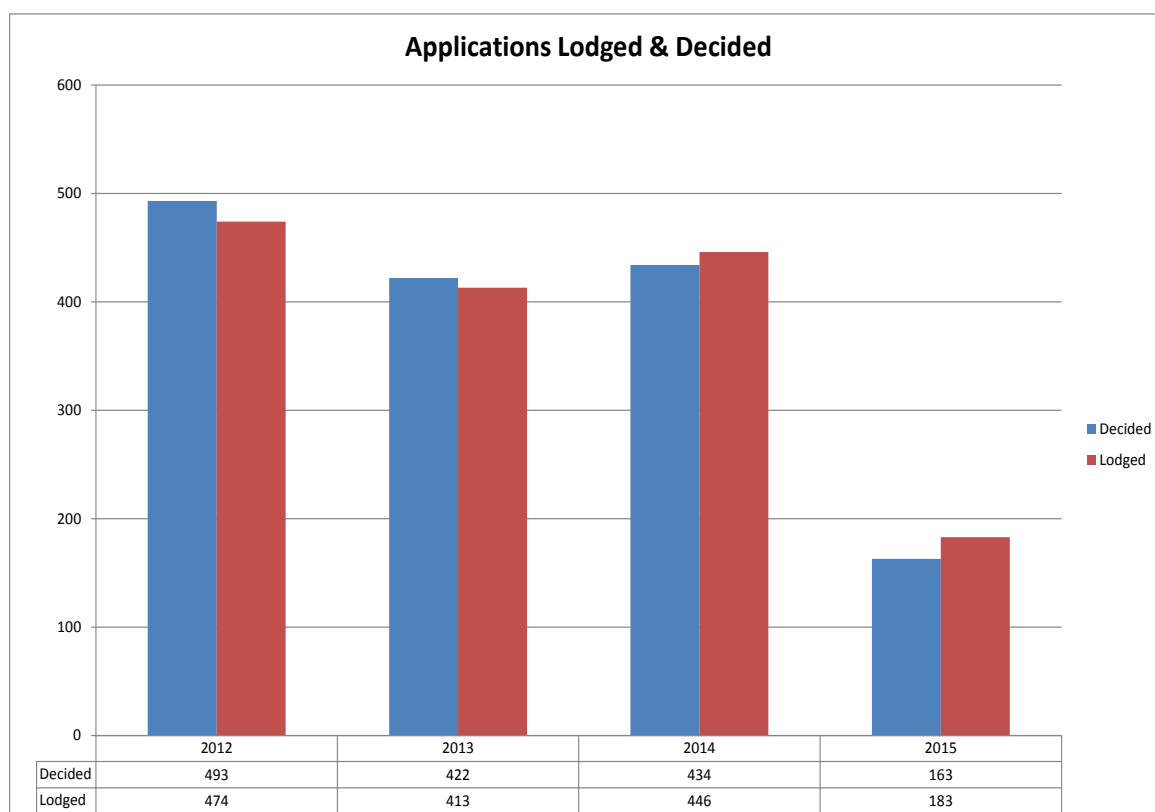
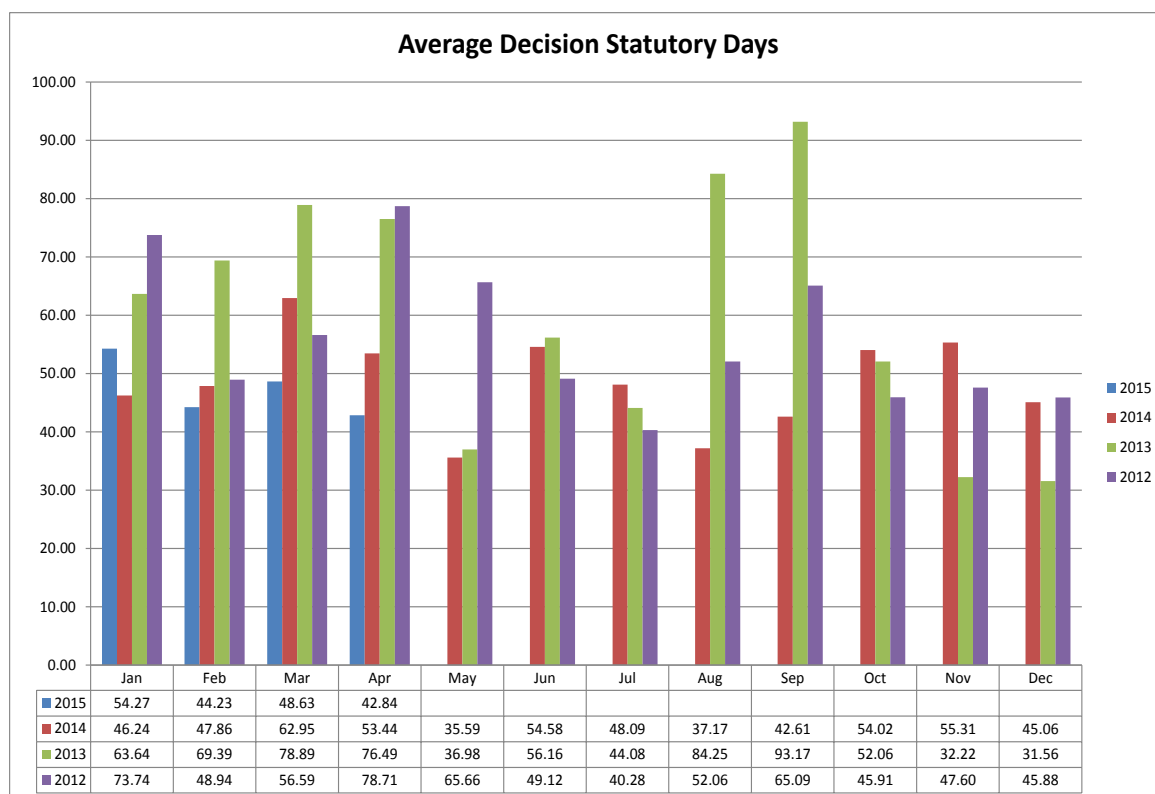
## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.4 Statutory Planning Update (October 2014 to March 2015) (continued)



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 8.4 Statutory Planning Update (October 2014 to March 2015) (continued)



## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.4 Statutory Planning Update (October 2014 to March 2015) (continued)**

#### **VCAT Activity**

Below is a summary of recent VCAT activity:

- A two day failure to determine hearing was held, for the use and development of the land for a caravan park at 215 Mitchell Road, Kialla on 19 & 20 November 2014. The Tribunal decided to refuse to grant a planning permit for the proposal.
- A hearing against a Council refusal for the construction of a chain mesh fence at the Mooroopna Golf Club along Fairway Drive, Mooroopna was held on 19 December 2014. The tribunal decided to grant a planning permit following the consent of the relevant parties.
- An appeal against a planning permit condition requiring payment in lieu of car parking requirements for a proposed dental clinic development at 167-169 Nixon Street, Shepparton was held on 20 January 2015. The tribunal upheld the Council's decision to require a parking contribution.
- A VCAT practice day hearing was held on Friday 1 May in regards to an application for an enforcement order by the Council's Planning Department to relocate Commo's Metals from 6315 Midland Highway Tatura. VCAT ordered that the use cease by no later than 4 May 2016. VCAT ordered that the occupier of the land pay Council's application fee.
- A Supreme Court review of the VCAT decision to not grant an extension of time for a planning permit for a Service Station at 309 Midland Highway, Shepparton East commenced for two days on 18 & 19 May 2015. The hearing is scheduled to continue in mid June 2015 for a further two days.

#### **Planning Enforcement update**

The Statutory Planning Team is currently investigating over 50 potential breaches of the planning scheme ranging from the illegal use of land for materials recycling to the removal of native vegetation without planning permit approval.

An ongoing auditing program for checking compliance with planning permit conditions shows that around 68% of planning permits audited are generally compliant. Experience shows that of the remaining 32%, over half are generally able to be brought into compliance without any formal enforcement action being taken.

#### **Developments Hearings Panel Update**

A number of applications have been considered by the Development Hearings Panel (DHP) in the months from October 2014 – March 2015:

- Use and development of land at 265 Excelsior Avenue, Ardmona for a dwelling. Application was approved.
- Use and development of land for a dwelling in the Farming Zone at 630 Downer Road, Tatura East. Application was refused.
- Use and development of the land for self-storage units in the Commercial 1 Zone and Land Subject to Inundation Overlay at 68 Casey Street, Tatura. Notice of Decision to Grant a Planning Permit was issued.
- Buildings and works (retrospective) in the Industrial 3 Zone and Design and Development Overlay (Schedule 3) for the installation of a waste compactor at 7940 Goulburn Valley Highway, Kialla. Notice of Decision to Grant a Planning Permit was issued.
- A two lot subdivision (house lot excision) and use and development of land for a dwelling in the Farming Zone 1, Floodway Overlay and Land Subject to Inundation Overlay at 275 Labuan Road, Marionvale. Application was refused.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.4 Statutory Planning Update (October 2014 to March 2015) (continued)**

- An eight lot staged subdivision in the Low Density Residential Zone at 431 Dhurringile Road, Tatura. Notice of Decision to Grant a Planning Permit was issued.
- A two lot subdivision in the Farming Zone, adjacent to a Road Zone Category 1 and creation of access to the Road Zone Category 1 at 630 New Dookie Road, Shepparton East. Application was refused.
- A six lot subdivision in the Low Density Residential Zone, Urban Floodway Zone and the land Subject to Inundation Overlay at 36-46 Hampton Road, Tatura. Notice of Decision to Grant a Planning Permit was issued.
- Above verandah internally illuminated signage at 257-259 Wyndham Street, Shepparton. Application was refused.
- To increase the number of cattle and increase the area of shedding at 305 Coomboona Road, Coomboona. Notice of Decision to Grant a Planning Permit was issued.
- Internally illuminated and business identification signage at 38 Wyndham Street, Shepparton. Notice of Decision to Grant a Planning Permit was issued.

#### **Background**

The Council's Statutory Planning Team undertakes reporting on planning permit activity in conjunction with the Department of Transport, Planning and Local Infrastructure (DTPLI).

This report provides a summary of this reporting to the Executive and Council for information and discussion purposes.

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

The Council Plan's (2013-17) goal number 5 is to have a high performing organisation. By tracking planning permit performance, the Statutory Planning Team can monitor and refine processes introduced to improve planning permit approval times.

#### **Risk Management**

There are no risk management issues associated with this report as it is for information purposes only.

#### **Policy Considerations**

There are no relevant policy considerations associated with this report as it is not for decision making purposes.

#### **Financial Implications**

There are no financial considerations associated with this report for the reason outlined in in the risk management section of this report.

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

There is no legal requirement to provide the information required in this report. Council's Planning Department is required to supply information to DELWP for planning permit activity reporting purposes only.

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

There are no relevant environmental or sustainability considerations associated with this report as it is for information purposes only.

#### **Social Implications**

There are no relevant social considerations for the reasons outlined above.

## 8. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **8.4 Statutory Planning Update (October 2014 to March 2015) (continued)**

#### **Economic Impacts**

There are no relevant economic considerations associated with this report as it is for information purposes only.

#### **Consultation**

This report has been provided to help inform Council of planning permit activity and performance.

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

The report provides performance statistics for information and discussion purposes to assist in providing transparency, working towards best practice service delivery and reducing time delays.

##### b) Other strategic links

The report highlights performance in line with goal number 5 'High Performing Application' of the Council Plan.

#### **Options for Consideration**

There are no options for consideration as this report is for information purposes only.

#### **Conclusion**

New planning permit applications have increased by over 50 applications when compared to the corresponding reporting period in 2013/14. This has corresponded with more planning permit applications being decided and a reduction in the average approval times for planning permit applications over the past 16 months.

As mentioned in this report process improvement measures have continued to deliver reduced processing times for planning permit applications. Additionally, the five step approach outlined in the executive summary aims to ensure better planning outcomes for permit applicants and the Municipality as a whole. These measures build on the work that has been undertaken as part of the STEP Planning Process Improvement Program as mentioned in previous Statutory Planning updates.

#### **Attachments**

1. Pie Chart - Planning Applications Decided
2. Planning Permit Activity Reporting

## 9. ASSEMBLIES OF COUNCILLORS

### 9.1 Assemblies of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillor Briefing Session –12 May 2015		
Councillors	Cr Patterson (Chair), Cr Summer ,Cr Adem, Cr Houlihan, Cr Oroszvary, Cr Polan and Cr Ryan.	
Officers:	Gavin Cator, Steve Bowmaker, Johann Rajaratnam, Kaye Thomson, Chris Teitzel, and Sharlene Still (not all officers were present for all items)	
Matter No.	Matters discussed	Councillors Present for Discussion
2.	Councillor Communications and Engagement Plan	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Oroszvary Cr Polan Cr Ryan
3	Establishment of a Shepparton Showgrounds Advisory Committee and Terms of Reference	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Oroszvary Cr Polan Cr Ryan
4.	Aquamoves Car Park	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Oroszvary Cr Polan Cr Ryan
5.	Shepparton Art Museum Business Case – Presentation by external parties	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Oroszvary Cr Polan Cr Ryan
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	

**9. ASSEMBLIES OF COUNCILLORS**
**9.1 Assemblies of Councillors (continued)**

Greater Shepparton Health and Wellbeing Advisory Committee 15 May 2015		
Councillors	Cr Ryan	
Officers:	Amanda Tingay, Tony Tranter, Kate Montgomery, Rosemary Pellegrino Belinda Conna	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Council Plan 2013-17	Cr Ryan
2.	HWBAC Focus Activity of each member's highest health and wellbeing priority and opinion on Council's highest HWB priority	Cr Ryan
3.	Draft Municipal Health and Wellbeing Action Plan 2015-16	Cr Ryan
4.	'Greater Shepparton Greater Health' grants	Cr Ryan
5.	Review of Municipal Health and Wellbeing Action Plan 2014-15	Cr Ryan
6.	HWBAC member update Each member provides an update of their organisation's recent priorities	Cr Ryan (Left the room for 5 minutes - Bill Brown, GVH reporting)
7.	Drugs (ICE) and Alcohol	Cr Ryan
Conflict of Interest Disclosure		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	



## 9. ASSEMBLIES OF COUNCILLORS

### 9.1 Assemblies of Councillors (continued)

Councillor Briefing Session – 19 May 2015		
Councillors	Cr Patterson (Chair), Cr Summer, Cr Adem, Cr Houlihan, Cr Oroszvary, Cr Polan and Cr Ryan.	
Officers:	Gavin Cator, Steve Bowmaker, Johann Rajaratnam, Kaye Thomson, Chris Teitzel, Ian Boyle, Belinda Conna, Jess Watt and Rebecca Bertone (not all officers were present for all items)	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Adoption of Amendment C178 to the Greater Shepparton Planning Scheme	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Polan Cr Ryan (partial)
2.	Unilever Master Plan and Planning Scheme Amendment C170 – Consideration of Panel Report and Adoption of Amendment	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Polan Cr Ryan
3.	Amendment C162	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Polan Cr Ryan
4.	Shepparton Art Museum	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Polan Cr Ryan
5.	Off Leash Dog Park	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Polan Cr Ryan
6.	Sports Hall of Fame Advisory Committee	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Polan Cr Ryan

**9. ASSEMBLIES OF COUNCILLORS**
**9.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
7.	Performing Arts and Conventions Presentation	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Oroszvary (partial) Cr Polan Cr Ryan
8.	Sign – Town Entrance in Tatura	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Oroszvary Cr Polan Cr Ryan
9.	Victoria Park Lake Caravan Park	Cr Patterson (Chair) Cr Summer Cr Adem Cr Houlihan Cr Oroszvary Cr Polan Cr Ryan
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	

## 9. ASSEMBLIES OF COUNCILLORS

### 9.1 Assemblies of Councillors (continued)

Greater Shepparton Women's Charter Alliance Advisory Committee 22 May 2015		
Councillors	Cr Adem	
Officers:	Kate Montgomery, Emma Hofmeyer, Michelle Bertoli, Charlene Norton	
Matter No.	Matters discussed	Councillors Present for Discussion
4	Correspondence in and out	Nil
5	Media – articles about the Women's Charter Committee in the last month	Nil
6	Budget – current remaining budget for GSWCAAC 2014/2015	Nil
8	Shira Lam – committee member	Nil
8	Committee Memberships <ul style="list-style-type: none"> <li>• New applications</li> <li>• reapplications</li> </ul>	Cr Dinny Adem
11	The Good Lie Movie event planning	Cr Dinny Adem
12	Love and Marriage in Kabul movie and Malala Day planning	Cr Dinny Adem
13	Girls Invent program to encourage girls to innovate	Cr Dinny Adem
14	Tolerance Day planning	Cr Dinny Adem
15	Women's Charter Action Plan and the diversity survey	Cr Dinny Adem
16	Queen's Gardens Honour Board and the possibility of getting it going again	Cr Dinny Adem
17.	Women's Charter Award draft guidelines	Cr Dinny Adem
18	Women's Charter Annual Report draft	Cr Dinny Adem

**9. ASSEMBLIES OF COUNCILLORS**

**9.1 Assemblies of Councillors (continued)**

Conflict of Interest Disclosure		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	

**10. TABLED MOTIONS**

Nil Received

**11. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES**

Nil Received

**12. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES**

**12.1 Cr Houlihan's Report on Special Committees and Advisory Committees**

Name of Committee	Date of Meeting Attended	Key Items
Greater Shepparton Heritage Advisory Committee	4/05/2015	<ul style="list-style-type: none"> <li>• Sub Committee to review the Heritage Award guidelines for assessment and possible improvements.</li> <li>• Committee's Annual Report was received and noted by Council at the May Council meeting.</li> <li>• Noted that The German War Cemetery has been nominated for a place on the Heritage Victoria Register.</li> <li>• Council appointed 3 community members to the Committee for a two year term – Evan Lloyd, Robyn Slee, Gary Steigenberger and thanked Leanne Raditsis for her contribution.</li> </ul>
Australian Botanic Gardens Shepparton Special Committee	20/05/2015	<ul style="list-style-type: none"> <li>• First draft version of a Council website link for the Gardens.</li> <li>• Donation of \$4,900 to the ABGS Committee to purchase the Tank Detheridge Wheel Flower Sculpture. Anonymous donor present in May Council meeting gallery.</li> <li>• Hundreds of wattles and grasses planted in the native forest areas by volunteers over the past three Sunday working bees.</li> <li>• The Friends Group are financing and currently constructing a 'Long-necked turtle garden' close to the front entrance.</li> <li>• Nomination for a Tidy Towns Award in the 'Cultural and Environment' category.</li> </ul>

**RECOMMENDATION**

That the report from Cr Houlihan on Special Committees and Advisory Committees be noted.

**Attachments**

Nil

### 13. NOTICE OF MOTION, AMENDMENT OR RESCISSION

Nil Received

### 14. DOCUMENTS FOR SIGNING AND SEALING

#### 14.1 Documents for signing and sealing

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

Under section 80C of the *Local Government Act 1989*, Council officers and others who are contracted to provide advice or services to the Council must disclose any conflicts of interests they have before any advice they provide is considered. Disclosures must be in writing, to the Chief Executive Officer and must specify the type and nature of the conflict.

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

The following documents have been presented for signing and sealing:

- Agreement/Supplement agreements – On 15 September 2009, Greater Shepparton, Moira and Strathbogie Councils entered into an agreement to form the Goulburn Valley Regional Library Corporation. Agreement will be reviewed once every five years. This supplement agreement (2015) updates the Board composition, representation.

#### **RECOMMENDATION**

That the Council authorise the Chief Executive Officer to sign and seal the documents listed above.

## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program

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

Under section 80C of the *Local Government Act 1989*, Council officers and others who are contracted to provide advice or services to the Council must disclose any conflicts of interests they have before any advice they provide is considered. Disclosures must be in writing, to the Chief Executive Officer and must specify the type and nature of the conflict.

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

#### **Councillors' Community Interaction and Briefing Program**

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

##### **Cr Dennis Patterson**

- 2015 Regional Victoria Living Expo | Luncheon with the Hon Jaala Pulford
- Le Bell Arti Inc | Mother's Day Special Evening
- Rodney Neighbourhood Steiner Kindergarten Family Autumn Fair
- Shepparton Legacy | Annual Luncheon
- Buddhist Community | Wesak/Bhudda Day
- RV Working Group Meeting
- Community Leadership Program Launch
- GV BRaIN | Guest Speaker: Gillon McLachlan, CEO Australian Football League
- Citizenship Ceremony
- Senior Combined Partners Meeting
- NBN Kube Launch
- Shepparton East Drainage Scheme | Community Consultation
- Shadow Minister for Investment and Jobs and Trade, Mr Craig Ondarchie & Wendy Lovell | Meeting with Councillors & Executive
- 2014 GOTAFE Excellence Awards Luncheon
- Greater Shepparton | Volunteer Recognition Awards
- Shepparton East Drainage Scheme | Community Consultation
- Victorian Olympic Council | Welcoming Ceremony
- Shadow Treasurer | Michael O'Brien & Wendy Lovell
- Water Technology Cluster Irrigation and Energy Expo
- Shepparton ACE College | Annual General Meeting
- SPC High Speed Snack Line | Opening by the Hon Daniel Andrews MP
- The Premier of Victoria | the Hon Daniel Andrews
- AFL Victoria Country Work Safe | Interleague Match Half Time Function
- Shepparton Sorry Day Commemoration
- All Aboard Shepparton Campaign
- All Aboard Shepparton - Councillors videos

##### **Cr Fern Summer**

- Rodney Neighbourhood Steiner Kindergarten Family Autumn Fair
- Buddhist Community | Wesak/Bhudda Day
- Waste 2015 Conference
- Greater Shepparton | Volunteer Recognition Awards

## 15. COUNCILLOR ACTIVITIES

### **15.1 Councillors Community Interaction and Briefing Program (continued)**

- GV Pregnancy & Family Support Volunteer Week & International Families Day Celebration
- Disability Advisory Committee Meeting
- IDAHO Day | Speech & Raising Flags
- Dhamma Talk & Lunch
- Shepparton East Drainage Scheme | Community Consultation
- SPC High Speed Snack Line | Opening by the Hon Daniel Andrews MP
- The Premier of Victoria | the Hon Daniel Andrews
- Shepparton Sorry Day Commemoration
- All Aboard Shepparton Campaign
- All Aboard Shepparton - Councillors videos
- PACC Meeting
- Nepal Earthquake Relief Fundraiser
- Chamber of Commerce Breakfast/Mental illness in the Workplace
- Fashion Shoot for Shepparton News

#### **Cr Dinny Adem**

- Buddhist Community | Wesak/Bhudda Day
- Community Leadership Program Launch
- GV BRaIN | Guest Speaker: Gillon McLachlan, CEO Australian Football League
- MAV Forum | Response to VAGO Recommendations
- Shadow Minister for Investment and Jobs and Trade, Mr Craig Ondarchie & Wendy Lovell | Meeting with Councillors & Executive
- Greater Shepparton | Volunteer Recognition Awards
- 2015 MAV State Council Meeting
- Winton Wetlands | Mokoan Hub Grand Opening
- Special GVRLC Board Meeting
- Shepparton East Drainage Scheme | Community Consultation
- The Premier of Victoria | the Hon Daniel Andrews
- Shepparton Sorry Day Commemoration
- All Aboard Shepparton Campaign | Parliament House
- All Aboard Shepparton - Councillors videos

#### **Cr Jenny Houlihan**

- Rodney Neighbourhood Steiner Kindergarten Family Autumn Fair
- Buddhist Community | Wesak/Bhudda Day
- Keeping Up With The Kids | Project Launch
- GV BRaIN | Guest Speaker: Gillon McLachlan, CEO Australian Football League
- Shepparton East Drainage Scheme | Community Consultation
- Shadow Minister for Investment and Jobs and Trade, Mr Craig Ondarchie & Wendy Lovell | Meeting with Councillors & Executive
- Know My Culture | Afghani Food & Culture
- Greater Shepparton | Volunteer Recognition Awards
- Winton Wetlands | Mokoan Hub Grand Opening
- Shadow Treasurer | Michael O'Brien & Wendy Lovell
- Shepparton Sorry Day Commemoration
- Australian Botanic Gardens Shepparton Meeting
- Australian Local Government Women's Association Conference (ALFWA)
- Heritage Advisory Committee



## **15. COUNCILLOR ACTIVITIES**

### **15.1 Councillors Community Interaction and Briefing Program (continued)**

- Future of Local Government National Summit | Melbourne
- All Aboard Shepparton Campaign | Parliament House
- All Aboard Shepparton - Councillors videos

#### **Cr Michael Polan**

- Shepparton East Drainage Scheme | Community Consultation
- Shadow Minister for Investment and Jobs and Trade, Mr Craig Ondarchie & Wendy Lovell | Meeting with Councillors & Executive
- Greater Shepparton | Volunteer Recognition Awards
- Shepparton East Drainage Scheme | Community Consultation
- The Premier of Victoria | the Hon Daniel Andrews
- Shepparton Sorry Day Commemoration
- All Aboard Shepparton - Councillors videos

#### **Cr Les Oroszvary**

- Winton Wetlands | Mokoan Hub Grand Opening
- All Aboard Shepparton - Councillors videos

#### **Cr Kevin Ryan**

- Shepparton East Drainage Scheme | Community Consultation
- Tatura Community Plan | Business Breakfast
- Shadow Treasurer | Michael O'Brien & Wendy Lovell

### **RECOMMENDATION**

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

### **Attachments**

Nil

**16. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA**

**17. PUBLIC QUESTION TIME**

**18. CONFIDENTIAL MANAGEMENT REPORTS**

**18.1 Designation of Confidentiality of Information**

**RECOMMENDATION**

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

**18.2 Recruitment of Acting Chief Executive Officer**

**18.3 Reopening of the Council Meeting to Members of the Public**