

# AGENDA

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## ORDINARY COUNCIL MEETING

TO BE HELD ON  
TUESDAY 16 OCTOBER, 2018  
AT 5.30PM

IN THE COUNCIL BOARDROOM

**COUNCILLORS:**

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

### ***VISION***

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



**A G E N D A  
FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON  
TUESDAY 16 OCTOBER, 2018 AT 5.30PM**

**CHAIR  
CR KIM O'KEEFFE**

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## RISK LEVEL MATRIX LEGEND

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

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

**Extreme** Intolerable – Immediate action is required to mitigate this risk to an acceptable level. Event/Project/Activity is not to proceed without authorisation

**High** Intolerable – Attention is needed to treat risk.

**Medium** Variable – May be willing to accept the risk in conjunction with monitoring and controls

**Low** Tolerable – Managed by routine procedures



**PRESENT:**

**1. ACKNOWLEDGEMENT**

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

**2. PRIVACY NOTICE**

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

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

**3. APOLOGIES**

**RECOMMENDATION**

That the apology from Cr Oroszvary be noted and a leave of absence be granted.

**4. DECLARATIONS OF CONFLICT OF INTEREST**

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

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

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

**RECOMMENDATION**

That the minutes of the Special Council Meeting held 11 September 2018 and the Ordinary Council meeting held 18 September 2018 as circulated, be confirmed.

**6. PUBLIC QUESTION TIME**

## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Our Sporting Future Funding Round 1 - 2018/2019

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

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

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

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

**Author: Sporting Clubs Officer**

**Proof reader(s): Acting Manager Parks, Sport & Recreation**

**Approved by: Director Infrastructure**

#### **Executive Summary**

Greater Shepparton City Council received seven applications for the first round of Our Sporting Future Funding 2018/2019:

- Minors Category (not exceeding \$15,000) – Four applications
- Sports Aid Category – Two applications
- Majors Category (not exceeding \$30,000) – One application

All applications were assessed taking into account guidelines and budget available.

The following applications are being recommended for funding:

*\*Two applications were withdrawn. One due to not being able to meet guideline requirements and the other due to pursuing other larger funding opportunities*

#### **Minors Category**

- Shepparton East Football Netball Club – Contribution towards Central Park Netball courts redevelopment
- Congupna Football Netball Club – Resurfacing of Netball Court

#### **Sports Aid Category**

- Shepparton Western Horse Club Inc. – Club ground facilities
- Goulburn Valley Umpires Association – First year umpires uniforms support program

#### **Majors Category**

- East Shepparton Bowls Club – Contribution towards new bowling green and shelter



## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Our Sporting Future Funding Round 1 - 2018/2019 (continued)

#### RECOMMENDATION

That the Council approve the recommendations of the assessment panel and subsequent funding for the following Our Sporting Future 2018/2019 Round One projects:

#### Our Sporting Future – Minor & Sports Aid Category

Club	Project	Allocation Excluding GST	Allocation Including GST
Shepparton East Football Netball Club	Contribution towards Central Park netball courts redevelopment	\$15,000.00	\$16,500.00
Congupna Football Netball Club	Resurfacing of netball court	\$12,425.00	\$13,667.50
*Shepparton Western Horse Club Inc	Club Ground Facilities - including portable toilet and portable shade structures	\$3,294.80	\$3,294.80
Goulburn Valley Football Umpires Association	First Year Umpire Uniform Support Program	\$5,000.00	\$5,500.00

#### Our Sporting Future – Major Category

Club	Project	Allocation Excluding GST	Allocation Including GST
East Shepparton Bowls Club	Contribution towards new bowling green and shelter	\$30,000.00	\$33,000.00

*\*Please note: These applicants are not registered for GST, therefore GST is not applicable.*

#### Background

The Our Sporting Future Funding Program has been established to assist community organisations with the implementation of small to medium sized facility development projects. The types of projects that may be funded include:

- Sports surface development
- OHS and public safety improvements
- Lighting upgrades
- Pavilion upgrades
- Shade for participants
- Disability Access

The program also assists with development programs for new and developing sporting organisations throughout Greater Shepparton. Clubs such as the reformation of the Shepparton Rowing Club and the Shepparton Rugby Union Club have benefited from the Our Sporting Future Funding, Sports Aid program.

## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Our Sporting Future Funding Round 1 - 2018/2019 (continued)

The funding program provides three categories for funding:

- Major facility development – for projects on a \$1 for \$1 basis but not exceeding \$30,000
- Minor facility development – for projects on a \$1 for \$1 basis but not exceeding \$15,000
- Sports Aid - funding between \$500 and \$5,000 (without matching contributions) for special sports projects that provide support to new and developing sporting organisations, for special access and participation projects, or for planning initiatives that address the future sport and recreation needs of the club/organisation

The Our Sporting Future Funding applications are assessed in two rounds annually, with the first round closing at the end of July each year and the second round closing in February each year.

A cross department assessment team was developed to improve the assessment of applications. The team consists of the following members:

- Sports Events Officer
- Team Leader Healthy Communities
- Sports Fields Coordinator – Parks, Sport & Recreation

The Our Sporting Future Funding Program is available for all sporting/recreational groups within the municipality. The program was advertised this year in the Shepparton News and through social media, In addition Council held a Grants Forum in July 2018, to help promote all Council grants. The program is also promoted on council's external website with testimonials from previous recipients of funding. ValleySport, the Goulburn Valley's regional sports assembly, actively advertise the funding program through their network of known local community sport and recreation groups and via a monthly newsletter reaching over 640 recreation and sporting contacts in the Greater Shepparton Region.

The Our Sporting Future Funding Program has an acquittal process at the completion of the project. An electronic funding acquittal form is received including supporting documentation of invoices and photographs of installation. A Council Officer also undertakes a site visit.

#### **Details of each Project**

##### **Shepparton East Football Netball Club**

Funding Category	<b>Minor</b>
Project	Contribution towards Central Park netball courts redevelopment
Short project description	In conjunction with the City of Greater Shepparton we are applying for a Country Football Netball Grant to assist us in upgrading the netball courts at Central Park Recreation Reserve. Obtaining this grant will assist us in providing funds towards the Country Football Netball grant. The current state of the netball courts at the Central Park Reserve home ground is very poor. They require serious upgrade to bring them in line with the standard required by the Murray Netball League and Netball Victoria.

## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Our Sporting Future Funding Round 1 - 2018/2019 (continued)

Who will benefit from the project	The members of our netball club will be the main beneficiaries of these works, along with opposing teams in our league. At Shepparton East Football Netball Club we have 4 senior netball sides and 4 junior netball sides who play on these courts up to 3 times weekly for training and game day purposes. Junior teams begin from the age of Under 11's - however we often have kids as young as 7 beginning their netball career in our Mini's competition. We are a diverse club having members with an ATSI background as well as being inclusive to players with disabilities.		
Total Project Cost	\$30,000.00	Organisation Cash	\$15,000.00
Requested Council Contribution	\$15,000.00	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

#### **Congupna Football Netball Club**

Funding Category	<b>Minor</b>		
Project	Resurfacing of netball court		
Short project description	Resurface one of our netball courts to Netball Victoria standards including new acrylic coating hard court system		
Who will benefit from the project	The primary beneficiaries will be netball players, officials and coaching staff representing Congupna Football Netball Club, along with all players in the Murray Netball League competition. There are fifteen teams in the League with majority of teams having seven grades, approximately nine players per grade. Congupna hosts on average eleven home games per year therefore, approximately 700 players benefit from the use of the court. Residents of the Congupna community and Congupna Primary School will also benefit, as it will provide a safe place for children to play outside which in turn will lead to an increase in physical activity for individuals. Males and females of all ages from Congupna Football Netball Club, Section 86 Committee, Congupna Community Group and the Greater Shepparton City Council have effectively communicated in relation to the project. We believe this to be beneficial as feedback has been provided by a range of stakeholders.		
Total Project Cost	\$24,850.00	Organisation Cash	\$12,425.00
Requested Council Contribution	\$12,425.00	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Our Sporting Future Funding Round 1 - 2018/2019 (continued)

#### Shepparton Western Horse Club Inc.

Funding Category	<b>Sports Aid</b>		
Project	Club Ground Facilities – Including portable toilet and portable shade structures		
Short project description	Our club has use of a private sand arena including day yards for our club days and clinics & shows; however we do not have a toilet, seating or shade. We would like to purchase 2 portable toilets for all of our competitors & seating and portable shade for spectators.		
Who will benefit from the project	The members, competitors & spectators will benefit.		
Total Project Cost	\$4,294.80	Organisation Cash	0
Requested Council Contribution	\$3,294.80	Organisation In Kind	\$1,000.00
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of projects for special access and/or participation projects.		

#### Goulburn Valley Football Umpires Association

Funding Category	<b>Sports Aid</b>		
Project	First Year Umpire Uniform Support Program		
Short project description	The Goulburn Valley Football Umpires Association hope to further encourage local community members of all backgrounds and abilities to participate in regional football umpiring. The GVFUA Committee believe this can be achieved by utilising possible grant funding to pay for first year umpire uniforms, as an added incentive for local community members considering umpire participation. Ensuring youth and diversity is continually promoted within the GVFUA is vital for the long-term viability of the Association, the prospect of financial assistance from the Valley Sport/City of Greater Shepparton to support the Association will have significant positive outcomes.		
Who will benefit from the project	GVFUA new members to the club will be the main beneficiaries of this grant. In 2016 50 new umpires started with the association and then in 2017 another 38 new umpires began, this shows the numbers that will benefit from this grant.		
Total Project Cost	\$12,900.00	Organisation Cash	\$7,900.00
Requested Council Contribution	\$5,000.00	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Our Sporting Future Funding Round 1 - 2018/2019 (continued)

#### East Shepparton Bowls Club

Funding Category	Majors
Project	Contribution towards new bowling green and shelter
Short project description	<p>The Shepparton East Bowling Club wish to construct a new covered bowling green.            The project will include:            Construction of a new 40m x 40m woven carpet bowling green            Construction of a lined steel shelter enclosing the new bowling green            Construction of a marine carpet covered concrete concourse around the bowling green            Installation of power and flood lighting            Modification of existing club rooms to integrate with the new facilities            Installation of seating, scoreboards, security lighting, drinking fountain and garden beds            The new facility will be located to the east of the existing club rooms and will increase multi-use and broader community stakeholder opportunities at the facility            better service members through improved facilities and access offer a wider range of programs and events</p> <p>The expected project cost is \$1,339,712.00 and the club has \$639,712.00 as its contribution towards the entire project. The Club is applying for a number of grants to fund the project shortfall of \$739,712, including this application for \$30,000 through this funding program.</p>
Who will benefit from the project	<p>The Club currently has 120 members serviced by two synthetic carpet greens and a clubroom with the ability to host 200 people seated. The East Shepparton Bowls Club is limited in its capacity to implement a range of programs to service the community and unable to host regional events where more than two greens are required. It is also unable to host more than one event or program at a time, for example, a club event requiring two greens for 112 players then doesn't allow for another program such as an all abilities or school program to be held on the third green.</p> <p>Participation and demographic trends across Australia suggest the project is needed. Participation trends across Australia are showing strong numbers of juniors participating in competitive sport, however, adults are seeking social sport and recreation opportunities as opposed to competitive sport. This is an opportunistic market for Bowls which prides itself on the social aspect of the sport.</p> <p>The Club has built strong community partnerships and in its strategic plan has identified additional partnerships that will further increase use of the facility, including juniors, the ageing population, people with disabilities and multi-cultural groups, which are supported by participation and demographic trends.</p>

## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Our Sporting Future Funding Round 1 - 2018/2019 (continued)

	The covered roof will enable expansion of these programs to meet need for social and competition bowls in Greater Shepparton.		
Total Project Cost	\$60,000.00	Organisation Cash	\$30,000.00
Requested Council Contribution	\$30,000.00	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

#### Council Plan/Key Strategic Activity

The endorsement of the Our Sporting Future Funding Program is consistent with the following goals and objectives outlined in the *Greater Shepparton Council Plan 2017-2021*:

- 2.2 Our community is supported to achieve and sustain physical, emotional and spiritual health and wellbeing
- 2.4 Social and cultural, educational and employment opportunities are created to enable children, young people, individuals and families to actively participate in their community
- 2.9 Public places, open space and community facilities are safe and accessible for all and presented to a high quality
- 3.3 Greater Shepparton is a major destination for events and tourism (e.g. progression of the business case for the Greater Victoria Commonwealth Games Bid)
- 4.4 Quality infrastructure is provided and maintained to acceptable standards
- 4.5 Assets are well managed and their renewal is being planned through long term renewal strategies

#### Risk Management

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

#### Policy Considerations

There are no conflicts with existing Council policy.

#### Financial Implications

	2018/2019 Approved Budget	Funds previously committed in 2018/2019	Funds requested this round	Balance remaining from budget allocation
<b>Minors</b>	\$100,000	0	\$35,719.80	\$64,280.20
<b>Majors</b>	\$60,000	0	\$30,000.00	\$30,000.00

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

#### Legal/Statutory Implications

All project applicants must comply with planning, building and health legislative and statutory requirements prior to commencement of projects and/or release of Council funds.

## 7. INFRASTRUCTURE DIRECTORATE

### 7.1 Our Sporting Future Funding Round 1 - 2018/2019 (continued)

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

There are no environmental/sustainability impacts from this project.

#### **Social Implications**

These projects will support on going community participation in sporting activity.

#### **Economic Impacts**

There is expected to be a minor regional economic stimulus arising from the construction works.

#### **Consultation**

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

These proposals support the community and infrastructure objectives of the Greater Shepparton 2030 Strategy. Direction 2 – Community Life

##### b) Other strategic links

Council Plan 2017 – 2021

Goal 1 – Active and Engaged Communities (social)

#### **Conclusion**

The applications for funding through the 2018/2019 Our Sporting Future Funding Program round one were reviewed by an internal Assessment Panel which has recommended the applications as outlined in this report are funded.

#### **Attachments**

Nil

## 7. INFRASTRUCTURE DIRECTORATE

### **7.2 Princess Park Future Directions Plan and Landscape Masterplan - Approval for Public Exhibition**

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

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

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

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

**Author: Acting Team Leader Sports Development & Strategic Planning**

**Proof reader(s): Acting Manager Parks, Sport and Recreation**

**Approved by: Director Infrastructure**

#### **Executive Summary**

Princess Park abuts the Shepparton central business district and provides a unique and picturesque parcel of open space for the local community. Its location alongside the Goulburn River provides a popular area for walking and informal recreation pursuits, while its sporting infrastructure plays an important role in meeting the organised sporting needs of the Greater Shepparton community.

The Princess Park Future Directions Plan and Landscape Masterplan have been developed to provide Greater Shepparton City Council with a vision for supporting the future use, development, management and maintenance of Princess Park which addresses current and future community need.

Consultation has taken place with key stakeholders in developing the Future Directions Plan and Landscape Masterplan. The stakeholders consulted have included the Princess Park user groups, Council officers, Goulburn Broken Catchment Management Authority and peak sporting associations. Flyers requesting the completion of an online survey were also mailed to properties located within approximately three blocks of the reserve. The consultation process has included workshops and face to face discussions and a survey.

A detailed background report has been prepared along with a Landscape Masterplan summarising the key recommendations which include:

- Working in partnership
- Improving the support infrastructure
- Improving playing facilities
- Enhancing informal recreation options and aesthetics of the park
- Building the capacity of the park

The Future Directions Plan proposes a staged development over time to ensure implementation of the Landscape Masterplan can be best aligned with funding availability. Some of the identified works may be funded under normal operational budgets however others will be subject to capital allocations and/or grants.



## 7. INFRASTRUCTURE DIRECTORATE

### 7.2 Princess Park Future Directions Plan and Landscape Masterplan - Approval for Public Exhibition (continued)

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

#### **RECOMMENDATION**

That the Council:

1. release the Draft Princess Park Future Directions Plan and Princess Park Landscape Masterplan for public exhibition and comment for a period of 28 days, commencing on 17 October 2018 and concluding on 14 November 2018;
2. note that a summary of all submissions received will be provided to Council for consideration;
3. note that the final version of the Princess Park Future Directions Plan and Princess Park Landscape Masterplan will be presented to a future Council meeting for adoption.

#### **Background**

The Princess Park Future Directions Plan and Landscape Masterplan have been developed to provide Greater Shepparton City Council with a vision for supporting the future use, development, management and maintenance of Princess Park which addresses current and future community need.

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

The draft Future Directions Plan and Landscape Masterplan have been developed in consultation with the user groups of the reserve, Goulburn Broken Catchment Management Authority, peak sporting associations and occupiers of properties located within approximately three blocks of the reserve.

The Future Directions Plan and Landscape Masterplan recommends:

- Working in partnership
  - Assess the feasibility of developing a multipurpose shared clubroom facility
  - Implement a program of regular joint meetings of groups who use Princess Park
- Improving the support infrastructure
  - Develop change room facilities to support participation by females
  - Assess the feasibility of upgrading or replacing the public toilet facilities
  - Improve accessibility of paths of travel throughout the park
  - Improve spectator amenities, particularly seating and shelter
- Improving playing facilities
  - Assess the feasibility of increasing the size and capacity of the Jim McGregor Oval
  - Relocate and replace the netball courts

## 7. INFRASTRUCTURE DIRECTORATE

### **7.2 Princess Park Future Directions Plan and Landscape Masterplan - Approval for Public Exhibition (continued)**

- Enhancing informal recreation options and aesthetics of the park
  - Pursue the development of picnic and barbecue facilities and consider the development of a dog park
  - Provide safe and accessible pathways connecting the Park to the CBD and to the Eastbank Lake Project
  - Upgrade the Park entrance way to more appropriately reflect the aesthetic and significance of the Park
- Building the capacity of the Park
  - Assess the feasibility and impact of providing perimeter fencing
  - Explore the opportunities to increase the use of the Park for community events and activities such as markets
  - Formalise the car parking around the Park and explore options for use of the Italian Social Club car park minimising impact on Goyen Reserve

Council officers are seeking Council support to place the draft Future Directions Plan and Landscape Masterplan on public exhibition for a period of four weeks.

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

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

##### *Theme 2: Social*

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

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

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

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

##### *Theme 3: Economic*

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

#### **Risk Management**

There are no adverse risks anticipated from releasing the draft Future Directions Plan and Landscape Masterplan for public consultation.

#### **Policy Considerations**

All consultation associated with the draft Future Directions Plan and Landscape Masterplan will be undertaken in accordance with Council's *Community Engagement Strategy 2009*.

#### **Financial Implications**

The recommendation to release the draft Future Directions Plan and Landscape Masterplan for consultation does not have any financial or budgetary implications for Council, other than the direct costs associated with advertising and staff time. However, the future implementation of the recommendations will be subject to individual detailed investigations and funding allocations. The estimated cost to implement various aspects of the Landscape Masterplan, based on concept design, is considered to be in the order of \$5.5m to \$7.5m.

## 7. INFRASTRUCTURE DIRECTORATE

### **7.2 Princess Park Future Directions Plan and Landscape Masterplan - Approval for Public Exhibition (continued)**

Should the Future Directions Plan and Landscape Masterplan be ultimately endorsed by Council, funding for implementation, where Council contribution is required, will be subject to Council's normal capital budget process.

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

All procedures associated with the draft Future Directions Plan and Landscape Masterplan comply with relevant legislative requirements.

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

The recommendation to release the draft Future Directions Plan and Landscape Masterplan for public comment will not result in any adverse environmental or sustainability impacts.

#### **Social Implications**

The recommendation to release the draft Future Directions Plan and Landscape Masterplan for public comment will not result in any adverse social impacts.

#### **Economic Impacts**

It is not expected that the recommendation to release the draft Future Directions Plan and Landscape Masterplan for public comment will have any adverse economic impacts.

#### **Consultation**

Council officers recommend that Council endorse the draft Future Directions Plan and Landscape Masterplan and release it for public consultation.

Initial stakeholder consultation has been undertaken with the user groups of the reserve, Goulburn Broken Catchment Management Authority, peak sporting associations and local residents and businesses located in close proximity to the reserve.

The public consultation associated with the Future Directions Plan and Landscape Masterplan will be undertaken in accordance with Council's *Community Engagement Strategy 2009*.

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

#### **Strategic Links**

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

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

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

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

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

## 7. INFRASTRUCTURE DIRECTORATE

### 7.2 Princess Park Future Directions Plan and Landscape Masterplan - Approval for Public Exhibition (continued)

#### **Conclusion**

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

#### **Attachments**

1. Princess Park Future Directions Plan - Draft August 2018
2. Princess Park Master Plan and Precincts Revised
3. Princess Park Building Condition Assessment

## 7. INFRASTRUCTURE DIRECTORATE

### 7.3 Deakin Reserve Future Directions Plan and Landscape Masterplan

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

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

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

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

**Author: Acting Team Leader Sports Development and Strategic Planning**

**Proof reader(s): Acting Manager Parks, Sport and Recreation**

**Approved by: Director Infrastructure**

#### **Executive Summary**

Deakin Reserve is Greater Shepparton's premier sportsground facility and is home to the Shepparton Bears Football Netball Club, Shepparton United Football Netball Club and Central Park/St Brendan's Cricket Club. The five star facility also hosts regional, state and national events and sporting activities.

The Deakin Reserve Future Directions Plan and Landscape Masterplan aim to provide strategic direction for the future management and development of Shepparton's premier facility.

Initial consultation took place with key stakeholders in developing the Future Directions Plan and Landscape Masterplan. The stakeholders consulted have included the Deakin Reserve Advisory Committee, Deakin Reserve user groups, Council officers, and peak sporting associations. Flyers requesting the completion of an online survey were also posted to occupiers of properties located within approximately three blocks of the reserve. The consultation process has included workshops, phone and face to face discussions and a survey.

A detailed background report has been prepared along with a Landscape Masterplan summarising the key recommendations which include:

- Develop club strategic plans
- Diversity of use through tenancy arrangements
- Maintain Deakin Reserve as a 5 star facility
- Actively pursue shared and multi-use facilities
- Investigate alternative training venues
- Construction of a second netball court
- Installation of catch nets
- Explore options to re-use water and install water storage
- Redevelopment of oval
- Car parking
- Develop public toilet and change room facilities
- Improve spectator seating, viewing and shade
- Access for all improvements
- Upgrade support infrastructure
- Improve information and directional signage
- Increase storage facilities
- Limit range of major events at the reserve

## 7. INFRASTRUCTURE DIRECTORATE

### **7.3 Deakin Reserve Future Directions Plan and Landscape Masterplan (continued)**

At the Ordinary Council Meeting held on 17 July 2018, Council resolved to release the *Draft Deakin Reserve Future Directions Plans and Landscape Masterplan* for public exhibition and comment.

The draft Future Directions Plan and Landscape Masterplan was released for public comment from 18 July 2018 to 15 August 2018. This consultation was undertaken in accordance with Council's *Community Engagement Strategy 2009* and 21 submissions were received by Council. In addition, general feedback was also received from the Deakin Reserve Advisory Committee on 18 May 2018.

The feedback largely supported a majority of the suggested developments of the Future Directions Plan and Landscape Masterplan, with items such as retention of the Guide Hall, upgraded storage shed, redevelopment of playing surface, additional netball court and new public toilet. The content of the submissions are in the attached submission recorder.

The Future Directions Plan proposes a staged development over time ensuring implementation of the Landscape Masterplan can be best aligned with funding availability. Some of the identified works can be funded under normal operational budgets however others will be subject to capital allocations and/or grants.

It is recommended that Council adopt the Deakin Reserve Future Directions Plan and Landscape Masterplan.

#### **RECOMMENDATION**

That the Council adopt the Deakin Reserve Future Directions Plan and the Deakin Reserve Landscape Masterplan.

#### **Background**

The Deakin Reserve Future Directions Plan and Landscape Masterplan aim to provide Council and key stakeholders with an agreed vision and actions for the future of the reserve, to ensure actions and investment are aligned with an agreed plan for Deakin Reserve.

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

The Future Directions Plan and Landscape Masterplan have been developed in consultation with the Deakin Reserve Advisory Committee, user groups of the reserve, peak sporting associations and occupiers of properties located within approximately three blocks of the reserve.

## 7. INFRASTRUCTURE DIRECTORATE

### **7.3 Deakin Reserve Future Directions Plan and Landscape Masterplan (continued)**

The Future Directions Plan and Landscape Masterplan recommends:

- Develop club strategic plans
  - develop strategic plans to help strengthen the long-term sustainability of the Clubs who use Deakin Reserve
- Diversity of use through tenancy arrangements
  - require the sporting clubs using Deakin Reserve to actively provide opportunities for participation by juniors, females and culturally diverse communities
- Maintain Deakin Reserve as a 5 star facility
  - ensure budget allocations support the continued maintenance of Deakin Reserve
- Actively pursue shared and multi-use facilities
  - football and netball clubs and cricket clubs
- Investigate alternative training venues
  - for clubs who use Deakin Reserve and other sportsgrounds in Greater Shepparton, particularly during the winter season or when major external events are occurring
- Construction of second netball court
  - including a possible warm up space
- Installation of catch nets
  - Eastern end
- Explore options to re-use water and install water storage
- Redevelopment of oval
  - allow it to support up to 25 hours of use during the winter months
- Car parking
  - limit vehicle access on game days
  - review options for the showground to be utilised for parking during major events
- Develop public toilet and change room facilities
  - ensuring disability, cultural and female access
- Improve spectator seating, viewing and shade
- Access for all improvements
  - improve paths of travel and accessibility throughout the site
- Upgrade support infrastructure
  - scoreboard and media box
- Improve information and directional signage
  - within the reserve and directing people to the reserve
- Increase storage facilities
  - for maintenance equipment, sporting club equipment and to support major events and activities that are conducted at the reserve
- Limit range of major events at the reserve
  - major events to be limited to complimentary activities such as football, rugby, cricket and netball

At the Ordinary Council Meeting held on 17 July 2018, Council resolved to release the *Draft Deakin Reserve Future Directions Plans and Landscape Masterplan* for public exhibition and comment.

## 7. INFRASTRUCTURE DIRECTORATE

### **7.3 Deakin Reserve Future Directions Plan and Landscape Masterplan (continued)**

The draft Future Directions Plan and Landscape Masterplan was released for public comment from 18 July 2018 to 15 August 2018. This consultation was undertaken in accordance with Council's *Community Engagement Strategy 2009* and 21 submissions were received by Council. In addition, general feedback was also received from the Deakin Reserve Advisory Committee on 18 May 2018. The content of the submissions are in the attached submission recorder.

The consultation process has allowed Council officers to review community feedback and to respond accordingly, including some minor changes to the documentation. It is recommended that Council now adopt the Future Directions Plan and Landscape Masterplan.

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

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

##### *Theme 2: Social*

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

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

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

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

##### *Theme 3: Economic*

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

#### **Risk Management**

There are no adverse risks associated with adopting the Future Directions Plan and Landscape Masterplan.

#### **Policy Considerations**

The Future Directions Plan and Landscape Masterplan does not conflict with any existing Council policies.

#### **Financial Implications**

Responsibility for implementation of action items is identified in the background report. Should the Future Directions Plan and Landscape Masterplan recommendations be endorsed by Council, the future implementation of the recommendations will be subject to individual detailed investigations and funding allocations. The probable cost to implement various aspects of the Landscape Masterplan is considered to be in the order of \$1.2m to \$2.5m.

Council will continue to seek funding from all levels of government to assist in the cost of the implementation.

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

All procedures associated with the Future Directions Plan and Landscape Masterplan comply with the legislative requirements. Implementation of recommendations may require statutory approvals.



## 7. INFRASTRUCTURE DIRECTORATE

### 7.3 Deakin Reserve Future Directions Plan and Landscape Masterplan (continued)

The Future Directions Plan and Landscape Masterplan were released for public comment in accordance with Council's *Community Engagement Strategy*.

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

The recommendation will not result in any negative environmental/sustainability impacts.

#### **Social Implications**

The recommendation will not result in any negative social implications. The Future Directions Plan seeks to improve access to facilities supporting current use, encouraging increased use and supporting increased social connection opportunities.

#### **Economic Impacts**

The recommendation will not result in any negative economic impacts.

#### **Consultation**

Initial stakeholder consultation was undertaken with the Deakin Reserve Advisory Committee, user groups of the reserve, peak sporting associations and local residents and businesses located close to the reserve.

The draft Future Directions Plan and Landscape Masterplan was endorsed by Council at the July Ordinary Council Meeting to release for public exhibition and comment from 18 July 2018 to 15 August 2018. There were 21 submissions received and general feedback was also received from the Deakin Reserve Advisory Committee on 18 May 2018. The content of the submissions are in the attached submission recorder.

These submissions have been assessed and the final Future Directions Plan and Landscape Masterplan considers and addresses these comments as relevant.

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

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

##### b) Other strategic links

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

#### **Conclusion**

The Deakin Reserve Future Directions Plan and Landscape Masterplan aim to provide strategic direction for the future management and development of Shepparton's premier facility.

The Deakin Reserve Future Directions Plan and Landscape Masterplan has been subject to a community consultation process, including releasing the draft for public comment. Council has responded to feedback received and made changes to the Future Directions Plan and Landscape Masterplan to improve the intent and legibility of the Plan.

## **7. INFRASTRUCTURE DIRECTORATE**

### **7.3 Deakin Reserve Future Directions Plan and Landscape Masterplan (continued)**

It is recommended that Council adopt the Deakin Reserve Future Directions Plan and Landscape Masterplan.

#### **Attachments**

1. Deakin Reserve - Feedback Spreadsheet
2. Deakin Reserve Future Directions Plan (as at September 2018)
3. Appendix B
4. Deakin Reserve Landscape Masterplan

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1868 - Provision of Trade Services Panel of Suppliers

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

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

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

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

**Author: Building Maintenance Planner**

**Proof reader(s): Manager Strategic Assets**

**Approved by: Director Infrastructure**

**Other: Team Leader Building Maintenance**

#### **Executive Summary**

Greater Shepparton City Council delivers many of its services from a range of buildings within the municipal boundaries. These buildings require regular maintenance on a programmed and reactive basis. The maintenance works are carried out by a variety of trades people and companies. The engagement of these maintenance services is arranged by Council staff and the trades people engaged need to have the required qualifications, certificates, experience, resources, insurances and safe work methods to undertake works on Council buildings and assets.

The current contract in place for the engagement of contractors (Provision of Trade Services – Panel of Suppliers) expires on 7 December 2018.

The new contract was advertised for a period of 4 weeks in July 2018. 42 tenders were received and have been reviewed and scored in accordance with Council's procurement policy.

This contract aims to engage a range of suitable contractors, trades people or companies, to undertake the necessary maintenance works on Councils buildings in a timely, reliable and high quality manner. A panel of suppliers is recommended for appointment to ensure an appropriate service level response can be achieved in relation to the management of our building assets.

### **RECOMMENDATION**

That the Council:

1. accept the tenders submitted by:
  - A P Devine Plumbing
  - Admoor Plumbing
  - Aliko Pty Ltd Trading as M\_L Tricarico
  - All Sorts Refrigeration
  - Aone Pest Control
  - Appliance Tagging Service Pty Ltd
  - Bigvac Waste Goulburn Valley Liquid Waste
  - Bonnetts Staff Electrical Contractors Pty Ltd
  - Brian Beard Plumbing
  - Brett Collins Refrigeration

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1868 - Provision of Trade Services Panel of Suppliers (continued)

- CA Group Service Pty Ltd
- Chris Martin Building Maintenance
- Country Fire Authority Fire Equipment Maintenance
- Croxford Building Constructions
- D S Kilpatrick Plumbing Pty Ltd
- Daisy Fresh Bin Cleaning
- Darelly Electrical
- Dowsett Electrical
- ESM Compliance
- Goulburn Valley Glass
- Goulburn Valley Gutter Cleaning
- Gutter Vac Shepparton
- GV Plumbing
- Insight Protection Solutions Pty Ltd
- John Crawford Painting Contractors Pty Ltd
- Jonesys Bobcat Hire
- Mat Langley Electrical
- Moretto Building
- Norvec
- Powertek Corporation Pty Ltd
- Reilly Electrical
- Roe and Cook Plumbers
- Shepparton Plumbing Services Pty Ltd
- Statcom Systems
- Total Pest Control
- Unique Building Services
- Watters Electrical

for Contract No-1868 Trade Services Panel of Suppliers for a contract period of two (2) years with an option for a one (1) year extension and an estimated contract value of \$4,950,000 inclusive GST;

2. authorise the Chief Executive Officer to sign and seal the contract documents;
3. authorise the Chief Executive Officer to award the contract extension period if required.

#### **Contract Details**

The existing contract for the engagement of trade services contractors expires on 7 December 2018. Contractors are selected by Council staff from the trade services panel to undertake works on Council buildings and facilities.

This contract aims to engage a range of suitable contractors or companies, to undertake the necessary building maintenance works on Council buildings in a timely, reliable and high quality manner. The engagement is formalised with the contractor upon the issue of a purchase order for the required works.

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1868 - Provision of Trade Services Panel of Suppliers (continued)

The successful contractors on the Panel of Suppliers list under this contract will meet the requirements of Councils Procurement Policy and Guidelines. The companies and contractors will have been engaged through a competitive process and all payment for works delivered will be administered as per the contract.

#### **Tenders**

Tenderers were invited to submit rates on a trade category basis. All trade categories are specific to the provision of building maintenance services.

The following conforming tenders were received:

Tenderers
A P Devine Plumbing
Admoor Plumbing
Aliki Pty Ltd Trading as M_L Tricarico
All Sorts Refrigeration
Aone Pest Control
Appliance Tagging Service Pty Ltd
Bigvac Waste Goulburn Valley Liquid Waste
Bonnetts Staff Electrical Contractors Pty Ltd
Brian Beard Plumbing
Brett Collins Refrigeration
CA Group Service Pty Ltd
Chris Martin Building Maintenance
Country Fire Authority Fire Equipment Maintenance
Croxford Building Constructions
D S Kilpatrick Plumbing Pty Ltd
Daisy Fresh Bin Cleaning
Darely Electrical
Dowsett Electrical
ESM Compliance
Goulburn Valley Glass
Goulburn Valley Gutter Cleaning
Gutter Vac Shepparton
GV Plumbing
Insight Protection Solutions Pty Ltd
John Crawford Painting Contractors Pty Ltd
Jonesys Bobcat Hire
Mat Langley Electrical
Moretto Building
Norvec
Powertek Corporation Pty Ltd
Reilly Electrical
Roe and Cook Plumbers
Shepparton Plumbing Services Pty Ltd
Statcom Systems
Total Pest Control
Unique Building Services
Watters Electrical

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1868 - Provision of Trade Services Panel of Suppliers (continued)

There were five tenders received which were non-conforming due to not submitting the schedules correctly.

#### Tender Evaluation

Tenders were evaluated by an evaluation panel consisting of:

Title	Branch
Building Maintenance Planner	Building Maintenance
Team Leader	Building Maintenance
Manager	Strategic Assets
Moderator	Procurement

#### Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50%
OH&S, Risk and Quality Management	15%
Track Record and Experience	15%
Benefit to the Local Region	10%
Environmental Sustainability	10%

#### Council Plan/Key Strategic Activity

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

3.2 Strong global, national and local business connections are developed and nurtured

4.4 Quality infrastructure is provided and maintained to acceptable standards

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Compliance with the Local Government Act 1989	Improbable	High	High	Implementation and management of contract in accordance with Council's procurement policy and Australian Standards
Occupational Health & Safety	Possible	Moderate	Medium	All contractors supervised as per Council OH&S policy and procedures
Poor Contractor Performance	Possible	Moderate	Medium	Contract administered as per Australian Standards

## 7. INFRASTRUCTURE DIRECTORATE

### 7.4 Contract 1868 - Provision of Trade Services Panel of Suppliers (continued)

#### **Policy Considerations**

Procurement has been undertaken under supervision of Council's Procurement Team in strict accordance with Council's purchasing policy.

#### **Financial Implications**

By engaging contractor's through this panel of suppliers we are providing certainty around hourly rates for services and obtaining those hourly rates in a competitive environment.

The estimated expenditure under this panel arrangement is \$1.5M per year for the three year term of the contract.

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue	-	-	-	-
Expense	4.5 million	4.5 million	-	4.95 million
Net Total	4.5 million	4.5 million	-	4.95 million

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

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

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

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

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

All tenderers have submitted their environmental credentials as part of the procurement process. Contractors will be engaged at all times by Council officers in accordance with Council's environmental policies and procedures.

#### **Conclusion**

Forty two tenders were received and have been assessed in accordance with Council's procurement policy. The attached final moderation report has summarised the assessment and it is proposed that 5 of the tenderer's are not included on the panel due to their submission being non-conforming due to not submitting the tender schedules. ELT has endorsed the recommendations of the final moderation report at the 5 September 2018 Executive meeting. It is recommended that Council approve the awarding of contract 1868 as per ELT's endorsement.

#### **Attachments**

Nil

## 7. INFRASTRUCTURE DIRECTORATE

### **7.5 Contract 1870 - MAV Procurement - Supply and Delivery of Fuel and Lubricants**

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

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

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

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

**Author: Coordinator Plant Fleet & Stores**

**Proof reader(s): Manager Strategic Assets**

**Approved by: Director Infrastructure**

**Other: Manager Corporate Governance**

#### **Executive Summary**

The purpose of this report is to gain Council approval to participate in the National Procurement Network (NPN) MAV Contract Number NPN 1.17 Supply and Delivery of Fuels and Lubricants which includes Bulk Fuels, Fuel Card & Oils, Lubricants & Vehicle Care Products. The contract will be referred to as Contract 1870 for Council purposes.

Council spends a significant amount of money purchasing fuel with some being stored at the Doyles Road Complex (DRC). The fuel stored at DRC is used to operate Council's plant as well as a limited number of fleet vehicles. The other bulk use of fuel is via purchase cards used on our corporate fleet vehicles.

The value of the contract is subject to annual budget allocation each year, however based on previous usage expenditure will be in the order of \$750,000 per annum. This exceeds the Chief Executive Officer 's delegated authority and requires Council approval.

#### **RECOMMENDATION**

That the Council

1. agree to participate in the MAV Procurement under the National Procurement Network for the schedule of rates contract for the supply and delivery of Fuel and Lubrications NPN 1.17 referred to as Contract 1870;
2. note that the contract is due to expire on 31 January 2021 with the option of two (2) x one (1) year extensions;
3. agree that the Chief Executive Officer sign the letter of intent to access the contract.



## 7. INFRASTRUCTURE DIRECTORATE

### **7.5 Contract 1870 - MAV Procurement - Supply and Delivery of Fuel and Lubricants (continued)**

#### **Background**

##### Contract Overview

The West Australian Local Government Association (WALGA) as the lead agency for the NPN issued a Request for Tender (RFT) for the provision of Bulk Fuel, Fuel Card Services, Oils, Lubricants and Vehicle Care Products on the 29th July 2017.

Tenders closed at 2.00pm on the 29 August 2017 Australian Eastern Standard Time (AEST).

26 Tenders were received by the close of the tender. No Late Tenders were received. The Purpose of this panel contract is to: renew a Preferred Supplier Arrangement (PSA) for the purchase of Bulk Fuel, Fuel Cards Services, and Oils, Lubricants and Vehicle Care Products by councils throughout New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Western Australia and Victoria. This PSA replaces the existing Bulk Petroleum Products, Fuel Card Services, and Oils and Lubricants PSA (C031\_12) of which GSCC are a participant.

The scope of the Request for Tender included the supply of three (3) categories of goods and services:

- Category 1 – Bulk Fuel
- Category 2 – Fuel Card Services
- Category 3 – Oils, Lubricants and Vehicle Care Products

The companies listed below are being recommended by the NPN for appointment to NPN 1.17, conditional to contracting and satisfaction of any minor variations.

- Armadillo Group Pty Ltd
- BP Australia Pty Ltd
- Caltex Australia Petroleum Pty Ltd
- Castrol Australia Pty Ltd
- Fuchs Lubricants (Australasia) Pty Ltd
- Gulf Engineering & Constructions Pty Ltd
- Inenco Group Pty Ltd (CBC Australia, Bearing Service & Webster Bearing and Engineering)
- L.H. Perry & Sons Pty Ltd
- Liberty Oil Australia Pty Ltd
- Marano Enterprises (Miallo) Pty Ltd
- Ocwen Energy Pty Ltd t/a Lowes Petroleum Service
- Oil & Energy Pty Ltd
- Park Pty Ltd
- Puma Energy (Australia) Holdings Pty Ltd
- Reliable Petroleum Pty Ltd
- Refuelling Australia (Maxi-Tankers & Mini-Tankers Australia)
- Royal Precision Lubricants Pty Ltd
- Trinity Petroleum Services Pty Ltd
- Tropic Petroleum Pty Ltd
- United Petroleum Pty Ltd

## 7. INFRASTRUCTURE DIRECTORATE

### 7.5 Contract 1870 - MAV Procurement - Supply and Delivery of Fuel and Lubricants (continued)

- Valvoline Australia Pty Ltd
- Viva Energy Australia Pty Ltd
- WEX Australia Pty Ltd

#### Contract Term

The new Preferred Supplier Arrangement will be for a three (3) year initial term, plus extension options for a maximum period of two (2) years, exercisable at the sole discretion of the Principal.

#### Tender Evaluation & Criteria

Tenders were evaluated by National Procurement Network.

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

Goal 4 Quality Infrastructure

Objective – Ensure that the community has access to high quality facilities

Aim – Council will continue to provide for the development and maintenance of high quality facilities to enhance the opportunities for community participation in a broad range of activities at both a passive and active level.

#### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Fuel Spillage or Explosion at DRC	Unlikely	High	High	Supplier to provide Job Safety Audits, undertake site induction, request quality control documents from supplier, test Council infrastructure on a regular basis
Supplier cannot deliver	Possible	Moderate	Moderate	Council holds significant fuel reserves to continue to operate through a short period without delivery. Council could utilise a service station if failure to deliver was prolonged.

#### **Policy Considerations**

Council's procurement policy has been considered as part of this contract. The contract has been conducted in accordance with Section 186 and Section 55 of the Local Government Act.

## 7. INFRASTRUCTURE DIRECTORATE

### 7.5 Contract 1870 - MAV Procurement - Supply and Delivery of Fuel and Lubricants (continued)

#### Financial Implications

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue	0	0	0	
Expense	\$765,000	\$750,000	(\$15,000)	
Net Total	\$0	\$0	(\$15,000)	

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

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

#### Legal/Statutory Implications

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

#### Environmental/Sustainability Impacts

As part of the evaluation process undertaken by Procurement Australia, tenderers were required to comply with all relevant EPA standards, have OHS management systems and environmental management systems to mitigate risk of accident, harm to people or the environment. All company drivers are to be appropriately accredited, complete all logs and undertake pre-trip safety checks.

#### Consultation

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

Given the supply of Bulk Fuel to Doyles Road Complex supports the delivery of services provided with Council's Plant and Fleet, the proposal supports the principals of the Greater Shepparton 2030 Strategy.

The required works are in accordance with the GS2030 Strategy under Infrastructure, Urban Rural Services, Objective 1 – To provide sustainable infrastructure to support the growth and development of the municipality.

##### b) Other strategic links

Nil

#### Conclusion

It is recommended that Council participate in the National Procurement Network tender for the Supply and Delivery of Bulk Fuel, Fuel Card Services, Oils, Lubricants and Vehicle Care Products and benefit from the combined buying power of other participating Councils to achieve the most competitive bulk fuel rates. Note the competitive buying power does not affect the wholesale price of fuel, but does affect the delivery price.

## 7. INFRASTRUCTURE DIRECTORATE

### **7.5 Contract 1870 - MAV Procurement - Supply and Delivery of Fuel and Lubricants (continued)**

Tenderers have provided prices based on a starting point of the wholesale price at the time, plus their freight mark up. While market trends can move rapidly, generally Council is expected to be paying a discount on fuel compared to prices at the pump through this contract.

#### **Attachments**

Nil

## 7. INFRASTRUCTURE DIRECTORATE

### 7.6 Contract 1842 - Construction of Public Amenities Maude Street Redevelopment

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

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

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

**Author: Project Engineer**

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

**Approved by: Director Infrastructure**

#### **Executive Summary**

Maude Street between High Street and Ashenden Street has been identified in the CBD Strategy as requiring an upgrade, and will complement the works already undertaken in Vaughan Street. The concept plan for the Maude Street component was approved by the Council in March 2013. As part of these works new public amenities will be constructed on Maude Street and will be complemented with the bus interchange works and bus movements on both the east and west sides of Maude Street.

The works under this contract relate to construction of public amenities which include adult change rooms, male and female toilets, breastfeeding rooms and bicycle parking space.

The cost estimate for the proposed works was \$630,000 (exc. GST). The recommended tenderer, Moretto Building Pty Ltd, submitted a tender of \$665,635 (exc. GST). This is within 20% of the original cost estimate. Moretto Building Pty Ltd is a local company and has satisfactorily completed similar work for Council previously.

#### **RECOMMENDATION**

That the Council:

1. accept the tender submitted by Moretto Building Pty Ltd of Shepparton for Contract No. 1842 - Construction of public amenities Maude Street Redevelopment, Shepparton for the Lump Sum of \$732,198.50 (including GST).
2. authorise the Chief Executive Officer to sign and seal the contract documents.

#### **Contract Details**

Construction of the amenities building on Maude Street, Shepparton as per the drawings and specifications will be a lump sum contract for works including:

- (a) Preliminaries
- (b) Supply and install services and conduits
- (c) Construction of the building
- (d) Building permit inspections and documentation
- (e) Reinstatement of footpath, furniture and driveways to private properties.
- (f) Tidy up road reserve, nature strips and as built drawings

## 7. INFRASTRUCTURE DIRECTORATE

### 7.6 Contract 1842 - Construction of Public Amenities Maude Street Redevelopment (continued)

#### Tenders

Tenders were publicly advertised and at close of tenders, tenders were received from:

Tenderers
Moretto Building P/L, Shepparton
Crow Constructions P /L, Shepparton

#### Tender Evaluation

Tenders were evaluated by:

Title	Branch
Project Engineer	Projects
Manager	Projects
Procurement Officer	Procurement
Team Leader Building Maintenance	Assets

#### Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria		Weighting
Mandatory (Pass/Fail)	Price	50
	Prices supplied for additional works	5
	OH&S System and implementation	5
Compulsory	Environmental Sustainability	10
	Previous relevant experience, corporate capability, relevant personnel and equipment.	5
	Project delivery methodology, Works Program	10
Optional	Integrated management system (i.e. Quality, Risk, HR, Environmental Mgmt. Systems) and financial capability	5
Social Procurement	Benefit to the local region.	10
	<b>TOTAL</b>	<b>100</b>

#### Council Plan/Key Strategic Activity

- Council Plan 2013-2017

## 7. INFRASTRUCTURE DIRECTORATE

### 7.6 Contract 1842 - Construction of Public Amenities Maude Street Redevelopment (continued)

#### Quality Infrastructure (Built)

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

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

Risks	Likelihood	Consequence	Rating	Mitigation Action
Traffic, Pedestrian and Buses /Trucks management during construction	Likely	Moderate	Moderate	Traffic management and work methodology to provide for vehicle access
Damage to existing/proposed electric lines and electrocution	Likely	Major	High	Consult with PowerCor to identify the proposed lines. Safety Management during construction – use of warning equipment / “spotters” for overhead lines
Damage to assets owned by other Authorities	Likely	Moderate	Moderate	Consult with relevant authority to identify the proposed lines. Relocate assets prior to works Safety Management during construction

#### Policy Considerations

There are no conflicts with Council Policy.

## 7. INFRASTRUCTURE DIRECTORATE

### **7.6 Contract 1842 - Construction of Public Amenities Maude Street Redevelopment (continued)**

#### **Financial Implications**

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Expenditure Budget for complete works:	\$2,687,623			Revised budget - 7292
Income	(\$170,377)			GVW reimbursement from water main relocation works
Expense		\$665,635.00		CN1842 Amenities building - Proposed award amount
Expense –		\$2,240,000		Estimated costs for bus interchange & plaza works
Expenditure Result	\$2,858,000	\$2,905,635	\$47,635	

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

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

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

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

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

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

Asset Management Strategy 2007 (page 12)

Infrastructure

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

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



## **7. INFRASTRUCTURE DIRECTORATE**

### **7.6 Contract 1842 - Construction of Public Amenities Maude Street Redevelopment (continued)**

#### **Conclusion**

Moretto Building Pty Ltd submitted a conforming tender and received the highest score overall from the tender assessment process.

Moretto Building Pty Ltd is a local contractor who is a registered building contractor and has successfully completed other building projects for Council including Senior Citizens toilet, Deakin Reserve Female Change area and Tatura Park outdoor arena sheds. The assessment panel is satisfied that Moretto Building Pty Ltd has established a good performance history in the building industry and is considered to have the experience, capability and resources to complete this project within the cost and time period stipulated.

Therefore, the tender submitted by Moretto Building Pty Ltd for a total lump sum amount of \$732,198.50 (including GST) has been determined to provide the best value for Council.

#### **Attachments**

Nil

## 8. COMMUNITY DIRECTORATE

### 8.1 Greater Shepparton Public Health Strategic Plan

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

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

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

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

**Author: Team Leader Healthy Communities**

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

**Approved by: Director Community**

#### **Executive Summary**

Integrated Public Health planning for Greater Shepparton is delivered and reported at three levels that have been developed to meet statutory requirements of the Public Health and Wellbeing Act 2008 and the Local Government Act 1989.

1. Greater Shepparton Public Health Strategic Plan 2018 – 2028 (Draft attached)
  - This plan reflects the long-term approach to guide the direction of collective public health efforts across the region. This Strategic Plan has been developed in consultation with the Greater Shepparton Public Health Advisory Committee and is focus of this report.
2. Greater Shepparton Council Plan 2017 – 2021
  - Councils four year strategic plan now incorporates health and wellbeing as part of its design.
3. Greater Shepparton Public Health Implementation Plan
  - Developed annually, this plan identifies key targets, actions and measures relevant to the achievement of public health outcomes aimed at addressing the strategic direction and priorities outlined in the Greater Shepparton Public Health Strategic Plan and Council Plan.
  - Focus for the next 12 months will be targeting the adverse effects of alcohol and other drugs, interventions further addressing overweight and obesity particularly amongst children, gambling and homelessness.

The Greater Shepparton Public Health Strategic Plan 2018 – 2028 has been developed in consultation with the Greater Shepparton Public Health Advisory Committee (The Committee) and incorporates the strategic objectives of the Victorian Public Health and Wellbeing Outcomes Framework and the Victorian Public Health and Wellbeing Plan. Further, the plan has been designed around liveability and has been informed by local data derived from Regional Cities Victoria Liveability Index completed by Deloitte Access Economics (2017) and the Neighbourhood Liveability Assessment of Shepparton completed by RMIT University (2018).

Officers and The Committee believe the Greater Shepparton Public Health Strategic Plan 2018 – 2028 is now ready for community consultation. The Greater Shepparton Public Health Strategic Plan 2018 – 2028 will be made available on Council's website and advertised in local media including social media to obtain feedback on the strategy. Copies of the Greater Shepparton Public Health Strategic Plan 2018 – 2028 will be distributed electronically to a range of community and agency stakeholders.

## 8. COMMUNITY DIRECTORATE

### 8.1 Greater Shepparton Public Health Strategic Plan (continued)

#### RECOMMENDATION

That the Council:

1. place the draft Greater Shepparton Public Health Strategic Plan 2018 – 2028 on public display for a period of 28 days, commencing on 17 October 2018 and concluding on 14 November 2018;
2. note that a summary of all submissions received will be provided to the Council for consideration;
3. note that the final version of the Greater Shepparton Public Health Strategic Plan 2018 – 2028 will be presented to a future Council meeting for adoption.

#### Background

The Public Health and Wellbeing Act 2008 (The Act) reinforces the statutory role of councils to *'protect improve and promote public health and wellbeing within the municipal district'* and requires Victorian municipalities to produce a Municipal Public Health and Wellbeing Plan (MPHWP).

Under The Act, MPHWP's must address the following:

- Consideration of the directions and priorities of the *Victorian Public Health and Wellbeing Plan 2015–2019*.
- Be consistent with Council's corporate plans and Council's land use plans as required by the Municipal Strategic Statement.

Greater Shepparton City Council obtained exemption from the Department of Health and Human Services to incorporate health and wellbeing matters into the Council Plan as opposed to developing a separate MPHWP. The Council Plan 2017 – 2021 is shaped by the Environments for Health Framework 2001.

The Environments for Health Framework 2001 aims to make public health a central focus for local government and to increase capacity to prevent ill health and increase wellbeing. It is based on a social model for health which recognises the impact of the *social, built, economic and natural environments* on community health and wellbeing.

The Environments for Health Framework 2001 is complementary to addressing 'Liveability' in the region. A liveable community is one where residents feel safe, socially connected and included; residents have access to affordable and diverse housing options linked via public transport, walking and cycling infrastructure to employment, education, local shops, public open space and parks, health and community services, leisure and culture; as well as environmental sustainability.

## 8. COMMUNITY DIRECTORATE

### **8.1 Greater Shepparton Public Health Strategic Plan (continued)**

Deloitte Access Economics completed a Liveability assessment on behalf of Regional Cities Victoria (November 2017). The Liveability Index compares the 10 Regional Cities on the following liveability domains; Human Capital, Physical Capital, Social Capital, Health and Safety, Housing Affordability, Visitor Attraction and Local Amenities. This assessment aimed to highlight strengths of each regional city in a bid to attract and retain residents to live, work and play there. It can also be used to identify and understand potential opportunities for regional cities to improve on existing liveability performance.

In March 2018, The Department of Health and Human Services engaged RMIT University to complete a Neighbourhood Liveability Assessment of Shepparton. Data and spatial mapping was completed providing a comparative assessment between Shepparton and our smaller towns and neighbourhoods across the following liveability domains; SEIFA, Housing Affordability, Housing Diversity, Unemployment, Employment, Education, Access to Food, Access to Services of Daily Living, Access to General Practitioners, Access to Services for Older People, Walkability, Public Transport and Distance to nearest Public Open Space.

The Environments for Health Framework 2011, Victorian Public Health and Wellbeing Outcomes Framework, Victorian Public Health and Wellbeing Plan and Liveability research has all been used to develop the Greater Shepparton Public Health Strategic Plan 2018 – 2028 (The Strategic Plan).

The Greater Shepparton Public Health Strategic Plan has been developed in consultation with the Greater Shepparton Public Health Advisory Committee and will remain the responsibility of The Committee to review and update the Strategic Plan on an annual basis.

The Strategic Plan details data on our demographics, health and wellbeing priorities and liveability domains.

Health Goals have been set to drive the strategic focus of Greater Shepparton's public health effort and are reflected under the Environments for Health Framework 2001 and Liveability domains including:

- Social Environment  
Liveability Indicators – Arts and Culture, Access to Food, Community Participation, Crime and Safety, Health and Social Services
- Built Environment  
Liveability Indicators – Housing, Transport, Recreation, Facilities and Open Space
- Economic Environment  
Liveability Indicators – Education, Employment and Income
- Natural Environment  
Liveability Indicator – Sustainable Practices

The Strategic Plan also details the consultation process, governance structure and partnerships, financial investment in health in Greater Shepparton, delivery approaches, measuring achievement and recommendations for future action, one of which includes the development of a liveability index for Greater Shepparton.

## 8. COMMUNITY DIRECTORATE

### **8.1 Greater Shepparton Public Health Strategic Plan (continued)**

The Greater Shepparton Public Health Advisory Committee will work towards achieving the strategies and actions detailed in the Implementation Plan aligned to The Strategic Plan and Council Plan. The Implementation Plan identifies targets and measures of achievement within allocated timeframes specifying a lead agency and partner organisations.

The Greater Shepparton Public Health Advisory Committee will focus its efforts on the following key health promotion priority areas over the next 12 months;

- The adverse effects of alcohol and other drugs
- Addressing overweight and obesity particularly amongst children
- Gambling
- Homelessness

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

Greater Shepparton Council Plan 2017 – 2021 (pages 8 – 9) detail Council's commitment to health and wellbeing. The following health and wellbeing priority areas have been incorporated into the Council Plan across the social, economic, built and natural environment including; access to early childhood education, access to transport, access to safe and affordable housing, reducing harmful alcohol and drug use, chronic disease management, community safety, completion of education, employment, family violence, immunisation rates, life expectancy, improving mental wellness, healthier eating, physical activity, obesity, tobacco free living including smoking during pregnancy rates.

#### **Risk Management**

Insignificant to low risks have been identified for this project.

#### **Policy Considerations**

This report has been prepared for information to meet statutory requirements of the Local Government Act 1989 and Public Health and Wellbeing Act 2008.

#### **Financial Implications**

There are no additional financial implications associated with this report. Delivering outcomes as identified in the plan have been considered as part of operational and capital works budget planning and are a shared responsibility with the wider health, business and community of Greater Shepparton.

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

This project is consistent with the Local Government Act 1989, Public Health and Wellbeing Act 2008 and the Victorian Charter of Human Rights and Responsibilities Act (2006).

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

The Strategic Plan and Implementation Plan outlines the following commitment to the natural environment and details actions, strategies and targets to achieve this outcome:

- Greater Shepparton residents have access to sustainable natural environments

## 8. COMMUNITY DIRECTORATE

### **8.1 Greater Shepparton Public Health Strategic Plan (continued)**

#### **Social Environment Impacts**

The Strategic Plan and Implementation Plan outline the following commitment to the social environment and details actions, strategies and targets to achieve these outcomes:

- Greater Shepparton residents can safely identify with their culture and identity
- Greater Shepparton residents have access to affordable healthy food
- Greater Shepparton residents are socially engaged and live in inclusive communities
- Greater Shepparton residents live in a community that is safe and secure
- Greater Shepparton residents have good physical health
- Greater Shepparton residents have good mental health
- Greater Shepparton residents act to promote and protect health

#### **Economic Environment Impacts**

The Strategic Plan and Implementation Plan outline the following commitment to the economic environment and details actions, strategies and targets to achieve these outcomes:

- Greater Shepparton residents participate in learning and education
- Greater Shepparton residents participate in and contribute to the economy

#### **Built Environment Impacts**

The Strategic Plan and Implementation Plan outline the following commitment to the built environment and details actions, strategies and targets to achieve these outcomes:

- Greater Shepparton residents have suitable and stable housing
- Greater Shepparton residents have access to safe walking and cycling routes and reliable public transport options
- Greater Shepparton residents have access to quality public open space

#### **Consultation**

The draft Greater Shepparton Public Health Strategic Plan 2018 – 2028 and Greater Shepparton Public Health Implementation Plan have been developed in consultation with the Greater Shepparton Public Health Advisory Committee including the Department of Health and Human Services and a number of local agencies and community representatives.

Officers believe the Greater Shepparton Public Health Strategic Plan 2018 – 2028 is now ready for community consultation for a period of four weeks. The Greater Shepparton Public Health Strategic Plan 2018 – 2028 will be made available on Council's website and advertised in local media including social media to obtain feedback on the strategy. Copies of the Greater Shepparton Public Health Strategic Plan 2018 – 2028 will be distributed electronically to a wide range of stakeholders in an effort to seek feedback and comments on the plan.

#### **Strategic Links**

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

A focus on the Community Life aspect is most relevant: focusing upon enhancing the health of the community both through services and facilities and participation.

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

Victorian Public Health and Wellbeing Plan 2015 – 2019

Outlines the government's key priorities to improve the health and wellbeing of all Victorians across the following priority areas, healthier eating and active living, tobacco

## 8. COMMUNITY DIRECTORATE

### **8.1 Greater Shepparton Public Health Strategic Plan (continued)**

free living, reducing harm from alcohol and drug use, improving mental health, preventing violence and injury, improving sexual and reproductive health.

Victorian Public Health and Wellbeing Outcomes Framework 2016

The five key domains for action are Victorians are healthy and well, Victorians are safe and secure, Victorians have the capabilities to participate, Victorians are connected to culture and community and Victoria is liveable.

VicHealth's Action Agenda for Health Promotion 2013–2023

Focuses on five strategic imperatives with associated goals; promoting healthy eating, encouraging regular physical activity, preventing tobacco use, preventing harm from alcohol and improving mental wellbeing.

#### **Conclusion**

The Greater Shepparton Public Health Strategic Plan 2018 – 2028 together with the annual Implementation Plan have been developed in accordance with both Councils and State Governments strategic planning framework and will provide a long term public health focus for Greater Shepparton and provide clear goals for partnership efforts and prevention models, beyond the current timeframe of each Council Plan term.

The Greater Shepparton Public Health Strategic Plan 2018 – 2028 is now ready for community consultation.

#### **Attachments**

Draft Greater Shepparton 10 Year Public Health Strategic Plan

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Arts Grants Round 1 2018/2019

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

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

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

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

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

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

**Approved by: Director Community**

**Other: Events Facilities Coordinator, Grands Co-ordinator**

#### **Executive Summary**

Three applications were received in round 1 of the 2018/2019 Greater Shepparton City Council Community Arts Grants. All applications met the objectives of the Community Arts Grant guidelines. All applications were considered eligible using the Smarty Grants assessment process and an assessment panel subsequently met to determine eligibility in order of priority, the available funds to meet applications received and to make recommendations for each application. All applications were considered eligible for part or full funding dependent on the extent to which the applications met the criteria.

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

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

All applicants are encouraged to discuss their application with the Grant administrator prior to submitting their application. One of the three applications received discussed their application prior to submitting, this is reflected in the quality of the applications.

#### **RECOMMENDATION**

That the Council approve funding for the following projects in Community Arts Grants Round 1 2018/2019:

<b>Organisation</b>	<b>Project</b>	<b>Allocation Excluding GST</b>	<b>Allocation Including GST</b>
Murchison Community Care	Murchison Poetry Slam	\$909.09	\$1,000.00
*Dookie the Musical Creatives: Wade Gregory, Helen Rankin and John Head	Dookie the Musical Cast Recording	\$2,500.00	



## 8. COMMUNITY DIRECTORATE

### 8.2 Community Arts Grants Round 1 2018/2019 (continued)

South Shepparton Community Centre	Artistry with Paint Project	\$1,834.45	\$2,017.90
	<b>TOTAL</b>	<b>\$5,243.54</b>	<b>\$5,517.90</b>

\* Not registered for GST

#### Background

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

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

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

Organisation	Murchison Community Care
Project	Murchison Poetry Slam
Project Description	As part of a program through Murchison Neighbourhood House, they plan to present a poetry workshop followed by a poetry slam (performance) where workshop participants and others will present their work. With the aim of holding more regular poetry performance events in Murchison.
Who will benefit from the project	The project is limited to 20 workshop participants and an estimated 50-100 attendees at the performance
Amount Requested	\$2,000.00 plus GST
Recommendation	Partial funding of \$1,000.00 including GST towards a professional workshop tutor / event facilitator, subject to confirmation of the tutor / facilitator and provision of an event plan
Reasoning	There is justification for supporting this event, however the application would have benefited from more depth, particularly around the artistic component of the project. Critical detail around who the facilitator is planned to be, whether it is a one-off workshop or a series of workshops would have assisted the application. The project is very reliant on Council for nearly all income, minimal income from participants and event attendees. The number of people benefiting from the project, and the value to Council were all taken into consideration when assessing this application.

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Arts Grants Round 1 2018/2019 (continued)

Organisation	South Shepparton Community Centre
Project	Artistry with Paint Project
Project Description	A workshop series of 10 weekly 2-hour sessions with an experienced artist, where participants will learn to prepare a canvas, mix paints, different painting techniques, and how to best frame and display finished artwork, ready to exhibit and possible sell the works.
Who will benefit from the project	The workshop series is aimed at low income people, making the workshops accessible. It will include approximately 10 participants and an estimate of up to 500 people in attendance at the exhibition of work.
Amount Requested	\$2,800.00 plus GST
Recommendation	Partial funding of \$2,017.90 including GST towards teaching artists fees and workshop materials.
Reasoning	The concept is good, however the number of participants is minimal. It would be good to see more community members engaged in the actual painting workshops. The budgeted costs for the promotion of the program to attract 10 participants was seen to be quite high, and the panel recommended supporting the artist fees and materials for this project.

Organisation	Dookie the Musical Creatives: Wade Gregory, John Head and Helen Rankin Auspiced by Goulburn Valley Concert Orchestra
Project	Dookie the Musical Cast recording
Project Description	Dookie the Musical had its world premiere in April 2018. It told a local story, written by locals, and performed by local members of the arts community. This project aims to preserve the musical for future prosperity, so that the work may be produced by other groups, and to increase the reach of the musical. The recording will be done locally, utilising local skills and talent.
Who will benefit from the project	16 cast members, 30 local musicians will develop skills and experience participating in a music recording project (many for the first time). As well as the community who weren't able to see the performances in April. The people of Dookie, as well as community arts groups around Australia who may be interested in producing Dookie the Musical.
Amount Requested	\$2,500.00 NO GST
Recommendation	Full funding of \$2,500.00 NO GST
Reasoning	The project has been well considered and explored. It involves a large number of participants, has considerable benefit to local artists, and will provide a legacy. There is a genuine effort to find other sources of funding and a significant amount of in kind support provided by the local arts community to help make this project a reality.

## 8. COMMUNITY DIRECTORATE

### **8.2 Community Arts Grants Round 1 2018/2019 (continued)**

Applicants receiving grants will be informed of the amount of the grant and the reason full or partial funding was provided.

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

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

The Community Arts Grant program is intrinsically linked to the Council Plan 2017-2021 by encouraging an active and engaged community. Council aims to improve liveability through social and recreational opportunities, a range of inclusive community services and activities and by valuing our community

Council values arts, cultural and heritage as an integral part of our dynamic community. (Objective 2.5) Creativity and participation in arts and culture is nurtured and encouraged.

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

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

#### **Risk Management**

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

#### **Policy Considerations**

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

#### **Financial Implications**

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

	Budget <sup>1</sup>	Previously committed in 2018/2019 Financial Year	Requested in current grant round GST Exclusive	Recommendations in this proposal GST Exclusive	Recommendations in this proposal GST Inclusive
Expense	\$20,000	\$0.00	\$7,300.00	\$5,243.54	\$5,517.90

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

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

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

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

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

#### **Social Implications**

These projects support positive social outcomes.

## 8. COMMUNITY DIRECTORATE

### 8.2 Community Arts Grants Round 1 2018/2019 (continued)

#### **Economic Impacts**

Minor economic benefits are expected from projects where indicated.

#### **Consultation**

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

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

Council Plan 2017-2021 as outlined above

#### **Conclusion**

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

#### **Attachments**

Nil

## 8. COMMUNITY DIRECTORATE

### **8.3 Volunteer Strategy and Action Plan 2014-2018 Year 4 Update**

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

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

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

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

**Author: Community Development Officer**

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

**Team Leader Community Strengthening, Manager Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

The Greater Shepparton Volunteer Strategy and Action Plan 2014-2018 was adopted by Council in August 2014. The fourth year of implementation of the Volunteer Strategy and Action Plan 2014-2018 is now complete and a review has been undertaken of the activities and actions carried out. Officers in partnership with internal and external volunteer managers/coordinators have been working collaboratively to deliver these actions. This Strategy continues to strengthen the partnerships that further enhance the volunteer sector in Greater Shepparton. A Consultation plan has also been drafted to help inform the next Greater Shepparton Volunteer Strategy and Action Plan for the next four years.

#### **RECOMMENDATION**

That the Council note the achievements of the fourth year of the Greater Shepparton Volunteer Strategy and Action Plan 2014-2018.

#### **Background**

Volunteering is an essential community resource which promotes active citizenship and social inclusion. The Greater Shepparton Volunteer Strategy and Action Plan provides a framework for the promotion, recruitment/retention, recognition and celebration of volunteers at a local level and encourages a responsive and supportive environment for all volunteers. Council's adoption of the Volunteer Strategy recognises, where there is a vibrant culture of volunteers, communities are stronger due to the inclusiveness volunteering promotes in the community and the social capital created.

The Greater Shepparton Volunteer Strategy and Action Plan 2014-2018 highlights the actions that Council will undertake to support the volunteer sector and strive for best practice for the volunteers in Greater Shepparton. The action plan consists of identified activities Council and Volunteer Managers/Coordinators will undertake during 2014-2018 based on four strategic directions:

1. Promotion
2. Recruitment
3. Supporting volunteers
4. Celebrate and Recognise

Highlights of the reporting period include:

## 8. COMMUNITY DIRECTORATE

### **8.3 Volunteer Strategy and Action Plan 2014-2018 Year 4 Update (continued)**

#### Key Strategic Direction 1 – Promotion

- Through promotion, recruitment, support, celebration and recognition of volunteers according to Census data 2016, Greater Shepparton's average of volunteering has increased from 19.7% in 2011 to 22.7%. In comparison to the State average of 19.2% and National average of 19.0%, Greater Shepparton's average has increased significantly since the initial development of the Volunteer Strategy.

#### Key Strategic Direction 2 – Recruitment

- In partnership with the internal and external Volunteer Managers/Coordinators, development and distribution of a Youth Volunteer Resource through appropriate channels and placement on Council's website to promote volunteering opportunities for young people.

#### Key Strategic Direction 3 – Supporting Volunteers

- Creating connections and partnerships with the State body Volunteering Victoria and surrounding Volunteer Resource Centres to provide opportunities for training for volunteers, volunteer managers/coordinators.

#### Key Strategic Direction 4 – Celebrate and Recognise

- The Volunteer Recognition Awards were held during National Volunteer Week in May 2018. Approximately 200 people attended the event with 35 people nominated for awards across 6 categories. This year, local volunteer, Tahlia Humphreys was the guest speaker. The invitation to attend the awards was extended to all those who volunteer within the municipality. The Shepparton News also attended the event and featured an article of the winners.
- Entrance flags were again placed in all entrances through the municipality (total of 36) during the month of May to promote, celebrate and recognise volunteers.

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

Council Plan 2017-2021

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

#### **Risk Management**

There are no significant risks identified in relation to this report.

#### **Policy Considerations**

This report supports existing Council policies.

#### **Financial Implications**

There are no financial implications identified in relation to this report.

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

There has been no legal/statutory implications in the past 12 months resulting from this Strategy and/ or associated actions.

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

There has been no environmental/sustainability impacts identified in relation to this report.

## 8. COMMUNITY DIRECTORATE

### **8.3 Volunteer Strategy and Action Plan 2014-2018 Year 4 Update (continued)**

#### **Social Implications**

Greater Shepparton City Council recognises the pivotal role that volunteers play within the community. Volunteering is an essential community resource which promotes active citizenship and social inclusion. Many community organisations, programs, clubs and sports would simply not exist without the dedication of volunteers. Volunteering promotes value in our communities to make them safe, robust, inclusive and culturally rich as volunteers come from all walks of life and come together to achieve a common goal. Volunteering provides a vehicle for individuals or groups to address physical, environmental and social needs and increases community participation. The Volunteer Strategy and Action Plan reflects these social benefits and builds social capital within the community.

#### **Economic Impacts**

Volunteer hours contribute significantly to business and organisational outcomes. Volunteers complement and add to the paid workforce of many organisations to support programs and services which may not be able to be achieved without volunteer capacity.

#### **Consultation**

Through the last 12 months of implementing the Greater Shepparton Volunteer Strategy and Action Plan 2014-2018 consultation has been undertaken to achieve the deliverables set out in the Action Plan.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed	Media Releases Social Media Flyers Council website Email
Consult	Capture community feedback/opinion	Face to Face Meetings Email Surveys
Involve	Feedback is important input into decision making	Face to Face meetings Emails Working groups
Collaborate	Work collaboratively with stakeholders to develop, plan and manager deliverables	Meetings held with internal and external volunteers managers/coordinators
Empower	Not applicable	Not applicable

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

#### **Strategic Links**

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

Objective 2 – Community Life – To encourage and implement activities that will strengthen community spirit

## 8. COMMUNITY DIRECTORATE

### **8.3 Volunteer Strategy and Action Plan 2014-2018 Year 4 Update (continued)**

#### b) Other strategic links

Council Plan 2017-2021

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

Community Development Framework

Community Engagement Strategy

Cultural Diversity and Inclusion Strategy

Municipal Health and Wellbeing Action Plan

Universal Access and Inclusion Plan

#### **Conclusion**

The fourth year of implementation of the Volunteer Strategy and Action Plan 2014-2018 is now complete and a review has been undertaken of the activities and actions carried out. Many positive outcomes have been achieved over the past 12 months. Officers in partnership with internal and external volunteer managers/coordinators have been working collaboratively to deliver these actions. A Consultation plan has also been drafted to help inform the next Greater Shepparton Volunteer Strategy and Action Plan for the next four years.

#### **Attachments**

Volunteer Strategy Key Strategic Directions - Year 4



## 8. COMMUNITY DIRECTORATE

### 8.4 Community Matching Grant Scheme - Round One 2018/2019

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

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

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

**Author: Community Development Officer**

**Proof reader(s): Manager Neighbourhoods, Team Leader Community Strengthening, Community Development Coordinator**

**Approved by: Director Community**

#### **Executive Summary**

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

The Community Matching Grants Scheme has a total budget of \$75,000 for the 2018/2019 financial year. Round One brings the total number of community projects funded since the Scheme was introduced in 2011 to 216 with an investment from Council of \$466,411.

Round One 2018/2019 opened on Monday 26 June 2018 and closed on Monday 30 July 2018. A total of 14 applications were assessed by an internal Grant Review Panel. One organisation submitted three applications. The guidelines state that only one application per organisation will be funded in a financial year. Therefore only one application from that organisation has been recommended.

There are 11 projects recommended for funding in the Community Matching Grants Scheme Round One 2018/2019.

#### **RECOMMENDATION**

That the Council approve the recommendation of the Grant Review Panel to fund 11 projects as detailed below, to the value of \$40,387 (GST inclusive) representing Round One for 2018/2019:

<b>Organisation</b>	<b>Project</b>	<b>Allocation Excluding GST</b>	<b>Allocation Including GST</b>
Bukjeh group	Bukjeh	\$2979	\$3276.90
Bunbartha Tennis Club Inc	Bunbartha Tennis Club – 100 years	\$5000	
Generations Op Shop ( A Ministry of Generations Church ACC Inc)	Sorting Tables and Small Trolleys	\$1911	\$2102.10
Goulburn Valley Concert Orchestra Incorporated	Orchestra on the Move	\$5000	

## 8. COMMUNITY DIRECTORATE

### 8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)

Goulburn Valley Congolese Association	Learning English with High Speed	\$5000	
Goulburn Valley Libraries	"Let me be myself" – Anne Frank Travelling Exhibition	\$2000	\$2200
Merrigum Hall Reserve Committee Incorporated	Repainting the Interior of Merrigum Hall Complex	\$5000	
Shepparton Sailability	Pontoon Path, Victoria Park Lake	\$2000	\$2200
Shepparton Search & Rescue Squad	Information Service Enhancement	\$5000	\$5500
Tallygaroopna Men's Shed Incorporated	Security Boundary Fencing	\$2608	
Zimbabwe Community in Australia (Vic) Incorporated Shepparton Branch	Zimbabwe Independence Celebration	\$1500	
<b>TOTAL</b>		<b>\$37,998</b>	<b>\$40,387</b>

#### Background

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

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

Grants are available for up to \$5000 with each project required to provide a matching component of the total project cost, either through a cash or in-kind (material or labour) contribution. The scheme aims to be as flexible as possible regarding matching funding so there are no concrete rules about the size of the matching contribution. As a guide, however, it is anticipated that the group applying will contribute around half of the total project cost, with no more than half of the applicant's contribution being in-kind. The ability of an organisation to provide financial and in-kind support to a project is taken into account during the review process to ensure a fair distribution of grant funds.

This round of Community Matching Grants has been promoted through the Council's external website, social media and a media release. Two Grant Information sessions were delivered by the Grants Coordinator supported by Council Officers on the 16 & 17 July 2018. In addition 64 community members attended three Grant Writing Workshops Monday 4 June, Tuesday 5 & 12 of June provided by Non Profit Training. The Grant Writing workshops are valued by community and are a significant way in which Council builds the capacity of community organisations to be successful grant writers.

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

## 8. COMMUNITY DIRECTORATE

### **8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)**

Round One 2018/2019 opened on Monday 26 June 2018 and closed on Monday 30 July 2018 with 13 applications received. An additional application was referred from the Australia Day Grant program where it was considered more appropriate to the Community Matching Grant Scheme. A total of 14 applications were assessed by an internal Grant Review Panel and a recommendation made for consideration by Council. One organisation submitted three applications and the Guidelines state that only one application will be funded per organisation in a financial year. Grants were submitted via the online application process, Smartygrants.

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

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

The applications were ranked in order of score with a cut-off point determined by the amount of funding available as per the Grant Distribution Policy. Final recommendations were determined at a meeting of the Grant Review Panel on Friday 24 August 2018. The panel have recommended 11 projects be funded. All of the recommended projects meet eligibility requirements and all aim to build or strengthen the Greater Shepparton community.

#### **Recommended Projects**

Organisation	Bukjeh group Auspice: Auspicious Arts Projects Inc		
Project	Bukjeh		
Short project description	In Arabic, bukjeh describes the small pack of belongings carried by travellers and refugees. This community project/exhibition includes a series of short performances inviting engagement between general audiences and refugee individuals, exploring their experience. The Bukjeh team will work with school children, newly arrived and established communities. Artists will work together with these communities to create a whole show to be shared with their people and families during the Converge Festival.		
Requested Council Contribution	\$4970	Organisation Cash/in-kind	\$7570/\$8500
Recommendation from the Assessment panel	Recommended \$2979 Some budget items were ineligible for funding		

## 8. COMMUNITY DIRECTORATE

### 8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)

Organisation	Bunbartha Tennis Club		
Project	Bunbartha Tennis Club – 100 years		
Short project description	A community event to bring together current, past and prospective members of the Bunbartha Tennis Club to celebrate 100 years of the Tennis Club. The event is aimed at strengthening the rural community and connecting new community members to the Community Centre and Club.		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$6380/\$3350
Recommendation from the Assessment panel	Recommended		

Organisation	Generations Op Shop		
Project	Sorting Table and Trolleys		
Short project description	We will get purpose built sorting tables for the sorting area. Four small trolleys would also be a part this project so items such as books, dishes for washing and other heavier items can be wheeled around the sorting area and then into the shop, eliminating most lifting for our volunteers.		
Requested Council Contribution	\$1911	Organisation Cash/in-kind	\$1541/370
Recommendation from the Assessment panel	Recommended		

Organisation	Goulburn Valley Concert Orchestra Incorporated		
Project	Orchestra on the Move		
Short project description	The Goulburn Valley Orchestra will be moving to a new location and requires a number of essential but expensive percussion instruments. We have been based at Shepparton High School for the past 22 years, relying on their generosity to provide us with rehearsal facilities and equipment. Due to the proposed merger of the four secondary schools three community music groups including the GVCO, is currently negotiating relocation to Wesley Church. The plan is to make this a music hub where community groups can rehearse, perform and share resources and equipment.		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$41,493/\$6500
Recommendation from the Assessment panel	Recommended Conditional on confirmation of the Wesley venue		

## 8. COMMUNITY DIRECTORATE

### 8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)

Organisation	Goulburn Valley Congolese Association		
Project	Learning English with High Speed		
Short project description	New arrivals from Africa will experience a quick way to learn English by having the explanation in their own languages (Swahili, French and Lingala). This project is not going to remove trainees from official training institutions like GOTAFE but will supply extra help by using native languages to explain English		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$3000/\$5800
Recommendation from the Assessment panel	Recommended		

Organisation	Goulburn Valley Libraries		
Project	"Let me be myself" – Anne Frank Travelling Exhibition		
Short project description	Shepparton Library has the opportunity to host "Let me be myself" Anne Frank travelling exhibition which is travelling around Australia. The exhibition showcases Anne Frank, a positive female role model, and the importance of tolerance, racial acceptance and integration. Highlighting the personal story of Anne with important historical events of WW2, It is taught in schools reminding students that the atrocities of WW2 happened to children just like them. The exhibition brings it to life and has a significant impact on teens the same age. The exhibition will be promoted to all members of the community, including historical societies, community groups and schools.		
Requested Council Contribution	\$2000	Organisation Cash/in-kind	\$6235/\$1635
Recommendation from the Assessment panel	Recommended		

Organisation	Merrigum Hall Reserve Committee Inc		
Project	Repainting the Interior of Merrigum Hall Complex		
Short project description	The whole of the interior of the Merrigum Hall complex requires painting. Of immediate urgency is the Memorial Hall, where the sizeable back wall, now of unpainted acoustic panels following acoustic remediation requires undercoating and painting, and the walls (now marked and dirty due to the ceiling replacement work) also need painting: that Hall, the larger of the two, is out of use until this painting is done.		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$5000/\$0

## 8. COMMUNITY DIRECTORATE

### 8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)

Recommendation from the Assessment panel	Recommended
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Organisation	Shepparton Sailability		
Project	Pontoon Path, Victoria Park Lake		
Short project description	The project will improve access to the Shepparton Sailability pontoon in the sports precinct of Victoria Park Lake by replacing an unstable and uneven loose gravelly and dusty surface with an asphalt path and standing area.		
Requested Council Contribution	\$2000	Organisation Cash/in-kind	\$3000/\$100
Recommendation from the Assessment panel	Recommended		

Organisation	Shepparton Search & Rescue Squad		
Project	Information Service Enhancement		
Short project description	Shepparton Search & Rescue will redevelop its current IT system, to handle the needs of both community and operational requirements. The integrated system will provide greater processing speeds and the ability for the volunteers to provide quality public information services eg public education and community service advice on local safety issues.		
Requested Council Contribution	\$5000	Organisation Cash/in-kind	\$1000/\$4128
Recommendation from the Assessment panel	Recommended		

Organisation	Tallygaroopna Men's Shed Inc		
Project	Security Boundary Fencing		
Short project description	To protect and secure our new building we need to erect fencing on both the north and south boundaries of the building. The fence will provide a secure and protected area for outside storage and works.		
Requested Council Contribution	\$2608	Organisation Cash/in-kind	\$488/\$2110
Recommendation from the Assessment panel	Recommended		

## 8. COMMUNITY DIRECTORATE

### 8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)

Organisation	Zimbabwe Community in Australia (Vic) Incorporated Shepparton Branch		
Project	Zimbabwe Independence Celebration		
Short project description	The event will commemorate and celebrate Zimbabwe's attainment of independence in 1980. It will showcase Zimbabwean heritage and culture to other ethnic communities and the Australian community building partnerships and social connections to create a united community. It will also bring awareness and educate Zimbabwean youth and children of the importance of Zimbabwean national events.		
Requested Council Contribution	\$1500	Organisation Cash/in-kind	\$1950/\$2285
Recommendation from the Assessment panel	Recommended		

#### **Not Recommended**

Organisation	Goulburn Valley Congolese Association		
Project	Justice Information for New Arrivals		
Short project description	Organise information sessions for new arrivals regarding the Justice system so they don't make mistakes from ignorance.		
Requested Council Contribution	\$2000	Organisation Cash/in-kind	\$\$5000/2720
Recommendation from the Assessment panel	Not Recommended Due to more than one application lodged from this organisation.		

Organisation	Goulburn Valley Congolese Association		
Project	Searching and Keeping job Project		
Short project description	Organising basic computer training, how to search jobs online Avoid mistakes at work to keep job and organise lessons on how some slang languages are spoken in the job place.		
Requested Council Contribution	\$3500	Organisation Cash/in-kind	\$1930/\$3100
Recommendation from the Assessment panel	Not Recommended Due to more than one application lodged from this organisation.		

## 8. COMMUNITY DIRECTORATE

### 8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)

Organisation	Future Voices Inc		
Project	Future Voices		
Short project description	3 day event in January.		
Requested Council Contribution	\$6000	Organisation Cash/in-kind	\$1000/\$0
Recommendation from the Assessment panel	Not Recommended		

#### Council Plan/Key Strategic Activity

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

#### Social:

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

#### Built:

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

#### Risk Management

Insignificant to low risks have been identified and will be addressed at the operational level. All grant recipients will be required to consult fully with Council representatives prior to, and during their projects to identify any potential adverse consequences, and to devise a strategy to minimise any risks. Applicants have been asked to confirm that they have the necessary public liability insurances for projects where activities are being undertaken by the Grantees themselves. This will be confirmed prior to the release of any funds. The risk of conflict of interest to the Review panel members has been addressed with the inclusion of a Conflict of Interest Declaration on the Grant Assessment Form.

#### Policy Considerations

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



## 8. COMMUNITY DIRECTORATE

### **8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)**

#### **Financial Implications**

Council has allocated a total of \$75,000 for the 2018/2019 financial year for the Community Matching Grants Scheme. It is recommended that \$40,387 (GST inclusive) is approved for the 11 recommended projects for Round One 2018/2019. All but one of the projects incorporates a significant matching component where the community group share the costs with Council, the matched contribution being financial or in kind (materials or labour). The total cash/in-kind support from the recommended applicants is estimated at \$111.435. Five applicants were registered for GST.

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue	NA	NA	NA	There is no revenue associated with the Community Matching Grant Scheme
Expense	2018/2019 \$75,000	R1: \$38,998	\$36,002 available for Round Two	\$40,387
Net Total	\$75,000	\$38,998	\$36,002 R2	\$40,387

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

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

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

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

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

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

#### **Social Implications**

The grant applications submitted for approval in Round One are projects that will benefit individuals and groups across a range of ages and stages of life. Four projects celebrate the multicultural diversity of our community and demonstrate how they are reaching out to the broader community to share their culture and increase understanding in the community. One project will assist those with a disability to access valuable recreation opportunities. All applications are predominately driven by volunteers. Many organisations are caring for community infrastructure and have made a significant financial contribution to maintain facilities in Greater Shepparton. In the process of delivering the recommended projects social connections and partnerships within communities are built and enhanced.

#### **Economic Impacts**

In most instances the applications are for the purchase of equipment, materials and services which will support local businesses. Three of the multicultural events will see visitors for out of town contributing to the local economy.

## 8. COMMUNITY DIRECTORATE

### 8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)

#### Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensure that the information about the application process was widespread	Media Release Website Social Media Email lists and networks
Consult	Grant Writing Sessions & Grant Information Sessions	Grant Information sessions 16 & 17 July 2018 Grant Writing Workshops Monday 4 June, Tuesday 5 & 12 of June
Involve	Community Development Officers provide assistance to community groups	Consultation on an individual basis during the application process.
Collaborate	Successful community groups/members will be responsible for the implementation of their projects which will provide the opportunity for community capacity building.	Successful applicants will drive their own community initiatives
Empower	Whilst decision making regarding successful grant applications is made by Council, community groups will be responsible for the delivery of projects.	Community groups will drive the delivery of their projects

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

##### b) Other strategic links

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

## **8. COMMUNITY DIRECTORATE**

### **8.4 Community Matching Grant Scheme - Round One 2018/2019 (continued)**

#### **Conclusion**

The applications for funding through the Community Matching Grants Round One 2018/2019 have been reviewed by an internal Grant Review Panel in line with the Grant Distribution Policy of Council and the Guidelines of the Community Matching Grant Scheme. The Grant Review Panel have recommended 11 projects to be funded. All of these projects meet eligibility requirements and aim to both build and strengthen connections in the Greater Shepparton community.

#### **Attachments**

Community Matching Grants - Grant Guidelines 2018-2019

## 8. COMMUNITY DIRECTORATE

### 8.5 Section 86 Committee Memberships - Lemnos Recreation Reserve

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

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

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

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

**Author: Project Administration Officer**

**Proof reader(s): Team Leader Community Strengthening,  
Manager Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

In accordance with Greater Shepparton City Council Corporate Procedure 07.PRO5 section three, members of special committees (established under Section 86 of the Local Government Act 1989), can only be appointed or removed by a formal resolution of Council.

As the term of appointment of the Lemnos Recreation Reserve Committee of Management is nearing completion, a new committee must be appointed to ensure continuity in the management and operations of the Lemnos Recreation Reserve.

#### **RECOMMENDATION**

That the Council:

1. having considered the applications for appointment to the Lemnos Recreation Reserve Committee of Management, appoint the following members for a four year term commencing on 24 October 2018 and concluding 24 October 2022:
  - Hayden CANN
  - Annette ELLIS
  - Jill GUERRA
  - Julie MCCLELLAND
  - Tanya PHILLIPS
  - Robert WATERS
  - Travis WATERS
2. resolve that all members (who are not Councillors or nominated Officers) of the Lemnos Recreation Reserve Committee of Management continue to be exempt from the requirement to complete Interest Returns in exercise of power granted to Council under section 81(2A) of the Local Government Act 1989.

## 8. COMMUNITY DIRECTORATE

### **8.5 Section 86 Committee Memberships - Lemnos Recreation Reserve (continued)**

#### **Background**

At the Ordinary Council Meeting held on 20 September 2016 eight applicants were appointed to the Lemnos Recreation Reserve Committee of Management for a two year term concluding 23 October 2018. One member from this term resigned, this was formalised and effective as of the ordinary Council meeting held on 17 October 2017.

All of the current (seven) applications for appointment have been received from past committee members. It is recommended that all applicants be appointed for a term of four years, concluding 24 October 2022.

#### **Interest Return Exemption**

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

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

This report supports the following goals of the *Council Plan 2017-2021*:

##### Leadership and Governance

- 1.3 Council demonstrates strong leadership and sound decision making in the best interests of the community.
- 1.7 Council advocates on issues, priorities and needs that matter to our community in partnership with key stakeholders.
- 1.9 Service standards and service delivery models are realistic and meet community expectations and demand while being financial viable and in line with Council's core business.

##### Social

- 2.1 Our community is supported to achieve and sustain physical, emotional and spiritual health and wellbeing.
- 2.4 Social and cultural, educational and employment opportunities are created to enable children, young people, individuals and families to actively participate in their community.
- 2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.
- 2.7 Public places, open space and community facilities are safe and accessible for all and presented to a high quality.

##### Built

- 4.4 Quality infrastructure is provided and maintained to acceptable standards.
- 4.5 Assets are well managed and their renewal is being planned through long term renewal strategies.

#### **Risk Management**

There are no medium to high level risk associated with this report.

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications arising from this report.

## 8. COMMUNITY DIRECTORATE

### 8.5 Section 86 Committee Memberships - Lemnos Recreation Reserve (continued)

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

All of Council's Committees of Management responsible for halls, community centres and recreation reserves have been established under Section 86 of the *Local Government Act 1989* and have been issued with an Instrument of Delegation and Guidelines outlining their responsibilities.

The appointment and rescinding of memberships to Section 86 special committees by formal resolution of the Council ensures that the powers, functions and duties delegated to these committees are able to be exercised legally.

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

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

#### **Social Implications**

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

#### **Economic Impacts**

There are no economic impacts arising from this report.

#### **Consultation**

A public notice was placed in the Shepparton News on 10 and 17 August 2018 calling for applications from community members to apply to join the Lemnos Recreation Reserve Committee of Management.

Letters and emails were sent to outgoing members of each committee inviting them to apply for a further term, and an announcement inviting applications was made at the Section 86 Committee of Management information evening held on 20 August.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> <li>• Newspaper advertisements.</li> <li>• Website announcement.</li> <li>• Letters to incoming and outgoing committee members.</li> <li>• Communication with committee officer bearers.</li> </ul>
Consult	Informed, listen, acknowledge	Council will consult with its committees prior to making decisions that relate to the relevant facilities.
Involve	Work together. Feedback is an input into decision making.	Committees provide an important source of feedback for Council to manage the facilities.
Collaborate	Feedback will be incorporated into decisions to the maximum level possible.	Council collaborates with its committees prior to making decisions that relate to the relevant facilities.

## 8. COMMUNITY DIRECTORATE

### **8.5 Section 86 Committee Memberships - Lemnos Recreation Reserve (continued)**

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Empower	We will implement what the public decide.	Committees of Management have delegated powers to make decisions in relation to the day to day management of the facilities that they are responsible for.

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

*Local Government Act 1989*

#### **Conclusion**

It is recommended that the above named applicants be appointed to the Lemnos Recreation Reserve Committee of Management for the terms specified.

#### **Attachments**

Nil

## 9. CORPORATE SERVICES DIRECTORATE

### 9.1 2018/2019 Quarter 1 Forecast Review

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

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

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

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

**Author: Team Leader Management Accounting**

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

**Approved by: Director Corporate Services**

#### **Executive Summary**

The report presents the draft forecast financial performance for the 2018/2019 financial year compared to the Adopted Budget submitted by Responsible Managers.

#### **RECOMMENDATION**

That the Council:

1. adopt the revised forecasts identified by the 2018/2019 August Budget Review
2. adopt the following amendments to User Fees and Charges:

<b>Fee Name</b>	<b>Current Amount</b>	<b>Amended Amount</b>
Premise Regulations - Domestic Animal Act for Breeding Establishment (per 5 animals)	\$281.20 (incl. GST)	\$290.00 (incl. GST)
Aquamoves Membership Suspension Fee	\$8.00 (incl. GST)	Fee to be removed

#### **Background**

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

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

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

The budget review process involves Managers reviewing the adopted budget for their departmental areas compared to actual income and expenditure. Managers are to update forecasts to reflect the expected year end result.



## 9. CORPORATE SERVICES DIRECTORATE

### 9.1 2018/2019 Quarter 1 Forecast Review (continued)

The Executive then undertake a detailed review to understand and confirm forecast variations. The review is then submitted to Council for consideration.

Forecast variances to the adopted budget include re-budgeted projects that are to be delivered in the 2018/2019 financial year where funding was received or is held from last financial year and were not included in the adopted 2018/2019 budget.

#### **Changes to 2018/2019 User Fees and Charges**

##### Amendment to Premise Regulations - Domestic Animal Act for Breeding Establishment

This fee was missed as part of the annual user fees and charges review. This report seeks a change to the adopted fees and charges to bring this fee into line with the other fees in this category.

##### Removal of the Aquamoves Membership Suspension Fee

On 12 September 2018 Aquamoves presented a business case to offer unlimited suspension on a direct debit or 12 month upfront membership.

By removing the Suspension Fee on the direct debit and upfront 12 month memberships Aquamoves are predicting to see a rise in members electing to keep their memberships and suspend for an extended period rather than cancelling.

This report seeks to remove the Aquamoves Membership Suspension Fee.

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

This proposal is consistent with the strategic objective Leadership and Governance.

#### **Risk Management**

Monitoring of performance against the 2018/2019 adopted budget as well as the forecast year end position provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Inability to achieve current budget due to income not reaching budgeted levels or costs exceeding budget exposing the Council to a cash deficit.	Likely	Moderate	Moderate	Review detailed monthly financial reports and take corrective action where forecast varies against budget.
Breaching the local Government Act by expending funds against line items without endorsed budget.	Possible	Moderate	Moderate	Undertake quarterly budget reviews to formally consider and adjust for any known variances.

#### **Policy Considerations**

There are no identified conflicts with existing Council policies.

## 9. CORPORATE SERVICES DIRECTORATE

### 9.1 2018/2019 Quarter 1 Forecast Review (continued)

#### **Financial Implications**

Forecast variances to the 2018/2019 Adopted Budget are detailed throughout the attached report.

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

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

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

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

#### **Social Implications**

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

#### **Economic Impacts**

There are no identified economic impacts.

#### **Consultation**

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

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Nil

##### b) Other strategic links

The report is consistent with the governance principle of Strategic Objective one of the Council Plan 2017-2021 "Leadership and Governance".

#### **Conclusion**

This report has been prepared and presented to identify and reflect known variances in the end of year financial forecast compared to budget.

#### **Attachments**

2018/2019 Quarter 1 Forecast Review

## 9. CORPORATE SERVICES DIRECTORATE

### 9.2 Domestic Animals Act 1994 - Section 26 - Dogs on Leash

#### **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:** Co-Ordinator Local Laws and Animal Management, Community Rangers

**Proof reader(s):** Manager Citizen Services

**Approved by:** Director Corporate Services

**Other:** Coordinator Local Laws and Animal Management

#### **Executive Summary**

The *Domestic Animals Act 1994* (the Act) provides the context for managing access to public places by dogs and cats and the requirement to keep a dog under effective control.

In accordance with section 26 of the Act, a Council Order can be made to regulate and/or prohibit the presence of dogs and cats in public places and to impose all or any conditions as to the means of restraint of dogs or cats.

#### **RECOMMENDATION**

That the Council:

1. revoke the Order made under section 26 of the *Domestic Animals Act 1994* on 21 April 2015; and
2. resolve to adopt the 2018 Order by Greater Shepparton City Council, under section 26(2) of the *Domestic Animals Act 1994*.

#### **Background**

The *Domestic Animals Act 1994* (the Act), requires Council to provide adequate animal control services to the community that give effect to the requirements of the Act and the regulations.

Over the last ten years, the presence and control of dogs and cats on highways and Council land within the municipality have been managed under Council Local Law No 1 Community Living 2008. However, on 29 June 2018, the Local Law 2008 ceased to operate after Council revoked the Local Law and resolved to adopt a new Local Law No 1 - Community Living 2018.

To adequately give effect to the requirements of the Act, Council may by resolution, make an order under section 26 of the Act, 'Dogs and cats found in places specified by the Council'.

It is proposed that Council resolves to adopt an Order under section 26 of the *Domestic Animals Act 1994*.

## 9. CORPORATE SERVICES DIRECTORATE

### 9.2 Domestic Animals Act 1994 - Section 26 - Dogs on Leash (continued)

At the Ordinary Council Meeting on 21 April 2015, Council resolved for the purposes of section 26 of the *Domestic Animals Act 1994*, to declare an Off Leash Dog Area at Ducat Reserve in Paterson Road, Shepparton, consisting of a 100 x 40 metre fully fenced area. It is proposed that the 2015 Order be revoked, and the Off Leash dog park site be incorporated into the proposed Order.

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

Council Plan 2017-2021

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

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

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

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

#### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Dog attacks	Likely	Moderate	Moderate	Guidelines and signage at off leash dog park locations Conduct patrols throughout municipality Investigate reports Educate community
Uncontrolled dogs	Likely	Moderate	Moderate	Guidelines and signage at off leash dog park locations Conduct patrols throughout municipality Attend to reports of wandering dogs Educate community

## 9. CORPORATE SERVICES DIRECTORATE

### 9.2 Domestic Animals Act 1994 - Section 26 - Dogs on Leash (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Conflict at existing dog park	Possible	Moderate	Moderate	Guidelines and signage at off leash dog parks
Faeces not collected	Likely	Minor	Moderate	Provide litter bags Guidelines and signage at off leash dog parks Conduct patrols

#### Policy Considerations

The current designated Off Leash Dog Park located in Ducat Reserve, Patersons Road Shepparton, has the following requirements signposted at the entrance;

- Keep your dog under effective control;
- Remove your dog if it becomes aggressive;
- Carry a leash with you;
- Don't let your dog off leash if you do not have a reliable recall;
- Talk to other users before issues arise;
- One adult should supervise no more than two dogs;
- Supervise children carefully around dogs;
- Children under 16 must be supervised by an adult;
- Ensure your dog wears a collar and current registration tag;
- Your dog must be vaccinated;
- Owners must clean up after their dogs;
- No smoking; and
- Have your dog on a leash when not in the park.

#### Financial Implications

There are no financial implications.

#### Legal/Statutory Implications

The state legislation that allows Council to conduct its animal management service is the *Domestic Animals Act 1994* (the Act). The purpose of the Act is to promote animal welfare, the responsible ownership of dogs and cats and to protect the environment.

Council is required to ensure that its animal management services are adequate to give effect to the requirements of the Act and the regulations. To adequately give effect to the requirements of the Act, Council may by resolution, make an order under section 26 of the Act, 'Dogs and cats found in places specified by the Council'.

Section 26 states;

(1) If a dog or cat is found in a place in respect of which an order under this section has been made in contravention of that order or any terms and conditions of that order, the owner is guilty of an offence and liable to a penalty of not more than 2 penalty units for a first offence and 4 penalty units for a second or subsequent offence.

(2) A Council may by resolution make an order under this section which may do all or any of the following—

- (a) prohibit the presence of dogs and cats in any public place of the municipal district of the Council;

## 9. CORPORATE SERVICES DIRECTORATE

### **9.2 Domestic Animals Act 1994 - Section 26 - Dogs on Leash (continued)**

(b) impose all or any of the following conditions on the presence of dogs or cats in any public place of the municipal district of the Council—

- (i) conditions as to the means of restraint of dogs or cats;
- (ii) conditions as to the times at which the presence of dogs or cats is or is not permitted;
- (iii) any other conditions that are specified in the order.

(2A) If the Council proposes to make an order under this section in respect of a public place that is on private land, the Council must obtain the agreement of the owner or occupier of the private property to the order before making the order.

In 19 December 1996, Council by Order under section 25 of the Act resolved that cats are prohibited from being at large outside the premises of the owner at any hour during the day or night within the municipality. This Order is still in effect.

On 21 April 2015, Council resolved for the purposes of section 26 of the *Domestic Animals Act 1994*, to declare an Off Leash Dog Area at Ducat Reserve in Paterson Road, Shepparton, consisting of a 100 x 40 metre fully fenced area. It is proposed that this order be revoked, with this location being incorporated into the new order.

Section 26(3) of the Act states that “an Order made by Council under this section must be published in the Government Gazette and in a newspaper circulating in the Municipal District of the Council making the order.”

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

The environment and the protection of wildlife is a strong consideration in the development of the Order as well as the provision of the animal management services. The proposed Order will not be detrimental to the environment and should bring an awareness of the importance of community protection by controlling dogs in public areas. A code of conduct at the off leash dog park will promote responsible pet ownership and behaviour which should minimise environmental impacts to reserves and open space.

#### **Economic Impacts**

There are no economic impacts identified regarding this proposal.

#### **Social Implications**

It has been the experience of other Councils that an order under section 26 of the Act assists in preventing dogs from being a nuisance by not being under effective control and to prevent dog attacks from unrestrained dogs.

The proposed order will not have an impact on dogs and cats on land that is privately owned.

## 9. CORPORATE SERVICES DIRECTORATE

### 9.2 Domestic Animals Act 1994 - Section 26 - Dogs on Leash (continued)

#### Consultation

Community consultation has previously been undertaken to confirm support for the establishment of off leash area for dogs in Ducat Reserve and to confirm the requirements to control dogs in public places.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep Informed	Media Release Website Public notice
Consult	Inform, Listen, Acknowledge	Community Survey as part of the Domestic Animal Management Plan

Internal consultation has also been undertaken with key Council Departments in the preparation 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

The Greater Shepparton 2030 Strategy lists one of its directions as: *Enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability with a greater range of public open spaces, and recreation and community services.*

Implementation of this project would be consistent with the Greater Shepparton 2030 Strategy. One of the main outcomes of this project is to encourage dog owners throughout the Municipality to be responsible pet owners by preventing dogs from becoming a nuisance, to protect the community from dog attacks caused by unleashed dogs and to improve the health of both humans and dogs through exercise at any designated off leash dog park.

##### b) Other Strategic Links

Domestic Animal Management Plan 2013-2017

Nuisance Animals – Objective - *minimise the potential for dogs and cats to create a nuisance.*

Dog Attacks – Objective - *minimise the risk of attacks by dogs on people and animals.*

#### Conclusion

To adequately give effect to the requirements of the Act, Section 26 of the *Domestic Animals Act 1994* provides that an Order can be made regulating the presence of dogs and cats in public places.

With the introduction of the new Community Living Local Law No. 1 2018 and the Local Law No 1 Community Living 2008 being revoked, a Council Order will need to be made to replace the enforcement provisions previously in place under the Local Law.

#### Attachments

Domestic Animals Act 1994 - Section 26 Order - 2018

## 9. CORPORATE SERVICES DIRECTORATE

### 9.3 2018/2019 Christmas Arrangements

#### **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: Governance Officer**

**Proof reader(s): Team Leader Governance, Manager Corporate Governance**

**Approved by: Director Corporate Services**

#### **Executive Summary**

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

This year, Christmas Day falls on a Tuesday and it is proposed the office closes from 5.00pm Friday 21 December 2018 and reopens at 8.15am, Wednesday 2 January 2019. The length of closure is consistent with previous years and has been widely accepted by staff and the community.

It is also proposed that the Welsford Street office and Doyles Road Complex close at 3.00pm on Thursday 20 December 2018 to enable all staff to attend the combined Christmas function.

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

#### **RECOMMENDATION**

That the Council resolve to:

1. close the Welsford Street office and Doyles Road Complex at 3.00pm on Thursday 20 December 2018 for the combined staff Christmas function; and
2. close Council offices at 5.00pm Friday 21 December 2018 and reopen at 8.15am Wednesday 2 January 2019.

#### **Background**

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



## 9. CORPORATE SERVICES DIRECTORATE

### 9.3 2018/2019 Christmas Arrangements (continued)

It is proposed that this year, the Council Offices close at 5.00pm Friday 21 December 2018 and reopen at 8.15am Wednesday 2 January 2019. This would require the majority of staff to take four days of leave, with staff involved in delivering essential services and programs continuing to operate throughout either period as required.

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

There are no direct links to the Council Plan.

#### **Risk Management**

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

#### **Policy Considerations**

There are no conflicts with existing Council Policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

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

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

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

#### **Social Implications**

There are no social impacts by closing the Council Offices over Christmas and New Year.

#### **Economic Impacts**

There are no economic impacts arising from this proposal.

#### **Consultation**

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Staff and public will be informed that Council is closing the offices at: <ul style="list-style-type: none"> <li>• 3.00pm on Thursday 20 December 2018</li> <li>• 5.00pm Friday 21 December 2018 and re-open at 8.15am on Wednesday 2 January 2019</li> </ul>	<u>External Communication:</u> <ul style="list-style-type: none"> <li>• Flyer at Welsford Street main entrance</li> <li>• GSCC Website / Social Media</li> </ul> <u>Internal Communication:</u> <ul style="list-style-type: none"> <li>• Insite</li> <li>• Email from the CEO</li> <li>• Internal newsletters</li> </ul>

Council officers believe that appropriate consultation has been scheduled and the matter is ready for consideration.

## 9. CORPORATE SERVICES DIRECTORATE

### **9.3 2018/2019 Christmas Arrangements (continued)**

#### **Strategic Links**

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

There are no strategic links to the *Greater Shepparton 230 Strategy*.

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

There are no objective links to the *Council Plan 2017-2021*.

#### **Conclusion**

This timing provides staff with an opportunity to participate in a combined Christmas function and an adequate break over the festive season with minimal disruption to daily business and services to the public.

#### **Attachments**

Nil

## 9. CORPORATE SERVICES DIRECTORATE

### 9.4 Ordinary Council Meeting Dates

#### **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: Governance Officer**

**Proof reader(s): Team Leader Governance, Manager Corporate Governance**

**Approved by: Director Corporate Services**

#### **Executive Summary**

The purpose of this report is to set the commencement date for the 2019 Ordinary Council meeting cycle. Ordinary Council Meetings are held once per month, currently on the third Tuesday commencing at 5.30pm.

As has been the practice in previous years, it is proposed that no ordinary Council meeting be held in January 2019, with the meeting cycle to resume on Tuesday 19 February 2019.

#### **RECOMMENDATION**

That the Council resolves:

1. no Ordinary Council Meeting be held during January 2019;
2. the Ordinary Council Meeting cycle be resumed on Tuesday 19 February 2019.

#### **Background**

Ordinary Council Meetings are held once per month, currently on the third Tuesday of the month at 5.30pm.

The last Ordinary Council meeting for 2018 will be held on Tuesday 18 December. As in previous years, it is proposed that no ordinary meeting be held in January 2019, with the meeting cycle to resume on the third Tuesday of February 2019.

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

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

It is considered that Councillors will not be required during the holiday period and will resume Councillor commitments from Monday 21 January 2019.

## 9. CORPORATE SERVICES DIRECTORATE

### 9.4 Ordinary Council Meeting Dates (continued)

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

There are no direct links to the Council Plan.

#### **Risk Management**

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

#### **Policy Considerations**

There are no conflicts with existing Council Policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

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

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

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

#### **Social Implications**

There are no social impacts associated with this report.

#### **Economic Impacts**

There are no economic impacts arising from this proposal

#### **Consultation**

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Staff and public will be informed of the change of meeting dates for the 2019 Calendar year.	Public Notice and Council Website

Council officers believe that appropriate consultation has taken place and the matter is ready for consideration.

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

There are no objective links to the *Council Plan 2017-2021*.

#### **Conclusion**

It is recommended that there be no Ordinary Council meeting held in January 2019 and if required, a Special meeting may be called to consider any business arising during this interim period.

#### **Attachments**

Nil

## 9. CORPORATE SERVICES DIRECTORATE

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

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

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

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

**Author:** Team Leader Governance

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

**Approved by:** Director Corporate Services

#### **Executive Summary**

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

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

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

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

The Instrument of Delegation to Members of Staff and Development Hearings Panel was last adopted by Council on 20 March 2018 and has since been reviewed and updated to reflect changes to legislation, position titles and reporting lines within the organisation. These changes are essential to ensuring officers are authorised with the appropriate powers, duties and functions to perform their roles effectively.

#### **RECOMMENDATION**

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

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

## 9. CORPORATE SERVICES DIRECTORATE

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

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

#### **Background**

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

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

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

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

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

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

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

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

## 9. CORPORATE SERVICES DIRECTORATE

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

#### **Risk Management**

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

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

#### **Policy Considerations**

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

#### **Financial Implications**

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

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

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

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

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

#### **Social Implications**

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

#### **Economic Impacts**

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

#### **Consultation**

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

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

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

## 9. CORPORATE SERVICES DIRECTORATE

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

#### **Strategic Links**

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

There are no direct links to the Greater Shepparton 2030 Strategy

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

There are no other strategic links

#### **Conclusion**

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

#### **Attachments**

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



## 9. CORPORATE SERVICES DIRECTORATE

### 9.6 September 2018 Monthly Financial Report

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

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

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

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

**Author: Team Leader Management Accounting**

**Proof Reader: Manager Finance & Rates**

**Approved by: Director Corporate Services**

#### **Executive Summary**

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

#### **RECOMMENDATION**

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

#### **Background**

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

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

The September 2018 Monthly Financial Report incorporates the following sections which are presented for Council's consideration:

- Operating Performance
- Capital Works Performance
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Capital Works Statement

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

The report is consistent with the leadership and governance goal "High Performing Organisation" as included in the *Council Plan 2017-2021*.

#### **Risk Management**

There are no risks identified in providing this financial report.

#### **Policy Considerations**

There are no conflicts with existing Council policies.

## 9. CORPORATE SERVICES DIRECTORATE

### **9.6 September 2018 Monthly Financial Report (continued)**

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

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

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

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

#### **Social Implications**

There are no social implications associated with this report.

#### **Economic Impacts**

There are no economic implications in providing this financial report.

#### **Consultation**

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

#### **Conclusion**

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

#### **Attachments**

September 2018 - Monthly Financial Statements

## 9. CORPORATE SERVICES DIRECTORATE

### 9.7 Contracts Awarded Under Delegation

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

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

**Council Officers involved in producing this report**  
**Author:** Team Leader Contracts and Procurement  
**Proof reader(s):** Manager Corporate Governance  
**Approved by:** Director Corporate Services

#### **Executive Summary**

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

#### **RECOMMENDATION**

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

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

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

#### **Tendered Contracts Awarded under Delegated Authority by a Director**

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

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

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1842	Construction of Amenities Building and Associated Works - Maude Street	Lump Sum Contract for the Construction of Amenities Building and Associated Works - Maude Street	Tender closed on 26 September 2018. The contract is included in the October Ordinary Council Meeting Agenda.

**9. CORPORATE SERVICES DIRECTORATE**
**9.7 Contracts Awarded Under Delegation (continued)**

<b>Contract No.</b>	<b>Contract Name</b>	<b>Contract detail, including terms and provisions for extensions</b>	<b>Status</b>
1846	Consultancy Services for The Greater Victoria Commonwealth Games	Request for Quotes Contract for Consultancy Services for The Greater Victoria Commonwealth Games	Tender closed on 7 September 2018. Tender currently being evaluated
1862	Provision of Professional Veterinary Services	Schedule of Rates Contract for the Provision of Professional Veterinary Services	Tender closed on 29 August 2018. Tender currently being evaluated
1863	Replacement of Aquamoves Pool Heating Boilers	Lump Sum Contract for the Replacement of Aquamoves Pool Heating Boilers	Tender closed on 10 October 2018. Tender currently being evaluated
1865	Construction of Shepparton Art Museum	Lump Sum & Schedule of Rates Contract for the Construction of Shepparton Art Museum	Tender closed on 10 October 2018. Tender currently being evaluated
1868	Provision of Trade Services	Schedule of Rates Contract for the Provision of Trade Services	Tender closed on 11 July 2018. The contract is included in the October Ordinary Council Meeting Agenda.
1870	Municipal Association of Victoria (MAV) Supply of Fuel and Lubricant	Panel of Suppliers MAV Contract for the Supply of Fuel and Lubricant	MAV Fuel - The contract is included in the October Ordinary Council Meeting Agenda.
1872	Provision of Temporary Placements and Contractors – Panel of Suppliers	Panel of Suppliers Contract for the Provision of Temporary Placements and Contractors	Tender closed on 10 October 2018. Tender currently being evaluated
1876	Installation and Supply of Photocopier Hardware and Services	Schedule of Rates Contract for the Provision of I.T. Products and Services for the Installation and Supply of Photocopier Hardware and Services	Tender closed on 26 September 2018. Tender currently being evaluated
1877	Construction of Buildings and Infrastructure for Cosgrove 3 Landfill	Lump Sum Contract for the Construction of Buildings and Infrastructure for Cosgrove 3 Landfill	Tender closes on 31 October 2018.
1881	Supply and Delivery of New Landfill Compactor	Lump Sum Contract for the Supply and Delivery of New Landfill Compactor	Tender closed on 26 September 2018. Tender currently being evaluated

## 9. CORPORATE SERVICES DIRECTORATE

### 9.7 Contracts Awarded Under Delegation (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1886	Aquamoves Master Plan Concept Design	Lump Sum Contract for the Aquamoves Master Plan Concept Design	Tender closed on 10 October 2018. Tender currently being evaluated
1888	Water Main Replacements - Verney Road/Balaclava Road Intersection, Shepparton	Lump Sum Contract for Water Main Replacements - Verney Road/Balaclava Road Intersection, Shepparton	Tender closed on 19 September 2018. Tender currently being evaluated
1893	Construction of Southdown Street Extension, Shepparton	Construction of Southdown Street Extension, Shepparton	Tender closed on 12 September 2018. Tender currently being evaluated
1896	Appointment of a Creative and Production Agency and/or Appointment to the Media Buying Services Panel - Shepparton Show Me	Lump Sum Contract for the Appointment of a Creative and Production Agency and/or Appointment to the Media Buying Services Panel - Shepparton Show Me	Tender closed on 19 September 2018. Tender currently being evaluated
1900	Design and Construction of Solar PV Systems at Doyles Road Complex and Mooroopna Hub	Lump Sum Contract for the Design and Construction of Solar PV Systems at Doyles Road Complex and Mooroopna Hub	Tender closes on 25 October 2018.
1903	Management of the Victoria Lake Caravan Park	Lump Sum & Schedule of Rates Management of the Victoria Lake Caravan Park	Tender closed on 12 September 2018. Tender currently being evaluated

#### Policy Considerations

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

The Council through the *Exercise of Delegations* Policy has delegated authority to the Director Corporate Services to approve a contract up to the value of \$500,000 and the Director Infrastructure, Director Community and Director Sustainable Development to approve a contract up to the value of \$150,000 for goods and services and \$200,000 for works.

#### Legal/Statutory Implications

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

## 9. CORPORATE SERVICES DIRECTORATE

### **9.7 Contracts Awarded Under Delegation (continued)**

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

#### **Conclusion**

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised contracts awarded by the Chief Executive Officer and Directors under delegated authority of the Council during the period 1 September 2018 to 30 September 2018.

#### **Attachments**

Nil

## 9. CORPORATE SERVICES DIRECTORATE

### 9.8 2017-2018 Annual Report

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

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

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

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

**Author:** Team Leader Marketing and Communications

**Proof reader(s):** Manager Marketing and Communications

**Approved by:** Director Corporate Services

**Other:** Communications Officer, Team Leader Financial Accounting

#### **Executive Summary**

Section 131 of the *Local Government Act 1989* requires Council to prepare an Annual Report for the financial year just completed. A copy of this report must be provided to the Minister for Local Government within three months of the end of the financial year and the Council must then consider the report at a meeting of the Council within one month of its provision to the Minister. Council's Annual Report for the Financial Year 2017-2018 was forwarded to the Minister on 26 September 2017.

#### **RECOMMENDATION**

That the Council receives and notes the Greater Shepparton City Council Annual Report 2017 - 2018 for the year ended 30 June 2018, including the Financial Statements and Performance Statement, as certified by the Auditor-General.

#### **Background**

The Victorian Local Government Act (1989) requires all councils to present an Annual Report to the Minister by 30 September each year. Importantly, the Annual Report provides an account of Council's performance to our community. It details Council achievements against the goals of the Council Plan and our performance against stipulated measures. It further provides an account of council's financial management during the previous financial year.

The Annual Report is also an opportunity to acknowledge all the great activities that have been happening across the municipality and note the challenges that have marked the year.

The Annual Report 2017-2018 contains:

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

## 9. CORPORATE SERVICES DIRECTORATE

### 9.8 2017-2018 Annual Report (continued)

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

On 11 September 2018, Council resolved to approve in principle the Financial Statements and the Performance Statement for the year ended 30 June 2018, and authorised the Mayor, Cr Kim O’Keeffe and Deputy Mayor, Cr Seema Abdullah to sign the statements in their final form after any changes recommended or agreed to by the auditor have been made. These documents were subsequently signed by Cr O’Keeffe and Cr Abdullah.

The Annual Report follows an in-house design template developed in previous years to minimise production costs and maximise its usability. A printed copy of the Annual Report will be made available to Councillors, government Ministers and the community once it is completed. It will also be uploaded to the Council website.

#### **Risk Management**

Any risks associated with this report relate to compliance with the requirements of the Local Government Act.

#### **Policy Considerations**

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

#### **Financial Implications**

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

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

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue				
Expense	\$5000			Print quotes to be obtained
Net Total	\$5000			

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

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

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

Section 131 of the *Local Government Act 1989* requires Council to prepare an Annual Report for the financial year just completed. A copy of this report must be provided to the Minister for Local Government within three months of the end of the financial year and the Council must then consider the report at a meeting of the Council within one month of its provision to the Minister.



## 9. CORPORATE SERVICES DIRECTORATE

### **9.8 2017-2018 Annual Report (continued)**

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

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

#### **Social Implications**

There are no social implications associated with this report.

#### **Economic Impacts**

There are no economic impacts in relation to this report.

#### **Consultation**

The Councillors, Executive Leadership Team, Senior Leadership Group and Council officers were all consulted in the preparation of the 2017-2018 Annual Report.

Officers consider that appropriate consultation has occurred and this matter is now ready for Council consideration. No external consultation is required.

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

#### **Strategic Links**

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

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

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

- 2013-2017 Council Plan  
This Annual Report marks the fourth and final year of the implementation of the 2013-2017 Council Plan.
- 2016/2017 Marketing Strategy

#### **Conclusion**

That Council receives and considers the Greater Shepparton City Council Annual Report 2017-2018 for the year ended 30 June 2018, including the Financial Statements and Performance Statement, as certified by the Auditor-General.

#### **Attachments**

Annual Report 2017-2018

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.1 Greater Shepparton Heritage Advisory Committee - Nomination of Community Representatives

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

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

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

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

**Author: Principal Strategic Planner**

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

**Approved by: Director Sustainable Development**

#### **Executive Summary**

Council authorised the formation of the Greater Shepparton Heritage Advisory Committee (the Committee) on 17 January 2012. The primary purpose of the Committee is to act as an advocate for all cultural heritage matters within the municipality.

The Terms of Reference for the Committee were amended at the Ordinary Council Meeting held on 17 July 2018 (see *Attachment 1 – Heritage Advisory Committee Terms of Reference*). The Terms of Reference now allow for a minimum of two and a maximum of six community representatives with any of the historical groups and societies already represented on the Committee. This means that there are currently two vacant positions on the Committee.

Advertisements calling for community representative nominations for membership of the Committee were placed in the Shepparton News on Friday, 20 July 2018 and the Tatura Guardian on Wednesday, 25 July 2018. Advertising was also undertaken through media releases and social media. Four nominations were received by Council.

On 3 September 2018, the Committee will assess all nominations against the six selection criteria outlined in the Terms of Reference. The Committee will then agree to request that Council appoint two new nominees for the balance of the current term, ending on 17 July 2019.

This report has been prepared to appoint Andrew Morcom and Leah Byrne to the Committee.

#### **RECOMMENDATION**

That the Council:

1. having considered the nominations received for appointment to the Heritage Advisory Committee, resolve to appoint the following community representatives to the Heritage Advisory Committee for a term of two years commencing on 17 October 2018 and concluding on 17 July 2020:
  - Andrew Morcom; and
  - Leah Byrne

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.1 Greater Shepparton Heritage Advisory Committee - Nomination of Community Representatives (continued)

#### **Background**

Council authorised the formation of the Heritage Advisory Committee (the Committee) at the Ordinary Council Meeting held on the 17 January 2012. As part of the resolution, Council adopted Terms of Reference to guide the future operation of the Committee.

The Committee's membership consists of up to two Councillors, up to two members of Council's Strategic Planning Team, Council's Heritage Adviser, one voting member from each of the ten identified member organisations, and a minimum of two and a maximum of six community representatives unaffiliated with any of these organisations.

The current community representatives are Carrie Donaldson, John Lawry, Evan Lloyd and Robyn Slee. The tenure for these positions ends on 17 July 2019. There are currently two vacant positions on the Committee.

Advertisements calling for membership of the Committee were placed in the Shepparton News on Friday, 20 July 2018 and the Tatura Guardian on Wednesday, 25 July 2018. Four nominations were received by Council.

On 3 September 2018, the Committee will assess the nominations against the selection criteria included in the Committee's Terms of Reference:

- An awareness of, and an interest in, the cultural heritage of the Municipality, and a willingness to have an input into the issues relating to this heritage;
- A commitment to the preservation of cultural heritage sites within the Municipality;
- A knowledge of heritage conservation processes and a willingness to acquire further knowledge;
- The ability to access historical or conservation networks and stakeholder groups;
- The ability to promote heritage within the Municipality; and
- Experience in an area of building conservation.

The Committee agreed to request that Council consider the appointment of two nominees to the Committee for the balance of the existing term, ending on 17 July 2019.

This report has been prepared to appoint Andrew Morcom and Leah Byrne to the Committee.

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

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

##### 1. Goal 2: Social

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

##### 2. Goal 4: Built

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

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.1 Greater Shepparton Heritage Advisory Committee - Nomination of Community Representatives (continued)

#### **Risk Management**

Council considerably reduces the governance risks associated with the operation of the Heritage Advisory Committee by ensuring that members are appointed and appointments are rescinded in accordance with the *Local Government Act 1989*.

Failure to appoint community representatives to the Heritage Advisory Committee would fail to meet Council's obligations under the *Local Government Act 1989*. It would also reduce the Committee's ability to promote community participation in and raise awareness of cultural heritage issues within the Municipality.

#### **Policy Considerations**

Appointing community representatives to the Heritage Advisory Committee does not conflict with existing Council policies.

#### **Financial Implications**

There are no costs associated with the appointment of community representatives to the Heritage Advisory Committee.

The approved budget for the Heritage Advisory Committee is \$2,000 in the 2018/19 financial year. This budget is allocated to meet the operating costs of the Committee within that financial year.

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

There are no legal or statutory implications associated with resolving to appoint community representatives to the Heritage Advisory Committee.

The appointment of members to the Heritage Advisory Committee accords with the *Victorian Charter of Human Rights and Responsibilities Act 2006*. No human rights were negatively impacted upon through the advertisement and consideration of the appointment of the community representative to the Heritage Advisory Committee. It is not foreseen that the appointment of community representatives will impact upon the rights of all individuals and groups with regard to freedom of expression, right to be heard, entitlement to participate in public life and property rights.

The Heritage Advisory Committee is not a Section 86 Committee under the *Local Government Act 1989*. This proposal is consistent with the provisions of the *Local Government Act 1989*.

The appointment of community representatives for the remainder of the vacant term is in accordance with the Committee's revised Terms of Reference adopted by Council at the Ordinary Council Meeting held on 17 July 2018.

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

There are no environmental or sustainability impacts associated with the appointment of community representatives to the Heritage Advisory Committee.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.1 Greater Shepparton Heritage Advisory Committee - Nomination of Community Representatives (continued)

#### **Social Implications**

There are no direct social impacts associated with the appointment of community representatives to the Heritage Advisory Committee.

The operation of the Committee has positive social impacts. The Committee is seen as a critical way of raising awareness and promoting community participation of cultural heritage issues within the Municipality. The Committee will continue to raise awareness within the community of cultural heritage conservation.

#### **Economic Impacts**

There are no economic impacts associated with the appointment of community representative to the Heritage Advisory Committee.

#### **Consultation**

Council officers believe that appropriate consultation has occurred during both the formation and operation of the Committee, and the key activities it has been involved in since its formation by Council.

Advertisements calling for membership of the Committee were placed in the Shepparton News on Friday, 20 July 2018 and the Tatura Guardian on Wednesday, 25 July 2018. Following this public consultation period, four nominations were received by Council.

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

#### **Strategic Links**

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

The appointment of community representatives to the Heritage Advisory Committee is consistent with the objectives, strategies and actions outlined in the Environment Section of the *Greater Shepparton 2030 Strategy 2006*.

##### b) Other strategic links

The appointment of new community representatives to the Heritage Advisory Committee will also develop and implement the initiatives outlined in Section 14.2 of the *Greater Shepparton Heritage Study Stage IIB 2013*.

#### **Conclusion**

It is recommended that Council resolve to appoint Andrew Morcom and Leah Byrne to the Heritage Advisory Committee for the balance of the term ending on 17 July 2019.

The Committee is a critical way of raising awareness of cultural heritage issues, as well as promoting community participation in cultural heritage issues within the Municipality.

By continuing to support the Greater Shepparton Heritage Advisory Committee, Council is continuing to embrace a cost-effective opportunity of raising awareness and promoting community participation of cultural heritage issues within the Municipality.

#### **Attachments**

Heritage Advisory Committee Terms of Reference

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Major and Minor Events Grants - Round One 2018/2019**

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

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

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

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

**Author: Acting Economic Development Project Officer, Events Co-ordinator**

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

**Approved by: Acting Director Sustainable Development**

**Other: Grants Coordinator**

#### **Executive Summary**

Greater Shepparton City Council aims to celebrate the local community and our diverse region through a range of major and community events each year. The various events supported by Council include sporting, cultural, commemorative, festive as well as annual community events.

The purpose of the Event Grants program is to provide financial assistance as well as marketing support to groups who are organising events within the Greater Shepparton municipality.

The total amount of funding allocated to the Small and Large Events Program is \$45,000 for the 2018/2019 financial year. This amount is split into two rounds.

Small Events can be funded from \$500 up to \$2,000 and Large Events can be funded from \$2,000 up to \$5,000.

Round One of the Small and Large Events Grants 2018/2019 opened on 30 June 2018 and closed on 30 July 2018 with a total of sixteen applications received.

Based on the Grant Policy and approved guidelines, sixteen of these applications were assessed by an internal assessment panel which is made up of four officers from within Council. For this round it is recommended that the sixteen respective events are funded a total of \$21,300 (GST Excl.). All of the recommended events meet the eligibility requirements and adhere to the objectives of the Events Grant Program.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

#### RECOMMENDATION

That the Council adopt the recommendation of the Grants Assessment Panel to fund 16 events as detailed below to the total value of \$21,830 (GST inclusive) representing Round One of the 2018/2019 Events Grants Program:

	Organisation	Event	Allocation Excluding GST	Allocation Including GST
1	Australian Ride on Lawn Mower Racing Association	All Australian Titles: Ride on Lawn Mower Racing	\$1500.00	\$1650.00
2	Pasifika Festival	Pasifika Festival	\$2000.00	\$2200.00
3	Albanian Moslem Society Shepparton Inc.	Albanian Harvest Festival	\$500.00	\$550.00
4	GVQH & WRC	Little Rock Youth Amateur Bonanza Show	\$1000.00	
5	Northern Victoria Showjumping Club	Northern Victoria Showjumping Championships	\$1500.00	
6	Goulburn Valley Chinese Association Inc.	2019 Mooroopna Chinese New Year	\$4000.00	
7	Tatura Lions Club	TatFest	\$1500.00	
8	Goulburn Valley Branch of the Avicultural Society Australia Inc.	Shepparton Bird Exhibition and Sale	\$700.00	
9	The Lions Club of Toolamba Incorporated	Toolamba Twilight Festival	\$1000.00	
10	Welsh Pony & Cob Society of Australia Inc.	Welsh National Show	\$500.00	\$550.00
11	Murchison and District Historical Society Inc.	Murchison Meteorite 50 <sup>th</sup> Anniversary	\$1500.00	
12	Greater Shepparton Family Violence Prevention Network	Bystander Breakfast	\$800.00	\$880.00
13	Soroptimist International of Shepparton	Women's Health Day	\$500.00	
14	Goulburn Valley Reining Horse Association	GVRHA Buckle Up and Slide Reining Spectacular 2019	\$800.00	
15	Rotary Club of Shepparton	Motor Show, Market Day and Swap Meet	\$1000.00	

**10. SUSTAINABLE DEVELOPMENT DIRECTORATE**
**10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)**

16	Goulburn Valley Pride Inc.	Out in the Open Festival	\$2500.00	
		<b>TOTAL</b>	<b>\$21,300.00</b>	<b>\$21,830.00</b>

<b>Applicant</b>	<b>Australian Ride on Lawn Mower Association</b>
Project Title	All Australian Titles – Ride on Lawn Mower Racing
Brief Project Description	Competitors from all over Australia converge on Kidstown Mooroopna to battle it out to earn the ultimate crown of Australia's fastest Lawn Mower.
Project Activities	Various rounds of Lawn Mower racing.
Expected Outcomes	A successful sporting, community and family friendly event.
Total Event cost	\$6000.00
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$1650.00 (GST Inc)
Reason for panel's decision	This is a new sporting event that encourages families and participation of all ages, the committee projects this event will become an annual event held in Shepparton.

<b>Applicant</b>	<b>Pasifika Festival</b>
Project Title	Pasifika Festival
Brief Project Description	Annual showcase of Pacific Islander Arts and Culture
Project Activities	Mentoring, cultural activities, music activities and celebratory activities.
Expected Outcomes	Celebrate cultural aspects of Pacific Islanders in the Goulburn Valley.
Total Event cost	\$32000.00
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$2200.00 (GST Inc)
Reason for panel's decision	This is a newly established cultural event for the Goulburn Valley Region that celebrates our diversity.

<b>Applicant</b>	<b>Albanian Moslem Society Shepparton Inc.</b>
Project Title	Albanian Harvest Festival
Brief Project Description	Held annually the event showcases Albanian culture, food and community spirit with family activities, arts, music and food.
Project Activities	Arts, music and food demonstrations.
Expected Outcomes	A successful community and family orientated day of cultural experiences in the Goulburn Valley celebrating Albanian Culture.
Total Event cost	\$31250.00
Grant amount requested from Council	\$5000.00



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

Amount recommended by assessment panel	\$550.00 (GST Inc)
Reason for panel's decision	This event has been sponsored for a number of years now and is a well-established event on the events calendar for the Goulburn Valley.

<b>Applicant</b>	<b>GVQH &amp; WRC</b>
Project Title	Little Rock Youth Amateur Bonanza Show
Brief Project Description	Western pleasure competition to support up and coming young riders and horses in the Goulburn Valley.
Project Activities	Various levels of competition and a tutorial from an international judge.
Expected Outcomes	A successful sporting event for young riders and their supporting families to encourage future stars within the sport.
Total Event cost	\$13500.00
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$1000.00 (GST N/A)
Reason for panel's decision	This is a sporting event that has been supported in the past that encourages young and upcoming riders in the equine discipline of western pleasure.

<b>Applicant</b>	<b>Northern Victoria Showjumping Club</b>
Project Title	Northern Victoria Showjumping Championships
Brief Project Description	State level showjumping event held in Shepparton.
Project Activities	Various levels of competition to support local and state wide/interstate riders in the bid for state titles the following weekend.
Expected Outcomes	A successful sporting event that brings value to the Goulburn Valley and potential for new members to the club.
Total Event cost	\$20335.00
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$1500.00 (GST N/A)
Reason for panel's decision	This event supports local and interstate showjumpers in the Goulburn Valley region over three days.

<b>Applicant</b>	<b>Goulburn Valley Chinese Association Inc.</b>
Project Title	2019 Mooropna Chinese New Year Celebration
Brief Project Description	Large scale celebration of the Chinese new year.
Project Activities	Various cultural, music, arts and food events/activities.
Expected Outcomes	A successful cultural event for the Goulburn Valley region boosting tourism and visitation to the area.
Total Event cost	\$56700.00
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$4000.00 (GST N/A)

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

Reason for panel's decision	This is a valuable cultural event for the Goulburn Valley region aimed at boosting our events calendar.
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<b>Applicant</b>	<b>Tatura Lions Club</b>
Project Title	TatFest
Brief Project Description	Local event celebrating all things Tatura and Goulburn Valley that we have to offer.
Project Activities	Celebration of local food and wine suppliers, family friendly activities, food stalls and market stalls.
Expected Outcomes	A successful community event for locals and tourists to attend and indulge in cultural foods and activities in Tatura.
Total Event cost	\$19000.00
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$1500.00 (GST N/A)
Reason for panel's decision	This is an annual event celebrating all things great about the small town of Tatura and surrounding region.

<b>Applicant</b>	<b>Goulburn Valley Branch of the Avicultural Society of Australia Inc.</b>
Project Title	Shepparton Bird Exhibition and Sale
Brief Project Description	Shepparton bird exhibition and sale for all breeds of bird.
Project Activities	Various stalls and sale of birds.
Expected Outcomes	A successful bird event for Goulburn Valley.
Total Event cost	\$6230.00
Grant amount requested from Council	\$2000.00
Amount recommended by assessment panel	\$700.00 (GST N/A)
Reason for panel's decision	This event caters for a niche community group within the Goulburn Valley.

<b>Applicant</b>	<b>The Lions Club of Toolamba Incorporated</b>
Project Title	Toolamba Twilight Festival
Brief Project Description	Twilight Christmas festival for locals to meet and the community to come together.
Project Activities	Christmas stalls, activities and family entertainment.
Expected Outcomes	A successful event for community engagement and Christmas spirit.
Total Event cost	\$12500.00
Grant amount requested from Council	\$2000.00
Amount recommended by assessment panel	\$1000.00 (GST N/A)
Reason for panel's decision	This event caters for small towns and enhances Christmas spirit.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

<b>Applicant</b>	<b>Welsh Pony and Cob Society of Australia Inc.</b>
Project Title	Welsh National Show
Brief Project Description	National Championships of Welsh breed show.
Project Activities	Various levels of breed competition.
Expected Outcomes	A successful national equine event.
Total Event cost	\$30700.00
Grant amount requested from Council	\$2000.00
Amount recommended by assessment panel	\$550.00 (GST Inc)
Reason for panel's decision	This event is a national event held annually at Tatura Park.

<b>Applicant</b>	<b>Murchison and District Historical Society Inc.</b>
Project Title	Murchison Meteorite 50 <sup>th</sup> Anniversary
Brief Project Description	Celebration of the 50 <sup>th</sup> anniversary of the meteorite in Murchison.
Project Activities	Weeklong celebration event with family activities, tours and historical displays.
Expected Outcomes	A tourist boost for Murchison whilst celebrating the anniversary.
Total Event cost	\$20668.22
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$1500.00 (GST N/A)
Reason for panel's decision	This event celebrates a small town within the Goulburn Valley and is an important part of our history.

<b>Applicant</b>	<b>Greater Shepparton Family Violence Prevention Network</b>
Project Title	Bystander Breakfast
Brief Project Description	Breakfast to promote awareness and prevention of family violence in the Goulburn Valley.
Project Activities	Educational talks, networking and community involvement/awareness generating.
Expected Outcomes	Create a more knowledgeable community against family violence.
Total Event cost	\$2400.00
Grant amount requested from Council	\$2000.00
Amount recommended by assessment panel	\$880.00 (GST INC)
Reason for panel's decision	This event supports victims and families of family violence whilst creating awareness within our region to prevent further family violence.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

<b>Applicant</b>	<b>Soroptimist International of Shepparton</b>
Project Title	Women's Health Day
Brief Project Description	A fun day for women within Goulburn Valley providing information and activities for women around health.
Project Activities	Educational talks, health checks, access to information and promote health.
Expected Outcomes	Awareness and knowledge around women's health in the community.
Total Event cost	\$1200.00
Grant amount requested from Council	\$500.00
Amount recommended by assessment panel	\$500.00 (GST N/A)
Reason for panel's decision	This event caters for women within the Goulburn Valley specifically aimed at promoting healthy lifestyles in women.

<b>Applicant</b>	<b>Goulburn Valley Reining Horse Association</b>
Project Title	GVRHA Buckle up and Slide Spectacular
Brief Project Description	Equine sporting event catering to all levels of rider and horse.
Project Activities	Various tiers of competition with ability for spectators and community to attend.
Expected Outcomes	A successful safe competition promoting the sport within our region.
Total Event cost	\$72000.00
Grant amount requested from Council	\$2000.00
Amount recommended by assessment panel	\$800.00 (GST N/A)
Reason for panel's decision	This event caters for a minority community within the horse world and allows for them to hold a competition locally.

<b>Applicant</b>	<b>Rotary Club of Shepparton</b>
Project Title	Motor show, Market day and Swap Meet
Brief Project Description	Car show with market stall and swap meet.
Project Activities	Demonstrations, car displays, stalls, family activities and swap meet.
Expected Outcomes	A community and car enthusiast event for the Goulburn Valley.
Total Event cost	\$21000
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$1000.00 (GST N/A)
Reason for panel's decision	This event caters for a niche community group within the Goulburn Valley.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

<b>Applicant</b>	<b>Goulburn Valley Pride Inc.</b>
Project Title	Out in the Open Festival
Brief Project Description	Celebration for the LGBTQI community in the Goulburn Valley.
Project Activities	A celebratory community held event with arts, music, culture and food stalls.
Expected Outcomes	A successful event creating awareness and support of LGBTQI persons.
Total Event cost	\$22000
Grant amount requested from Council	\$5000.00
Amount recommended by assessment panel	\$2500.00 (GST N/A)
Reason for panel's decision	This event caters for other LGBTQI community and encourages community involvement and support as a whole.

#### **Background**

Greater Shepparton City Council has provided two types of events grant funding to community groups for over a decade. The event funding is only available to not-for-profit organisations or organisations that have successfully obtained an auspice. Organisations that have previously been funded by Council and failed to comply with their financial and acquittal requirements will not be funded under the current guidelines.

The Events Grants applications are assessed in two rounds annually.

A total of sixteen applications were received in the Small and Large Events Grants Round 1 (2018/19).

A cross department assessment panel has been formed to ensure there is a variety of backgrounds and knowledge which improves the assessment of applications.

The community is encouraged to seek alternative streams of funding to ensure that events are sustainable and viable. Information sessions are hosted by Council each year to educate locals in regards to the funding opportunities that are available.

#### Large Events Grant

The Large Events grant category applies to requests of \$2,000-\$5,000 for not-for-profit event organisers and community groups. The Small Event grant category applies to requests of \$500-\$2,000 for not-for-profit event organisers and community groups. Small and Large Event applications must address the following key selection criteria:

- Background of the organisation/club
- Background of the proposed event
- Event criteria
- Economic impact
- Social benefit
- Environmental impact
- Event budget
- Greater Shepparton City Council recognition
- Post event evaluation

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

#### **Small and Large Events Grant Funding Objectives:**

- Event stimulation: To increase visitation and event tourism to the Greater Shepparton area.
- Economic benefits: To maximise the economic benefits to our community from scheduled festivals, cultural events business events, major events and sporting activities.
- Event tourism to the region: To sustainably build the profile of events in the region to attract visitors from outside the local area and to sustainably build the volume and yield of the region's tourism products.
- Regional profile: To generate interest and to lift the profile, brand and reputation of Greater Shepparton throughout Victoria, Australia and internationally.
- Development and Enhancement of Events: To provide appropriate resources and advice to assist in the facilitation and enhancement of the region's events and create an environment for innovation and creation within the municipality.
- Education: To develop general public and community awareness and understanding in relation to the benefits of tourism and to create tourism opportunities in the region.
- Social Benefits: To build social relationships for our culturally diverse region by fostering and strengthening supportive inclusions between individuals and diverse groups.
- Wellbeing: Encourage groups/organisations to deliver events that contribute to the well-being of the Greater Shepparton community.
- Celebration: To encourage a diverse range of events to celebrate the tourism product strengths in the region.
- Capacity Building: Help develop event coordination skills of the Greater Shepparton Community.

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

Greater Shepparton City Council Plan 2017 – 2021:

Social Goals:

- Greater Shepparton is a welcoming, inclusive and safe place for all.
- Creativity and participation in arts and culture is nurtured and encouraged.
- Volunteering is promoted and encouraged along with other measures to improve community resilience.
- Greater Shepparton is valued for cultural celebrations, inclusion and engagement of our diverse communities.

Economic Goals:

- The Greater Shepparton economy is prosperous, high value and a focus of choice for business, investment and employment.
- Greater Shepparton is a major destination for events and tourism (e.g. progression of the business case for the Greater Victoria Commonwealth Games bid).
- Shepparton is the regional city centre supported by well-planned and designed existing and emerging commercial activity centres.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Financial – Insurance Claims	Unlikely	Low	Low	Ensure successful applicant has a current insurance policy/certificate
Strategic – Emergency / catastrophes	Rare	Low	Moderate	Ensure successful applicant has an Emergency Response Plan
Operations – OH&S	Possible	Medium	Moderate	Ensure a Risk Management Plan has been undertaken prior to each event
Operations – Infrastructure	Unlikely	Low	Moderate	Ensure all Council equipment and infrastructure has been checked and is in safe working order prior to distribution for event
Other – Reputational Risk	Unlikely	Low	Moderate	Ensure the funding Agreement has been signed off by grant recipient

#### Policy Considerations

The assessment and recommendations have been made in line with the Grant Distribution Policy | 43.POL1.

#### Financial Implications

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue				
Expense	45,000	21,300	23,700*	21,830
Net Total	45,000	21,300	23,700	21,830

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

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

\*Round 2 of funding will occur in January and February 2019 which will account for the variance.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)

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

All events grants applicants must comply with planning, building and health legislative and statutory requirements prior to commencement of events and/or release of the Council's funds.

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

The approval of the recommendation stated above will not have a negative impact on the environment.

#### **Social Implications**

Events sponsored by Council are aimed at increasing opportunities for the community to come together as a whole, fostering community pride and esteem.

#### **Economic Impacts**

Events funded by Council have in the past resulted in increased visitation and an increase in overnight stays with participants of the events, organisers, families spending more time in the Greater Shepparton region over the course of events. Retail stores, local speciality stores as well as cafes and restaurants have also reported a positive economic impact during these events.

#### **Consultation**

The Grants Working Group have successfully organised community information evenings and workshops to educate and inform the public regarding what Council grants are available as well as how to write and submit an online application. There are a number of Grants Administrators throughout Council who are available to answer and meet with members of the community to discuss future applications and events.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep the community informed into how to apply for grants and alternative streams of funding	Grants Forum 2018
Consult	Consult and listen to the community regarding their expectations of the funding process	Grants Forum 2018
Involve	Work with the community	Grants Working Group (Internal)
Collaborate	Work alongside community groups to build a better Grants Program	Grants Forum 2018
Empower	We will provide the community with up to date information and service	Grants Forum 2018

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



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.2 Major and Minor Events Grants - Round One 2018/2019 (continued)**

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

2.3.2 Community Life

2.4.4 The Need to Grow

3.2 Supporting Principles

4.3.4 The Municipality is More Attractive

4.3.9 The Municipality is Culturally Active

##### b) Other strategic links

Council Plan 2017 – 2021

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

3.3 – Greater Shepparton is a major destination for events and tourism

#### **Conclusion**

The applications for funding through the Minor and Major Events Funding Round One 2018/2019 were reviewed by an internal Assessment Panel and it has been recommended that the above sixteen applications be funded. The approved events meet eligibility requirements for Council's Grants Policy and the Events Grants Guidelines.

#### **Attachments**

Nil

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.3 Australia Day Grants 2019

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

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

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

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

**Author: Major Events and Business Officer,**

**Acting Economic Development Project Officer**

**Proof reader(s): Acting Team Leader Tourism & Events,**

**Manager Economic Development**

**Approved by: Director Sustainable Development**

#### **Executive Summary**

This grant provides funding to small town community groups who wish to acknowledge and celebrate Australia Day.

The objectives of this grant are to bring the community together to celebrate Australia Day and provide recognition to hard working community members who have been awarded an Australia Day Award.

This grant aims to support and strengthen the community by providing funding for an event that has the capacity to attract the whole community to come together, celebrate what's great about our community and recognise our national day of celebration.

The Australia Day Grant has a budget of \$9,000 (GST Excl.). Community groups can apply for funding of up to \$3,000.

#### **RECOMMENDATION**

That the Council adopt the recommendation of the Grants Assessment Panel to fund 5 Australia Day events as detailed below, to the total value of \$9576.00 (GST Inclusive):

	<b>Organisation</b>	<b>Event</b>	<b>Allocation Excluding GST</b>	<b>Allocation Including GST</b>
1	Murchison Australia Day Committee	Australia Day 2018/19	\$2396.00	
2	Kiwanis Club of Mooroopna	Australia Day 2018/19	\$1600.00	
3	Toolamba Lions Club Inc	Australia Day 2018/19	\$1200.00	
4	Dookie Country Women's Association	Australia Day 2018/19	\$ 800.00	\$880.00
5	Tatura & District Australia Day Committee	Australia Day 2018/19	\$3000.00	
6	Arcadia Australia Day Committee	Australia Day 2018/19	\$500.00	
		<b>TOTAL</b>	<b>\$9496.00</b>	<b>\$9576.00</b>

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.3 Australia Day Grants 2019 (continued)

#### Background

#### **Australia Day Grants 2019**

A total of six applications were submitted for the Australia Day Grants with all applications meeting the eligibility criteria.

A cross department assessment team has been developed to improve the assessment of applications. All applications have been assessed against the Australia Day funding objectives by a panel of Council staff.

The Assessment Panel consists of the following four members:

- Acting Economic Development Project Officer
- Executive Assistant - Community
- Grants Coordinator
- Major Events & Business Officer

All applicants received the full amount requested.

#### **Australia Day Grants Program Funding Objectives:**

The Australia Day Grant Funding Guidelines program objectives are listed below.

The intention of the funding is to assist with facilitation of an event/celebration which achieves some or all of the following objectives:

- Build new social connections and partnerships within communities, or reinforce those that already exist
- Encourage community participation in Australia Day celebrations and/or activities
- Enable community members to acquire or develop a new skill
- Create a welcoming and inclusive celebration/event for the whole community
- Event/celebration to be held in an accessible community space
- Showcase our community identity by engaging local talent, or providing artistic and/or cultural activity within event/celebration
- Recognise local and Greater Shepparton Australia Day Award winners
- Adequate marketing and promotion of event/celebration

#### **Details of application submitted for each event**

#### **Murchison Australia Day Committee**

Funding Category	Australia Day Grant
Event	Australia Day 2019
Short event description	Our event will be held at the local swimming pool which is accessible to all age groups and people with disabilities. We advertise the event from October via newspaper advertising, shop window posters and letter box pamphlets delivered to every Murchison household. We involve a variety of local residents and organisations in the lead up and on Australia Day - e.g. Murchison Primary School is involved in the flag raising ceremony, school colouring/writing competitions and the Duck Race which is conducted by the Murchison Swimming Pool Committee. We also attempt to showcase local talent in our entertainment component of the morning. We organise additional waste & recycle bins. We hire a marquee to ensure that everyone has access to shade.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.3 Australia Day Grants 2019 (continued)

	We conduct many competitions and publicly recognise all town and shire award winners. We have also included Australia Citizenship ceremonies in the past, with State/Federal MP's and a Greater Shepparton City Council Councillor in attendance.		
Who will benefit from the event	All members of the community will benefit as this is a family friendly event to suit all ages.		
Total Event Cost	\$2986.00	Organisation Cash	\$200.00
Requested Council Contribution	\$2396.00	Organisation In-kind	\$390.00
Recommendation from the assessment team	That the Murchison Australia Day Committee receives <b>\$2,396.00 GST n/a</b> funding from Greater Shepparton City Council for the costs associated with holding the Australia Day event to be held 26 January 2019. Participation numbers last year reflect that more than 50% of the population were in attendance. This contribution is 100% of the amount requested.		

#### Kiwanis Club of Mooroopna

Funding Category	<b>Australia Day Grant</b>		
Event	Australia Day 2019		
Short event description	Australia Day Celebrations in Mooroopna will be held in Ferrari Park, commencing at 10.30 am. There will be a flag raising ceremony. Entertainment will be provided by a bush poet and local musicians. There will be an address by a key note speaker. Mooroopna Australia Day Awards will be presented. Official proceedings will be followed by a sausage sizzle.		
Who will benefit from the event	All members of the community will benefit as this is a family friendly event to suit all ages.		
Total Event Cost	\$1600.00	Organisation Cash	\$0
Requested Council Contribution	\$1600.00	Organisation In-kind	\$0
Recommendation from the assessment team	That the Kiwanis Club of Mooroopna receive <b>\$1,600.00 GST n/a</b> funding from Greater Shepparton City Council for the costs associated with holding the Australia Day event held 26 January 2019. This contribution is 100% of the amount requested.		

#### Toolamba Lions Club Inc

Funding Category	<b>Australia Day Grant</b>		
Event	Australia Day 2019		
Short event description	Toolamba Lions Club Inc. - a not for profit organisation that support the community by way of fundraising, taking part in community events and running events for our community and the wider community i.e. Australia Day, Lions Festival in November, Halloween event in Toolamba. We currently have 22 members and also support a Lions Branch Club in Shepparton that have 9 members.		
Who will benefit from the event	All members of the community will benefit as this is a family friendly event to suit all ages.		

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.3 Australia Day Grants 2019 (continued)

Total Event Cost	\$1200.00	Organisation Cash	\$0
Requested Council Contribution	\$1200.00	Organisation In-kind	\$0
Recommendation from the assessment team	That the Toolamba Lions Club Inc. receives <b>\$1200.00 GST n/a</b> funding from Greater Shepparton City Council for the costs associated with holding the Australia Day event to be held 26 January 2019. This contribution is 100% of the amount requested.		

#### Dookie Country Women's Association

Funding Category	<b>Australia Day Grant</b>		
Event	Australia Day 2019		
Short event description	A celebration held in the CWA Gardens Dookie. The Dookie CWA and the Dookie Lions Club will provide a free cooked breakfast. The Dookie CWA President, or representative, will be the MC. There will be a speech from an Australia Day Ambassador, and a local Councilor. Australia Day Awards will be presented. There will be Australian themed music and gifts for children. There will be time for people to meet, mingle and enjoy the day.		
Who will benefit from the event	All local members will benefit. This event is held at Dookie's CWA Gardens and the Dookie Memorial Hall. Both venues have all abilities access and are open and available to all community members.		
Total Event Cost	\$2250.00	Organisation Cash	\$70
Requested Council Contribution	\$800.00 (ex GST)	Organisation In-kind	\$1300.00
Recommendation from the assessment team	That the Dookie Country Women's Association receive <b>\$880.00 Inc GST</b> funding from Greater Shepparton City Council for the costs associated with holding the Australia Day event to be held 26 January 2019. This contribution is 100% of the amount requested.		

#### Tatura & District Australia Day Committee

Funding Category	<b>Australia Day Grant</b>		
Event	Australia Day 2019		
Short event description	<p>Australia Day celebrations in Tatura are accessible to all members of the local and wider community. They provide the opportunity for community members to come together and celebrate what is great about living in our community and in Australia.</p> <p>Presentation of awards is a highlight and provides the opportunity to recognise those who have made a positive contribution to the community.</p> <p>We have Senior and Junior Guest Speakers and try to choose people who have a link to Tatura and the district.</p> <p>The Lions Club of Tatura provides a cooked breakfast and we also provide morning tea after the celebrations.</p>		

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.3 Australia Day Grants 2019 (continued)

Who will benefit from the event	All members of the community will benefit as this is a family friendly event to suit all ages and is accessible to all. The venue has excellent access for the disabled and ample parking		
Total Event Cost	\$5250.00	Organisation Cash	\$250.00
Requested Council Contribution	\$3,000.00	Organisation In-kind	\$1500.00
Recommendation from the assessment team	That the Committee receive <b>\$3000.00 GST n/a</b> funding from Greater Shepparton City Council for the costs associated with holding the Australia Day event to be held 26 January 2019.		

#### Arcadia Australia Day Committee

Funding Category	<b>Australia Day Grant</b>		
Event	Australia Day 2019		
Short event description	A welcoming Australia Day bbq breakfast where the community gather together and catch up. Commencing at approx. 8am the local people slowly gravitate to the Community Centre for a hearty breakfast, then we get into the Australia Day Award Presentation. The function tends to finish at approx. 10am.		
Who will benefit from the event	All members of the community will benefit as this is a family friendly event to suit all ages.		
Total Event Cost	\$500.00	Organisation Cash	\$0.00
Requested Council Contribution	\$900.00	Organisation In-kind	\$0.00
Recommendation from the assessment team	That the Arcadia Australia Day Committee receives <b>\$500.00 GST n/a</b> funding from Greater Shepparton City Council for the costs associated with holding the Australia Day event to be held 26 January 2019.		

#### Council Plan/Key Strategic Activity

The Greater Shepparton City Council Plan 2017 – 2021:

Social

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

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

#### Environment

5.1 Greening Greater Shepparton has created and attractive, vibrant and liveable place with well-connected green spaces that are valued by the community.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.3 Australia Day Grants 2019 (continued)

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Financial – Insurance Claims	Unlikely	Low	Low	Ensure successful applicant has a current insurance policy/certificate
Strategic – Emergency / catastrophes	Rare	Low	Moderate	Ensure successful applicant has an Emergency Response Plan
Operations – OH&S	Possible	Medium	Moderate	Ensure a Risk Management Plan has been undertaken prior to each event
Operations – Infrastructure	Unlikely	Low	Moderate	Ensure all Council equipment and infrastructure has been checked and is in safe working order prior to distribution for event
Other – Reputational Risk	Unlikely	Low	Moderate	Ensure the funding Agreement has been signed off by grant recipient

#### Policy Considerations

There are no conflicts with existing Council policy.

#### Financial Implications

	Approved Budget Estimate for this proposal <sup>1</sup>	This Proposal GST Exclusive	Variance to Approved Budget Estimate	This Proposal GST Inclusive <sup>2</sup>
	\$	\$	\$	\$
Revenue				
Expense	9,000	9,496	496	9,576
Net Total	9,000	9,496	496	9,576

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

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

#### Legal/Statutory Implications

All Australia Day Events grant applicants must comply with planning, building and health legislative and statutory requirements prior to commencement of events and/or release of the Council's funds.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.3 Australia Day Grants 2019 (continued)

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

There is an opportunity for an Environmental/Sustainability Impacts Clause to be included in both the initial application as well as the Australia Day Events Grants Funding Agreement so that compliance from the successful Grant recipient is achieved and that environmental impacts are considered.

#### **Social Implications**

Australia Day Events sponsored by Council are aimed at increasing opportunities for the community to come together as a whole, fostering community pride and esteem.

#### **Economic Impacts**

Community events funded by Council have in the past increased visitation and overnight stays with participants of the events, organisers and families spending more time in the Greater Shepparton region over the course of events. Retail stores, local speciality stores as well as cafes and restaurants have also reported a positive economic impact during these times.

#### **Consultation**

The Grants Working Group have successfully organised community information evenings and workshops to educate and inform the public about what Council Grants are available as well as how to write and submit an online application. There are a number of Grants Administrators throughout Council who are available at all times to answer and meet with members of the community to discuss future applications and events.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensure that the information about the application process was widespread	Media Release Website Social media
Consult	Council staff available to consult, in person or via telephone or email to all community groups	Meetings with applicants Community Workshops Community Information Sessions
Involve	Recreation Program and Services Coordinator to provide assistance to community groups	Consultation on an individual basis with the application process
Collaborate	Community groups will be responsible for the planning and implementation of projects.	Successful applicants will drive their own initiatives.
Empower	Whilst decision making regarding the successful grant applications is made by Council, community groups will be responsible for the planning and implementation of projects.	Community groups will drive the delivery of their events with the assistance of the Events Team.

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



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.3 Australia Day Grants 2019 (continued)**

#### **Strategic Links**

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

- 2.3.2 Community Life
- 2.4.4 The Need to Grow
- 3.2 Supporting Principles
- 4.3.4 The Municipality is More Attractive
- 4.3.9 The Municipality is Culturally Active

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

Council Plan 2017 - 2021

#### **Conclusion**

The applications for funding through the 2019 Australia Day Grants were reviewed by an internal Assessment Panel and they have recommended that the above six applications be funded. The events meet eligibility requirements for the Australia Day Grants Guidelines.

#### **Attachments**

Nil

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.4 Festive Events Grants 2018

#### **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: Festival and Events Officer**

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

**Approved by: Director Sustainable Development**

#### **Executive Summary**

The Council for a number of years has provided grant funding to community groups for festive events and celebrations for local communities during the month of December.

These grants aim to support and strengthen the capacity to bring people together to celebrate and share in festive occasions.

Council has a budget of \$7,000 for the Festive Event Grants program.

Four festive events have been recommended for funding following assessment by the Festive Event Grants assessment panel.

#### **RECOMMENDATION**

That the Council adopt the recommendations of the Festive Event Grant Assessment Panel to fund four events as detailed below, to the value of \$7,200 (GST inclusive);

<b>Club</b>	<b>Event</b>	<b>Allocation Excluding GST</b>	<b>Allocation Including GST</b>
Kiwanis Club of Mooroopna	Carols by Candlelight	\$2,000	
Murchison Community Care	The Festival of Trees	\$2,000	\$2,200
Goulburn Valley Congolese Association	Welcoming Celebration	\$1,000	
Lions Club of Tatura	Carols by Candlelight	\$2,000	
	<b>TOTAL</b>	<b>\$7,000</b>	<b>\$7,200</b>

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.4 Festive Events Grants 2018 (continued)

#### **Background**

A total of seven Festive Event Grant applications were submitted, with four meeting the criteria.

During the assessment meeting the GV Congolese Association's application was discussed as not being a Christmas celebration. The guidelines were referred to and it was noted the wording is very board. In particular the word festive can be perceived differently within different cultures therefore, it was agreed that their celebration would be funded as it did align with the current funding objectives as outlined below:

- Build new social connections and partnerships within communities, or reinforce those that already exist
- Encourage community participation in festive celebrations and/or activities
- Enable community members to acquire or develop a new skill
- A welcoming and inclusive celebration/event for the whole community
- Event/celebration to be held in an accessible community space
- Showcase local talent, or provide artistic and/or cultural activity within your event/celebration
- Adequate marketing and promotion of your event/celebration

The guidelines will be reviewed before the 2019 round.

An assessment panel was developed to evaluate and assess all applications. The Assessment Panel consisted of the following four members:

- Festival and Events Officer
- Events Coordinator
- Sports Events Officer
- Grants Coordinator

#### **Details of each event:**

Applicant	<b>Kiwanis Club of Mooroopna</b>
Event Title	<b>Carols by Candlelight</b>
Short event description	Mooroopna Carols have been conducted by the Kiwanis Club for the past 34 years. In recent years the Carols have attracted a crowd of between 1,000 to 1,500 people. The Carols involve local artists, local school groups, local bands and choirs. This is a free event for the community. The Carols will be held at the Mooroopna Recreation Reserve on the John Gray Oval.
Who will benefit from the event	All members of the Mooroopna community. This is a free family friendly event to suit all ages.
Total event cost	\$10,000
Grant amount requested	\$2,500
Amount recommended	\$2,000 (gst ex)
Reason for panel's decision	Kiwanis Club of Mooroopna have successfully delivered Carols by Candlelight for the Mooroopna community for 34 years. Both the committee and performers donate their time each year for this event.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.4 Festive Events Grants 2018 (continued)

Applicant	<b>Lions Club of Tatura</b>
Event title	<b>Carols by Candlelight</b>
Short event description	Carols by Candlelight for Tatura community is orchestrated by Tatura Lions Club but with cooperation of other groups in the region. This event is held in Mactier Park and enables the community to take valuable time out to connect with other locals prior to Christmas and all the business it brings. This night enables local talent to shine, whether it is professionals or our local schools and choirs. We aim to benefit the community by collecting for Vision Australia throughout the evening.
Who will benefit from the event	All members of the Tatura community will benefit. This is a free family friendly event to suit all ages.
Total event cost	\$3,920
Grant amount requested	\$2,500
Amount recommended	\$2,000 (gst ex)
Reason for panel's decision	Lions Club of Tatura has successfully delivered Carols by Candlelight for the Tatura community for many years. Both the committee and performers donate their time each year for this event.

Applicant	<b>Murchison Community Care</b>
Event title	<b>The Festival of Trees</b>
Short event description	The Festival of Trees is a two day celebration of the festive spirit by decorating trees and displaying them as part of a combined display of trees in the local hall. "Entries" will be encouraged from community groups and individuals. Christmas themed workshops (art, craft and writing) will be held concurrently as well as market stalls for local crafters to sell Christmas themed items. With no local market, a local outlet for crafters will be welcomed. Support for favourite trees will be shown by people's choice awards, with visitors voting. Workshops and stalls will help provide a pathway to regular and ongoing activities e.g. men's shed, craft group.
Who will benefit from the event	All members of the community will benefit as this is a family friendly event to suit all ages.
Total event cost	\$2,600
Grant amount requested	\$2,500
Amount recommended	\$2,200 (gst inc)
Reason for panel's decision	This is a new application for 2018 which addresses the criteria while involving many groups and individual within the community.

**10. SUSTAINABLE DEVELOPMENT DIRECTORATE**
**10.4 Festive Events Grants 2018 (continued)**

Applicant	<b>Goulburn Valley Congolese Association</b>
Event title	<b>Community Welcoming Event</b>
Short event description	Every year we welcome new arrival Congolese to Shepparton. It is an opportunity to ask friends from the wider community to come participate at the reception of the new arrivals. We invite the mayor for a welcoming speech; we share food and dance cultural music. We also invite other authorities like a representative of the police to also talk how we collaborate with the police.
Who will benefit from the event	New Congolese arrivals to our community which will have a flow on effect through the whole community.
Total event cost	\$4,000
Grant amount requested	\$2,000
Amount recommended	\$1,000 (gst ex)
Reason for panel's decision	While this event is not a Christmas celebration it does address the criteria and objectives within the grants guidelines.

Applicant	<b>Kialla Golf Club</b>
Event Title	<b>Hole In One Competition</b>
Short event description	Kialla Golf Club in conjunction with Shepparton South Rotary Club will conduct a Hole in 1 Competition at Emerald Bank for a period of 3 weeks prior to Christmas. There will be daily winners with a shoot-out for the major prize on the last day of the competition.
Who will benefit from the event	The entire Shepparton community and visitors to the area will be eligible to participate in this inaugural event.
Total Event Cost	\$1,612.50
Requested Council Contribution	\$1,612.50 (gst inc)
Amount recommended	\$0.00
Reason for panel's decision	Ineligible – The concept does not match the criteria or objectives of this program.

Applicant	<b>Future Voices Inc.</b>
Event title	<b>Youth Leadership Program Conference</b>
Short event description	Future Voices will organise a one day conference that supports young people's learning and development and providing transformational leadership that engages them and their communities in critical dialogues that contribute well to multicultural societies and to the global village.
Who will benefit from the event	Regional students

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.4 Festive Events Grants 2018 (continued)

Total Event Cost	\$4,000 (ex gst)
Grant amount requested	\$4,000
Amount recommended	\$0.00
Recommendation from the Interim assessment team	Ineligible – The concept does not match the criteria or objectives of this program. This applicant also submitted an application for the same project under the Community Matching Grant.

Applicant	<b>Pasifika Festival</b>
Event title	<b>Pasifika Festival</b>
Short event description	Now approaching its third year Pasifika Festival is a spectacular annual showcase of Pacific Islander arts and culture taking place in Shepparton, regional Victoria. The event is free and welcoming to people of all ages and backgrounds also supports a significant cultural development and community arts program for young Pacific people in Shepparton, Know Your Roots.
Who will benefit from the event	All members of the community will benefit as this is a family friendly event to suit all ages.
Total event cost	\$33,000
Requested Council Contribution	\$5,500 (gst inc)
Amount recommended	\$0.00
Recommendation from the Interim assessment team	Ineligible – The concept does not match the criteria or objectives of this program. The application has been moved to the Large and Small Event Grants program.

#### Council Plan/Key Strategic Activities

Greater Shepparton City Council Plan 2017 – 2021:

Social

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

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

Economic

3.2 - Strong Global, national and local business connections are developed and nurtured.

3.3 - Greater Shepparton is a major destination for events and tourism (e.g. progression of the business case for the Greater Victoria Commonwealth bid).

Environment

5.1 - Greening Greater Shepparton has created an attractive, vibrant and liveable place with well-connected green spaces that are valued by the community

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.4 Festive Events Grants 2018 (continued)

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Financial – Insurance Claims	Unlikely	Low	Low	Ensure successful applicant has a current insurance policy/certificate
Strategic – Emergency / catastrophes	Rare	Low	Moderate	Ensure successful applicant has an Emergency Response Plan
Operations – OH&S	Possible	Medium	Moderate	Ensure a Risk Management Plan has been undertaken prior to each event
Operations – Infrastructure	Unlikely	Low	Moderate	Ensure all Council equipment and infrastructure has been checked and is in safe working order prior to distribution for event
Other – Reputational Risk	Unlikely	Low	Moderate	Ensure the funding Agreement has been signed off by grant recipient

#### Policy Considerations

There are no conflicts with existing Council policy.

#### Financial Implications

	Approved Budget Estimate for this proposal \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive
Revenue		-	-	
Expense	\$7,000	\$7,000	-	\$7,200
Net Result	\$7,000	\$7,000	-	\$7,200

\* Budgets are GST exclusive

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

#### Legal/Statutory Implications

All Festive Event Grants applicants must comply with planning, building and health legislation and statutory requirements prior to commencement of events and/or release of the Council's funds.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.4 Festive Events Grants 2018 (continued)

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

There is an opportunity for the inclusion of an Environmental/Sustainability Impacts clause to be included in both the initial application as well as the Festive Event Grants agreement so the compliance for the successful Grant recipient is achieved and the environmental impacts are considered.

#### **Social Implications**

Festive Event Grants sponsored by Council are aimed at increasing opportunities for the community to come together as a whole, fostering community pride and esteem.

#### **Economic Impacts**

Community events funded by Council have in the past seen increased visitation and overnight stays with participants of the events, organisers, families spending more time in the Greater Shepparton region over the course of events. Retail stores, local speciality stores as well as cafes and restaurants have also reported a positive economic impact during these times.

#### **Consultation**

The Grants Working Group have successfully organised community information evenings and workshops to educate and inform the public about what Council Grants are available as well as how to write and submit an online application. There are a number of grants administrators throughout Council who are available at all times to answer and meet with members of the community to discuss future applications and events.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensure that the information about the application process was widespread	Media Release Website Social media
Consult	Council staff available to consult, in person or via telephone or email to all community groups	Meetings with applicants Community Workshops Community Information Sessions
Involve	Recreation Program and Services Coordinator to provide assistance to community groups	Consultation on an individual basis with the application process.
Collaborate	Community groups will be responsible for the planning and implementation of projects.	Successful applicants will drive their own initiatives.
Empower	Whilst decision making regarding the successful grant applications is made by Council, community groups will be responsible for the planning and implementation of projects.	Community groups will drive the delivery of their events with the assistance of the Events Unit.

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



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.4 Festive Events Grants 2018 (continued)**

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

- 2.3.2 Community Life
- 2.4.4 The Need to Grow
- 3.2 Supporting Principles
- 4.3.4 The Municipality is More Attractive
- 4.3.9 The Municipality is Culturally Active

##### b) Other strategic links

Council Plan 2017 – 2021

Economic Development Tourism and Major Events Strategy 2017 - 2021

#### **Conclusion**

The applications for funding through the Festive Events Grants were reviewed by an internal Assessment Panel and they have recommended that the four applications be funded. The events meet eligibility requirements for the Festive Events Grants Guidelines.

#### **Attachments**

Nil

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.5 New Business Grant Applications

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

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

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

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

**Author: Place Manager**

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

**Approved by: Director Sustainable Development**

**Other: Grants Coordinator**

#### **Executive Summary**

Council's New Business Grant provides funding for infrastructure or initiatives that support the establishment of new businesses in Greater Shepparton.

Council have received and assessed two applications that are recommended for funding.

Council officers have recommended awarding funding to two projects to a total value of \$12,000 (excl. GST).

The two recommended applicants are restaurants; Schnitz Shepparton and Nedal Kebabs. Both applicants have applied for funding for works associated with establishing restaurants within the Shepparton CBD.

#### **RECOMMENDATION**

That the Council adopt the recommendation of the Grant Assessment Panel to fund two projects as detailed below, to the total value of \$13,200 (GST inclusive) through the New Business Grant.

	<b>Organisation</b>	<b>Event</b>	<b>Allocation Excluding GST</b>	<b>Allocation Including GST</b>
1	Schnitz Shepparton	Restaurant Fit-Out at 124 Fryers Street	\$10,000	\$11,000
2	Nedal Kebabs	Exhaust Canopy Installation at 132 High Street	\$2,000	\$2,200
		<b>TOTAL</b>		\$13,200

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.5 New Business Grant Applications (continued)

#### **Background**

In 2017 Council resolved to establish the New Business Grant as an initiative to assist in the establishment of new businesses within the municipality.

Council adopted a set of guidelines for the Grant that outline the strategic purpose and functionality of the grant program. The guidelines outlines that grant funding be used for infrastructure or property works that assist in the establishment of a new business.

The grant has a total annual budget of \$30,000 (GST exclusive) with applicants able to apply for a maximum of \$10,000 with a one-to-one dollar matching investment. The grant is open year-round and officers assess applications as they are received. Recently, officers have assessed two applications for funding from two local businesses, Nedal Kebabs and Schnitz.

Through their assessment the internal panel made up of Council officers have recommended awarding grant funding to the two applicants for the following projects.

Organisation	<b>Schnitz Shepparton</b>		
Project	Restaurant Fit-Out at 124 Fryers Street		
Short project description	Utilities work to connect gas to commercial cooking appliances. Conversion of previously vacant office space for restaurant use.		
Requested Council Contribution	\$10,000	Total Project Investment	\$575,000
Recommended Contribution	\$10,000 (exc GST)		
Recommendation from the Assessment panel	Recommended		

Organisation	<b>Nedal Kebabs</b>		
Project	Exhaust Canopy Installation at 132 High Street		
Short project description	Upgrade of existing exhaust system for kitchen appliances		
Requested Council Contribution	\$3,934	Total Project Investment	\$9,966
Recommended Contribution	\$2,000 (exc GST)		
Recommendation from the Assessment panel	Recommended		

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.5 New Business Grant Applications (continued)

In line with the guidelines for the New Business Grant the assessment process takes into account:

- the scale of the works proposed in the application
- the suitability of the business to the local market
- the economic impact of the investment
- new employment opportunities
- use of local suppliers
- lease tenure of applicant

The recommended funding amounts have been developed through the applicant's satisfaction of the above assessment criteria.

If the above grants are approved, the grant program will have \$18,000 remaining within the budget for 2018/19.

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

3.1 Develop and implement a strategy which identifies resources needed to attract new business and industry to Greater Shepparton as well as retaining our existing business and industry.

#### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Funding is used inappropriately	Unlikely	Minor	Low	Successful applicants must provide an itemised budget and enter into a funding agreement with Council. No funds are paid until satisfactory completion of activity. Applicants must also supply a full financial acquittal at the end of the project.
Works are non-compliant	Possible	Moderate	Moderate	All relevant planning and building approvals must be obtained and submitted prior to approval of grant application.
Grant funding does not achieve outcome	Possible	Moderate	Moderate	Applicants must supply a business plan and demonstrate the viability of their business. Applications will be assessed according to their capacity to deliver positive economic outcomes.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 10.5 New Business Grant Applications (continued)

#### **Policy Considerations**

The New Business Grant is a recommended action within the Economic Development, Tourism and Major Events Strategy 2017-2021. This Strategy was adopted by Council in March 2017.

#### **Financial Implications**

The recommendation awards \$13,200 (GST incl.) in total for the two successful applications.

The total annual budget for the New Business Grant is \$30,000.

If the recommendation is approved there would be \$18,000 remaining in the grant budget for the 2018/19 financial year.

	Approved Budget Estimate for this proposal <sup>1</sup> \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive <sup>2</sup> \$
Revenue	0	0	0	0
Expense	30,000	12,000	18,000	13,200
Net Total	30,000	12,000	18,000	13,200

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

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

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

Successful projects must satisfy all legislative requirements and approvals prior to receiving funding.

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

There are no environmental or sustainability impacts from this recommendation.

#### **Social Implications**

There are no social implications for this recommendation.

#### **Economic Impacts**

The assessment process has taken into account the economic impacts of each application.

The establishment of these two businesses will generate new employment opportunities and add to the market offering of the municipality.

#### **Consultation**

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

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.5 New Business Grant Applications (continued)**

#### **Strategic Links**

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

Direction 4: Promote economic growth, business development and diversification, with a focus on strengthening the agricultural industry.

Directions 5: The provision and restructure of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth.

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

Greater Shepparton Economic Development Tourism and Major Events Strategy 2017-2021 – Action 8.1 – *Establish a small business grant scheme aimed at supporting and attracting business to Greater Shepparton.*

#### **Conclusion**

An internal panel of Council officers have assessed the two applications for funding through the New Business Grant included within this report. The panel have recommended awarding funding based on the applicant's satisfaction of the assessment criteria in line with the grant's adopted guidelines.

#### **Attachments**

New Business Grant Guidelines

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.6 Goulburn Valley Highway Shepparton Bypass Action Group - Revised Terms of Reference and Appointment of a Chairperson and Community Representatives**

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

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

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

**Author: Principal Strategic Planner**

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

**Approved by: Director Sustainable Development**

#### **Executive Summary**

The Goulburn Valley Highway Shepparton Bypass Action Group (Action Group) provides advice to Greater Shepparton City Council (Council) on the development of the proposed Goulburn Valley Highway Shepparton Bypass (the Bypass). It has no executive function and operates in accordance with its Terms of Reference.

Council originally authorised the formation of the Action Group on 6 October 2009. In May 2016, Council resolved to adopt amended Terms of Reference (TOR) including an updated membership list.

In relation to chairperson and committee representatives, the TOR state that:

*Council will call for nominations from members of the community to be appointed to the Goulburn Valley Highway Bypass Action Group as community representatives and Chairperson for a two (2) year term.*

The previous chairperson and community representatives were appointed by Council at the Ordinary Council Meeting held on 16 August 2016. Following the resignation of a community representative, a further community representative was appointed at the Ordinary Council Meeting held on 20 June 2017. The chairperson and community representative positions expired in August 2018.

The chairperson and community representative positions are currently vacant. Advertisements calling for a chairperson and six community representative nominations for membership of the Action Group were placed in the Shepparton News on Friday, 24 August 2018. One nomination for the position of chairperson and six nominations for the community representative positions were received.

It is also proposed to amend the TOR to extend the tenure of the chairperson and community representative positions from two years to three years, see Attachment 1 - *Goulburn Valley Highway Shepparton Bypass - Terms of Reference*. This is considered to be a more reasonable time period for any appointment to the Action Group.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.6 Goulburn Valley Highway Shepparton Bypass Action Group - Revised Terms of Reference and Appointment of a Chairperson and Community Representatives (continued)**

Council officers recommend that Council:

- adopt the amended TOR to allow for the tenure of the chairperson and community representatives to be increased to three (3) years; and
- appoint the nominees as chairperson and community representatives.

#### **RECOMMENDATION**

That the Council:

1. adopt the amended Terms of Reference for the Goulburn Valley Highway Shepparton Bypass Action Group; and
2. having considered the nominations received for appointment to the Goulburn Valley Highway Shepparton Bypass Action Group, appoint the following nominees to the Goulburn Valley Highway Bypass Action Group for a three year term, commencing on 17 October 2018 and concluding on 16 October 2021:
  - Geoff Cobbledick
  - Lesley Hart
  - Peter Hill
  - Peter Johnson (Chairperson)
  - Geoff Maynard
  - Marcus O'Dwyer
  - Sam Sali

#### **Background**

Council originally authorised the formation of the Action Group on 6 October 2009, this included adopting Terms of Reference (TOR) to guide the future operation of the Committee. In May 2016, Council resolved to adopt amended TOR including an updated membership list.

The Action Group provides a number of valuable functions for Council, including providing advice to Council on issues related to the Bypass, being an appropriate platform to lobby Federal and State governments for funding, provides an appropriate mechanism for community participation on the progress of the Bypass, and provides advice on marketing and branding of the Bypass.

The Action Group's membership consists of a chairperson; one representative of the following local government councils: Campaspe Shire Council, Greater Shepparton City Council, Moira Shire Council and Strathbogrie Shire Council; up to six members of the community (unaffiliated with any of these organisations) and one representative from the Committee for Greater Shepparton.

The TOR provide for a two (2) year appointment for the chairperson and community representative positions. The tenure for the chairperson and community representatives has recently expired.



## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.6 Goulburn Valley Highway Shepparton Bypass Action Group - Revised Terms of Reference and Appointment of a Chairperson and Community Representatives (continued)**

In light of the above, advertisements calling for a chairperson and up to six community representative nominations for membership of the Action Group were placed in the Shepparton News on Friday, 24 August 2018. One nomination for the position of chairperson and six nominations for the community representative positions were received as follows:

1. Geoff Cobbledick
2. Lesley Hart
3. Peter Hill
4. Peter Johnson (Chairperson)
5. Geoff Maynard
6. Marcus O'Dwyer
7. Sam Sali

On 18 September 2018, the nominations were assessed by the Selection Panel, comprising Chief Executive Officer, Director Sustainable Development, and Manager Building and Planning against the selection criteria outlined in the Terms of Reference. Nominations must be assessed against a nominee's ability to fulfil the selection criteria within the Terms of Reference:

- Communicate at a political level;
- Possess knowledge of the project history and understand the relationships between Local, State and Federal governments;
- Demonstrated experience in community representation; and
- Demonstrated commitment to the proposed Bypass.

In addition to this, it is considered pertinent to amend the TOR to extend the tenure of the chairperson and community representative positions from two years to three years, see *Attachment 1 - Goulburn Valley Highway Shepparton Bypass - Terms of Reference*. This is considered to be a more reasonable time period for any appointment to the Action Group. This will ensure that the Action Group will continue to provide advice to the Council on the development of the Bypass and to continue to advocate for future funding commitments for the staged realisation of the Bypass.

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

The revised TOR for the Action Group is consistent with the following goals and objectives outlined in the *Greater Shepparton City Council, Council Plan 2017-2021*:

Goal 2: Social

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

Goal 4: Built

Objective 4.8 Freight and logistics infrastructure is developed to accommodate future growth.

Objective 4.9 Transport routes are efficient and local roads are protected from unnecessary freight, through opportunities involving the intermodal hub and Goulburn Valley Highway Shepparton Bypass.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.6 Goulburn Valley Highway Shepparton Bypass Action Group - Revised Terms of Reference and Appointment of a Chairperson and Community Representatives (continued)**

#### **Risk Management**

Council considerably reduces the governance risks associated with the operation of the Action Group by ensuring that members are appointed in accordance with the *Local Government Act 1989*.

Failure to appoint a chairperson and community representatives to the Action Group would fail to meet Council's obligations under the *Local Government Act 1989*. It would also reduce the Action Group's ability to promote community participation in and raise awareness for the Bypass.

#### **Policy Considerations**

This work supports existing Council policy including the *Greater Shepparton Council Plan 2017-2021* and the *Greater Shepparton 2030 Strategy 2006*. Appointing a chairperson and community representatives to the Action Group, and amending the TOR do not conflict with existing Council policies.

#### **Financial Implications**

There are no financial implications identified in relation to endorsing the recommendations in this report.

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

There are no legal or statutory implications associated with resolving to appoint a chairperson and community representatives, and adopting amended TOR for the Action Group. The appointment of a chairperson and community representatives to the Action Group accords with the *Victorian Charter of Human Rights and Responsibilities Act 2006*. No human rights were negatively impacted upon through the advertisement and consideration of the appointment of the chairperson and community representative to the Goulburn Valley Highway Bypass Action Group. It is not foreseen that the appointment of a chairperson and six community representatives will impact upon the rights of all individuals and groups with regard to freedom of expression, right to be heard, entitlement to participate in public life and property rights.

The Action Group is not a Section 86 Committee under the *Local Government Act 1989*. This proposal is consistent with the provisions of the *Local Government Act 1989*.

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

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

#### **Social Implications**

No social implications have been identified in relation to endorsing the recommendations in this report. The approach to seeking nominations was open and transparent. The operation of the Action Group has positive social impacts. The Action Group is a critical way of raising awareness of the need for the Goulburn Valley Highway Shepparton Bypass.

#### **Economic Impacts**

There are no economic impacts identified in relation to endorsing the recommendations in this report.

## 10. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **10.6 Goulburn Valley Highway Shepparton Bypass Action Group - Revised Terms of Reference and Appointment of a Chairperson and Community Representatives (continued)**

#### **Consultation**

Council officers believe that appropriate consultation has occurred during both the formation and operation of the Action Group, and the key activities it has been involved in since its formation by Council.

Advertisements calling for nominations for membership of the Action Group were placed in the Shepparton News on Friday, 24 August 2018 and seven nominations were received.

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

#### **Strategic Links**

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

The Bypass is identified in the *Greater Shepparton 2030 Strategy Report No 6: Infrastructure* which identifies the following:

- encourage and promote the early development of the Shepparton Bypass in particular the northern river crossing as a first stage;
- promote integrated road network connections with the Shepparton Bypass to reduce intrusion of traffic to the central Shepparton and Mooroopna areas; and
- encourage the development of a second river crossing incorporated as part of the Shepparton Bypass as early as possible.

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

Nil

#### **Conclusion**

The Goulburn Valley Highway Shepparton Bypass Action Group is a critical way of providing advice to Council on issues related to the Goulburn Valley Highway Shepparton Bypass, as a platform for lobbying Federal and State governments for funding, promoting community participation in the Bypass, and providing advice on marketing and branding of the Bypass.

By continuing to support the Action Group, Council is embracing a cost-effective opportunity of raising community participation and awareness of the Goulburn Valley Highway Shepparton Bypass, while also providing advice to Council and lobbying for funding for the realisation of the Bypass.

It is recommended that Council appoint the chairperson and six community representatives, who have demonstrated a clear commitment to the realisation of the Bypass and the benefits that it will have for Greater Shepparton.

It is further recommended that Council resolve to adopt the amended TOR for the Action Group to increase the period of tenure for the chairperson and community representatives to three (3) years.

#### **Attachments**

Goulburn Valley Highway Shepparton Bypass - Terms of Reference

## 11. REPORTS FROM COUNCILLORS

Nil Received

## 12. REPORTS FROM SPECIAL AND ADVISORY COMMITTEES

Nil Received

## 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* 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.

The following documents have been presented for signing and sealing:

- Deed – Final settlement for compensation payable pursuant to the *Land Acquisition and Compensation Act, 1986* between Ghulam Sakhi Rezaee and Amir Nazari and Greater Shepparton City Council relating to 289 Maude Street, Shepparton
- Notice of Intention to Acquire land within Public Acquisition Overlay 23 specifically 25 Hawkins Street, 38 Ford Road and 221-229 Numurkah Road, Shepparton

### **RECOMMENDATION**

That the Council authorise the Chief Executive Officer to sign and seal the following documents:

- Deed – Final settlement for compensation payable pursuant to the *Land Acquisition and Compensation Act, 1986* between Ghulam Sakhi Rezaee and Amir Nazari and Greater Shepparton City Council relating to 289 Maude Street, Shepparton
- Notice of Intention to Acquire land within Public Acquisition Overlay 23 specifically 25 Hawkins Street, 38 Ford Road and 221-229 Numurkah Road, Shepparton.

## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program

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

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

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

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

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

- International Delegation to China, Hong Kong and Jakarta
- Launch | Birds Survey & Brochure | Birds of the Australian Botanic Gardens Shepparton
- Official Commemoration Service and Wreath Laying Ceremony | Private Robert Mactier VC
- Australian National Piano Awards [ANPA] | Welcome Reception for Finalists and Adjudicators
- Heritage Advisory Committee Meeting
- Audit and Risk Management Committee
- Sports Hall of Fame | Advisory Committee Meeting
- Australian National Piano Awards | Gala Dinner
- Australian National Piano Awards | Grand Final Concert
- East Shepparton Bowls Club | Opening Bowls Season
- Goulburn Valley Libraries | Board Meeting
- National Country Cricket | Announcement
- Goulburn Valley Writers Group | Launch of Anthology - 'Songbirds'
- Shepparton Chamber of Commerce | Annual General Meeting
- Disability Advisory Committee
- Greater Shepparton Visitor Centre Annual Volunteer Dinner
- Greater Shepparton Positive Ageing Advisory Committee Meeting
- Signing of One Village Collaboration - Statement of Intent
- Berry Street | 2018 Debutante Ball [Mayor & Deputy Mayor]
- Citizenship Ceremony - Annual Citizenship Day
- Goulburn Murray Irrigation District Water Workshop
- La Trobe University | Careers Networking Dinner
- Shepparton Show Me Committee Meeting
- Law Enforcement Torch Run Event | Welcome to Shepparton
- Meeting with The Hon Luke Donnellan - Minister for Roads and Road Safety | Melbourne
- Tatura Business Breakfast
- Childhood Obesity Prevention | Community Workshop
- Regional Cities Victoria | Meeting with The Hon Jacinta Allan – Minister for Public Transport and Major Projects
- Minister For Education | The Hon James Merlino - Tour and Announcement - Integrated Early Learning Centre
- Murray Darling Association | Region 2 Meeting
- Rodney Park Retirement Village | Waratah Visit
- Murray Football Netball League | Grand Final Luncheon - Mayor Closing Address

## **15. COUNCILLOR ACTIVITIES**

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

- Greater Shepparton Women's Charter Alliance Advisory Committee Meeting
- Development Hearing Panel
- Announcement | \$5 Million Horticulture Research Development Fund by the Minister for Agriculture, The Hon Jaala Pulford
- Kiwanis Club of Mooroopna | Celebrating 40 Years and Change Over Dinner
- 2018 National Police Remembrance Day | Memorial Service

### **RECOMMENDATION**

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

### **Attachments**

Nil

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors**

<b>Calder Woodburn Memorial Avenue Advisory Committee            Friday 3 August 2018</b>		
Councillor:	Cr Shelley Sutton	
Officers:	Anna Feldtmann, Michael MacDonagh, Mitchell Stoter and Sonja King	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Introductions	Cr Sutton
2	Apologies	Cr Sutton
3	Declarations of Conflict of Interest	Cr Sutton
4	Items to be raised during 'Agenda Item 8 General or other Business'	Cr Sutton
5	Report from the Sub-committees:	Cr Sutton
6	Information Purposes: Report from Michael MacDonagh	Cr Sutton
7	Information Purposes: Report from Jim Tullberg	Cr Sutton
8	General or other Business	Cr Sutton
<b>Conflict of Interest Disclosures</b>		
Matter No.	Nil	Cr Sutton

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors (continued)

Councillor Briefing Session - 4 September 2018		
Councillors	Cr Seema Abdullah, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson, Cr Les Oroszvary and Cr Fern Summer.	
Officers:	Peter Harriott, Greg McKenzie, Phillip Hoare, Kaye Thomson, Chris Teitzel Anna Feldman, Anthony Nicolaci, Tim Russell, Thomas Lyle, Braydon Aitken, Maree Walker, Pradeep Rajasekaran, Colin Kalms, Michael MacDonagh, Ronan Murphy and Maree Martin	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Damian Drum   Federal Member for Murray	Cr Abdullah (Chair) Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
2.	Shepparton Chamber of Commerce	Cr Abdullah (Chair) Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer
3.	New SAM Plans	Cr Abdullah (Chair) Cr Giovanetti Cr Hazelman Cr Oroszvary (Partial) Cr Patterson Cr Summer
4.	Cosgrove 3 Infrastructure works - Design Information	Cr Abdullah (Chair) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer
5.	Relocation of the Balaclava Road School Bus Interchange and Centre-of-the-Road Car Parking on Skene Street, Shepparton	Cr Abdullah (Chair) Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer



**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

<b>Conflict of Interest Disclosures</b>		
<b>Matter No.</b>	<b>Names of Councillors who disclosed conflicts of interest</b>	<b>Did the Councillor leave the meeting?</b>
	Nil	

<b>CEO and Councillor Catch up – 4 September 2018</b>		
<b>Councillors</b>	Cr Giovanetti, Cr Patterson and Summer	
<b>Officers:</b>	Peter Harriott	
<b>Matter No.</b>	<b>Matters discussed</b>	<b>Councillors Present for Discussion</b>
1.	Developer Contributions	Cr Giovanetti Cr Patterson Cr Summer

<b>Conflict of Interest Disclosures</b>		
<b>Matter No.</b>	<b>Names of Councillors who disclosed conflicts of interest</b>	<b>Did the Councillor leave the meeting?</b>
	Nil	

<b>Shepparton Aerodrome Advisory Committee Meeting 6 September 2018</b>	
<b>Councillors:</b>	Cr Dennis Patterson
<b>Officers:</b>	Phil Hoare, Maree Walker, Sue Whitcombe, John Lloyd, Des Good

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
2	Committee members outgoing and incoming	Cr Patterson
3	Election of Chair	Cr Patterson
4	Conflicts of Interest	Cr Patterson
5	Actions from Previous Minutes	Cr Patterson
6&7	Inwards & Outwards Correspondence	Cr Patterson
8	Terms of Reference	Cr Patterson
9	Aerodrome Maintenance Report	Cr Patterson
10	Strategic Items: Landing Fee Review Masterplan timeline	Cr Patterson
11	Aerodrome Managers Report	Cr Patterson
12	General Business: Future Communication, Events Hangar Lease Expiry Future Meetings	Cr Patterson
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

CEO and Councillor Catch up – 11 September 2018	
Councillors	Cr O'Keeffe, Cr Abdullah, Cr Giovanetti, Cr Patterson, Cr Sutton and Cr Summer
Officers:	Peter Harriott

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
1.	Ministers Visit	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Patterson Cr Summer Cr Sutton
2.	Mall	Cr Abdullah (Chair) Cr Giovanetti Cr Patterson Cr Summer Cr Sutton
3.	Ford Road	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Patterson Cr Summer Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
2	Cr Kim O'Keeffe	Yes

**Councillor Briefing Session - 18 September 2018**

Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson, Cr Fern Summer and Cr Shelley Sutton.
Officers:	Peter Harriott, Geraldine Christou, Kaye Thomson, Chris Teitzel, David Booth, Sharlene Still and Maree Martin

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
1.	Greater Shepparton Public Health Strategic Plan	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer (Partial) Cr Sutton
2.	2018/2019 Christmas Arrangements	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

### CEO and Councillor Catch up - 18 September 2018

Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Brue Giovanetti, Cr Chris Hazelman, Cr Dennis Patterson, Cr Fern Summer and Cr Shelley Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Mall	Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
2.	Ordinary Return	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
3.	End of Year Arrangements	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
4.	RRP	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
5.	Contracts	Cr O'Keeffe (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Patterson Cr Summer Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
1	Cr O'Keeffe	Yes

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors (continued)

Councillor Briefing Session - 25 September 2018		
Councillors	Cr Kim O'Keeffe, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Les Oroszvary, Cr Dennis Patterson, and Cr Shelley Sutton.	
Officers:	Peter Harriott, Geraldine Christou, Kaye Thomson ,Phi Hoare, Chris Teitzel, Rachael Duncombe, Tim Russell, Michelle Bertoli, Kathryn Foster, Michael MacDonagh, Anthony Nicolaci, Tricia Martinek, Michael Carrafa and Maree Martin	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Festive Decorations Workshop	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Sutton
2.	Volunteer Strategy and Action Plan 2014-2018   Year 4 Update	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Sutton
3.	Goulburn Valley Highway Shepparton Bypass Action Group	Cr O'Keeffe (Chair) Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Sutton
4.	Goulburn River Valley Tourism   Update	Cr O'Keeffe (Chair) Cr Abdullah (Partial) Cr Adem (Partial) Cr Giovanetti (Partial) Cr Oroszvary (Partial) Cr Patterson Cr Sutton

**16. ASSEMBLIES OF COUNCILLORS**
**16.1 Assemblies of Councillors (continued)**

Matter No.	Matters discussed	Councillors Present for Discussion
5.	Consolidated Land and Rail Australia [CLARA]   High Speed Rail	Cr O’Keeffe (Chair) Cr Giovanetti Cr Oroszvary Cr Patterson Cr Sutton
6.	Update on The Cottage   Holding Redlich Lawyers	Cr O’Keeffe (Chair) Cr Abdullah (Partial) Cr Giovanetti Cr Oroszvary Cr Patterson Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

**CEO and Councillor Catch up - 25 September 2018**

Councillors	Cr Kim O’Keeffe, Cr Adem, Cr Brue Giovanetti, Cr Dennis Patterson, and Cr Shelley Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Consultancy Contracts	Cr O’Keeffe (Chair) Cr Adem Cr Giovanetti Cr Patterson Cr Sutton
2.	Farm Rates	Cr O’Keeffe (Chair) Cr Adem Cr Giovanetti Cr Patterson Cr Sutton

## 16. ASSEMBLIES OF COUNCILLORS

### 16.1 Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
3.	Ford Road	Cr O'Keeffe (Chair) Cr Adem Cr Giovanetti Cr Patterson Cr Sutton
4.	Flood Study	Cr O'Keeffe (Chair) Cr Adem Cr Giovanetti Cr Patterson Cr Sutton
5.	Harvard Study	Cr O'Keeffe (Chair) Cr Adem Cr Giovanetti Cr Patterson Cr Sutton
6.	Mooroopna CCTV	Cr O'Keeffe (Chair) Cr Adem Cr Giovanetti Cr Patterson Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

### RECOMMENDATION

That the Council note the record of Assemblies of Councillors.



**17. URGENT BUSINESS NOT INCLUDED ON THE AGENDA**

**18. CONFIDENTIAL MANAGEMENT REPORTS**

**18.1 Designation of Confidentiality of Information – Report Attachments**

**RECOMMENDATION**

In accordance with section 77(2)(b) of the *Local Government Act 1989* (the Act) the Council designates as confidential all documents used to prepare the following agenda items and previously designated by the Chief Executive Officer in writing as confidential under section 77(2)(c) of the Act. These documents relate to contractual matters which are relevant grounds applying under sections 89(2) of the Act.

1. Report 7.4: Contract 1868 - Provision of Trade Services Panel of Suppliers.
2. Report 7.6: Contract 1842 - Construction of Public Amenities Maude Street Redevelopment.