

AGENDA

Greater Shepparton City Council

COUNCIL MEETING

3:00PM, Tuesday 17 August 2021

Virtually Via Zoom

COUNCILLORS

Cr Kim O’Keeffe (Mayor)
Cr Robert Priestly (Deputy Mayor)
Cr Seema Abdullah
Cr Anthony Brophy
Cr Geoffrey Dobson
Cr Greg James
Cr Shane Sali
Cr Sam Spinks
Cr Fern Summer

VISION

GREATER SHEPPARTON, GREATER FUTURE

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

Values

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

Respect first, always

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

Take ownership

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

Courageously lead

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

Working together

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

Continually innovate

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

Start the celebration

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

**A G E N D A
FOR THE
COUNCIL MEETING
HELD ON
TUESDAY 17 AUGUST 2021 AT 3:00PM**

**CHAIR
CR KIM O'KEEFFE
MAYOR**

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Risk Level Matrix Legend

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

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

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

High Intolerable – Attention is needed to treat risk.

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

Low Tolerable – Managed by routine procedures

PRESENT:

1 Welcome to Country

To be presented by Cr James on behalf of the Yorta Yorta Elders Council and the 16 family groups.

2 Acknowledgement

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

3 Privacy Notice

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

4 Governance Principles

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

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

5 Apologies

Nil Received.

6 Declarations of Conflict of Interest

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

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

Nil received.

7 Confirmation of Minutes of Previous Meetings

RECOMMENDATION

That the minutes of the 20 July 2021 Council Meeting as circulated, be confirmed.

8 Public Question Time

Nil Received.

9 Deputations and Petitions

Nil Received.

10 Community Directorate

10.1 Community Asset Committee Update

Author Committees Liaison Officer
 Approved by Director Community
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council adopt the Community Asset Committees Policy as attached to this report.

Executive Summary

Greater Shepparton City Council established seventeen Community Asset Committees by resolution of Council on 18th August 2020, pursuant to section 65 of the Local Government Act 2020. These Committee were previously delegated Section 86 Committees.

As part of transitioning to the new Community Asset model, on the 19th May 2021, Instruments of Delegation were approved by the Executive Leadership Team and signed by the CEO which gave the new Community Asset Committees the delegated responsibility to manage facilities on Council's behalf.

An additional requirement was to review the Section 86 Special Committees - Community Facilities and Recreation Reserves Policy which has now been completed. As part of the review the now Community Asset Committee Policy has been revised accordingly and is now required to be adopted by Council.

This policy coupled with the Instruments of Delegation and Committee Operations Manual are the foundation documents which assist Council Officers to provide support to the committees in their operation of community facilities.

Report Detail

Previously under Section 86 of the Local Government Act 1989 Section 86 Committees were responsible for overseeing the management of community assets and facilities. The introduction of the Local Government Act 2020 (the Act), disbanded Section 86 Committees in favour of a community asset committee model.

The Act, pursuant to section 65 (1), allows for a Council to establish committees to manage community assets, the delegation of these committees is a responsibility of the CEO, in

accordance with section 47 of the Act, with committees now referred to as Community Asset Committees (CAC).

The CAC's oversee the management of the following facilities:

- Arcadia Recreation Reserve and Community Centre
- Bunbartha Recreation Reserve
- Caniambo Hall
- Central Park Recreation Reserve
- Congupna Recreation Reserve and Community Centre
- Dhurringile Recreation Reserve and Community Centre
- Dookie Memorial Hall
- Dookie Recreation Reserve and Community Centre
- Harston Hall
- Karramomus Hall and Recreation Reserve
- Katandra West Community Facilities
- Kialla District Hall
- Lemnos Recreation Reserve
- Murchison Community Centre
- Tallygaroopna Memorial Hall
- Tallygaroopna Recreation Reserve and Community Centre
- Toolamba Recreation Reserve and Community Centre

Whilst committees still function primarily to manage nominated community facilities, under the Act there is now a greater flexibility in how Council can work with the committees to fulfil their requirements. These changes have primarily been the result of committee responsibilities falling under the delegation of the CEO, and committee processes no longer being subject to Local Law 2.

The move to the CAC model, has necessitated the review and update of the Section 86 Special Committees - Community Facilities and Recreation Reserves Policy May 2017 (Attachment 5.3.2) and Section 86 Committees Administration Manual (Attachment 5.3.1). The Committees Liaison Officer has worked with internal Council departments and sought feedback from current committee members to improve current processes and develop the new CAC Policy and Committees Operations Manual 2021.

The objectives of the now Community Asset Committees Policy are to provide direction to Council Officers in order to improve committee compliance with the requirements of the Local Government Act 2020 and other relevant legislation including their respective Instrument of Delegation.

The policy provides the framework for the management of the committees who manage community facilities and recreation reserves and also provides guidance to Council Officers that have responsibility for supporting and managing these specific type of committees.

In summary, the policy details the roles and responsibilities of Council and Council Asset Committees, the functions, duties and powers of Instrument of Delegation and the appointment and resignation process for committee members.

Following approval of all CAC documents Council Officers will be assisting Community Asset Committee members to understand the changes as per the updated policy and manual. This education will be occurring via the upcoming 'It's Your Plan' event, and training sessions relating specifically to changes in the Operations Manual will be conducted for committee members with online sessions being planned for August.

Committees who are unable to have representatives attend online sessions will instead be able to request Council Officers deliver the information at an upcoming committee meeting.

Approximately 117 community members are represented across the 17 Community Asset Committees. All members are considered volunteers of council and as part of their delegated responsibility to manage Council's Community Assets they are responsible for the general running of a facility. Some of these day-to-day tasks include:

- Managing hire agreements
- Promotion of the facility
- Incident reporting and mitigation
- Arranging minor maintenance
- Applying for grants to upgrade facilities (with Council approval)
- Managing Committee finances and secretariate responsibilities

Committees receive all funds generated from the hire of their facility and use this to maintain the building. Committee members also contribute to the ongoing strategic planning of facilities through involvement in the master planning processes and the development of their own Facility Improvement Plans.

Previously, volunteers seeking appointment to a committee were endorsed at an Ordinary Council Meeting. However, under the Local Government Act 2020 this responsibility has been delegated to the CEO. This change will assist in the ongoing sustainability of committee memberships as Council is able to process changes to committee memberships within a very short time ensuring committee membership is up to date at all times.

The newly revised Operations Manual provides an in-depth reference for committees on their operations pertaining to areas such as; Governance, Financial Management, Reporting requirements, Risk and Insurance, Maintenance, and Work Health and Safety. The revised Operations Manual was approved at the Executive meeting on 21st July 2021.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

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 financially viable and in line with Council's core business.

SOCIAL

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

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

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

2.3 Lifelong learning is valued and fostered in our community.

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

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

Risk Management

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

Policy Considerations

The following were considered:

- Council Plan 2017-2021
- Local Government Act 2020
- Section 86 Special Committees- Community Facilities and Recreation Reserves Policy May 2017

Financial Implications

There are no additional financial implications to Council associated with this report. Operational budget is allocated to support operations within these facilities annually.

Legal/Statutory Implications

Committees operate pursuant to Section 65 of the Local Government Act 2020. Instruments of Delegation were written using a template created by Maddocks Solicitors and the final version of these Instruments were sent to Maddocks for review prior to being formally adopted by the Executive Leadership Team on 19th May 2021.

Environmental/Sustainability Impacts

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

Social Implications

Community facilities offer a space for people to meet and participate in community life and are vital for place-making and social cohesion and interaction

Economic Impacts

There are no major economic impacts as a result of this report.

Consultation

Officers have consulted with relevant internal Council Departments and current committee members.

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

b) Other strategic links

- Nil

Conclusion

Approval of the Committees Council Policy will ensure that the committees will monitor Council facilities as required by Section 65 of the Local Government Act 2020

Attachments

1. Community Asset Committees Policy [10.1.1 - 7 pages]

10.2 Greater Shepparton LGBTIQA+ Advisory Committee - Membership

Author Coordinator – Social Equity and Safety
 Approved by Director Community
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council appoint the following community representatives to the Greater Shepparton LGBTIQA+ Advisory Committee for a period of 1 year commencing on 17 August 2021 and concluding on 23 August 2022:

- Deb Chumbley
- Leigh Bamford
- Riley Millington
- Lachlan Slade
- Diane Baglin
- Dayna James
- Neha Samar
- Georgina Poort
- Daniel Gardner

Executive Summary

The establishment of Greater Shepparton Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual and other sexuality, sex and gender diverse Advisory Committee (GSCC LGBTIQA+ Advisory Committee) was endorsed by Greater Shepparton City Council (Council) at the Ordinary Council Meeting on 16 March 2021.

The purpose of the Greater Shepparton LGBTIQA+ Advisory Committee is to provide advice to Council while providing a platform for advocacy and representation for the LGBTIQA+ community, to support and inform future Council directions relating to LGBTIQA+ issues, decision making and inclusive practices across Council.

Following an application and assessment process it is now requested that Councillors endorse nine Committee members in establishing the Greater Shepparton LGBTIQA+ Advisory Committee.

These founding Committee members will support Council with refining the governance model and finalising the Committee's interim Terms of Reference to ensure that the future

direction of the committee is reflective of the needs and goals of Greater Shepparton's LGBTIQ+ community.

Report Detail

In response to a Notice of Motion in July 2020 and a subsequent Council Report tabled at the August 2020 Council Meeting, Council Officers have proceeded to further investigate the establishment of a LGBTIQ+ Advisory Committee. This investigation led to Council endorsing the establishment of a Greater Shepparton City Council Lesbian, Gay, Bi-sexual, Transgender, Intersex, Queer, Asexual and other sexuality, sex and gender diverse, (LGBTIQ+ Advisory Committee) at the March 2021 Council meeting.

This Committee will act as an advocacy and representative body to support and inform future Council directions on behalf of the LGBTIQ+ community, providing insight to decision making and inclusive practices across Council for the next 12 months.

Membership

As per the Interim Greater Shepparton LGBTIQ+ Terms of Reference, a membership drive was undertaken to fill 10 community vacancies. Availability of the opportunity was communicated via local print advertising and television media, social media and via Council and community networks.

Council Officers reviewed and assessed the nine applications received using an assessment matrix against responses provided in the membership applications. Council Officers recommend the appointment of the following community members for a one-year term effective 17 August 2021, concluding on 23 August 2022;

1. Deb Chumbley
2. Leigh Bamford
3. Riley Millington
4. Lachlan Slade
5. Diane Baglin
6. Dayna James
7. Neha Samar
8. Georgina Poort
9. Daniel Gardner

The inaugural Committee will initially focus on future Committee structure and refining and finalising the interim Terms of Reference. The draft arrangements will be evaluated and finalised prior to the appointment of any future members to ensure that governance, structure and expectations of the Committee are reflective of the LGBTIQ+ community and Council procedures.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

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

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

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

SOCIAL

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

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

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

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

Risk Management

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

Policy Considerations

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

However, it may be noted that the aim of the Committee is to support and promote and provide avenues for leadership, advocacy and community representation for LGBTIQ+ community members within Council.

Financial Implications

The approximate per annum cost of operating such a committee is \$5,000. This includes Council staff resourcing and potential actions arising from the committee. The actual financial cost will not be fully known until the terms of reference, meeting frequency, membership and reporting requirements is determined.

Legal/Statutory Implications

The introduction of the Victorian Gender Equality Act 2020 will have significant implications in supporting and strengthening the current and future direction of the Charter, allowing for greater alignments to state-wide actions and support to Council obligations outlined within the Act.

Environmental/Sustainability Impacts

Officers have not identified any Environmental/Sustainability implications associated with this report, although will consider impacts for the convening of the Committee and future planning of events.

Social Implications

The endorsement of committee member and establishment of the GSCC LGBTIQ+ advisory committee would provide avenues for greater engagement between Council and LGBTIQ+ community members, strengthening Council's commitment in creating an inclusive environment for marginalised members of our community where their voice is valued and heard.

This will also support Council in the creation and future direction of an Advisory Committee that is reflective of the concerns and needs of Greater Shepparton's LGBTIQ+ and gender diverse community.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

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

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Share and promote opportunities for women in the community	Email distribution list across multiple Council and Community networks
Consult	Co-design of finalised TOR with committee members	Workshops
Involve	Assessment of applications	Assessments of applicants has occurred by multiple Council officers to ensure applicants are eligible and appropriate for the committee goals
Collaborate	Council officer has consulted with existing advocacy bodies in the establishment of the Committee's Interim TOR	Feedback presentations and stakeholder engagement with key groups representatives
Empower	GSCC LGBTIQ+ Advisory Committee is empowered to make decisions to inform Council on the operations of the committee.	Co-design and collaboration with purposed committee members to finalise committee model and direction

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Greater Shepparton Gender Equity Strategy and Action Plan 2018-2020
- Community Safety Strategy 2018-2021
- Greater Shepparton Youth Strategy and Action Plan 2019 – 2023
- Greater Shepparton Public Health Implementation Plan 2017 – 2021

Conclusion

Council is encouraged by the calibre and quality and diversity of all applications for membership received and believe that the nine successful members will provide an exception foundation to the establishment of a proactive and informed advisory committee and that continue to strengthen Council's commitment of equitable and inclusive practices.

Attachments

1. Interim Terms of Reference LGBTIQ+ Advisory Group [QJSX] [10.2.1 - 7 pages]

11 Corporate Services Directorate

11.1 Audit & Risk Management Committee Meeting Minutes - September 2020 to February 2021

Author Team Leader Risk and Assurance
Approved by Director Corporate Services
Purpose For Noting by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council receive and note the minutes for the Audit and Risk Management Committee meetings dated 17 June 2020, 9 September 2020, 16 December 2020, and 10 February 2021 as attached to this report.

Executive Summary

The Audit and Risk Management Committee (ARMC) typically hold 5 meetings per year. Attached are the minutes from 4 meetings during the period June 2020 to February 2021.

The meetings held in June, December and February are scheduled meetings to allow review of findings from internal audits, and to monitor progress on corrective actions along with reviewing other compliance activities undertaken by Council during the specified timeframe.

Report Detail

The Audit and Risk Management Committee (ARMC) is scheduled to hold 5 meetings per year.

The minutes from the meetings held during the period June 2020 to February 2021 are attached for Councillor's reference.

The meetings held in June, December and February are scheduled meetings to allow review of findings from internal audits, and to monitor progress on corrective actions along with reviewing other compliance activities undertaken by Council during the specified timeframe.

Key topics discussed at each of the ARMC meetings included:

17 June 2020

- CEO's verbal update on key items/projects;
- June Finance report;
- Draft Financial Statements;
- Interim Management Letter;
- Recent Reports and Publications for Local Government;
- Overdue and Outstanding Audit Recommendations report;
- Fraud Risk report;
- Risk and Assurance Annual Planner update report;
- Annual Self-Assessment Survey for Committee Members;
- Review of Charter and Work Planner for 2020/2021; and
- Draft Internal Audit Scopes report.

9 September 2020

- Financial and Performance Statements as at 30 June 2020.

16 December 2020

- OH&S and WorkCover report;
- CEO's verbal report including:
 - Council election and newly elected Councillors;
 - Local Government Act 2020;
 - State budgets;
 - Member of public abusing Council staff; and
 - Updates on key projects
- CEO credit card transaction expenses reports;
- Finance report;
- Gift and Benefits Register report;
- Councillor Expenses report;
- Risk and Insurance Claims report;
- Overdue and Outstanding Audit Report;
- Legislative Compliance report;
- Local Government Reports of Interest;
- Internal Audit Reports and Program update.

10 February 2021

- Verbal report from CEO including:
 - VAGO sexual harassment report in local government;
 - Update on Shepparton Art Museum (SAM);
 - COVID-19 update;
 - Community Vision and Council Plan; and
 - Cosgrove 3
- Finance report;
- Legislative Compliance report;
- Procurement Policy and Procedure Compliance report;
- Project risk report;
- High and Extreme Strategic Risks;
- Risk and insurance claims report;
- Audit Action report including overdue and outstanding items;
 - Risk and Assurance annual planner progress report;
 - Local Government Publications Report; and

- Strategic Internal Audit Plan Report.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

Risk Management

The Audit and Risk Management Committee are to provide guidance to Council in external and internal audit, annual financial and performance reporting, insurance and risk exposures, compliance and assessment and review, all of which are high risk components of Council's role.

Policy Considerations

There are no conflicts with existing Council policy considerations.

Financial Implications

Financial reporting is discussed as a regular agenda item at all Audit and Risk Management Committee meetings.

Legal/Statutory Implications

The Audit and Risk Management Committee considers compliance related issues as part of their Charter obligations and responsibilities.

Environmental/Sustainability Impacts

There are no environmental impacts associated with the details within this report.

Social Implications

Social implications associated with the Audit and Risk Management Committee have been addressed within the Charter.

Economic Impacts

There are no economic impacts associated with the details within this report.

Consultation

Council Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration. This includes obtaining confirmation from the ARMC members on the accuracy of the minutes.

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Nil

Conclusion

In accordance with the Audit and Risk Management Committee's Charter requirements, the confirmed minutes from the 17 June, 9 September and 16 December 2020 meetings and 10 February 2021 meeting are presented to Council to be received and noted.

Attachments

1. Audit and Risk Management Committee - Minutes - 17 June 2020 [**11.1.1** - 8 pages]
2. Audit and Risk Management Committee 9 September 2020 - Minutes [**11.1.2** - 13 pages]
3. Audit and Risk Management Committee - 16 December 2020 - Minutes [**11.1.3** - 12 pages]
4. Audit and Risk Management Committee - 10 February 2021 - FINAL [**11.1.4** - 21 pages]

11.2 Audit & Risk Management Committee - Unconfirmed Minutes - 9 June 2021

Author Team Leader – Risk and Assurance
 Approved by Director Corporate Services
 Purpose For Noting by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

1. note the unconfirmed minutes of the Audit and Risk Management Committee meeting held on 9 June 2021 as attached to this report; and
2. note that the minutes will be confirmed by the Audit and Risk Management Committee at their next meeting, and any substantive changes to the unconfirmed minutes will be reported back to Council.

Executive Summary

In compliance with the *Local Government Act 2020 (the Act)* an Audit and Risk Management Committee must be established by Council under section 53 of the Act. The Audit and Risk Management Committee is not a delegated committee.

Under Section 54 of the Act, Council must prepare and approve an Audit and Risk Management Charter.

The purpose of this report is to present the unconfirmed minutes for the 9 June 2021 Audit and Risk Management Committee meeting.

Report Detail

The Charter states that 'minutes from each Committee meeting will be presented to Council, summarising progress, matters discussed and any issues the Committee wishes to share with all Councillors'.

The unconfirmed minutes of the 9 June 2021 Audit and Risk Management Committee (the Committee) note the following key points of discussion:

- Legislative Compliance;
- CEO verbal report including:
 - Welcoming 2 new members to the Committee;

- Community Vision;
- 2021/2022 budget;
- WorkSafe notifiable incidents;

- OH&S and Work Cover;
- OH&S risks;
- 4 major projects and their risks;
 - SAM;
 - Wyndham / Fitzjohn Street upgrade;
 - Maude and Vaughan Streetscape upgrade; and
 - Deakin netball courts;

- Strategic risk register;
- Operational risks – high and extreme;
- Fraud risk register;
- Insurance claims including under and over excess;

- Finalised internal audits including:
 - Fraud and Corruption Control; and
 - Follow-Up

- Overdue audit items;
- Publications of Interest;
- Interim Management Letter;
- Monthly Finance report;
- Asset Revaluation Review;
- Committee Charter and Work Plan; and
- Request to reschedule September’s ARMC meeting from 15 to 8.

Council Plan / Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

Risk Management

The Audit and Risk Management Committee are to provide guidance to Council in external and internal audit, annual financial reporting, insurance and risk exposures, compliance and assessment, and review, all of which are high risk components of Council’s role.

Councillors may be unaware of significant issues raised and discussed at the Committee meetings, for example, control weaknesses if the minutes are not presented accurately and in a timely manner.

Policy Considerations

There are no policy considerations associated with this report.

Financial Implications

There are no financial implications associated with this report.

Financial reporting is presented and discussed as a regular agenda item at the Audit and Risk Management Committee meetings.

Legal / Statutory Implications

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

Environmental / Sustainability Impacts

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

Social Implications

Social implications associated with the Audit and Risk Management Committee have been addressed within the Charter.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

The unconfirmed minutes of the 9 June 2021 Audit and Risk Management Committee (ARMC) meeting were distributed to management for review.

Following management's review, the unconfirmed minutes were distributed to the Committee Chair for review.

Upon receiving confirmation from the Chair, the unconfirmed minutes were distributed to Council's independent members of the ARMC, including all relevant internal staff.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Nil

Conclusion

In accordance with Charter requirements, the Audit and Risk Management Committee unconfirmed minutes from 9 June 2021 have been prepared and are to be presented to Council for noting.

Attachments

1. Audit and Risk Management Committee Draft Minutes - 9 June 2021 [11.2.1 - 29 pages]

11.3 July 2021 Monthly Financial Report

Author	Management Accountant
Approved by	Director Corporate Services
Purpose	For Noting by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council receive and note the July 2021 Monthly Financial Report.

Executive Summary

The report presents the Council's actual financial performance compared to the budget for the one month ended 31 July 2021.

Report Detail

The 2021/2022 Budget was adopted at the Ordinary Council Meeting held 15 June 2021.

The 2021/2022 Budget provided for an operating surplus of \$18.17 million with revenue of \$161.98 million and expenditure of \$143.80 million. The 2021/2022 Budget also provided for capital works of \$71.58 million.

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

The July 2021 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

LEADERSHIP AND GOVERNANCE

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

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

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

Risk Management

There are no risks identified in providing this financial report.

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this report.

Legal/Statutory Implications

Section 101 of the *Local Government Act 2020* provides that Council maintain a budgeting and reporting framework that is consistent with the principles of sound financial management. In addition, Section 97 requires that at least every 3 months a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. This report satisfies that requirement.

Environmental/Sustainability Impacts

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

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic implications associated with this report.

Consultation

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

Strategic Links

No strategic links applicable.

Conclusion

The report presents Council's actual financial performance compared to the budget for the one month ended 31 July 2021.

Attachments

1. July 2021 - GSCC Council Report - Monthly Financial Statements [11.3.1 - 9 pages]

11.4 Instrument of Delegation and Instrument of Sub-Delegation - Environment Protection Act 2017

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

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

- 1. confirm the approval of the S5 Instrument of Delegation dated 20 April 2021 as attached.**
- 2. approve the S18 Instrument of Sub-delegation which will come into force immediately upon the common seal of Council being affixed to the instrument as attached.**

Executive Summary

From 1 July 2021 Council's role as a regulator under the Environment Protection Act 2017 and Regulations include new delegated powers, duties and functions. Instead of explicitly setting out certain council powers in the EPA Act, certain powers are now conferred by Environment Protection Authority through delegation.

In recognition of the EPA's delegated powers, and in the interests of transparency and good governance, Council is required to confirm the adoption of the S5 Instrument of Delegation to the Chief Executive Officer dated 20 April 2021. Importantly, the instrument itself remains unchanged. In confirming its approval after the commencement of the new EPA Act, any new provisions are thereby recognised through a linear delegation of powers.

The S18 Instrument of Sub-delegation from Council to Members of Council Staff – Environment Protection Act 2017 is a new instrument that is required under s437(2) of the Act in relation to the issuing of notices and other general powers.

Following adoption by Council, the Chief Executive Officer is then authorised to sub-delegate certain operational powers to Council staff. This process ensures existing powers are confirmed in recognition of the change in legislation and Council staff can continue their existing functions.

Report Detail

By Instrument of Delegation dated 4 June 2021, the Environment Protection Agency has delegated some of its powers directly to Council. This new delegation is a result of significant changes to the Environment Protection Act 2017 which came into force on 1 July 2021.

The new legislation has provided transitional arrangements in relation to residential noise, litter and waste. However, there are no such transitional arrangements for regulating on-site wastewater management systems (OWMS) with a design or actual or flow rate not exceeding 5,000 litres on any day. Councils are the sole regulators of these systems, while the EPA is responsible for regulation of systems with a flow rate greater than 5,000 litres.

The new Act and Regulations continue to provide Councils with powers to issue permits for construction, installation and alteration of OWMS, but the powers now need to be delegated from 1 July 2021. Importantly, by Council adopting this resolution it will confirm and continue existing functions previously delegated to Council staff in relation to OWMS.

The S18 Instrument of Sub-delegation from Council to Members of Council Staff – Environment Protection Act 2017 is a new instrument that is required under s437(2) of the Act in relation to the issuing of notices and other general powers.

The attached Instruments of Delegation have been prepared based on templates provided by Maddocks Lawyers as part of Council's subscription service. It is anticipated that the full suite of Council delegations will be presented back before Council later this year to incorporate any other legislative changes in the bi-annual review.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

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

ENVIRONMENT

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

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

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

Risk Management

The 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.

Policy Considerations

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

Financial Implications

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

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

There are no strategic environmental or sustainability impacts with the adoption of the delegations as they are required by legislation.

Social Implications

There are no direct social implications arising from the adoption of the delegations.

Economic Impacts

There are no economic implications arising from the adoption of the delegations.

Consultation

The review of these Instruments of Delegation were completed through Council's delegation software and consultation was conducted with the relevant Council officers. Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other Strategic Links

- Nil

Conclusion

In response to the commencement of the Environment Protection Act 2017 from 1 July 2021, and subsequent delegated powers to Council, it is required that the S5 Instrument of Delegation to the Chief Executive Officer be re-confirmed by Council.

The S5 Instrument of Delegation presented for adoption remains unchanged from the 20 April 2021 resolution. Together with the new S18 Instrument of Sub-delegations from the EPA to Council staff, the adoption of these instruments acknowledges and confirms Council's delegations are current and consist with significant legislative changes.

Attachments

1. S 5 - Instrument of Delegation - Council to CEO - April Council Meeting [11.4.1 - 4 pages]
2. S18 Instrument of Sub Delegation Environment Protection Act 2017 [11.4.2 - 7 pages]

11.5 Contracts Awarded under Delegation - July 2021

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

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

1. note the contracts awarded under delegated authority by the Chief Executive Officer;
2. note the contracts awarded under delegated authority by a Director; and
3. note the requests for tender advertised but not yet awarded.

Executive Summary

To inform the Council of the status of request for tenders that have been awarded under delegation during the period 24 June 2021 to 3 August 2021, and those that have been publicly advertised but are yet to be awarded as at 3 August 2021.

Tendered Contracts Awarded under Delegated Authority by the CEO

Contract No.	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
2164	Cosgrove 3 Landfill Cell 2 GITA Services – Lump Sum Contract	Geotechnical Inspection and Testing Authority (GITA Level 1 and 2) and Geosynthetics - Construction Quality Assurance	\$147,149.20	SMEC Australasia Pty Ltd

Tendered Contracts Awarded under Delegated Authority by the CEO

Contract No.	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
2127	Maude Street Mall Redevelopment Project Management Services – Schedule of Rates Contract	Project Management Services for the Construction stage of Mall Street Mall Redevelopment	\$363,000.00 (Estimated)	Guthrie McGoldrick Consulting Engineers Pty Ltd

Tendered Contracts Awarded under Delegated Authority by a Director

Contract No.	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
2179	Karibok Park Youth Club Hall and ACE Facilities Demolition – Lump Sum Contract	Demolition of Youth Club Hall Building and ACE Facilities	\$149,512.00	Paige Courtney Pty Ltd
2114	Riverlinks Box Office Refurbishment Construction – Lump Sum Contract	Refurbishment of the Riverlinks Box Office	\$149,516.40	Moretto Building Pty Ltd

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2099	Design of the Riverlinks Eastbank Southern Section Refurbishment – Lump Sum Contract	Lead Architectural and Consultancy services for the refurbishment design of the Southern Section of Riverlinks Eastbank.	Under evaluation

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2170	Maude Street Mall Redevelopment Construction – Lump Sum Contract	Construction of Maude Street Mall Redevelopment.	Under evaluation
2133	Provision of Traffic Management and Control Services – Panel of Suppliers Contract	Traffic management services and equipment to support construction works, major events and other nominated projects.	Under evaluation
2062	Supply and Installation of Cosgrove 2 Cell 4 Capping – Lump Sum Contract	Supply and installation of Composite Capping at Cosgrove 2 Cell 4 Landfill site, Cosgrove Victoria	Under evaluation
2168	South Shepparton Community Infrastructure Needs Assessment update 2021 – Lump Sum Contract	Provision of research, analysis, deliberative engagement, and report preparation services.	Under evaluation
2180	Tatura and Mooroopna Community Infrastructure Needs Assessment – Lump Sum Contract	Provision of a community infrastructure needs assessment for the townships of Mooroopna and Tatura.	Under evaluation
2110	Provision of Structure Plans for three Industrial Investigation Areas – Lump Sum Contract	Provision of Structure Plans for Investigation Area 7 – Wanganui Road, Investigation Area 9 – Mooroopna North and Investigation Area 11 – Lemnos.	Under evaluation

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2162	Old Dookie Rd/Lockwood Rd and New Dookie Rd/Wheeler St Intersection Upgrade Design – Lump Sum Contract	Preparation of design documentation for upgrade of old Dookie Road Lockwood Road and New Dookie Road/Wheeler Street Intersection.	Under evaluation
2184	Asphalt Surfacing and Associated Works – Panel of Suppliers	Panel of suppliers for the preparation and laying of asphalt on roads, paths and other infrastructure.	Under evaluation
2185	Construction of Karibok Park Retardation Basin and Recreational Area – Lump Sum Contract	Supply of labour, plant and materials for the construction of the retardation basin and associated drainage work at Karibok Park.	Under evaluation
2171	Welsford Street Stage 5 Design – Lump Sum Contract	Preparation of concept designs and cost estimates for the Welsford Street Upgrade Stage 5	Under evaluation
1997	Supply of Horticultural and Aboricultural Materials – Panel of Suppliers	Panel of suppliers contract for the provision of various materials used in the operation and maintenance of open space areas within the municipality. 3 year contract with 2 x 1 year extension options.	Under evaluation
1998	Provision of Horticultural Services – Panel of Suppliers	Provision of Horticultural and landscaping works/services. 3 year contract with 2 x 1 year extension options.	Under evaluation
1999	Provision of Irrigation Services, Supply of Materials and Repair and Servicing of Pumps and Associated Equipment - Panel of Suppliers	Panel of Suppliers contract for the provision of support services in the maintenance and operation of irrigation systems throughout the municipality. 3 year contract with 2 x 1 year extension options.	Under evaluation

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2182	Provision of Design Services for the SAM Precinct Projects – Lump Sum Contract	Design of a healing garden (ceremony area), nature playground and development of Design and Construct specifications for a BBQ shelter in the SAM precinct.	Under evaluation
2131	Carroll Road Drainage Construction – Lump Sum Contract	Construction of Storm Water Drainage along Carroll Road.	Tender scheduled to close on 18 August 2021
2181	Quantity Surveyor Services for Design of Shepparton Sports Stadium and Events Centre	Quantity Surveying Services over the full period of design development, procurement, as well as construction and defects liability period if the project becomes funded.	Tender scheduled to close on 25 August 2021
2201	Hawdon Street Reconfiguration Construction – Lump Sum Contract	Construction of kerb and channel, new shared paths, fencing, new road pavement and installation of bus shelters in Hawdon Street, Shepparton.	Tender scheduled to close on 16 August 2021
2134	Panel of Suppliers for the Provision of Quarry Products	Supply and delivery of various quarry manufactured products. 2 year contract with 2 x 1 year options to extend.	Tender scheduled to close on 18 August 2021
2167	Cosgrove 2 Cell 4 Landfill Composite Capping GITA Services – Lump Sum Contract	Geotechnical Inspection and Testing Authority Services (GITA Level 1 and 2) for Composite Capping construction works	Tender scheduled to close on 25 August 2021

Policy Considerations

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

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

Legal/Statutory Implications

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

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

Conclusion

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised contracts awarded by the Chief Executive Officer and Directors under delegated authority of the Council during the period 24 June 2021 to 3 August 2021.

Attachments

Nil.

11.6 CEO Employment and Remuneration Policy

Author Manager - People and Development
 Approved by Director Corporate Services
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council adopt the Chief Executive Officer Employment and Remuneration Policy as attached to this report.

Executive Summary

Section 45 of the Local Government Act 2020 requires Council to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy. The Policy must specifically provide for Council to obtain independent professional advice in relation to matters dealt with in the Policy and must provide for the following:

- i. The recruitment and appointment process;
- ii. Provisions to be included in the contract of employment;
- iii. Performance monitoring;
- iv. An annual review; and
- v. Include any other matters prescribed by the regulations.

This Policy has been developed to enable all of these matters to be addressed through a proposed Chief Executive Officer Employment and Remuneration committee to be made up of the Mayor, Deputy Mayor, two additional Councillors and an independent external committee member.

The policy also allows for external advice to be procured and available to the committee via an independent facilitator.

Report Detail

Section 45 of the Local Government Act 2020 states the following:

- (1) A Council must 'develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.
- (2) The Chief Executive Officer Employment and Remuneration Policy must-
 - (a) Provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and
 - (b) Provide for the following –

- i. The recruitment and appointment process;
- ii. Provisions to be included in the contract of employment;
- iii. Performance monitoring;
- iv. An annual review; and
- v. Include any other matters prescribed by the regulations.

This Policy must be adopted by Council within 6 months of the commencement of this section of the Act which came into effect 1 July 2021.

There is no obligation under the Act to form a specific Chief Executive Officer Employment and Remuneration Committee, however it is highly recommended to be the most efficient way to deal with the matters relating to the employment, performance management, annual reviews and setting of KPI's for the Chief Executive Officer. All Councillors will be given the opportunity to provide input on the CEO's annual performance and achievement of KPI's by providing feedback to the Committee.

The Committee will be made up of the Mayor as the Chairperson, Deputy Mayor, two Councillors and an independent external person. It is recommended that the independent external person will be engaged through an advertised Expression of Interest and must have proven experience in Human Resource Management or Executive level recruitment and extensive experience in working in business or with local government as a minimum. The independent member will provide advice and guidance to the Committee on best practice recruitment processes, performance management and industry standards, therefore assisting with a fair, transparent and objective approach to employment and remuneration.

The Policy allows for further assistance to be engaged to facilitate annual performance reviews and setting of KPI's if necessary, in accordance with the Act.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

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

Risk Management

Failure to approve and endorse this Policy by 31 December 2021 would mean a breach of the Local Government Act 2020.

Policy Considerations

This Policy takes into consideration the requirements under the Local Government Act 2020 but also under the Councillors Code of Conduct, Employees Code of Conduct and the Chief Executive Officer's employment contract.

Financial Implications

The only cost implications associated with this Policy involve payment for an independent committee member estimated at approximately \$800.00 per meeting (based upon payment rates for members of the Audit and Risk Committee)

Legal/Statutory Implications

Failure to approve and endorse this Policy by 31 December 2021 would mean a breach of the Local Government Act 2020.

Environmental/Sustainability Impacts

There are no Environmental or Sustainability impacts associated with this Policy.

Social Implications

There are no social impacts associated with this Policy.

Economic Impacts

There are no economic impacts associated with this Policy.

Consultation

The CEO has been consulted on the process proposed within this Policy.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other Strategic Links

- Nil

Conclusion

This Policy is a requirement of the Local Government Act 2020 and must be endorsed by Council by 31 December 2021. The content of this Policy is proposed as one being utilised by many local Victorian Councils and is being viewed as best practice in setting guidelines for the employment and remuneration of Chief Executive Officers within Local Government.

Attachments

1. Draft Chief Executive Officer Employment and Remuneration Policy [11.6.1 - 7 pages]

12 Sustainable Development Directorate

12.1 Tatura RV Rest Stop Trial Outcome

Author Team Leader Tourism and Major Events
 Approved by Director Sustainable Development
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

1. note the outcomes in relation to the Tatura Recreational Vehicle Rest Stop Trial;
2. designate the allocated spaces as marked in the Douglas Street car park in Tatura as a designated camping area for the purposes of the Local Law No. 1 Community Living 2018 with a review to occur in three years' time;
3. authorise the erection of all official signs, infrastructure and equipment, including CCTV cameras, necessary to regulate the use of the Douglas Street car park as an RV rest stop limited to use by fully self-contained RVs, including:
 - a) requiring RVs using the area to have the capacity to retain all waste, including grey and black water;
 - b) limiting stays to no longer than 48 hours;
 - c) limiting the area to no more than 3 parked RVs at any one time;
 - d) limiting parking to within the marked lines and bays;
 - e) limiting the use of generators to specific hours;
 - f) prohibiting other camping and fires;
 - g) requiring dogs to be on lead at all times; and
 - h) prohibiting the disposal of grey and black water other than at a designated dump point;
4. note that further consideration for free RV Rest Stops in other small towns will be assessed on a case by case basis, assessing alignment of the proposal with relevant Community Action Plans; and
5. note that a Greater Shepparton RV strategy will be developed as part of the new Economic Development, Tourism and Major Events Strategy in consultation with key industry stakeholders.

Executive Summary

The Recreational Vehicle (RV) market (caravans, campervans, motor homes) has, and continues to grow significantly throughout the country. With this growth, local governments and communities are experiencing both positive and negative impacts as a result.

This report is a result of a 12 month trial for Tatura to offer free RV camping. The proposal was approved at the April 2020 Ordinary Council Meeting after extensive research and consultation with Tatura businesses and residents, the Tatura Community Group, Tatura caravan park operators and other relevant stakeholders. Council allocated space in the Douglas Street car park for up to three fully self-contained RV's to stay for up to 48 hours only.

The trial has been evaluated as successful and it is recommended that the Douglas Street RV Rest Stop continue in Tatura, with a review to occur in three years' time. To enable this to occur, Council will be required to either change local law 2.12 which has broad implications and is in place until 2028, or alternatively specify the area as a designated camping area and erect official signage at the site which regulates its use.

The Douglas Street location was identified for the trial because of its close proximity and access to Hogan Street, a short walk to amenities and the many eateries and shops on offer as well as the Tatura Dump Point located nearby at Tatura Park.

Part of the trial saw the car park area resurfaced as well as an upgrade to street lighting (currently taking place) and the set up of temporary CCTV monitoring to assist with assessing the success of the trial.

Other small towns across the municipality including Mooroopna, Dookie, Murchison and Merrigum have expressed interest in the opportunity to offer free RV camping sites. There are various challenges associated with each request, and they need to be reviewed on an individual case by case basis as they arise, taking into account location, constraints, services available, appropriate business leveraging opportunities, financial implications and other accommodation providers in the area. To assist with this in the long term it is recommended that Council develop a RV strategy as part of the development of the new Economic Development Tourism and Major Events Strategy in consultation with key stakeholders.

Report Detail

There is considerable debate regarding how significant the economic benefits associated with the RV market are and they are difficult to quantify. There are groups that represent the RV Market and those who represent commercial caravan parks and businesses, with both noting arguments for and against the provision of a site for this market.

The Caravan and Motorhome Club of Australia (CMCA) actively lobby state and local Governments for the development and provision of RV camping parks and facilities including waste and water points. It is poignant to note that the CMCA does not demand that free facilities are required for a township to become a RV Friendly destination, rather, the provision of low cost is sufficient. However, to be considered RV Friendly, access to a potable water supply, public toilets, black water dump point along with a safe area to park are considered essential, and a location within 5km from a central business district.

The Victorian Caravan Parks Association opposes providing free camping / dump points and free water. As the peak body representing caravan parks throughout the state, they do not support these facilities being provided for free, but do encourage towns to be very welcoming to RV's with an alternative program, Community Welcomes RV's.

There are numerous reports both for and against the provision of free camping for RV's, but suffice to say, to provide the requirements for the RV's in a safe environment, requires subsidising by Council. In response to the ongoing requests for provisions, Council installed a dump point at the Shepparton Showgrounds for use by the RV Market at a cost of \$65,000. Seemingly well utilised by the market including local RVer's, both the Shepparton and Tatura dump points need maintenance at least fortnightly due to misuse and blocking of the unit, all at a cost to Council.

During the Tatura trial, data has been collected via CCTV surveillance demonstrating the site was utilised a total of 70 nights (with the trial concluding at the end June 2021). Surveys also showed the average spend per stay as \$446.42, with 90% of respondents spending on grocery shopping, 60% of respondents spending on fuel, 30% of respondents spending on dining out, 80% of respondents on general shopping including clothes, gifts and souvenirs and 10% of respondents spending on visiting tourist attractions (see attachment 'Survey Results'). It is important to note that one individual spent approximately \$2,000 on vehicle repairs thus pushing the average spend per individual up. With the removal of this individuals' expenditure, average spend was \$187.50 per vehicle stay (over either one or two days and across multiple people).

Due to restrictions imposed by COVID-19 there were some delays in the trial commencing and it can be assumed that there was some impact on usage of the rest stop due to Stage 3 lockdowns in 2020.

The trial has shown no negative impacts, no local laws issues and no misuse of the site which has been kept clean and free of litter or any illegal activity. CCTV has shown though, that not all vehicles accessing the site have been fully self-contained.

Infrastructure in Tatura includes three caravan parks with powered and non-powered sites available; however, there are limitations to the number of sites that can accommodate large fifth wheelers and RV's such as buses.

Currently free camping is prohibited in Greater Shepparton via Local Law 2.12 unless with a temporary camping permit. You can however currently camp free of charge in the Shepparton Regional Park which is part of Parks Victoria's jurisdiction, however this may change in the future.

Other small towns across the municipality including Mooroopna, Dookie, Murchison and Merrigum have expressed interest in the opportunity to offer free RV camping sites. There are various challenges associated with each request, and they need to be reviewed on an individual basis as they arise, taking into account location, constraints, services available, appropriate business leveraging opportunities, financial implications and other accommodation providers in the area. To assist with this in the long term it is recommended that Council also look at a more holistic approach and investigate the development of a RV strategy as part of the development of the new Economic Development, Tourism and Major Events Strategy in consultation with key stakeholders such as Tourism Greater Shepparton, Murray Regional Tourism and local accommodation operators.

Clause 8.1 of the Local Law empowers Council to construct, make, mark, place, erect, affix or paint in, into, on or near a public place such official signs as it considers necessary or desirable and a person is required not to act in a manner contrary to the direction or indication given by an official sign. In order to regulate the use of the RV Rest Stop and minimise amenity impacts on the surrounding area, officers propose to erect permanent signage directing that the use of the RV Rest Stop is conditioned upon:

- use only by fully self-contained vehicles with the capacity to retain all waste, including grey and black water;
- stays not exceeding 48 hours;
- there being no more than 3 vehicles parked there at any one time;
- parking within the marked lines and bays;
- the use of generators being limited to specific hours;
- no other camping or fires being permitted;
- dogs being on lead at all times; and
- the prohibition of disposing grey and black water other than at a designated dump point.

Officers propose to keep the temporary CCTV system in place to monitor the site for data collection and to ensure those utilising the site are fully self-contained in accordance with the site requirements.

Council Plan/Key Strategic Activity

ECONOMIC

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

3.3 Greater Shepparton is a major destination for events and tourism (e.g., progression of the business case for the Greater Victoria Commonwealth Games bid).

Greater Shepparton 2030 Strategy

The Greater Shepparton 2030 strategy produced in 2006 by Coombs Consulting makes reference to encouraging tourism growth with strategy 1.1 stating support for new tourist-based enterprises to achieve an increase in bed stays and visits to the municipality, though no reference to the RV Market.

Greater Shepparton Economic Development, Tourism and Major Events Strategy.

Adopted in 2017, outlines in Strategy 44 to continue to promote Greater Shepparton to the RV and touring market.

Including:

Action 44.1 - Promote caravan parks in Greater Shepparton as key stop over locations for the traveling RV market.

Action 44.3 - Promote and develop Greater Shepparton's small towns as RV friendly towns leveraging from east west travel (Adelaide to Sydney)

Action 44.4 - Investigate further developing RV friendly facilities across Greater Shepparton.

Risk Management

The below table specifies potential risks to Council. A major concern is there is only one entry and exit to Douglas Street via road. If a major incident was to occur the potential to evacuate the site via road is limited. The risk to Council's reputation in the RV market space would improve with the provision of low cost or free camping space within the region, however, thought must also be to the visitor experience, of which there are limitations to the

Douglas Street site. Nevertheless, this site does seem to meet the expectations of the RV market.

Council enforces businesses such as caravan parks to meet legislation requirements. However, the proposal essentially provides a free RV camping area at a Council car park.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Trip hazard	Possible	Moderate	Medium	Regular review of the site and make appropriate repairs where necessary
Dumping of rubbish / grey water	Likely	Moderate	Medium	Signage has been installed noting penalties for dumping of rubbish and grey / black water Rubbish bins for waste have been installed CCTV monitoring is in place
Evacuation of the site if an incident was to occur (such as a fire) there is only one entrance and exit point	Rare	Major	Medium	Upgrade site access
Limb falling onto vehicle or person	Unlikely	Moderate	Low	Inspect trees by registered arborist
Potential loss of private investment into current caravan park infrastructure and employment if free camping is provided	Likely	Moderate	Medium	Continue to provide support and consultation to those businesses looking to expand or attract new investors. Limit the number of free sites available

Risks	Likelihood	Consequence	Rating	Mitigation Action
Potential to have backpackers and seasonal workers utilise the space who are not fully self-contained	Likely	Moderate	Medium	CCTV monitoring is in place as well as working alongside Local Laws and Tatura Police, ensure site is utilised as proposed with 3 sites only. Provision to clean up would be required (access to water, bins)
Fires from any prospective campfires lit	Unlikely	Moderate	Low	Signage to be installed prohibiting fires from being lit. Site would need to be policed regularly.
Positive reputation in the RV marketplace if the site (or alternative location) proceeds	Likely	Negligible	Low	Allow for promotion of the area to the RV market

Policy Considerations

There are no policy considerations associated with this report.

Financial Implications

Prior to the trial the car park has undergone resurfacing improvements, line marking, bin and signage installation, it is currently undergoing lighting upgrades. These were funded from the Council Capital Budget as this car park had been earmarked for renewal and upgrade as priority for a number of years.

Based on analysis of the trial, Council’s Local Laws team have stated they can provide resources to undertake enforcement of the site in the unlikelihood of those utilising the space not abiding by the regulations of the site as required as part of normal operations. To date, there has been no reported occurrences.

CCTV has proven to be a sound option for monitoring of the site during the trial, and the monthly cost of hiring camera, with data and technical support is \$384.45 per month, or alternatively purchasing a camera and base at a cost of \$6,025.80 with monthly ongoing fees, data storage and technical support at \$93.50 per month. It is proposed that these ongoing costs would be factored into the annual Economic Development Department tourism team operational budget.

In addition, from an overall marketing perspective, promotional costings are covered in the Economic Development Department destination’s marketing plan ongoing operational budget.

Legal/Statutory Implications

Greater Shepparton City Council, as per State Legislation, ensures that commercial caravan parks comply with regulations relating to safety, fire, amenity, environment and registration standards. By providing free camping facilities at a car park, the Council may be providing a form of camping that does not adhere to some or all of the above requirements. This has potential legal implications if, for example, something was to occur.

Camping without a permit also contravenes local law number 2.12 in Greater Shepparton. The law states:

2.12 Camping

- (a) A person must not, without a permit, camp on any Council land, on a public place, or on any privately owned land within the municipality except within a designated camping area.
- (b) A person who camps or who occupies a campsite on Council land or in a public place must at all times maintain the campsite in a clean and tidy condition.

The definition of 'camp' under the Local Law means to live in, sleep in, occupy or use a tent, makeshift structure, caravan, campervan, mobile home, prefabricated holiday unit or any vehicle (including under the vehicle) for sleeping all or part of a night or as temporary accommodation but excludes brief 'power napping' in a vehicle beside a highway for one hour or less.

There is an option for Council to make changes to Local Law 2.12 which permits camping in the Greater Shepparton municipality without a permit. The implications of making a broad change however would allow for camping right across the municipality and not in designated areas. To continue the RV site in Tatura would include the need to designate the car park in Douglas Street as a designated camping area, eliminating the need for a permit to camp in that area and then assess other proposals as needed.

Competitive Neutrality Principles are also a consideration in the provision of free camping locations. Designed to prevent unfair competition between all three levels of government and privately owned businesses by ensuring that all government bodies involved in the delivery of services within the same competitive market occurs on fair and equal terms with private operators.

Environmental/Sustainability Impacts

The possibility of environmental impacts on the area is likely. Whilst RV's have the capacity to hold their grey and black water, there is a high possibility that they will release their grey water into the gutter and/or on the grassed area close by. This contravenes Council's local laws 4.7(b) to discharge water onto a road or Council land.

The law states:

4.7 Discharge of Water Prohibited

A person must not, without a permit or contrary to the conditions of the permit cause or allow:

1. The direct or indirect flow of any irrigation water onto a road or Council land;
2. The discharge of water onto a road or Council land, with the exception of stormwater which drains into a legal discharge point provided by Council; and/or
3. The discharge of water onto any land, including any land owned or occupied by that person, which enables such water to discharge onto a road or Council land.

Council's Local Laws team have stated they can help with the policing of the site in the event those utilising the space are not abiding by the regulations and requirements of the site. CCTV surveillance will also assist in monitoring the use of the site.

Access to information and facilities such as rubbish and recycle bin facilities as well as black water dump points are key to allowing the RV travellers to dispose of their litter and waste responsibly.

Social Implications

Offering an RV Friendly town shows the region is a destination that is welcoming, and seeks to cater to this market's needs. A strategic and coordinated approach to RV's within the region will help establish a positive reputation which potentially has the ability to increase returning visitor numbers; and to encourage new visitors to spend longer periods within the region.

The location of the site is at the rear of Hogan Street, increased foot traffic and expenditure in the Tatura township and the profile of the township will potentially be seen as favourable in the RV market space.

There is a chance that those utilising the site may be noisy, light a campfire, leave rubbish, dispose of grey or black water on the kerb side or a possibility of more than the proposed two to three vans on the site impacting on car park availability.

Economic Impacts

The provision of this site for the RV market has the potential to attract further visitation into Tatura thus providing economic stimulus to local Tatura businesses. Whilst statistics show that the RV market are traditionally not big spenders, the increase in traffic and the RV friendly profile of the township is beneficial.

During the Tatura trial, data has been collected via CCTV surveillance showing the site was utilised a total of 70 nights (with the trial concluding at the end June 2021). Surveys also showed the average spend per stay was \$446.42, with 90% of respondents spending on grocery shopping, 60% of respondents spending on fuel, 30% of respondents spending on dining out, 80% of respondents spending on general shopping including clothes, gifts and souvenirs and 10% of respondents spending on visiting tourist attractions (see attachment 'Survey Results').

Consultation

Consultation has been undertaken with members of the Tatura business community and nearby residents, Tatura Community Group, Tatura Police and the Community team at Greater Shepparton City Council. Users have also provided feedback via a survey (10 comments) and on the Wiki camps (12 comments).

Prior to the trial officers have met with the three caravan park operators in Tatura to gauge what they can individually provide for the RV market along with extensive discussion on their thoughts on Tatura providing free camping in direct competition with their businesses. All businesses were supportive on the basis that no more than three sites are offered only for fully self-contained vehicles, and no infrastructure such as power or water is supplied.

RV users' sample

27/11/20 – Stayed in Tatura at the free camping. Thanks, spent \$150.00 in the town, great local people.

20/3/21 - Lovely place for an overnight stay. Great idea for a small town. There should be more of them. Being so close to shops, cafes and Pubs makes it easier for us travellers.

5/7/21 - Please keep it open what a great little town to stop in.

1/5/21 - We travel in a 7.8-metre MH with a tow vehicle and had no trouble getting into the space to stay the night. I'm sure the fact that it is under 24-hour security is a great comfort, lovely town, we will be back for sure. Thanks Tatura.

Tatura businesses and directly impacted residents

Officers have also undertaken extensive consultation with the nearby business owners and residents that are situated in close proximity to the site and would be impacted the most. A survey was undertaken via Survey Monkey along with face-to-face visits by both local Tatura Community Plan Committee members and Council officers and the response was an outstandingly positive one to the proposal. Following the trial businesses have been contacted in person, via email and via phone conversations and all are in support of the RV Rest stop continuing in Tatura. Tatura Police have had no issues associated with the site and would like to see it continue.

Follow up consultation with the Tatura caravan parks has also been undertaken with the trial date ending, with the comments noted:

Hilltop Golf Club and Tatura Cabin and Caravan Park have noted that the site has not impacted their business trade at this time and are happy for the site to continue for Tatura. Country Gardens Caravan Park have noted that they are non-conclusive in the impacts to their business with COVID-19, however supportive on the provision that only three sites are allocated and there is no infrastructure added.

Response from Council's Local Laws

In addition, Council's Local Laws team have stated they can help by policing the site in the unlikelihood of those utilising the space are not abiding by the regulations and requirements of the site. To date, there has been no reported occurrences.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep interested parties up to date on the site (including Community plan group)	Email / Phone calls / meeting attendance
Consult	Consult and discuss the program with industry and business	Email / Phone calls / meeting attendance
Involve	Keep interested parties up to date on the site (including Community plan group) and encourage word of mouth / social media promotion	Email / Phone calls / meeting attendance
Collaborate	Marketing of the site and township to the RV market	Marketing such as print, social and encourage word of mouth

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 produced in 2006 by Coombs Consulting makes reference to encourage tourism growth with strategy 1.1 stating support for new tourist-based enterprises to achieve an increase in bed stays and visits to the municipality, though no reference to the RV Market.

b) Other strategic links

- Greater Shepparton Economic Development, Tourism and Major Events Strategy. Adopted in 2017, outlines in Strategy 44 to continue to promote Greater Shepparton to the RV and touring market. Including:
 - Action 44.1 - Promote caravan parks in Greater Shepparton as key stop over locations for the traveling RV market.
 - Action 44.3 - Promote and develop Greater Shepparton's small towns as RV friendly towns leveraging from east west travel (Adelaide to Sydney)
 - Action 44.4 - Investigate further developing RV friendly facilities across Greater Shepparton.

Conclusion

The RV market continues to grow and there is an increase in RV rest areas throughout Australia, some that provide toilet and shower provisions and others that are just an empty clearing with no facilities at all. Whilst RVer's will utilise caravan parks at times, there is a growing number looking at free options.

Whilst there are numerous reports from RVer's of the benefits they bring, their largest expenditure is on fuel and basic provisions. The RV market is a growing market, and the successful trial has shown there are some benefits to continuing to provide a RV Rest stop in Tatura, with a recommended review again in three years' time.

To further support this segment going forward within the municipality other small towns that are wishing to investigate additional RV Rest Stops should be assessed on an individual case-by-case basis based on a number of key factors. To help underpin this in the longer-term Council should develop a RV strategy as part of the next Economic Development Tourism and Major Events Strategy.

Attachments

1. Tatura RV Survey Data All 210602 [12.1.1 - 9 pages]

12.2 International Engagement Policy Review

Author Economic Development Project Officer
 Approved by Director Sustainable Development
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council re-adopt the International Engagement Policy as attached to this report.

Executive Summary

The International Engagement Policy was adopted at the June 2017 Ordinary Council Meeting and was last reviewed in February 2019. The policy has now been reviewed by Council officers with an administrative change to the review date for June 2023 and an additional amendment ensuring that Federal and State Government Affairs Policies are also considered when undertaking international liaison efforts.

The International Engagement Policy assists Council in taking appropriate measures when considering entering into a Friendship or Sister City agreement, managing delegations, determining which international visits are most appropriate for Council representatives to attend and maintaining current Friendship and Sister City Relationships.

Report Detail

This International Engagement Policy was adopted in 2017 and officers seek to re-adopt the policy as it is intended to aid Council in taking the appropriate measures when entering into a Friendship or Sister City agreement, managing delegations, deciding what international visits are most appropriate for Council representatives to attend and maintaining current Friendship and Sister City Relationships.

The International Engagement Policy consists of four major areas:

1. Sister City and Friendship City Agreements

The following Selection Criteria will be considered by Council when determining whether Council should enter into a Sister City or Friendship City Agreement:

- Economic and Social benefits that the relationship would create for Greater Shepparton.
- The likelihood of increasing the potential for trade between the two cities.
- Synergies that exist between the two cities and whether a clear demand exists for Greater Shepparton product or the opportunity to attract investment or imports.

- The potential to establish international student placement opportunities in conjunction with local Universities and GOTAFE.

Each Sister City and Friendship City Agreement should feature the following within the agreement:

- A sunset clause
- A 12-month review period
- Agreed outcomes
- The opportunity to extend the formal relationship
- A clear purpose of the agreement

2. Delegations and Business visits

The following Selection Criteria will be considered by Council when determining whether Council should host an international delegation:

- A clear intention of the visit has been articulated by the potential visitor and there is also a clear understanding of the potential outcomes that can be created as a result of the visit.
- The visit aligns with the International Engagement Strategy and the key objectives within the strategy.
- Visit fits within allocated budget constraints.
- Federal and State Government affairs policies.

3. Invitations to International Cities

The following Selection Criteria will be considered by Council when determining whether Council will accept an international invitation:

- A formal invite has been received from the City.
- Local Greater Shepparton businesses are interested in joining the delegation to visit.
- A clear purpose of the invite has been articulated by the City or State, authorities/government and there is a clear understanding of the potential outcomes that can be created as a result of the visit.
- The visit aligns with the International Engagement Strategy and the key objectives within the strategy.
- The visit is a priority taking into consideration other intended overseas visits for the financial year if any.
- Whether there is budget available to allow for the visit.

4. Maintaining current Sister and Friendship City relationships

- All relationships should have a focus on creating both economic and social benefits.
- All relationships should demonstrate economic progression and create opportunities for local business.
- All existing relationships should align with the direction of this policy and the International Engagement Strategy.
- Should it be determined that existing relationships are not achieving economic and social outcomes and do not align with the International Engagement Strategy, the relationship should be considered not a priority. If a sunset clause applies to the relationship, the relationship should not be extended.
- Focus should be applied towards existing prosperous relationships and also entering into relationships with other international cities where benefits can be created between our region and the city.

Council Plan/Key Strategic Activity

This policy aligns with the actions that are outlined within the International Engagement Strategy.

The strategy is also consistent with the vision and strategic goals of the Greater Shepparton City Council: Council Plan 2017-2021.

In particular, it relates to the following:

- Goal 3: Economic Prosperity

Risk Management

There are no adverse risks associated with the adoption of this policy. This policy has been developed to mitigate risks by outlining an approach when dealing with international inquiries and the managing of relationships.

Policy Considerations

The policy aligns with existing Council policy and also Council's strategic direction which includes The Council Plan 2017-2021, the International Engagement Strategy and the Economic Development Tourism and Major Events Strategy 2017-2021

Financial Implications

The adoption of the International Engagement Policy does not have any direct financial or budgetary implications for Council. The proposed policy has been developed to assist in ensuring a consistent and transparent process when dealing with international inquiries and managing relationships which would also assist in guiding council with associated expenditure.

Legal/Statutory Implications

There are no legal/statutory implications associated with the adoption of the International Engagement Policy.

Environmental/Sustainability Impacts

There are no adverse environmental impacts associated with the adoption of the International Engagement Policy.

Social Implications

There are no adverse social impacts associated with the adoption of the International Engagement Policy.

Economic Impacts

The International Engagement Policy aims to support Council with decision making when dealing with international inquiries and the managing of relationships. The ultimate aim of the International Engagement Strategy which outlines within its actions the requirement of developing an International Engagement Policy, is to enhance economic outcomes for the Greater Shepparton region by increasing overseas awareness of the regions strengths and linking overseas investors with locals.

Consultation

Officers believe that appropriate consultation has occurred in regards to the re-adoption of the International Engagement Strategy which outlines the requirement for an International Engagement Policy.

Strategic Links

a) Greater Shepparton 2030 Strategy

- Topic: Economic Development

Theme: Agriculture and Rural Land – Objective 3 - To develop and promote the municipality as a regional centre for food and primary industry research and development.

Theme - Economic Development

Objectives:

- To support developing and emerging agribusinesses and their increasing requirement for high technical infrastructure.
- To develop and promote the municipality as a regional centre for food and primary industry research and development.
- To provide increased opportunities for local job creation.
- To sustain a growing and diverse industrial base.
- To encourage tourism growth and in particular promote the tourism opportunities of the irrigated rural landscape and the food growing and processing industries.

b) Other strategic links

- Economic Development Tourism and Events Strategy 2017-2021

Conclusion

The purpose of the International Engagement Policy is to aid Council in taking the appropriate measures when entering into a Friendship or Sister City agreement, managing delegations, deciding what international visits are most appropriate for Council representatives to attend and maintaining current Friendship and Sister City relationships.

Attachments

1. International Engagement Policy - Version 2 [12.2.1 - 5 pages]

13 Infrastructure Directorate

13.1 Appointment of Members to the Greater Shepparton Aerodrome Advisory Committee 2021- 2023

Author Manager – Works and Waste
 Approved by Director Infrastructure
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

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

RECOMMENDATION

That the Council:

1. **appoint the following Commercial Aero Operations representatives, Shepparton Aero Club representative and Community Representatives to the Greater Shepparton Aerodrome Advisory Committee for a period of two years commencing on 1 July 2021 and concluding on 30 June 2023:**
 - **Simon Greig**
 - **Michael Muller**
 - **Tom Garrett**
 - **Ken Muston**
 - **Chris Gregory**
 - **Allan Cole**
2. **formally acknowledge and thank Barrie Halliday, Susan Carroll and Karen Gurney for their outstanding contributions as they conclude their terms of memberships on the Shepparton Aerodrome Advisory Committee.**

Executive Summary

The term of appointment of the existing Aerodrome Advisory Committee has expired. Council called for nominations to fill vacant positions by way of Public Notice in the Shepparton News on 23 and 30 April 2021. Council Officers have assessed the six applications received.

The purpose of this report is to consider the applications received and appoint members to fill the vacant positions on the Committee.

Report Detail

Background

The purpose of the Greater Shepparton Aerodrome Advisory Committee is to provide advice to Council in relation to the ongoing functioning and performance of the Shepparton Aerodrome.

In accordance with the Terms of Reference for the Committee, membership shall comprise of a minimum of five members and a maximum of nine members, appointed by resolution of the Council. The composition of the Committee must be as follows:

- Up to three representatives from the Commercial Aero Operations
- Up to one representative from the Shepparton Aero Club
- Up to four Community Representatives
- One Councillor

The term of office for appointed members will be for two years commencing with the date of appointment.

Council called for applications to fill vacant positions by way of public notice in the Shepparton News on 23 and 30 April 2021. The recommended candidates were selected from the Expressions of Interest received.

Applicants were asked to outline relevant qualifications, skills and experience that could contribute to the management and development of the Greater Shepparton Aerodrome Advisory Committee. They were also asked to provide details to support their application.

Two nominations were received from the Commercial Aero Operators for the three available positions, these nominations are:

- Allan Cole (Gawne Aviation Pty Ltd)
- Christopher Gregory (Gawne Aviation Pty Ltd)

One nomination was received for the Shepparton Aero Club position on the Committee, this nomination was from:

- Simon Greig

Three nominations were received for the Community positions on the Committee, these nominations are:

- Michael Muller
- Ken Muston
- Tom Garrett

Councillor Rob Priestly will continue as the Council representative for the Committee.

It is disappointing that there were no female applications for the vacant positions. In an attempt to improve the gender balance on this Committee, Council Officers will work with the Committee once appointed with a view to co-opt female representatives to the vacant Committee positions.

From the nominations received Council Officers recommend the following candidates be appointed:

- Michael Muller
- Tom Garrett
- Ken Muston
- Chris Gregory

- Allan Cole
- Simon Greig

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

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

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Lack of communication between the committee and Council.	Possible	Minor	Low	A Councillor is an appointed member of the Aerodrome Committee to provide a communication channel and directions.
Advisory Committee members not covered under Council's insurance policy.	Possible	Minor	Low	Any recommendations made by the committee are referred to Council for final decision
Non-compliance with Assembly of Councillors requirements under the Local Government Act 1989	Possible	Minor	Low	Minutes of all meetings of the Greater Shepparton Aerodrome Advisory Committee are submitted to Council in accordance with the Act.

Policy Considerations

There are no conflicts with Council's existing policies and this process is in accordance with the Shepparton Aerodrome Advisory Committee Terms of Reference.

Financial Implications

There are no financial implications associated with this recommendation.

Legal/Statutory Implications

There are no legal or statutory implications associated with this recommendation.

Environmental/Sustainability Impacts

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

Social Implications

There are no adverse social implications associated with this recommendation.

Appointing community members to the committee will assist in engaging with the community and increase stakeholder participation and pride in their local community.

Economic Impacts

There are no economic impacts associated with this recommendation.

Consultation

An email was sent to the present members of the Greater Shepparton Aerodrome Advisory Committee to advise them that a public notice calling for applicants was advertised in the Shepparton News. Attached to this email was a copy of the application form for appointment to Greater Shepparton Aerodrome Advisory Committee.

A public notice calling for applications from members interested in joining the committee was advertised in the Shepparton News on Friday 23 April 2021 and Friday 30 April 2021. This was also advertised on the Council website.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Nil

Conclusion

Officers recommend that Council appoint Simon Greig, Michael Muller, Tom Garrett, Ken Muston, Chris Gregory and Allan Cole to the Greater Shepparton Aerodrome Advisory Committee for a two-year term commencing on 1 July 2021 and concluding on 30 June 2023 and acknowledge and thank the outgoing committee members for their contribution to the Shepparton Aerodrome Advisory Committee.

Attachments

Nil

13.2 Road Discontinuance of Part Impey Street, Murchison

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

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

1. **determine that the western part of Impey Street abutting Gregory Road, Murchison, being a parcel measuring 2388m², is not required for public use as a road and that it be formally closed;**
2. **determine that the land referred to in number 1 above be sold to the owner of the abutting property at 25 Gregory Road, Murchison and consolidated with the title to that allotment.**
3. **give notice of the road closure in the *Victorian Government Gazette*; and**
4. **authorise the signing and sealing of all documentation for Council to complete the road closure and transfer of the land referred to in number 1 above to the abutting property owner at 25 Gregor Road.**

Executive Summary

Council has been approached by the owner of a property at 25 Gregory Road Murchison to purchase a section of road that splits his property into two separate non-adjointing portions. At its meeting on 18 April 2021, Council resolved to advertise the road discontinuance. The discontinuance of this road has been advertised and no objections were received. Council is now being asked to formalise the closure and sale of this piece of land as part of this report and recommendation.

Report Detail

At its meeting on 18 April 2021, Council resolved to advertise the discontinuance and sale of this road section to the abutting land owner at 25 Gregory Road, Murchison.

Council has undertaken consultation with local authorities to identify if there are assets within the road reserve, including APA, DELWP, Goulburn Murray Water, Goulburn Valley Water, Origin, Powercor, Telstra, VicRoads and VicTrack.

Vic Roads, Goulburn Murray Water, VicTrack, Goulburn Valley Water and DELWP responded in writing confirming that there are no assets within the road reserve and have no objections to the road being discontinued.

The discontinuance of this part of the road has been publicly advertised in the Shepparton News and no objections were received to this proposal.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

ECONOMIC

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

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

BUILT

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

4.1 Growth is well planned and managed for the future.

4.2 Urban and rural development is sustainable and prosperous.

Risk Management

No significant risks have been identified with this proposal. Consultation has taken place and no objections were received. The process for this activity is well established and has been completed previously without issue.

Policy Considerations

This proposal does not conflict with any existing Council policies.

Financial Implications

The sale of this part road will generate an income to Council which will be payable to Council during the next financial year. The amount that will be payable is subject to an independent valuation being conducted on this land.

Legal/Statutory Implications

The discontinuance and sale of this part of the roadway will be undertaken in accordance with the *Local Government Act 1958* and the *Sale of Land Act 1962*.

Environmental/Sustainability Impacts

No adverse environmental or sustainability impacts have been identified with this proposal. The transfer of land to the owner of the abutting property will enable a better outcome for the owner.

Social Implications

This proposal will provide a better outcome for the owner of the property due to the consolidation of this land into one title.

Economic Impacts

All costs associated with this discontinuance will be paid for by the abutting property owner. The abutting property owner will also pay whatever the road is valued at. The price of the road is unknown at this stage but a valuation is being undertaken.

Consultation

Consultation has been undertaken with various Council Departments including Planning, Strategic Assets, Projects, Parks, Sport and Recreation, Risk and Council's Environmental team who had identified the site as a possible tree planting site. Each department has indicated their support for this proposal.

Council consultation has also been undertaken by Council officers to identify if there are assets within the road reserve, including APA, DELWP, Goulburn Murray Water, Goulburn Valley Water, Origin, Powercor, Telstra, VicRoads and VicTrack.

Vic Roads, Goulburn Murray Water, VicTrack, Goulburn Valley Water and DELWP responded in writing confirming that there are no assets within the road reserve and that they have no objections to the road being discontinued and sold to the abutting owner.

This matter has been advertised in the Shepparton News and no submissions were received.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Nil

Conclusion

That Council determine that the part of Impey Street referred to in this report is not required for public use and may be discontinued and sold to the abutting owner of the property at 55 Gregory Road, Murchison.

Attachments

1. Plan of Road Closure - Impey Street, Murchison [13.2.1 - 1 page]

13.3 Recommendation to Award Contract No. 2136 Construction Vibert Reserve Pavilion Redevelopment Stage 3

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

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

- 1. accept the tender submitted by Crow Constructions Pty Ltd for Contract No 2136 Construction Vibert Reserve Pavilion Redevelopment Stage 3 for the Lump Sum price of \$4,104,995.40 (GST inclusive).**
- 2. authorise the Chief Executive Officer to sign and seal the contract documents.**

Executive Summary

This report recommends the appointment of a contractor to undertake the expansion of the Vibert Reserve Pavilion to accommodate the Shepparton South Community Centre and expand the Sporting Clubs Social Rooms as well as redevelopment the car park and landscaping.

Tenders were received from two local contractors. Crow Constructions Pty Ltd submitted a confirming tender and received the highest overall evaluation score.

It is recommended that Council award the contract to Crow Constructions Pty Ltd for the lump sum price of \$4,104,995.40 (GST inclusive).

Contract Details

The work to be performed under the contract is:

- Demolition of car park
- Relocation of water tanks and irrigation system
- Construction of new car park, car park lighting and landscaped areas including irrigation, playground area and maintenance entrance
- Construction of pavilion extension including structural, mechanical, electrical and hydraulic works, fire services, finishings and surveying

Tenders

Tenders were received from:

Tenderers
Crows Constructions Pty Ltd
Moretto Building Pty Ltd

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager Parks Sports and Recreation	Parks Sport and Recreation
Manager Projects*	Projects
Team Leader Building Maintenance	Building Maintenance
Project Manger	Projects

A Probity Advisor was involved throughout the tender process.

Both tenderers are Shepparton based contractors with suitable experience and both tendered appropriate methodologies and schedules. Both tenderers were interviewed to gain a more detailed understanding of their offers and work through any clarifications or departures to ensure the parties could enter into a contract on mutually agreeable terms.

Crow Constructions achieved slightly higher scores across most of the non-price evaluation criteria, which was reflective of their tender being generally more thorough in addressing those criteria. Crow Constructions' tendered price was 1.5% higher than the lowest tender, however this was more than offset by their higher non-price evaluation criteria scores. Crow Constructions achieved the higher overall tender score.

In their tender, Crow Constructions identified potential cost savings through the use of alternative materials. Such cost savings were not factored into the tender evaluation.

The Evaluation Panel assessed Crow Constructions as having the appropriate capacity and capability to carry out the works under this contract, having delivered successful outcomes on similar projects for Greater Shepparton City Council and other clients.

Probity Advisor summary statement

Craig Geddes, Partner at Dench McClean Carlson Pty Ltd was appointed as Probity Advisor on 5 May 2021 for the Request for Tender. Since that time, the Probity Advisor has received and relied on information and representations from Ms Belinda Collins, Contract Project Manager in relation to the RFT and has observed that the RFT process has been conducted in accordance with the Procurement Plan and generally accepted probity principles and is not aware of any probity issues that would prevent the recommendation made by the Tender Evaluation Panel in this report.

Name: Craig Geddes, Partner – Dench McClean Carlson **Position:** Probity Advisor

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50%
Capacity to Complete – Schedule & Methodology	10%
Relevant past experience and capability	20%
Environmental Sustainability	10%
Benefit to the Local Region	10%
Occupational Health and Safety Systems	Pass/Fail

Council Plan/Key Strategic Activity

SOCIAL

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

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

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

BUILT

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

4.4 Quality infrastructure is provided and maintained to acceptable standards.

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

Risk Management

This recommendation is considered to be low risk owing the past track record of the recommended tenderer.

Policy Considerations

Consideration has been given to the Procurement Policy in reaching this recommendation.

Financial Implications

The approved 2021/22 budget for this project is \$4,725,000. The recommended contractor's tender price for this component of the project is within the budget provisions. The balance of the project budget, \$978,186, is required to cover any required contingency and other construction stage services such as technical support from the Architect.

Approved Budget for this proposal ¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget \$	This Proposal GST Inclusive ² \$
4,725,000	3,746,814	-978,186	4,121,495.40

¹ Budgets are GST exclusive

² For Contract Award reports the GST inclusive expense shall match the amount reported in the recommendation

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

The successful Contractor is required to implement appropriate environmental protection measures during construction as required under the Contract.

The car park design has been redeveloped to retain many of the existing trees and consideration to environmental damage minimisation through using appropriate construction methods has been incorporated where appropriate.

Social Implications

No social impacts have been identified as a result of the recommendation to award this contract.

Redevelopment of the Vibert Reserve Pavilion will develop the space into a functional user appropriate space for the sporting club community as well as providing a space for skill development, social activities and support with the subsequent relocation of the South Shepparton Community House to Vibert Reserve.

Economic Impacts

The recommended tenderer is a local business and employs the majority of their staff from the Greater Shepparton municipality. The tenderer has also indicated that they will be using local sub-contractors and purchasing materials locally where possible in delivery of this Contract.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Infrastructure.

b) Other strategic links

- Nil

Conclusion

Crow Constructions achieved the highest tender evaluation score. The Evaluation Panel is satisfied that Crow Constructions has the necessary capacity and capability to successfully undertake works under this contract.

It is recommended that Council award Contract 2136 to Crow Constructions Pty Ltd for the Construction of Vibert Reserve Pavilion Redevelopment Stage 3.

Attachments

Confidential Attachment

14 Confidential Management Reports

The following report / report attachment has been designated confidential by the Chief Executive Officer under Governance Rule 107 and in accordance with the definition of *Confidential Information* in the Local Government Act 2020 (the Act).

- Item 13.3 - Awarding of Contract CN2136 Vibert Reserve Pavilion Redevelopment Stage 3 - Contract No. 2136 Moderated Evaluation Report - V 3 Post-Interview Stage.

This document contains information which is consistent with the definition of 'private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking disadvantage'.

15 Documents for Signing and Sealing

Nil Received.

16 Councillor Reports

16.1 Councillor Activities

16.1.1 Councillor Activities - July 2021

Author Senior Governance Officer
 Approved by Director Corporate Services
 Purpose For Noting by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council receive and note the summary of the Councillor's community interaction, briefing program and record of Assemblies of Councillors.

Councillor's Community Interaction and Briefing Program

From 1 July 2021 to 31 July 2021, some or all of the Councillors have been involved in the following activities:

- Parking Reference Group Meeting
- La Trobe University | Understanding Aboriginal Exemption - 'Black, White and Exempt - Aboriginal and Torres Strait Islander lives under Exemption'
- Greater Shepparton City Council - Community Panel | Handover of Council Plan Recommendations
- Sir Murray Bouchier Memorial - Coates Studio Foundry | Meeting and Inspection
- Rotary Club of Shepparton | Changeover Dinner
- Hockey Victoria | Junior State Boys Championships
- Rumbalara Aboriginal Cooperative | NAIDOC Week 2021 - Flag Raising Ceremony
- Heritage Advisory Committee Meeting
- NAIDOC Week 2021 | Elders Facility - Flag Raising Ceremony
- State Government Visit and Announcement | Completion of the Stage 2 Safer City Camera Network CCTV
- NAIDOC Week 2021 | Goulburn Valley Health - Flag Raising Ceremony
- NAIDOC Week 2021 | Taungurung Flag Raising Ceremony – Euroa
- Victorian Youth Week | Visit Rumbalara Elders Facility
- Tour of the Museum of Vehicle Evolution (MOVE)
- Yorta Yorta Nations | NAIDOC Week 2021 Celebrations
- NAIDOC Week 2021 | Family Day

- Disability Advisory Committee Meeting
- Positive Ageing Advisory Committee Meeting
- GV Health | Upgrade Emergency Department and NAIDOC Celebrations Luncheon
- Launch | Isa Kelly Art Exhibition
- Elders Luncheon and Greater Shepparton City Council - Councillors
- Inaugural Fruits of the Valley Cyclo Cross
- Launch | Piano Awards & Riverlinks Art Wall
- Murchison Swimming Pool Redevelopment & Information Evening
- Launch | Goulburn Murray Regional Prosperity Plan
- VLGA and LGiU Australia Global Live Panel Forum | Child Friendly Cities & Communities, COVID: The impact on children & young people
- 2021 Fairley La Trobe Virtual Lecture | Professor Glyn Davis AC
- Greater Shepparton Cultural Inclusion Roundtable – July Meeting
- Greater Shepparton COVID-19 Municipal Recovery – July Meeting
- MAV President - Cr David Clark visit to Council
- Greater Shepparton Sports Hall of Fame Advisory Committee Meeting
- Local Government Mayoral Advisory Panel Meeting

In accordance with section 106 of *Council's Governance Rules* the record of the records of the Assemblies of Councillors are attached.

Attachments

1. Record of Assembly of Councillors Heritage Advisory Committee 1 [16.1.1.1 - 1 page]
2. Record of Assembly of Councillors Affordable Housing Reference [16.1.1.2 - 1 page]
3. Record of Assembly of Councillors Heritage Advisory Comm [FA2L] [16.1.1.3 - 3 pages]
4. Record of Assembly of Councillors Affordable Housing Ref [JGKK] [16.1.1.4 - 1 page]
5. Record of Assembly of Councillors Affordable Housing Ref [AX2D] [16.1.1.5 - 1 page]
6. Record of Assembly of Councillors Heritage Advisory Committee 7 [16.1.1.6 - 3 pages]
7. Councillor Briefing Session 6 July 2021 [ZFCO] [16.1.1.7 - 2 pages]
8. CEO and Councillor Catch Up 6 July 2021 [CTTR] [16.1.1.8 - 1 page]
9. Councillor Briefing Session 13 July 2021 [RBRB] [16.1.1.9 - 3 pages]
10. Councillor Briefing Session 20 July 2021 [MLD6] [16.1.1.10 - 2 pages]
11. Councillor Briefing Session 27 July 2021 [AIJY] [16.1.1.11 - 3 pages]
12. CEO and Councillor Catch Up 27 July 2021 [EOS2] [16.1.1.12 - 1 page]

16.2 Council Committee Reports

Nil Received.

16.3 Notice of Motion, Amendment or Rescission

16.3.1 Universal Access Matching Grant Scheme - Commercial Properties - Investigation and Reporting

Author Cr Summer
Approved by Chief Executive Officer
Purpose For Decision by Council

Cr Summer has given notice that she will move:

RECOMMENDATION

That the Council,

- Investigate options for a Universal Access matching grant scheme for commercial properties within Greater Shepparton.
- The investigation should include; financial implications, eligibility criteria, intended outcomes, alignment with current policies and likely uptake by the community.
- Results will be presented as a report within three months of this tabled motion, for consideration at the following Ordinary Meeting.

17 Urgent Business not Included on the Agenda

Nil Received.

18 Close of Meeting