

AGENDA

Greater Shepparton City Council

COUNCIL MEETING

3:00PM, Tuesday 19 October 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 19 OCTOBER 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 21 September 2021 Council Meeting as circulated, be confirmed.

8 Public Question Time

Nil Received.

9 Deputations and Petitions

Nil Received.

10 Community Directorate

10.1 Draft Universal Access and Inclusion Plan 2022-2026

Author Access and Inclusion 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:

- 1. endorse the Draft Universal and Inclusion Plan (UAIP) as attached to this report; and**
- 2. support the release of the Draft Universal Access and Inclusion Plan (UAIP) for public consultation for a period of 4 weeks commencing on 20 October 2021 and concluding on 19 November 2021.**

Executive Summary

Council has a statutory obligation under the Disability Discrimination Act to have a Disability Action Plan. The Universal Access and Inclusion Plan 2022-2026 (UAIP) fulfils this requirement, and builds on the successes of the previous plan, contributing to the development of a community which is accessible and inclusive of all.

The Draft UAIP has been developed utilising a broad consultation period over several months involving internal staff conversations, community workshops, pop-ups, a community survey, newspaper advertisements, social media and conversations with community members and service organisations. The Draft UAIP is now ready for formal feedback from the community and by placing it on public exhibition feedback obtained during this period will be included in a final UAIP to be presented to Council for endorsement early 2022.

Report Detail

Greater Shepparton City Council (GSCC) has had a Disability Action Plan or similar document since 2004. All Victorian councils have a Disability Action Plan (or a Universal Inclusion and Access Plan (UAIP)).

According to the Australian Human Rights Commission; *“an action plan is a way for an organisation to plan the elimination, as far as possible, of disability discrimination from the provision of its goods, services and facilities. Although the Disability Discrimination Act (DDA) defines action plans in terms of service provision, it makes sense to include employment policies and practices. In so doing, an organisation can more adequately address responsibilities under the DDA.”*

The latest iteration of the plan, the Universal Access and Inclusion Plan 2017-2021 is coming to the end of its lifespan. The Greater Shepparton Universal Access and Inclusion Plan 2017-2021(UAIP) has guided Council’s work in access and inclusion with the express aim of making Greater Shepparton more accessible and inclusive to residents and visitors alike.

Over the life of the Greater Shepparton Access & Inclusion Plan 2017-2021 there have been many significant achievements including but not limited to:

- Participation in the Good Access = Good Business Project
- Construction of three adult Changing Places in Greater Shepparton
- Development of a mobility map of the Central Business Districts of the four major townships on the municipality
- Assisting organisations in the smooth role out of the National Disability Insurance Scheme in Greater Shepparton.

Between April and August 2021 Officers have sought feedback from internal staff, service providers and the broader community to ensure community feedback helps to inform the development of Council’s UAIP. This has provided an opportunity for community members to have their say on the future direction of access and inclusion within the municipality.

Feedback received from the community has been used to inform in the development of the Greater Shepparton Universal Access and Inclusion Plan (GSCC UAIP) 2022-2026. Officers have consulted using a range of methods including internal conversations with staff, a community survey (hosted on Shaping Greater Shepparton) and was also made available in key locations across Greater Shepparton, workshops (virtual and in person dependent on COVID restrictions at the time), drop-in sessions, one to one sessions with community members and conversations with key stakeholders.

A snapshot of the key findings from the survey aspect within the first round of internal and community feedback includes:

Survey - Demographic Profile

- 98 respondents completed the survey
- The age range of the respondents included 15 to 84 years old with the majority of respondents aged between 35 to 44 years old (19.39%) and 45 to 64 years old (19.39%)
- Of the respondents 4% of participants identified as Aboriginal or Torres Strait Islander
- 10.31 % of the respondents were born overseas
- The highest category of respondents were people that described themselves best as a person who has a disability (37.89%), followed by ‘Other’ with 26.32%. 18.95% work in the disability sector and 16.4% care for a friend or family member with disability.

Survey - Feedback themes

Key themes identified through the survey included:

ACCESS AND INCUSION BARRIERS

- Footpaths and shared pathways are in poor condition, lack of accessible public transport and lack of disability awareness in the community. Lack of accessible shops and retail venues and lack of education and employment opportunities also featured in the top 5 priority areas.

ADVOCACY

- More accessible public transport, more social housing in Greater Shepparton, more special disability accommodation makes up the top 3 priority advocacy areas.

OTHER

- 61% of respondents believe that the action plan should be called the Greater Shepparton Universal Access and Inclusion Plan
- Only 42.7% of respondents believe that GSCC provides information in the community that is relevant in an appropriate format with the majority of respondents who did not believe information is provided in an appropriate format indicating that by 'post' is their preferred choice for the sharing of information (52.73%). This was closely followed by social media (43.64%) as a preferred option.
- In regards to community consultation the majority of respondents believed that consultation is carried out in an accessible and inclusive manner (50%) with only a marginal difference with those that don't (46%).

Other consultation - Feedback themes

The word cloud below shows access and inclusion improvement needs identified through other consultation methods outside of the survey:



Based on the feedback received via survey and other consultation methods a Draft UAIP has now been completed. Four key priorities have emerged and the UAIP's key actions have been developed in response to these areas:

1. Social: Our people feel connected, included and valued.
2. Built & Natural: Our people can participate in our built and natural environment.
3. Economic: Our people have a better choice of pathways that lead to education, employment and volunteering opportunities.
4. Leadership & Governance: Our people have a role in leading the way and are supported through good governance and policy direction.

Next steps

Councillors approve the Draft UAIP at the October 2021 Ordinary Council Meeting and invite the community to review the draft UAIP and provide feedback to refine the plan and to ensure the plan is consistent with what the community told us. Following this second round of community consultation the Executive Leadership Team and Council will have a final

opportunity to review the UAIP at Briefings before proceeding to an Ordinary Council Meeting for adoption.

Once the UAIP has been adopted by Council the plan will be registered with the Australian Human Rights Commission and implementation will commence.
 A summary of key dates can be found below.

Date	Details
April - July 2021	Internal consultation commences
14 June 2021	Community survey opens and closes
14 June - July 12 2021	Community Consultation workshops, drop ins, interviews, organisation workshops etc.
15 June 2021	Councillor Briefing on the community consultation
12 July 2021	Community survey closes and internal consultation closes
31 August to 7 September 2021	Internal feedback from Team Leader and other staff informing next version UAIP
15 September 2021	ELT Briefing – 1st Draft UAIP (# see note below)
28 September 2021	Councillor Briefing – 1st Draft UAIP
19 October 2021	OCM - Draft 2021-2025 1st UAIP
20 October to 19 November	Second feedback period internal and external on Draft – via Shaping Greater Shepparton *refining the UAIP
20 November to 20 December	2 nd Draft UAIP developed including cover art, imagery and design works
12 January 2022	ELT Briefing – 2 nd Draft UAIP
25 January 2022	Council Briefing – 2 nd Draft UAIP
15 February 2022	Council Ordinary Council Meeting – Final UAIP for endorsement of Council *include implementation and resource plan
15 February 2022	Publicise UAIP on website and commence implementation

Note this section of the table identifies the current status of the key dates.

Council Plan/Key Strategic Activity

SOCIAL

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

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

Risk Management

Council has a statutory obligation under the Disability Discrimination Act to have a Disability Action Plan. The Universal Access and Inclusion Plan will reduce Council’s risk of litigation by providing clear guidance and direction on priorities for action.

Policy Considerations

There are no conflicts with any current Council policy documents and follows as an extension to Council’s previous Universal Access and Inclusion Plan 2018-2021.

Financial Implications

Costs to develop the UAIP are allowed for in the current budget. The financial implications inherent in the action plan will be required to form part of the relevant Departments future budgets. An implementation and resource plan will be developed in conjunction with Councils request to adopt the plan early 2022.

Legal/Statutory Implications

Adoption of the Plan will ensure Council is either compliant with or actively supporting the following legislative arrangements:

International
United Nations Universal Declaration of Human Rights 1948
United Nations Convention on the Rights of Persons with Disabilities 2008
National
The Commonwealth Disability Discrimination Act 1992
National Disability Strategy 2010 – 2020
Commonwealth State Territory Disability Agreement 1991
Australian Standards 1428 – Design for Access and Mobility (2009)
Disability (Access to Premises- Building) Standard-2010
State
Victorian Disability Act (2006)
The Victoria Charter of Human Rights and Responsibilities Act 2006
The Local Government Act (2020)
Victorian State Disability Plan 2020-2023

Environmental/Sustainability Impacts

There have been no negative environmental/sustainable impacts identified for this recommendation.

Social Implications

The implementation of the Universal Access and Inclusion Plan 2022-2026 will provide many social benefits for all community members including:

- Improved health and wellbeing of people with disabilities due to greater community access at Council owned and operated facilities, events and festivals, parks and open spaces
- Improved feeling of social connectedness for people with disabilities of all ages
- Improved service delivery by all Departments of Council to people with disabilities
- Reduced attitudinal barriers experienced by people with disabilities
- People with disabilities participate in their community as citizens and experience same rights as everyone.

Economic Impacts

Through the implementation of the Universal Access and Inclusion Plan 2022-2026, the City of Greater Shepparton can demonstrate and promote itself as an inclusive and accessible destination which will attract a larger segment of the tourist market, which will also have a positive flow-on effect for local business.

Consultation

Officers have undertaken an extensive consultation process that involved both council staff and the wider community over a period of several months. The initial consultation period identified access and inclusion barriers to participation in Council activities and facilities

throughout the community which have been incorporated into the development of the Draft UAIP.

A number of methods were used to promote the opportunity to get involved in the development of the UAIP including:

Table 1. Engagement Tools

Website	<p>The UAIP survey and workshop bookings were advertised on the Shaping Greater Shepparton webpage. The page hosted information about the previous UAIP, project timelines, workshop and pop-up consultation details and the opportunity to book an individual session with the Inclusion and Access Officer.</p> <p>During the engagement period, a total of 394 visits were recorded to the site.</p>
Flyers	<p>Posters were distributed to more than 270 individuals and organisations. Posters were displayed across Council sites and other sites including Stellar Café, Connect GV and libraries in Shepparton, Mooroopna and Tatura</p>
Social media	<p>Social media posts occurred periodically throughout the consultation period on councils Facebook Pages to encourage participation in the consultation. Social media posts reached 193 over the engagement period.</p> <p>A number of individuals and organisations and individuals reposted and or shared the posts on their Facebook pages</p>
Email invitations	<p>Email invitations were sent to more than 270 people and organisations on the Access and Inclusion email list. Invitations were also distributed by other council officers via their professional networks.</p>
Newspaper Adds	<p>The community consultation was advertised in the Shepparton News and Shepparton Advisor from 12 June to 26 July. These newspapers are distributed throughout Greater Shepparton</p>
Local disability networks	<p>information regarding the consultation was provided to NDIS's Local Area Coordinator (Interreach) Greater Shepparton Network of Disability Service Providers along with all providers registered with the National Disability Agency is known as NDIA that provide Services in Greater Shepparton.</p> <p>Information regarding the consultation was provided to services providers working in the Access and Inclusion space including SCOPE, Rumbalara, The Ethnic Council Shepparton, WEDA Works to name a few.</p>

Table 2. Community Engagement activities

Communities Voice	A total of 303 voices were captured during the UAIP engagement period.
UAIP Survey	The UAIP survey formed the main form of engagement. Council received 98 responses. 48 in hard copy and 50 via the survey on the Shaping Greater Shepparton website.
Community workshops	A total of 4 workshops were made available for community members and service providers to attend
Pop-ups	Numerous drop-in sessions were run. The Access and Inclusion officer also visited Neighbourhood houses in Tatura & Murchison along with drop-in sessions in the Shepparton, Mooroopna and Tatura libraries. The Access and Inclusion officer also visited the social connections program in Mooroopna.
Internal and external stakeholder consultation	The Access and Inclusion officer conducted internal consultations with team and departments including; Aquamoves, Active Living, Works and Waste Cooperate Governance
Advisory and Community planning committees	Disability Advisory Committee Positive Ageing Advisory Committee Community Planning Committees Women's Charter

Officers believe that appropriate consultation for the first round of consultation has occurred and the matter is now ready for Council consideration before proceeding with consultation specific to the draft UAIP.

Strategic Links

a) Greater Shepparton 2030 Strategy

Report No 3: Community Life

2.2 The Direction – Community Life

Enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities in order to improve liveability and provide a greater range of community services.

8.1.2 Accessibility

8.2 Objective 2: To provide accessible environments in public spaces and new developments.

b) Other strategic links

Council Plan 2021-2025

Communication Style Guide (internal document)

Greater Shepparton Urban Design Manual

Infrastructure Design Manual

Conclusion

The Draft Universal Access and Inclusion Plan 2022-2026 has a broad scope designed to identify and address the barriers that all sectors of the community encounter in their day-to-day life. The Draft UAIP 2022-2026 outlines the ways in which Council intends to improve access and inclusion for all citizens.

Councils support a second round of community consultation to seek specific feedback on the Draft UAIP before adopting the final UAIP. This will ensure the community has been provided with many opportunities for input and that the final UAIP is a plan that reflects the important inclusion and access priorities as voiced through the Greater Shepparton community and internal Council staff.

It is desirable therefore that Council approve the public exhibition of the Draft Universal Access and Inclusion Plan (UAIP) 2022-2026 for a 4-week period to seek formal community feedback before the finalisation of the UAIP early 2022.

Attachments

1. Universal Access and Inclusion Plan [10.1.1 - 15 pages]

11 Corporate Services Directorate

11.1 Financial Plan 2021-2031

Author Senior Financial Analyst
 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 Financial Plan 2021-2031 as attached to this report.

Executive Summary

The Financial Plan 2021-2031 is prepared as part of Council's integrated approach to reporting. It supports the Community Vision and Council Plan by guiding how the community's needs and aspirations will be financially resourced.

The document forecasts Council's finances over the next 10 years based on assumptions about the future, and these results are evaluated against financial performance indicators. As part of good financial management practices, the Financial Plan is regularly reviewed to continually assess Council's financial sustainability using the most up to date information.

Community engagement for the Financial Plan was undertaken via the Shaping Greater Shepp webpage which included information about the Financial Plan, a survey and the opportunity to discuss the Financial Plan with the Manager Finance and Rates.

Report Detail

The Financial Plan is a 10-year forecast of Council's finances that guides how the community's needs and aspirations in the Council Plan & Community Vision will be resourced.

Under Section 91 of the Local Government Act 2020, Council must develop, adopt and keep in force a Financial Plan by 31 October in the year following a general election.

The Financial Plan reports the following information, utilising assumptions about the future:

- Describes the Integrated Reporting Framework
- Financial Policy Statements
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Financial Performance Indicators

- Statement of Human Resources
- Summary of Planned Human Resources

The assumptions applied to the Comprehensive Income Statement are explained in the Financial Plan. A summary of the projected financial results is as follows:

- Liquidity (i.e. working capital) is maintained above 100% throughout the Financial Plan.
- Asset renewal and upgrade / depreciation over the 10 years (commencing 21/22) averages to 100%.
- An adjusted underlying operating surplus is projected to be achieved in 2026/2027.
- Borrowings of \$12m are forecast to be drawn down in 2021/2022. No further borrowings are projected in the Financial Plan, and Finance will continue to assess our financial position throughout the year to determine if the full \$12m scheduled for this financial year is required.

Whilst every attempt is made to produce accurate forecasts, Council recognises the Financial Plan is a rolling plan. There are a number of dynamic variables that may influence the outcomes expressed in the Financial Plan, including the rate capping framework, grants received and growth in the number of properties. Therefore, the financial statements and indicators in the Financial Plan will be regularly reviewed post adoption to re-assess Council's financial sustainability with up-to-date information.

In accordance with deliberative engagement practices, community engagement was undertaken via the Shaping Greater Shepp webpage which included information about the Financial Plan, a survey and the opportunity to discuss the Financial Plan with the Manager of Finance and Rates. The survey responses were designed to guide the preparation of the Financial Plan, and the detailed results are attached to this report. It is, however, important to acknowledge the relatively small response in comparison to the total population of the municipality so caution should be exercised when reading this information.

In addition, the engagement undertaken for the Community Vision and Council Plan is linked to the Financial Plan. The Financial Plan describes the resources available to fund the outcomes from the Community Vision and Council Plan.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
The assumptions in the Financial Plan are not accurate.	Possible	Moderate	Medium	The Financial Plan is regularly reviewed to ensure assumptions are updated (taking into account the current economic environment and other information available at that point in time).
Poor income and expenditure forecasts that affect the validity of the financial indicators.	Possible	Major	High	Consistent messaging and communication between Finance, the Executive and the organisation on the importance of accurate budgeting/forecasting.

Policy Considerations

The Financial Plan directly takes into consideration the following policies:

- Asset Management Policy
- Borrowing Policy
- Community Engagement Policy
- Investment and Cash Management Policy

Financial Implications

The Financial Plan forecasts the income, expenses, financial position, capital works and human resources to deliver on the outcomes from the Community Vision and Council Plan. This is a key strategic document to ensure Council plans for a financially sustainable future, and is regularly reviewed and re-assessed using up to date information available at that time.

Legal/Statutory Implications

Under Section 91 of the Local Government Act 2020, Council must develop, adopt and keep in force a Financial Plan by 31 October in the year following a general election.

Therefore, the Financial Plan must be adopted by Council before 31 October 2021.

Environmental/Sustainability Impacts

In March 2020, Greater Shepparton City Council declared a Climate Emergency and adopted a 2030 Zero Carbon Emissions target. The Financial Plan supports this target, and includes a capital allocation to action initiatives under Council's 2030 Zero Emissions target.

Social Implications

No social implications have been identified.

Economic Impacts

Council's activities influence the local economy, in particular, capital works undertaken in the region. The Financial Plan outlines Council's anticipated expenditure over the next 10 years which supports our local economy.

Consultation

Consultation with the community was undertaken utilising the Shaping Greater Shepp webpage. This included information on the Financial Plan, a survey and the opportunity to speak with the Manager Finance and Rates to discuss the Financial Plan.

In addition, the engagement undertaken for the Community Vision and Council Plan is linked to the Financial Plan. The Financial Plan describes the resources available to fund the outcomes from the Community Vision and Council Plan.

The survey opened on Monday 16 August 2021 and closed on Wednesday 8 September 2021. 44 survey responses were received and one person elected to meet with the Manager Finance and Rates. The survey responses are attached to this report. It is, however, important to acknowledge the relatively small response in comparison to the total population of the municipality so caution should be exercised when reading this information.

The information on the webpage and the survey questions were written using plain language where possible to engage a wide audience. The questions in the survey were designed to gain a greater understanding of the community's perception of Council finances; to highlight that there are limited resources and sometimes a trade-off is required; and to see how comfortable the community is with the various tools we can utilise to remain financially sustainable (such as disposing of underutilised assets, increasing user fees and taking out borrowings).

The responses highlighted a wide range of views. Key take-aways from the survey include:

- 55% were aware of the Community Vision and Council Plan
- 40% said the cost of optional services should be covered by the user, with a further 40% stating that it depended on the type of service (i.e. some should be cost recovery, others should be subsidised by rates).
- 66% supported Council taking out borrowings to help finance big capital works.
- When asked how we should fund the cost of responding to climate change, taking up grant funding opportunities (88%), reducing costs elsewhere (35%) and taking out borrowings (25%) were the most popular selections.

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

- Community Vision
- Council Plan 2021-2025
- Revenue and Rating Plan 2021-2025

Conclusion

The Financial Plan is a 10-year forecast of Council's finances that guides how the community's needs and aspirations in the Council Plan and Community Vision will be resourced.

Community engagement was undertaken via the Shaping Greater Shepp webpage to guide the preparation of the Financial Plan.

The Financial Plan 2021-2031 is presented for adoption.

Attachments

1. Financial Plan 2021-2031 Survey - Summary Report with Comments [11.1.1 - 17 pages]
2. Greater Shepparton City Council Financial Plan - Updated [11.1.2 - 48 pages]

11.2 September 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 September 2021 Monthly Financial Report.

Executive Summary

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

On 21 September 2021, Council adopted the 2021/2022 Q1 Adopted Forecast with an accounting surplus of \$21.43 million which is \$3.26 million more than the 2021/2022 Adopted Budget mainly due to additional capital grants. The capital works program of \$72.65 million is forecast to be expended during the 2021/2022 financial year which is an increase of \$1.07 million from the 2021/2022 Adopted Budget mainly due to re-budgeted items from 2020/2021.

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

The September 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 proposal.

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 three months ended 30 September 2021.

Attachments

1. September 2021 - GSCC Council Report - Monthly Financial Statements [11.2.1 - 11 pages]

11.3 Audit & Risk Management Committee - Unconfirmed Minutes - 11 August 2021

Author Team Leader Risk & 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 confirmed minutes of the 11 August 2021 Audit and Risk Management Committee as attached to this report.

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.

The purpose of this report is to present the confirmed minutes of the Audit and Risk Management Committee meeting held on 11 August 2021.

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 confirmed minutes of the 11 August 2021 Audit and Risk Management Committee (the Committee) note the following key points of discussion:

- Compliance with Local Government Act 2020;
- High Operational Risks;
- CEO verbal report including:
 - Preparation for state and federal funding;
 - Council Plan;
 - COVID impacts on budgeting and financial planning;
 - Maude Street redevelopment works;
 - Cosgrove 3, Cell 2;
 - Riverlinks Café;
 - SAM Café; and
 - Mental health and staff welfare.
- OH&S Risks;

- OH&S and WorkCover report;
- Insurance Claims;
- Project Risks for 4 major projects including:
 - Wyndham and Fitzjohn Streets intersection upgrade;
 - Maude Street – Vaughan to High Streets, stages 3 and 4;
 - Maude Street Mall redevelopment; and
 - Cosgrove 3 Landfill, Cell 2 construction.
- Fraud and corruption report;
- Disaster Recovery Plan;
- Overdue Audit Actions;
- Status Update of Internal Audits;
- Strategic Internal Audit Plan update;
- Publications of Interest;
- Assessment of Effectiveness of Internal Auditors; and
- Position Papers including:
 - AASB 15 and 1058 Grants Received in Advance;
 - AASB 1058 Volunteer Services; and
 - Cosgrove Landfill Provision and Airspace Asset.

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

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 confirmed minutes of the 11 August 2021 Audit and Risk Management Committee (ARMC) meeting were distributed to management for review.

The minutes were confirmed at the Audit and Risk Management Committee Meeting held on 9 September 2021.

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 Link

- Nil

Conclusion

In accordance with Charter requirements, the Audit and Risk Management Committee confirmed minutes from 11 August 2021 have been prepared and are presented to Council for noting.

Attachments

1. Audit & Risk Management Committee Unconfirmed Minutes - 11 August 2021 [11.3.1 - 28 pages]

11.4 Contracts Awarded under Delegation - September 2021

Author Team Leader, Contracts & 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;
3. note the Contracts awarded under delegated authority by a Manager; and
4. 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 28 August 2021 to 4 October 2021 and those that have been publicly advertised but are yet to be awarded as at 19 October 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
2185	Karibok Park Retardation Basin and Recreational Area – Lump Sum Contract	Construction of drainage basin and associated drainage works in Karibok Park	\$283,266.04	Apex Earthworks 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
2208	Merrigum Pool Hydraulics Upgrades – Lump Sum Contract	Renewal and upgrade works for in-ground hydraulic pipework and pool fittings at Merrigum Rural Outdoor Swimming Complex	\$128,430.80	Aquatic Mechanics Pty Ltd
2162	Design of Old Dookie Road/ Lockwood Road and New Dookie Road/ Wheeler Street Intersection upgrades – Lump Sum Contract	Preparation of functional design, detailed design, plan of subdivision and associated documentation sufficient to enable tendering for construction.	\$191,760.80	CAF Consulting Pty Ltd
2110	Structure Plans for Three Industrial Investigation Areas – Lump Sum Contract	Preparation of a Structure Plan for Investigation Areas in Wanganui Road Shepparton, Mooroopna North and Lemnos Locations	\$121,000.00	Niche Planning Studio Pty Ltd
2167	Cosgrove 2 Landfill Cell 4 Capping Installation GITA – Lump Sum Contract	Provision of quality assurance testing as required by the Geotechnical Inspection and Testing Authority during construction	\$146,256.00	SMEC Australia Pty Ltd
2171	Welsford Street Concept Designs – Lump Sum Contract	Preparation of concept designs and costs estimates for Welsford Street Stage 5	\$84,865.00	Stantec Australia Pty Ltd

Tendered Contracts Awarded under Delegated Authority by a Manager

Contract No.	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
2182	SAM Precinct Projects – Lump Sum Contract	Design of Healing Garden, Playground and BBQ Shelter for the Shepparton Art Museum (SAM) Precinct	\$54,950.50	Urban Initiatives Pty Ltd
2168	South Shepparton CINA Update 2021 – Lump Sum Contract	Provision of research, analysis and reporting services for the Community Infrastructure Needs Assessment – South Shepparton 2021	\$14,960.00	ASR Research Pty Ltd
2180	Mooroopna and Tatura CINA Update 2021 – Lump Sum Contract	Provision of research, analysis and reporting services for the Community Infrastructure Needs Assessment – Tatura and Mooroopna 2021	\$17,600.00	ASR Research Pty Ltd

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2181	Quantity Surveyor Services for the Sports Stadium and Events Centre, Shepparton - Lump Sum Contract	Provision of Quantity Surveyor services for the design of the Sports Stadium and Events Centre, Shepparton.	Under evaluation

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2199	Construction of Botanic Gardens Ave and Riverview Drive Shared Paths and Associated Works – Lump Sum Contract	Construction of a shared path on Botanic Gardens Ave and Riverview Drive. The works include drainage, asphalt path construction and associated furniture.	Awaiting confirmation of award
2159	Provision of Electrical Line Clearance Services – Schedule of Rates Contract	Provision of Powerline Tree pruning services in the Shepparton, Mooroopna and Tatura areas, to be carried out as required in accordance with Electrical Safety (Electric Line Clearance) Regulations 2020 for an initial 3 - year period.	Under evaluation
2191	Design and Construction of Solar PV Systems – Lump Sum Contract	Design, construction and commissioning of various sized solar photovoltaic systems for the Tatura Showgrounds, Arthur Dickmann Children’s Centre, Nancy Vibert Children’s Centre, Rodney Neighbourhood Kindergarten and GV U3A Building	Under evaluation
2091	Construction of Orchard Circuit Basin Pumping Station – Lump Sum Contract	Construction of a new stormwater pump station and associated works.	Under evaluation
2211	Construction of Katandra Main Road / Labuan Road Intersection - Lump Sum Contract	Replacement of the existing intersection with a staggered T-intersection and associated drainage works.	Under evaluation

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
2217	Goulburn Valley Highway Shared Path Stage 1 and Associated Works, Kialla - Lump Sum Contract	Construction works include drainage, asphalt path construction, kit bridge, boardwalk and associated furniture.	Under evaluation
2218	Supply and Installation of Perimeter Fence – Aquamoves and Cycling Precinct – Lump Sum Contract	Supply and installation of perimeter fencing at Greater Shepparton Cycling Precinct and Aquamoves indoor and outdoor treatment facilities.	Tender due to close on 27 October 2021
2002	Sports Precinct – Recirculation Pump – Lump Sum Contract	Supply and Installation of Recirculation Pumps and riser main at Sports Precinct, Shepparton.	Tender due to close on 27 October 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 28 August 2021 to 4 October 2021.

Attachments

Nil.

11.5 Instrument of Delegation to the Chief Executive Officer - S5

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

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

Executive Summary

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

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

Report Detail

The previous Instrument of Delegation from the Council to the CEO was authorised by resolution at a Council meeting held on 20 April 2021 and re-confirmed at a subsequent Council Meeting on 17 August 2021.

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

Only minor administrative changes (updating of dates) have been made to this instrument.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

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

Risk Management

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

Subscribing to the Maddocks service reduces the risk that legislative changes which have implications for the Council's delegations are not properly identified and implemented.

Policy Considerations

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

Financial Implications

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

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other Strategic Links

- Nil

Conclusion

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

Attachments

1. S5 - Instrument of Delegation Council to CEO - July 2021 Update [**11.5.1** - 4 pages]

11.6 Instrument of Delegation to Members of Council Staff - S6

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, in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolves that:

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

Executive Summary

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

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

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

The Instrument of Delegation to Members of Staff was last adopted by Council on 20 April 2021.

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

Report Detail

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

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

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

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

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

Risk Management

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

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

Policy Considerations

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

Financial Implications

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

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

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

Economic Impacts

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

Consultation

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

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Nil

Conclusion

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

Attachments

1. S6 - Delegation Council to Members - July 2021 Update [11.6.1 - 94 pages]

11.7 2020-2021 Annual Report

Author Team Leader - Marketing & Communications
 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 endorse the Greater Shepparton City Council Annual Report 2020-2021 for the year ended 30 June 2021, as attached to this report, including the Financial Statements and Performance Statement, as certified by the Auditor-General.

Executive Summary

The Annual Report is a requirement under the Section 131 of the *Local Government Act 1989* requires Council to prepare an Annual Report for the financial year just completed. A copy of this report must be provided to the Minister for Local Government within three months of the end of the financial year and the Council must then consider the report at a meeting of the Council within one month of its provision to the Minister. Council's Annual Report for the Financial Year 2020-2021 will be forwarded to the Minister on Thursday 30 September 2021.

Report Detail

The Victorian Local Government Act (1989) requires all Councils to present an Annual Report to the Minister by 30 September each year. This year an extension has been granted due to COVID-19 until the end of November. Importantly, the Annual Report provides an account of Council's performance to our community. It details Council achievements against the goals of the Council Plan and our performance against stipulated measures. It further provides an account of Council's financial management during the previous financial year.

The Annual Report is also an opportunity to acknowledge all the great activities that have happened across the municipality and note the challenges of COVID-19 that have impacted on operations during the year.

The Annual Report 2020-2021 contains:

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

Council Plan/Key Strategic Activity

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.

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

Risk Management

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

Policy Considerations

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

Financial Implications

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

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

	Approved Budget Estimate for this proposal ¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive ² \$
Revenue				
Expense	2000	TBC		TBC
Net Total	2000			

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

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

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts associated with this report. Only 50 copies are printed as the Annual Report is available online.

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic implications associated with this report.

Consultation

The Councillors, Executive Leadership Team, Senior Leadership Group and Council officers were all consulted in the preparation of the 2020-2021 Annual Report. No external consultation is required.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

2017-2021 Council Plan

Leadership and Governance:

- 1.3 Council demonstrates strong leadership and sound decision making in the best interest of the community.
- 1.4 Financial management is responsible and effective in responding to challenges and constrains with a focus on the financial sustainability of the Council.
- 1.5 Council is high performing; customer focused and is marked by great people and quality outcomes.

2020-2021 Greater Shepparton City Council Marketing Strategy

Conclusion

That Council receives and considers the Greater Shepparton City Council Annual Report 2020-2021 for the year ended 30 June 2021, including the Financial Statements and Performance Statement, as certified by the Auditor-General.

Attachments

1. DRAFT Greater Shepparton City Council Annual Report 2020 [11.7.1 - 204 pages]

11.8 Live Streaming and Publishing Recording of Council and Delegated Committee Meetings Policy

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 adopt the revised Live Streaming and Publishing Recordings of Council and Delegated Committee Meetings Policy as attached to this report.

Executive Summary

Following the Local Council Elections on 24th October 2020, the Governance team have reviewed the Live Streaming and Recording of Council Meetings Policy. The revised policy is now presented for adoption.

It is common for Council's across the State of Victoria to live stream many of their public meetings, such as Council Meetings and Delegated Committee Meetings. This policy ensures that Greater Shepparton City Council continues their commitment to improving accessibility and community participation in accordance with its Public Transparency Policy. It allows the public to view the meeting in real time from any location which is especially crucial in current times.

Report Detail

This policy was first adopted by Council on 20th September 2016. It ensured the community had better access to Council Meetings through the introduction of live streaming, with links to the recordings being published on the Council's website. Prior to the adoption of this policy, the only record of Council Meetings available to the public was via the public minutes posted on the Greater Shepparton City Council website. Whilst this document provided accurate record of resolutions from meetings, it did not reflect the level of detailed discussion and debate that Councillors engage in prior to reaching a decision.

Live streaming Council meetings allows residents to watch Council Meetings in 'real time' from an alternative location and instantly know what decision has been made, thus eliminating the need to travel, or having to wait several days to view public minutes.

The policy was then reviewed following the Local Government Elections on 22nd October 2016. This review only proposed minor administrative changes and the policy was formally adopted by Council on 20th June 2017.

Following the recent Local Government Elections on 24th October 2020, the Governance team have reviewed this policy and have updated it to reflect current operations, processes, and legislations. For example, such changes include updating references to the reflect the new *Local Government Act 2020* (the Act) and the impact of the COVID-19 pandemic on the public gallery. However, it is important to note that these changes do not change the overall purpose or intent of the policy.

The proposed changes to the revised policy include:

- Title changed to Live Streaming and Publishing Recordings of Council and Delegated Committee Meetings Policy. The policy now applies to Delegated Committee Meetings to ensure compliance with the *Local Government Act 2020* (the Act) as a result of the COVID-19 Omnibus (Emergency Measures) Act 2020. Under the Act, Meetings of a Delegated Committee should be streamed live or recorded, with the recording made available to the public.
- Council Meetings are now referenced to as Additional and Scheduled Council Meetings.
- The definition table has been updated with minor changes.
- Any references to the *Local Government Act 1989* have been replaced with the *Local Government Act 2020*.
- The wording on Attachment 1 – Public Gallery Notice has been updated to comply with the *Privacy Policy* and the *Privacy and Data Protection Act 2014* (Vic).
- References to the *COVID-19 Omnibus (Emergency Measures) Act 2020*, Council’s Governance Rules and the Virtual Meeting Procedure have been added.

It is recommended that the Council adopt this revised policy with the proposed changes as previously outlined.

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.

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 a number of potential risks associated with the live streaming of Council Meetings and they are addressed in the risk table below.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Privacy Concerns	Likely	Medium	Moderate	To address these concerns Council will need to comply with Victorian Privacy Legislation, which can be achieved through the placement of a sign at the entrance of the meeting location advising that the meeting is being recorded. The gallery will not be visible during the recording, only Councillors and Council staff. This method is most commonly used by other Councils.
Defamation	Likely	Medium	Moderate	To avoid any such occurrence, the chairperson or Chief Executive Officer may at any time during a meeting request that a live stream and/or recording be terminated.
Offensive Behaviour including Discrimination	Likely	Medium	Moderate	To avoid any such occurrences, the chairperson or Chief Executive Officer may at any time during a meeting request that a live stream and/or recording be terminated.
Technical issues resulting in the disruption of the live stream	Possible	Medium	Moderate	To avoid any such occurrences, staff will test equipment's prior to the meeting. If the disruption occurs during the meeting, the chairperson can adjourn the meeting to allow for the staff to resolve the issue. There is also a disclaimer included in the policy.

Policy Considerations

The revised policy has been reviewed and amended with reference to Council's existing Public Transparency and Privacy Policies. There are no conflicts with any other existing Council policies.

Financial Implications

There are no additional financial implications identified in the review of this policy. It should be noted however that there is an increase in cost associated with having the meetings recorded and streamed through the use of the Riverlinks staff and equipment. There was

feedback from the community on the significant benefits of using this technology to stream our meetings.

The cost is not replicated when meetings are held virtually and livestreamed using the Zoom feed.

Legal/Statutory Implications

Council must continue to comply with the *Local Government Act 2020 Privacy and Data Protection Act 2014* for the live streaming and publishing of Council Meeting recordings.

Environmental/Sustainability Impacts

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

Social Implications

Recording of meetings provides the community with greater accessibility to Council's decision-making process.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	All members of the public attending the meeting will need to be advised that meetings will be streamed live and recordings will be published on Council's website.	<u>External Communication:</u> <ul style="list-style-type: none"> Public Notice on Council Website Council Meeting Agenda Notice on meeting room entrance Announcement from Chair at the beginning of each meeting.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Nil

Conclusion

The review of this policy ensures that any recent legislative changes and other necessary amendments are incorporated. In addition to ensuring compliance with current legislation, it also meets the needs of the wider community, supports Council's Public Transparency Policy and reflects current Council operations. It is recommended that the Council adopt this revised policy.

Attachments

1. Live Streaming and Publishing Recordings of Council and Delegated Committee Meetings Policy 37. PO [11.8.1 - 11 pages]

12 Sustainable Development Directorate

12.1 Awarding of Grants under the Heritage Conservation Grants Program 2021/2022

Author Senior Strategic Planner
 Approved by Director Sustainable Development
 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 note the successful applicants of the Heritage Conservation Grants Program 2021/2022 as outlined below (in no particular order):

Address	Works to be funded	Cost (excl. GST)	Cost (incl. GST, if relevant)
305 Dookie-Gowangardie Road, Mount Major (Dookie Cemetery)	Restoration of headstone plinths	\$3,966.00	\$3,966.00
19 Dunkirk Street, Shepparton (Churchill)	Weatherboard and verandah repairs, and external painting	\$5,454.55	\$5,454.55
54 Rea Street, Shepparton (House)	Weatherboard and verandah repairs, and external painting.	\$4,545.45	\$4,545.45
1320 Stewart Road, Dhurringile (former POW Camp 1)	Building stabilisation works and tree removal	\$9,786.45	\$9,786.45
80 Gowrie Park Road, Tatura (Gowrie Park Homestead)	Cellar restoration	\$7,235.00	\$7,958.50

Address	Works to be funded	Cost (excl. GST)	Cost (incl. GST, if relevant)
12 Rushworth Road, Murchison (House)	Fence restoration	\$3,139.10	\$3,139.10
36-42 High Street, Shepparton (former Union Bank of Australia)	Various roof repairs	\$14,940.00	\$16,434.00
8 Acacia Street, Shepparton (Albanian Mosque)	Replacement of asbestos roof and guttering	\$15,000.00	\$16,500.00
1 Rushworth Road, Murchison (Kestell, House)	Verandah repairs	\$7,330.90	\$7,330.90
50 Ferguson Road, Tatura (House)	Verandah repairs	\$1,354.55	\$1,490.00
2 Alexandra Street, Mooroopna (St Andrew's Uniting Church and Hall)	External painting, led light window and gutter repairs	\$7,248.00	\$7,972.00
Total		\$80,000	\$84,577.00

Executive Summary

In July 2021, Council launched the Greater Shepparton Heritage Conservation Grants Program (the Program) for the 2021/2022 financial year.

The Program is an initiative of the Greater Shepparton Heritage Advisory Committee (the Committee), which was established by Council at the Ordinary Council Meeting held on 17 January 2012.

The Committee, amongst other things, provides the best possible advice to Council on how to conserve and promote the unique cultural heritage of Greater Shepparton, and acts as an advocate for all cultural heritage matters within the municipality.

The Program seeks to promote conservation works that improve the physical security or appearance of a place, whilst being respectful of the place's significance. The Program commenced in late 2017 and has been heavily subscribed over the past four financial years. Completed works from previous years have demonstrated consistently positive outcomes, providing benefits for both owners of significant properties and the community.

The current round was allocated funding of \$80,000 and has been informed by the *Heritage Grants Guidelines 2019* (the Guidelines), which were adopted by Council at the Ordinary Council Meeting held on 16 July 2019.

Council received 22 applications during the six-week application period extending from 23 July to 6 September 2021. In accordance with the Guidelines, a Judging Panel was formed to assess the applications and provide recommendations to Council. As in previous years, the calibre of applications was extremely high. It is recommended that Council note the award of 11 grants under the Program, to the total value of \$84,577.00 (including GST) as outlined above.

Report Detail

Greater Shepparton contains a wide variety of cultural heritage places of local, regional and international significance owing to its richly-layered history, dating back over 40,000 years. Shepparton's cultural heritage is an integral part of the rich tapestry that connects our community, as well as adding character, appeal and interest to our Municipality. Greater Shepparton is notable for the great diversity and variety of cultural heritage places.

At the Ordinary Council Meeting held on 17 January 2012, Council authorised the formation of the Greater Shepparton Heritage Advisory Committee (the Committee). The Committee, amongst other things, provides the best possible advice to Council on how to conserve and promote the unique cultural heritage of Greater Shepparton, and acts as an advocate for all cultural heritage matters within the municipality.

In February 2017, the Committee agreed to request that Council resolve to support a Heritage Grants Program and to commence such a program in the 2017/18 financial year. The Committee prepared the *Heritage Grants Guidelines 2017* to provide an overarching framework to inform any future Heritage Grants Program.

The Guidelines were prepared in accordance with Council's *Grants Distribution Policy*. At the Ordinary Council Meeting held on 21 March 2017, Council resolved to endorse the Greater Shepparton Heritage Grants Program (the Program), adopt the *Heritage Grants Guidelines 2017*, and allocate \$25,000 in the 2017/18 financial year to fund the Program.

This was the first time that such a Program had been undertaken independently by a council in regional Victoria. The Program has proven to be highly successful and, as a result, increasing budgets have been allocated in each subsequent year, totalling \$50,000 in the 2018/2019 financial year, \$65,000 in the 2019/2020 financial year and \$80,000 in the 2020/2021 financial year.

In July 2019, Council resolved to adopt the updated *Heritage Grants Guidelines 2019* (the Guidelines). Completed works from previous years have demonstrated consistently positive outcomes, providing benefits for both owners of significant properties and the community.

The objectives of the Heritage Grants Program are to:

- enhance, protect and conserve places and sites included in the Heritage Overlay in the Greater Shepparton Planning Scheme;
- provide financial and advisory assistance for the repair, maintenance, or enhancement of heritage sites included in the Heritage Overlay that have a community benefit;
- promote cultural heritage conservation by providing financial assistance to those in the community who may otherwise not be able to afford to undertake conservation works;
- strengthen and foster a sense of community identity and community ownership in the long-term conservation of local heritage sites; and
- increase public awareness and understanding of heritage places in the Municipality.

Conservation, restoration and/or reconstruction may be eligible for funding assistance under the Program, as well as documentation projects that demonstrate a commitment to obtaining specialist assessments or studies, or the preparation of conservation management plans as a preliminary to future works. Works must contribute to the retention of the significance of the place, and ideally be visible from a public place or improve a building or structure's external appearance.

Applications for the Program were open from 23 July 2021 to 6 September 2021. All owners of eligible properties were notified of the application period by mail on 13 July 2021.

Numerous enquiries were received, and 22 applications were lodged during this time. In accordance with the Guidelines, a Judging Panel was formed to assess the applications and provide recommendations to Council. The Judging Panel comprised one member of the Committee the Heritage Adviser and a strategic planner from the Building, Planning and Compliance Department.

Applications were assessed against the following assessment criteria:

1. Significance of the place.
2. Need for the works.
3. Community benefit, such as the conservation of a historically or architecturally significant place or increasing the public awareness of heritage.
4. Additional consideration will be given to projects that encourage heritage trade skills.
5. Capacity of the applicant to fund the works independently.

The Judging Panel has agreed that the following 11 applications be awarded a heritage grant (in no particular order):

Address	Works to be funded	Cost (excl. GST)	Cost (incl. GST, if relevant)
305 Dookie-Gowangardie Road, Mount Major (Dookie Cemetery)	Restoration of headstone plinths	\$3,966.00	\$3,966.00
19 Dunkirk Street, Shepparton (Churchill)	Weatherboard and verandah repairs, and external painting	\$5,454.55	\$5,454.55
54 Rea Street, Shepparton (House)	Weatherboard and verandah repairs, and external painting.	\$4,545.45	\$4,545.45
1320 Stewart Road, Dhurringile (former POW Camp 1)	Building stabilisation works and tree removal	\$9,786.45	\$9,786.45
80 Gowrie Park Road, Tatura (Gowrie Park Homestead)	Cellar restoration	\$7,235.00	\$7,958.50
12 Rushworth Road, Murchison (House)	Fence restoration	\$3,139.10	\$3,139.10
36-42 High Street, Shepparton (former Union Bank of Australia)	Various roof repairs	\$14,940.00	\$16,434.00

Address	Works to be funded	Cost (excl. GST)	Cost (incl. GST, if relevant)
8 Acacia Street, Shepparton (Albanian Mosque)	Replacement of asbestos roof and guttering	\$15,000.00	\$16,500.00
1 Rushworth Road, Murchison (Kestell, House)	Verandah repairs	\$7,330.90	\$7,330.90
50 Ferguson Road, Tatura (House)	Verandah repairs	\$1,354.55	\$1,490.00
2 Alexandra Street, Mooroopna (St Andrew's Uniting Church and Hall)	External painting, led light window and gutter repairs	\$7,248.00	\$7,972.00
Total		\$80,000	\$84,577.00

The completion of works resulting from successful grant applications will assist in the conservation of places of heritage significance across Greater Shepparton.

Council Plan/Key Strategic Activity

BUILT

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

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

Risk Management

There are no anticipated risks associated with awarding eleven grants in accordance with the Guidelines. The 2021/22 budget includes an allocation of \$80,000 (excl. GST) for the 2021/22 Program. The recommendation will not exceed this budget allocation.

Policy Considerations

The recommendation does not conflict with any existing Council policy. The Guidelines were prepared in accordance with Council's *Grants Distribution Policy*.

Financial Implications

The recommendation is unlikely to result in any unforeseen financial implications. The 2021/22 Budget includes an allocation of \$80,000 for the Program. All grants are GST exclusive. The grants to be awarded do not exceed this allocation.

Address	Works to be funded	Cost (excl. GST)
305 Dookie-Gowangardie Road, Mount Major (Dookie Cemetery)	Restoration of headstone plinths	\$3,966.00
19 Dunkirk Street, Shepparton (Churchill)	Weatherboard and verandah repairs, and external painting	\$5,454.55

Address	Works to be funded	Cost (excl. GST)
54 Rea Street, Shepparton (House)	Weatherboard and verandah repairs, and external painting.	\$4,545.45
1320 Stewart Road, Dhurringile (former POW Camp 1)	Building stabilisation works and tree removal	\$9,786.45
80 Gowrie Park Road, Tatura (Gowrie Park Homestead)	Cellar restoration	\$7,235.00
12 Rushworth Road, Murchison (House)	Fence restoration	\$3,139.10
36-42 High Street, Shepparton (former Union Bank of Australia)	Various roof repairs	\$14,940.00
8 Acacia Street, Shepparton (Albanian Mosque)	Replacement of asbestos roof and guttering	\$15,000.00
1 Rushworth Road, Murchison (Kestell, House)	Verandah repairs	\$7,330.90
50 Ferguson Road, Tatura (House)	Verandah repairs	\$1,354.55
2 Alexandra Street, Mooroopna (St Andrew's Uniting Church and Hall)	External painting, led light window and gutter repairs	\$7,248.00
Total		\$80,000

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 recommendation will not result in any legal/statutory implications.

Environmental/Sustainability Impacts

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

Social Implications

The recommendation will result in positive social outcomes for the community. The Program promotes conservation (maintenance, preservation, reconstruction or restoration) works that improve the physical security or appearance of a place, whilst being respectful of the place's significance. It is a critical way of promoting owner participation in conserving places of cultural heritage significance, and provides opportunities for the community to appreciate the municipality's cultural heritage.

Economic Impacts

The recommendation may result in positive economic impacts. The completion of works will assist in the conservation of places of heritage significance, and this may result in positive flow-on effects regarding increased property values, and potential tourism opportunities. There are no negative economic impacts associated with the Program.

Consultation

The Program was promoted in local media and letters were sent to all owners of properties within the Heritage Overlay in the municipality.

Applications for the Program were open from 23 July 2021 until 6 September 2021. During this time, numerous enquiries were received, and Council officers and the Heritage Adviser

undertook various site visits with land owners. As a result of this engagement, Council received 22 applications.

The extent and calibre of applications indicates that this consultation was successful. Council officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

The Program is consistent with the objectives, strategies and actions outlined in the Environment Section of the *Greater Shepparton 2030 Strategy 2006*, specifically: Direction 3: Environment: Conservation and enhancement of significant natural environments and cultural heritage.

b) Other strategic links

- *Greater Shepparton Heritage Strategy 2019.*
- *Greater Shepparton Heritage Study Stage II 2020.*

Conclusion

The Greater Shepparton Heritage Advisory Committee agreed to request that Council resolve to support a Heritage Conservation Grants Program in the 2017/18 financial year. The Program seeks to promote conservation works that improve the physical security or appearance of a place, whilst being respectful of the place's significance.

The Program is now in its fourth year, and the responses received demonstrate its continuing support from and relevance to the community. Applications for the Program were open from 23 July 2021 until 6 September 2021.

Council received 22 applications during this time, all of which met the eligibility criteria. In accordance with the Guidelines, a Judging Panel was formed to assess the applications and provide recommendations to Council.

The Program was well supported and the calibre of applications was exceptionally high. It is recommended that Council note the award 11 grants as part of the Program, as outlined in this report.

Attachments

Nil

12.2 Greater Shepparton Affordable Housing Reference Group - Amendment of Membership Organisations

Author Graduate Strategic Planner Projects
 Approved by Director Sustainable Development
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council adopt the revised Affordable Housing Reference Group Terms of Reference October 2021, as attached to this report, to update the list of organisational members appointed to the Reference Group.

Executive Summary

On 21 April 2020, Council adopted the Greater Shepparton Affordable Housing Strategy: Houses for People 2020 (the Strategy), which identified significant shortfalls of Affordable Housing stock in Greater Shepparton, and provided an Action Plan to address them.

Although active in advocacy and providing an array of related support and funding programs, the direct facilitation of Affordable Housing provision has not traditionally been a function of Council. Consequently, a key Action in the Strategy was the establishment of an Affordable Housing Reference Group (the Group), to draw together relevant knowledge and expertise to guide Council in in pursuit of the vision that ‘all members of the Greater Shepparton community have access to safe, affordable and appropriate housing’.

Council resolved to establish the Group and adopt Terms of Reference (TOR) on 18 August 2020. The Group has no executive authority, and operates in accordance with the TOR. As the Group gains experience in operating, it is expected that amendments to the TOR may be required to enable efficient functioning and maximise benefit obtainable.

In addition to the Mayor, four community representatives, and Council staff, the TOR specifies eight member organisations related to housing provision and/or support for cohorts that are vulnerable to housing insecurity, based on contributions to the development of the Strategy. Due to changes occurring since the Group began meeting in March 2021, Council officers consider it appropriate to amend the TOR to enable the participation of The Salvation Army (TSA) and VincentCare instead of the Country Women’s Association and the St Vincent de Paul Society, see Attachment One.

Report Detail

On 21 April 2020, Council adopted the Greater Shepparton Affordable Housing Strategy: Houses for People 2020 (the Strategy), which identified significant shortfalls of Affordable Housing stock in Greater Shepparton, and provided an Action Plan to address them.

Although active in advocacy and providing an array of related support and funding programs, the direct facilitation of Affordable Housing provision has not traditionally been a function of Council. Consequently, a key Action in the Strategy was the establishment of an Affordable Housing Reference Group (the Group), to draw together relevant knowledge and expertise to guide Council in its pursuit of the vision that 'all members of the Greater Shepparton community have access to safe, affordable and appropriate housing'.

Council resolved to establish the Group and adopt Terms of Reference (TOR) on 18 August 2020. The Group has no executive authority, and operates in accordance with the TOR.

The TOR identifies eight organisations, related to housing provision and/or support for cohorts identified as having particular vulnerability in obtaining appropriate housing, who operate in the region, based on input received during the development of the Strategy.

In November 2020, Council officers invited nominations from the eight organisations specified in the TOR to nominate representatives to the Group, and sought expressions of interest from the community. Council adopted a revised TOR in February 2021, which expanded the number of community representative positions from two to four, and endorsed nominations for three community representative positions. The remaining community representative position is expected to be filled in the coming months.

Group meetings commenced in March 2021. At present, membership of the Group is comprised of representatives of Beyond Housing, The Bridge Youth Services, the Department of Families, Fairness and Housing, the Ethnic Council of Shepparton and District Inc., Rumbalara Aboriginal Cooperative, Wintringham Housing Ltd, and the three community representatives.

As knowledge of the Strategy and the Group has proliferated, expressions of interest have been received from The Salvation Army (TSA) and VincentCare. Both of these organisations meet the criteria for membership, offering valuable diversity and knowledge to support achievement of the Group's purpose.

The Salvation Army is the largest provider of homelessness services in Australia, providing services to adults, and families with accompanying children. Their services include accommodation, case management, assertive outreach support, financial assistance, together with connection and referral to other specialist services.

VincentCare's Marian Community in Shepparton provides a 24/7 specialist family violence service to women and children experiencing family violence. Their services and supports focus on a wrap-around model of care so that women and their children have the opportunity to make pathways out of violent relationships and can live safely and independently within the community.

Council has not received a nomination from the Country Women's Association (CWA) and the St Vincent de Paul Society (SVDPS) has declined to participate since the resignation of the original representative due to personal reasons.

Council officers consider that the inclusion of TSA and VincentCare as members satisfies the needs which the CWA and the SVDPS were selected to represent, and that substitution

of these organisations will ensure that the Group continues to function in an engaged and efficient manner, see Attachment One.

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.

1.7 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.

BUILT

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

4.1 Growth is well planned and managed for the future.

Risk Management

There is no risk to Council in the adoption of revised TOR for the Greater Shepparton Affordable Housing Reference Group.

Failure to adopt the revised TOR may undermine the implementation of the actions in the *Greater Shepparton Affordable Housing Strategy: Houses for People 2020* and the delivery of appropriate housing to members of the community in need.

Policy Considerations

There are no conflicts with any Council policies arising from the adoption of amended TOR for the Greater Shepparton Affordable Housing Reference Group.

Financial Implications

There are no financial implications relating to the adoption of the amended TOR for the Greater Shepparton Affordable Housing Reference Group.

Legal/Statutory Implications

The adoption of the amended TOR for the Greater Shepparton Affordable Housing Reference Group complies with all relevant legislation.

Environmental/Sustainability Impacts

The adoption of the amended TOR for the Greater Shepparton Affordable Housing Reference Group will not have any negative environmental or sustainability impacts.

Social Implications

While there are no direct social implications arising from the recommendation to adopt the amended TOR, the operation for the Greater Shepparton Affordable Housing Reference Group is expected to have positive social impacts, increasing community cohesion, wellbeing, and resilience, and contributing to civic participation and life satisfaction.

The implementation of a key action from the *Greater Shepparton Affordable Housing Strategy: Houses for People 2020* is also expected to have a positive impact on community cohesion and civic participation.

Economic Impacts

The adoption of the amended TOR for the Greater Shepparton Affordable Housing Reference Group will not result in any economic impacts.

Consultation

In accordance with Council's *Community Engagement Strategy 2009*, a range of consultation activities were undertaken during the development of the *Greater Shepparton Affordable Housing Strategy: Houses for People 2020*. Engagement was conducted with both the community and key organisations at the pre-draft stage between May and June 2019, and at the draft stage from October to December 2019:

- To provide the public with information to assist in understanding the problems, issues, alternatives and opportunities surrounding Affordable Housing (inform);
- To obtain public feedback on analysis, options, and potential solutions (consult);
- To ensure that concerns and aspirations are understood and considered (involve);
- To facilitate partnerships to develop alternatives and identify preferred solutions (collaborate).

All responses received were considered in the formulation of the Strategy.

Responses that identified the action to establish the Greater Shepparton Affordable Housing Reference Group were consistently supportive and Council received a number of preliminary expressions of interest regarding membership.

Council utilised the earlier consultation on the Strategy to target nomination invitations to individuals with particular expertise and/or interest in the provision of Affordable Housing, who might be willing to nominate for the Group. Council also utilised all means available, given COVID-19 restrictions, to call for nominations for the community representative positions, by way of Council's website, a notice in the public notice section of the Shepparton News and social media.

This consultative approach has continued since the operation of the Group and minor changes are now required to the TOR to ensure the Group operates efficiently.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Relevant Objectives:

- To provide for a broader range of dwelling densities and types of housing to meet current and future community needs and differing lifestyles
- To increase the supply of medium density housing in appropriate locations.
- To provide an equitable and efficient distribution of community facilities and services
- To encourage and implement activities that will strengthen community spirit.

b) Other strategic links

- *Greater Shepparton Affordable Housing Strategy: Houses for People 2020*
- *Greater Shepparton Housing Strategy 2011*
- *Greater Shepparton Public Health Strategic Plan 2018-2028*

Conclusion

The Affordable Housing Reference Group is a key element in the implementation of the Greater Shepparton Affordable Housing Strategy 2020: Houses for People, drawing together relevant knowledge and expertise to guide Council in pursuit of the vision that 'all members of the Greater Shepparton community have access to safe, affordable and appropriate housing'.

Council adopted Terms of Reference (TOR) for the Group in August 2020, to guide its operation. As a new Group, functioning in an arena that is also new to Council, it is expected that amendments to the TOR will be required to enable efficient operation and maximise the benefit obtained for the community.

A revised TOR has been prepared to enhance the internal capacity of the Group by including The Salvation Army and VincentCare as member organisations. These organisations will be substituted for the Country Women's Association and the St Vincent de Paul Society, which are unable to participate.

Attachments

1. Proposed AHRG Terms of Reference October 2021 [12.2.1 - 8 pages]

12.3 COVID - 19 Economic and Social Response Package - Stage 3

Author Executive Assistant - Sustainable Development
 Approved by Director Sustainable Development
 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 Council endorse the COVID-19 Greater Shepparton Economic and Social Response Stage 3 Package as attached to this report.

Executive Summary

Since the start of the COVID-19 global pandemic Greater Shepparton City Council has acted quickly to support our community and businesses to lessen the burden of the significant social and economic consequences.

Council initiated a suite of measures through the introduction of Greater Shepparton Economic Response to COVID-19 Packages. Stage 1 Package was launched in March 2020 worth \$1.5 million and Stage 2 of this package followed in June 2020, worth \$2 million.

The Stage 1 Package included 21 targeted initiatives and aimed to mitigate the impact of the pandemic on the health and wellbeing of Greater Shepparton residents, our vulnerable community, and provided immediate and ongoing support to our local businesses experiencing devastating levels of disruption and uncertainty. The Stage 2 Package included 29 measures and focused on business and economy, our community, our visitor economy and events and advocacy.

The impact of the pandemic is immense and we truly understand business and members of our community are still experiencing social, mental and economic hardship. As a Council, we are committed to supporting our community on the road to recovery.

Council will now seek to deliver a Stage 3 Economic and Social Response Package (Stage 3 Package) valued at in excess of \$600,000 to continue supporting recovery and reactivation in Greater Shepparton during the 2021/2022 financial year. Stage 3 has 22 initiatives with a strong focus on businesses and economy, our community and our visitor economy.

Council will also continue to advocate to the State and Federal governments to fund major

initiatives designed to stimulate our community and the economy with an objective to speed up the recovery process. Council's packages seek to build on relief plans and various measures announced by the Federal and State Governments rather than duplicate their efforts.

The Stage 3 Package will leverage off the initiatives undertaken in previous package stages and continue to strengthen the ongoing resilience and capacity demonstrated by the Greater Shepparton community, as well as enable Council to be more agile in its planning, processing and service delivery.

Report Detail

Council initiated a suite of measures through the introduction of Greater Shepparton Economic Response to COVID-19 Packages. The Stage 1 Package was launched in March 2020 worth \$1.5 million and Stage 2 of this package followed in June 2020 worth \$2 million.

Council will now seek to deliver a Stage 3 Economic and Social Response Package to continue supporting recovery and reactivation in Greater Shepparton during the 2021/2022 financial year. Council's Stage 3 Package will target four key pillars including Business and Economy, Community, Visitor Economy and Advocacy with the full list of the 22 initiatives attached to this report.

Stage 3 will leverage from the initiatives undertaken in the previous Stage 1 and 2 and continue to strengthen the ongoing resilience and capacity demonstrated by the Greater Shepparton community, as well as enable Council to be more agile in its planning, processing and service delivery.

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.

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.

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

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

3.1 The Greater Shepparton economy is prosperous, high value and a focus of choice for business, investment and employment.

Risk Management

There are no known risks associated with the endorsement of this document. While the full local economic and social effects from the pandemic are yet to be fully understood, the Stage 3 Package initiatives support businesses and the broader community to assist in managing and navigating the ongoing impacts of COVID-19.

Policy Considerations

The initiatives outlined in the Stage 3 Package do not conflict with Council policy.

Financial Implications

The Stage 3 Package is estimated to be valued at in excess of \$600,000 to the Greater Shepparton community.

Legal/Statutory Implications

There are no legal or statutory implications associated with the endorsement of this document.

Environmental/Sustainability Impacts

The Stage 3 Package contains some initiatives that aim to increase the environmental sustainability of the Greater Shepparton region.

Social Implications

The Stage 3 Package identifies current priorities that aim to benefit the local community both from a social, health and well-being perspective.

Economic Impacts

The Stage 3 Package will provide our local business community with economic support through initiatives that will assist with marketing, grant programs, advocacy and other initiatives that will be implemented immediately to help create growth, jobs, create an economic stimulus and expanded opportunity for our local business community.

Consultation

In developing the Stage 3 Package consultation has occurred across various internal departments of Council. Throughout the pandemic the Economic Development Department has had discussions with hundreds of businesses across various industry sectors to gauge the impact of COVID-19 and provide support to meet immediate and future needs to feed into this package of support.

From a social perspective concepts and ideas have been canvassed from discussions with various community agencies, working groups and feedback from the Shepparton outbreaks in September and October 2021.

Discussions have also been held with key industry bodies, agencies and representatives of the COVID-19 Economic and Social Recovery groups to determine relevant feedback on initiatives that Council specifically can support to assist the local community and business and industry.

From a community perspective a previous sports user group survey was initiated by the Parks, Sports and Recreation Department to garner feedback from community and sporting groups.

This package also supports relief plans and various measures announced by the Federal and State Governments rather than duplicate their efforts.

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Municipal Recovery Plan
- Economic Development Tourism and Major Events Strategy
- Tourism Research Report and Action Plan

Conclusion

The Greater Shepparton Economic and Social Response to COVID-19 Stage 3 Package highlights a number of initiatives to provide further targeted support for particular segments of our local community, including support for those people in our community financially impacted by the pandemic, such as the most vulnerable, sporting groups, community groups, small business, tourism, hospitality and events sector.

Whilst the economic and social effects from the pandemic are yet to be fully understood, this package provides timely financial and direct support to businesses and the broader Greater Shepparton community and economy to assist in managing and navigating the ongoing impact of the pandemic.

Attachments

1. Greater Shepparton Economic and Social Response Package Stage 3 [12.3.1 - 6 pages]

12.4 Extension to CBD Complimentary Parking for Christmas Trading Period

Author Executive Assistant to Director Sustainable Development
 Approved by Director Sustainable Development
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

1. **note that the *Shepparton CBD Car Parking Strategy* supports complimentary timed parking from 1st December to 31st December each year subject to clear demonstration of economic benefit;**
2. **provide complimentary, timed parking for the Shepparton Central Business District this year for an extended period between 1 November 2021 and 28 February 2022 inclusive for Council owned on street car-parking spaces with only time limits applying (noting off street are already complimentary); and**
3. **note that a marketing campaign will be developed to promote the initiative.**

Executive Summary

Council has received a request from the Shepparton Chamber of Commerce and Industry Parking Reference Group suggesting Council consider an extension to the timed complimentary parking in the CBD due to the impacts of the COVID-19 pandemic on our local economy.

The Parking Reference Group are proposing that Council consider implementing complimentary parking from 1 November 2021 until 28 February 2022 inclusive.

The initiative of providing complimentary, timed parking over the December period each year to stimulate trade over the Christmas period is also supported by the Shepparton CBD Car Parking Strategy received and noted by Council at the April 2020 Ordinary Council Meeting. This proposal is an extension on this initiative, recognising the significant impacts that COVID-19 has had on the economy, and in particular, retail since March last year.

Report Detail

In September 2020 the Shepparton Chamber of Commerce and Industry wrote to Council requesting complimentary timed parking from 1 November 2020 to 31 January 2021 to support the traders who had suffered a very challenging year. Due to the election period, the Executive Leadership Team, under delegation, determined that complimentary, timed parking in Council owned car parks would be rolled out from 1 December 2020 until 31 January 2021.

On Thursday 30 September this year the Parking Reference Group requested that Council consider once again an extension to the complimentary, timed parking in Council owned car parks over the festive period be undertaken in recognition of the ongoing impacts of COVID-19 and to provide a much-needed boost to trade within the Central Business District. The Parking Reference Group is recommending the initiative commence on 1 November 2021 and conclude on 28 February 2022.

The Shepparton CBD is naturally busier around Christmas time and the school holiday period due to a number of factors including weather, Christmas shopping, and increased tourism visitation. It is hoped that by 5 November this year, as indicated by Victoria's Roadmap, if vaccination rates are at 80 per cent fully vaccinated, metropolitan Melbourne and regional Victoria will align in terms of restrictions and that Greater Shepparton will be open for business, and that this complimentary parking initiative will support an increase in visitation and shopping, and ultimately an economic recovery.

Given the severe economic impacts of COVID-19 lockdowns, particularly on retail and the hospitality sectors, it is recommended that this initiative be undertaken during the extended period from 1 November 2021 and conclude on 28 February 2022.

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.

3.1 The Greater Shepparton economy is prosperous, high value and a focus of choice for business, investment and employment.

Risk Management

Given the significant economic impacts on retail and hospitality during the pandemic, there is significant political risk of not undertaking this initiative.

Financial risk is limited during this financial year as revenues have been heavily impacted by Covid-19 and lack of regulatory enforcement.

There is an additional risk that should Council resolve to proceed with this initiative, as paid parking returns on 1 March 2022 that consumers will forget to pay for parking, and infringements will increase. A marketing campaign at the commencement and conclusion of the initiative is therefore imperative.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Political risk	Almost certain	Moderate	High	Implement complimentary parking period
Financial risk	Likely	Moderate	Medium	Ensure time periods are enforced

Policy Considerations

Complimentary parking over the December festive period is consistent with the Shepparton CBD Car Parking Strategy, this initiative is an extension of that, to recognise the impacts of COVID-19.

Financial Implications

There is no doubt that a complimentary parking period during the busiest shopping period in the CBD will have an effect on revenue from paid parking.

Calculating the impact of this initiative is a complex exercise given that the historical data has been significantly impacted by COVID-19. In order to inform the calculations, officers have utilised infringement income and parking income data from July and August 2021, and doubled this amount to arrive at an estimate.

Work Order	July-21	Aug-21	Total Jul/Aug	Double (4 months)
Grand Total				
INCOME				
153.Parking Infringements	(127,712)	(129,511)	(257,223)	(\$514,446)
154.Parking Meters	(24,996)	(43,956)	(68,952)	(137,904)
156.Ticket Machines	(26,328)	(11,506)	(37,834)	(75,668)
Total INCOME				(728,018)
EXPENSE				
149.On Street Parking Maintenance	11,123	8,411	19,534	39,068
152.Parking Administration	100,439	75,738	176,177	352,354
Total EXPENSE				391,422

During the complimentary parking period (November to February inclusive), there is estimated to be approximately \$214K (made up of the parking meter income of \$137,904 and the ticket machine income of \$75,668) in lost income with continuing expenses of \$391K for the same period. Infringements will still be issued for overstaying, based on the methodology used to estimate loss of income, the infringement income could be approximately \$514K over the four month period.

Legal/Statutory Implications

There are no legal/statutory implications for this recommendation.

Environmental/Sustainability Impacts

There are no environmental/sustainability implications for this recommendation.

Social Implications

There are positive social implications for this recommendation by encouraging people back to the CBD for shopping, social activities and the like particularly given the long periods residents have endured during isolation.

Economic Impacts

There are positive economic impacts for this recommendation by increasing trade in the CBD.

Consultation

Consultation has occurred with the Parking Reference Group which support the initiative being undertaken again this Christmas trading period, for an extended period than previous.

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

Strategic Link

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- The Shepparton CBD Car Parking Strategy.

Conclusion

Due to the impacts of the Covid-19 pandemic on our local economy, Council Officers support the Parking Reference Group's request that Council consider extending the Christmas Trading period complimentary parking to commence on 1 November 2021 through to and including February 2022 for Council owned on street car-parking spaces with only time limits applying. Off street car parks are already complimentary.

Attachments

Nil

13 Infrastructure Directorate

13.1 Contract Award - Contract No. 2134 - Supply and Delivery of Quarry Products

Author Team Leader - 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.

RECOMMENDATION

That the Council:

1. **accept the tenders submitted by the following tenderers for Contract No. 2134 - Supply and Delivery of Quarry Products – Panel of Suppliers: Allstone Quarries Pty Ltd, B Lawrence Business Trust t/a Lawrence Brothers Quarries Pty Ltd, Boral Construction Materials, Extons Pty Ltd, Norville Nominees Pty Ltd and Lima South Quarry Pty Ltd as trustee for the Day Family Trust to be appointed to a Panel for the Supply and Delivery of Quarry Products;**
2. **note the contract term is for a period of two years, with a one-year extension option subject to mutual agreement. The estimated contract value over the three years is in the order of \$8,448,000.00 (Including GST); and**
3. **authorise the Chief Executive Officer to execute the contract documents and approve any contract extension as deemed appropriate.**

Executive Summary

This tender is for the supply and delivery of various quarry manufactured products within the Greater Shepparton Municipality.

The provision of the Supply and Delivery of Quarry Products (Hill Gravel, Crushed Rock and Sealing Aggregates) were previously provided under Contract No. 1711 which has now expired. These products are predominately used for Council Capital Works Programs and various construction and maintenance activities of Council's Road based assets, but can be utilised by other departments including Parks, Sport and Recreation.

The contract is a Schedule of Rates contract and will be for an initial two year term with provision for one further one year extension, subject to mutual agreement

The annual expenditure of the Supply and Delivery of Quarry Products by contractors is approximately \$2,560,000.00 (excluding GST). Over the term of this contract including the extension it is expected that expenditure will be of the order of \$7,680,000.00 (excluding GST).

As per the advice from the Contracts and Procurement department, a Probiy Advisor (Craig Geddes – Dench McClean Carlson) was engaged throughout the tender process.

Council advertised the Supply and Delivery of Quarry Products Contract via Tendersearch, the Shepparton News and The Age newspaper and received seven tender submissions.

Following evaluation, the panel identified that six out of the seven submissions were conforming and therefore recommend that the following tenderers be appointed to the panel, being Allstone Quarries Pty Ltd, B Lawrence Business Trust t/a Lawrence Brothers Quarries Pty Ltd, Boral Construction Materials, Extons Pty Ltd, Norville Nominees Pty Ltd and Lima South Quarry Pty Ltd as trustee for the Day Family Trust. The submission received by E.B Mawson and Sons t/a Mawsons were deemed non-conforming as they failed to provide all of the mandatory schedules.

Contract Details

This contract is to establish a Panel of Suppliers for the supply and delivery of various quarry manufactured products within the Greater Shepparton Municipality.

Panel contractors will be required to supply all products and any other services, costs and fees necessary to complete the works.

The contract is a Schedule of Rates contract and will be for an initial two year term with provision for one further one year extension, subject to mutual agreement.

Council will engage panel members based on an evaluation of best value, by reference to the following criteria for *each* piece of work:

1. Unit prices;
2. Availability of services required; and
3. Suitability of supply for the required work.

Tenders

Tenders were received from:

Tenderers
Allstone Quarries Pty Ltd
B Lawrence Business Trust t/a Lawrence Brothers Quarries Pty Ltd
Boral Construction Materials
Extons Pty Ltd
Norville Nominees Pty Ltd
Lima South Quarry Pty Ltd as trustee for the Day Family Trust
E.B Mawson and Sons Pty Ltd t/a Mawsons

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager Works and Waste	Works and Waste
Group Coordinator Reconstruction and Grading	Works
Depot Officer	Works
Project Manager – Capital Works	Projects

A Probity Advisor (Craig Geddes – Dench McClean Carlson) was involved throughout the tender process.

Six out of the seven tenderers provided conforming tender submissions and demonstrated adequate experience and capability to carry out the requirements of the Contract.

Probity Advisor summary statement

Craig Geddes, Partner at Dench McClean Carlson Pty Ltd was appointed as Probity Advisor on 27 May 2021 for the Request for Tender. Since that time, the principal contacts during this assignment were Janelle Bunfield, Manager Works and Waste and Sam Rodriguez, Team Leader – Contracts and Procurement and in conducting our review, we have received documentation and relied on representations about the tender process from these contacts and representatives of GSCC.

In all material respects, the tender process has been undertaken in accordance with the Tender Procurement Plan and VGPB probity framework. We reviewed tender documentation, the procurement plan, the evaluation process including the Moderated Evaluation Report, and the Tender Recommendation Report. We also attended meetings with the Evaluation Team and provided probity advice as required. We are not aware of any probity issues that would prevent the recommendation as outlined in Tender Recommendation Report received on 20 September 2021.

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

Being a schedule of rates contract, tenderers submitted a range of rates for the various items of work. All tenderers' rates were assessed as being reasonable market rates.

Once the panel contracts are executed, Council will engage panel members based on an evaluation of best value, by reference to the following for each piece of work:

1. Unit prices
2. Availability of services required.
3. Suitability of supply for the required work.

All departments who utilise this contract will be given clear instruction on how to engage suppliers on this contract.

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	55%
Capability	20%
Quality Management and Methodology	5%
Environmental Sustainability	10%
Benefit to Local Region	10%
OH&S	Pass/Fail

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.

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 has been addressed by evaluation of the tenderer's submissions.

Policy Considerations

There are no conflicts with Council Policy.

Financial Implications

The annual expenditure on the Supply and Delivery of Quarry Products by contractors is approximately \$2,560,000.00 (excluding GST). Over the term of this contract including the extensions it is expected that expenditure will be of the order of \$7,680,000.00 (exclusive of GST).

This is an estimate only and is dependent on the usage of the proposed contract. This contract services multiple departments within Council and each department will be incur any such costs associated with engaging these services.

	Approved Budget Estimate for this proposal ¹	This Proposal GST Exclusive	Variance to Approved Budget Estimate	This Proposal GST Inclusive ²
	\$	\$	\$	\$
Revenue				
Expense	7,680,000	7,680,000		8,448,000
Net Total	7,680,000	7,680,000		8,448,000

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

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

Environmental/Sustainability Impacts

No environmental/sustainability impacts have been identified as a result of this recommendation.

Under this proposed panel contract suppliers were asked to provide products containing recycled materials and these will be utilised where suitable and budget is available.

Social Implications

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

Economic Impacts

The tenderers have indicated that they will be using local sub-contractors and purchasing materials locally where possible in the 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 – The provision and restructure of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth

b) Other strategic links

- Nil

Conclusion

The evaluation panel is satisfied that Allstone Quarries Pty Ltd, B Lawrence Business Trust t/a Lawrence Brothers Quarries Pty Ltd, Boral Construction Materials, Extons Pty Ltd, Norville Nominees Pty Ltd and Lima South Quarry Pty Ltd as trustee for the Day Family Trust have the required experience and capability to be appointed to a Panel for the Supply and Delivery of Quarry Products over the initial two-year contract term.

Attachments

Confidential Attachment

13.2 Contract Award - Contract No. 1999 - Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment - Panel of Suppliers

Author Team Leader - Arboriculture, Parks and Sports Facilities
 Approved by Director Infrastructure
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

1. **accept the tenders submitted by the following tenderers for Contract No. 1999 – Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment - Panel of Suppliers: A1 Electric Motors, Byers Electrical (VIC) Pty Ltd, Chris Smith & Associates Pty Ltd, Dynamic Electricians Pty Ltd, Water Plus Irrigation (AUS) Pty Ltd;**
2. **note that the contract term is for a period of three (3) years with two (2) options to extend for a further one (1) year each. The estimated contract value over a five (5) year period is \$800,000.00 (inclusive GST); and**
3. **authorise the Chief Executive Officer to execute the contract documents and approve any contract extension as deemed appropriate.**

Executive Summary

This contract is to establish a Panel of Suppliers for the *Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment*.

The purpose of this contract is to replace expired Contract 1489 – *Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment* which expired on 22 June 2021. The services are used predominately by the Parks, Sport and Recreation department but other departments such as Works and Projects have also used these services previously.

The annual expenditure for the *Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment* is approximately \$160,000.

Over the term of this contract including the extensions it is expected that expenditure will be of the order of \$800,000.00 (inclusive of GST).

This contract is for a period of three (3) years with two (2) options to extend for a further one (1) year extension at Council's discretion.

Council advertised the *Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment* tender via Tendersearch, Shepparton News and The Age newspaper and received 5 tender submissions.

Following evaluation, the tender evaluation panel recommends that all five tenderers be appointed to the panel, being A1 Electric Motors, Byers Electrical (VIC) Pty Ltd, Chris Smith & Associates Pty Ltd, Dynamic Electricians Pty Ltd, Water Plus Irrigation (AUS) Pty Ltd. This will provide Council with sufficient resources and flexibility to carry out its capital works and maintenance programs.

Contract Details

This contract is for a Panel of Suppliers for the *Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment*.

This contract will provide Council with supplies, service and repair work to irrigation systems supporting the Parks, Sport & Recreation department in ensuring irrigated sites are watering efficiently and effectively.

This contract is for a period of three (3) years with the option of two (2) one (1) year extensions at Council's discretion.

Tenders

Tenders were received from:

Tenderers
A1 Motors
Byers Electrical
Chris Smith & Associates
Dynamic Electricians
Water Plus Irrigation

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Team Leader – Arboriculture, Parks & Sports Facilities	Parks, Sport & Recreation
Group Coordinator – Landscaping & Irrigation	Parks, Sport & Recreation
Group Coordinator – Native Open Space	Parks, Sport & Recreation
Probity & Procurement Advisor	Contracts & Procurement

The five tenderers provided conforming tender submissions and demonstrated adequate experience and capability to carry out the requirements of the Contract.

Being a panel of supplier's contract, tenderers submitted a range of rates for the various services. All tenderers' rates were assessed as being reasonable market rates.

Please see attached price breakdown spreadsheet taking the place of the eProcure report. As so many tenderers submitted a range of prices, the panel had to produce a number of categories and the relevant scoring for each to means test. The qualitative scores were generated via eProcure.

Once the panel contracts are executed, Council will engage panel members based on an evaluation of best value, by reference to the following for each piece of work:

1. Unit prices
2. Availability of services required.
3. Suitability of supply for the required work.

All departments who utilise this contract will be given clear instruction on how to engage suppliers on this contract.

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	60%
Previous Relevant Experience	20%
Environmental Management Systems	10%
Benefit to Local Region	10%
OH&S	Pass / Fail

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.

SOCIAL

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

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

ECONOMIC

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

3.1 The Greater Shepparton economy is prosperous, high value and a focus of choice for business, investment and employment.

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.

4.4 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.

ENVIRONMENT

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

5.1 Greening Greater Shepparton has created an attractive, vibrant and liveable place with well-connected green spaces that are valued by the community.

Risk Management

No risks identified after evaluation process completed.

Policy Considerations

There are no conflicts with Council Policy.

Financial Implications

The annual expenditure for the *Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment* is approximately \$160,000.00. Over the term of this contract including the extensions it is expected that expenditure will be in the order of \$800,000.00 (inclusive of GST).

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

No environmental/sustainability impacts have been identified as a result of this recommendation

Social Implications

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

Economic Impacts

All tenderers are local companies which will be a benefit to the local region.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

- Nil

b) Other strategic links

- Nil

Conclusion

The evaluation panel is satisfied that A1 Electric Motors, Byers Electrical (VIC) Pty Ltd, Chris Smith & Associates Pty Ltd, Dynamic Electricians Pty Ltd, Water Plus Irrigation (AUS) Pty Ltd have the required experience and capability to carry out the requirements of the contract and be appointed to a panel to provide Irrigation supplies, servicing and repairs work to irrigation related equipment over the initial three (3) year contract term.

Attachments

Confidential Attachment

13.3 Contract Award - Panel of Supplies Contract No. 1997 - Purchase and Supply of Horticultural and Arboricultural Materials

Author Team Leader - Arboriculture, Parks and Sports Facilities
 Approved by Director Infrastructure
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

1. accept the tenders submitted by the following suppliers for Contract No. 1997 – Horticultural and Arboricultural Materials, Panel of Suppliers: ACW Group Pty Ltd, Adornato Sand and Gravel Supplies Pty Ltd, Amgrow Australia Pty Ltd, Aztec Industries Pty Ltd, Cleaves Earthmoving and Drainage Pty Ltd, Coolabah Turf, Fast Track Fabrication Pty Ltd, GreenwayTurf Solutions, Independent Turf Solutions, Living Turf, Oasis Turf, Tactile Australia Pty Ltd, I and S Fencing Pty Ltd and Turfcare Australia;
2. note that the contract term is for a period of three (3) years with two (2) options to extend for a further one (1) year each. The estimated contract value over a five (5) year period is \$1,000,000.00.; and
3. authorise the Chief Executive Officer to execute the contract documents and approve any contract extension as deemed appropriate.

Executive Summary

This contract is to establish a *Panel of Suppliers for the supply of Horticulture and Arboricultural Materials*.

The purpose of this contract is to replace expired *Contract 1490 –Supply of Horticulture and Arboricultural Materials* which expired on 22 June 2021. The materials are used predominately by the Parks, Sport and Recreation department but other departments such as Works, Projects and Events have also purchased from previous contracts.

The annual expenditure for the supply of Horticulture and Arboricultural materials. is approximately \$200,000. Over the term of this contract including the extensions it is expected that expenditure will be of the order of \$1,000,000.00 (inclusive of GST).

This contract is for a period of three (3) years with two (2) options to extend for a further one (1) year extension at Council’s discretion.

Council advertised the *Panel of Suppliers - Supply of Horticulture and Arboricultural Materials* tender via Tendersearch, Shepparton News and The Age newspaper and received 14 tender submissions.

Following evaluation, the tender evaluation panel recommends that all 14 tenderers be appointed to the panel, being ACW Group Pty Ltd, Adornato Sand and Gravel Supplies Pty Ltd, Amgrow Australia Pty Ltd, Aztec Industries Pty Ltd, Cleaves Earthmoving and Drainage Pty Ltd, Coolabah Turf, Fast Track Fabrication Pty Ltd, Greenway Turf Solutions, Independent Turf Solutions, Living Turf, Oasis Turf, Tactile Australia Pty Ltd, I and S Fencing Pty Ltd and Turfcare Australia. This will provide Council with sufficient resources and flexibility to carry out its capital works and maintenance programs.

Contract Details

This contract is for a panel of suppliers for the purchase and supply of Horticultural and Arboricultural materials.

This panel will provide Council with best value prices for the supply of horticultural and Arboricultural materials fixed terms.

This contract is for a period of three (3) years with the option of two (2) one (1) year extensions at Council’s discretion.

Tenders

Tenders were received from:

Tenderers
ACW Group Pty Ltd – Arborgreen
Amgrow - NuTurf
Adornato San & Gravel Supplies Pty Ltd
Aztec Industries Pty Ltd – Blow it Mulch
Cleaves Earthmoving and Drainage Pty Ltd
Coolabah Turf
Fast Track Fabrication Pty Ltd
Greenway Turf Solutions
Independent Turf Solutions
Living Turf
Oasis Turf
Tactile Australia Pty Ltd – One Stop Civil
I and S Fencing Pty Ltd
Turfcare Australia

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager Parks, Sport & Recreation	Parks, Sport & Recreation
Team Leader – Arboriculture, Parks & Sports Facilities	Parks, Sport & Recreation
Coordinator – Sports Facilities & Parks	Parks, Sport & Recreation
Probity & Procurement Advisor	Contracts & Procurement

All 14 tenderers provided conforming tender submissions and demonstrated adequate experience and capability to carry out the requirements of the Contract.

Being a panel of supplier's contract, tenderers submitted a range of rates for the various services. All tenderers' rates were assessed as being reasonable market rates. Please see attached price breakdown spreadsheet taking the place of the eProcure report. As so many tenderers submitted a range of prices, the panel had to produce a number of categories and the relevant scoring for each to means test. The qualitative scores were generated via eProcure.

Once the panel contracts are executed, Council will engage panel members based on an evaluation of best value, by reference to the following for each piece of work:

1. Unit prices
2. Availability of services required.
3. Suitability of supply for the required work.

All departments who utilise this contract will be given clear instruction on how to engage suppliers on this contract.

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	60%
Previous Relevant Experience	20%
Environmental Management Systems	10%
Benefit to Local Region	10%
OH&S	Pass Fail

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.

SOCIAL

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

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

ECONOMIC

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

3.1 The Greater Shepparton economy is prosperous, high value and a focus of choice for business, investment and employment.

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.

ENVIRONMENT

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

5.1 Greening Greater Shepparton has created an attractive, vibrant and liveable place with well-connected green spaces that are valued by the community.

Risk Management

No risks identified after evaluation process completed

Policy Considerations

There are no conflicts with Council Policy.

Financial Implications

The annual expenditure for the *Supply of Horticultural and Arboricultural Materials* is approximately \$200,000. Over the term of this contract including the extensions it is expected that expenditure will be of the order of \$1,000,000 (inclusive of GST).

This is an estimate only and is dependent on the usage of the proposed contract. This contract services multiple departments within Council and each department will incur any such costs associated with purchasing supplies and materials from this contract.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

No environmental/sustainability impacts have been identified as a result of this recommendation.

Social Implications

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

Economic Impacts

Five local companies have tendered for this panel of supply 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

- Nil

b) Other strategic links

- Nil

Conclusion

The evaluation panel is satisfied that ACW Group Pty Ltd, Adornato Sand and Gravel Supplies Pty Ltd, Amgrow Australia Pty Ltd, Aztec Industries Pty Ltd, Cleaves Earthmoving and Drainage Pty Ltd, Coolabah Turf, Fast Track Fabrication Pty Ltd, Greenway Turf Solutions, Independent Turf Solutions, Living Turf, Oasis Turf, Tactile Australia Pty Ltd, I and S Fencing Pty Ltd and Turfcare Australia have the required experience and capability to carry out the requirements of the contract and be appointed to a Panel to provide and *Supply Horticultural and Arboricultural Materials* over the initial three (3) year contract term.

Attachments

Confidential Attachment

13.4 Contract Award - Contract No. 1998 Provision of Horticulture Services - Panel of Suppliers

Author Team Leader - Arboriculture, Parks and Sports Facilities
 Approved by Director Infrastructure
 Purpose For Decision by Council

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

1. **accept the tenders submitted by the following tenderers for Contract No. 1998 – Provision of Horticulture Services Panel of Suppliers: Amgrow Australia Pty Ltd, Australian Aquatic Solutions, Aztec Industries Pty Ltd, Choice Corporate Pty Ltd, Cleaves Earthmoving and Drainage Pty Ltd, Countrywide Turf Solutions Pty Ltd, AWL Contracting Pty Ltd, Gaffys Tractor Hire Pty Ltd, Global Turf Projects Pty Ltd, Green Turf Pty Ltd, Ky Mini Diggers, Lawn and Turf Maintenance Pty Ltd, Northside Grounds and Maintenance, Tatura Lawn Mowing & Gardening services Pty Ltd, Precision Grading Pty Ltd, Prestons Turf and Garden Pty Ltd, Sandy Creek Trees and Tactile Australia Pty Ltd;**
2. **note that the contract term is for a period of three years with two options to extend for a further one year each. The estimated contract value over a five year period is \$1,500,000.00 (GST inclusive); and**
3. **authorise the Chief Executive Officer to execute the contract documents and approve any contract extension as deemed appropriate.**

Executive Summary

This contract is to establish a Panel of Suppliers for the *Provision of Horticulture Services*.

The purpose of this contract is to replace expired Contract 1422 – Provision of Horticulture Services which expired on 22 June 2021. The services are used predominately by the Parks, Sport and Recreation department but other departments such as Works, Projects and Events have also used these services previously.

The annual expenditure for the *Provision of Horticulture Services* is approximately \$300,000. Over the term of this contract including the extensions it is expected that expenditure will be of the order of \$1,500,000.00 (inclusive of GST).

This contract is for a period of three years with two options to extend for a further one year extension at Council’s discretion.

Council advertised the *Provision of Horticulture Services - Panel of Supplier's* tender via Tendersearch, Shepparton News and The Age newspaper and received 20 tender submissions.

Following evaluation, the tender evaluation panel recommends that 18 tenderers be appointed to the panel, being Amgrow Australia Pty Ltd, Australian Aquatic Solutions, Aztec Industries Pty Ltd, Choice Corporate Pty Ltd, Cleaves Earthmoving and Drainage Pty Ltd, Countrywide Turf Solutions Pty Ltd, AWL Contracting Pty Ltd, Gaffys Tractor Hire Pty Ltd, Global Turf Projects Pty Ltd, Green Turf Pty Ltd, Ky Mini Diggers, Lawn and Turf Maintenance Pty Ltd, Northside Grounds and Maintenance, Tatura Lawn Mowing & Gardening services Pty Ltd, Precision Grading Pty Ltd, Prestons Turf and Garden Pty Ltd, Sandy Creek Trees and Tactile Australia Pty Ltd. This will provide Council with sufficient resources and flexibility to carry out its capital works and maintenance programs.

Supaturf Pty Ltd and t4greenspace were deemed non-compliant with the tender process due to failing to provide relevant OH&S documentation.

Contract Details

This contract is for a Panel of Suppliers for the *Provision of Horticulture Services*.

This contract will provide Council with horticulture services and equipment to support landscaping works, turf and garden maintenance works and other nominated projects as required.

This contract is for a period of three years with the option of two one year extensions at Council’s discretion.

Tenders

Tenders were received from:

Tenderers
Amgrow Australia Pty Ltd - Nuturf
Australian Aquatic Solutions
Aztec Industries Pty Ltd – Blow it Mulch
Choice Corporate Pty Ltd – Tree Solutions
Cleaves Earthmoving and Drainage Pty Ltd
Countrywide Turf Solutions Pty Ltd
AWL Contracting Pty Ltd - Culturescape
Gaffys Tractor Hire Pty Ltd
Global Turf Projects Pty Ltd
Green Turf Pty Ltd
Ky Mini Diggers
Lawn and Turf Maintenance Pty Ltd
Precision Grading Pty Ltd
Prestons Turf and Garden Pty Ltd
Sandy Creek Trees

Supaturf
t4greenspace
Tactile Australia Pty Ltd - One Stop Civil

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager Parks, Sport & Recreation	Parks, Sport & Recreation
Team Leader – Arboriculture, Parks & Sports Facilities	Parks, Sport & Recreation
Coordinator – Sports Facilities & Parks	Parks, Sport & Recreation
Probity & Procurement Advisor	Contracts & Procurement

18 tenderers provided conforming tender submissions and demonstrated adequate experience and capability to carry out the requirements of the Contract.

Two tenderers, Supaturf and t4greenspace were deemed non-conforming by the panel.

Being a panel of supplier's contract, tenderers submitted a range of rates for the various services. All tenderers' rates were assessed as being reasonable market rates. Please see attached price breakdown spreadsheet taking the place of the eProcure report. As so many Tenderers submitted a range of prices, the panel had to produce a number of categories and the relevant scoring for each to means test. The qualitative scores were generated via eProcure.

Once the panel contracts are executed, Council will engage panel members based on an evaluation of best value, by reference to the following for each piece of work:

1. Unit prices
2. Availability of services required.
3. Suitability of supply for the required work.

All departments who utilise this contract will be given clear instruction on how to engage suppliers on this contract.

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	60%
Previous Relevant Experience	20%
Environmental Management Systems	10%
Benefit to Local Region	10%
OH&S	Pass / Fail

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.

SOCIAL

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

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

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.

4.4 Quality infrastructure is provided and maintained to acceptable standards.

Risk Management

No risks identified after evaluation process completed.

Policy Considerations

There are no conflicts with Council Policy.

Financial Implications

The annual expenditure for the *Provision of Horticulture Services* is approximately \$300,000. Over the term of this contract including the extensions it is expected that expenditure will be of the order of \$1,500,000 (inclusive of GST).

This is an estimate only and is dependent on the usage of the proposed contract. This contract services multiple departments within Council and each department will incur any such costs associated with purchasing supplies and materials from this contract.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

No environmental/sustainability impacts have been identified as a result of this recommendation

Social Implications

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

Economic Impacts

Eight local companies have tendered for this panel of supplier's contract which will be a benefit to the local region.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

- Nil.

Conclusion

The evaluation panel is satisfied that Amgrow Australia Pty Ltd, Australian Aquatic Solutions, Aztec Industries Pty Ltd, Choice Corporate Pty Ltd, Cleaves Earthmoving and Drainage Pty Ltd, Countrywide Turf Solutions Pty Ltd, AWL Contracting Pty Ltd, Gaffys Tractor Hire Pty Ltd, Global Turf Projects Pty Ltd, Green Turf Pty Ltd, Ky Mini Diggers, Lawn and Turf Maintenance Pty Ltd, Northside Grounds and Maintenance, Tatura Lawn Mowing & Gardening services Pty Ltd, Precision Grading Pty Ltd, Prestons Turf and Garden Pty Ltd, Sandy Creek Trees and Tactile Australia Pty Ltd. have the required experience and capability to carry out the requirements of the contract and be appointed to a panel to provide horticulture services over the initial three year contract term.

Attachments

Confidential Attachment

14 Confidential Management Reports

The following report attachments 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 13.1: Contract Award – Contract No. 2134 – Supply and Delivery of Quarry Products – CN 2134 - Quarry Products Evaluation Scoring Sheet - CN 2134 Quarry Products Summary report after Moderation Meeting.
- Item 13.2: Contract Award – Contract No. 1999 – Provision of Irrigation Services, Supply of Materials and Repairs and Servicing of Pumps and Associated Equipment - Panel of Suppliers - CN 1999 Scoring Sheet.
- Item 13.3: Contract Award – Panel of Supplies of Contract No. 1997 – Purchase and Supply of Horticultural and Arboricultural Materials – CN 1997 Scoring Sheet.
- Item 13.4: Contract Award – Contract No. 1998 Provision of Horticulture Services – Panel of Suppliers – CN 1998 Scoring Sheet

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 Notice of Motion, Amendment or Rescission

Nil Received.

16.2 Councillor Activities

16.2.1 Councillor Activities - September 2021

Author	Senior Governance Officer
Approved by	Chief Executive Officer
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 interactions and informal meetings of Councillors.

Councillor's Community Interaction and Briefing Program

From 1 September 2021 – 30 September 2021, some or all of the Councillors have been involved in the following activities:

- Goulburn Valley Local Government Waste Forum meeting
- GOTAFE | Community Connector Lunch
- Waste and Resource Recovery Group Chairs meeting
- Heritage Advisory Committee meeting
- Launch | GV Health - First dedicated COVID19 Vaccination Bus in Australia
- Saleyards Advisory Committee meeting
- Local Government Mayoral Advisory Panel
- Murray Darling Association meeting
- Waste and Resource Recovery Group Steering Committee
- Audit Risk Management Committee meeting
- Shepparton Education Plan Project Board
- Positive Ageing Advisory Committee meeting
- Greater Shepparton School Industry Roundtable
- Annual Affordable Housing Forum 2021
- Parenting Engagement in Greater Shepparton

- Senior Combined Partners meeting
- Committee for Greater Shepparton | A Night of Gigs
- Regional Cities Victoria – Mayoral meeting
- Australian Botanic Gardens Shepparton Advisory Committee meeting
- World Peace Day | Lighting a Candle for Afghanistan
- Princess Park - Facilities & User Group meeting
- Victorian Local Government Association | Connect Live Panel - 'Electing the Mayor - What Leadership Requires'
- Sir Murray Bouchier Committee meeting
- World Rivers Day
- Katandra West Community Meeting – Community Hall update
- 13th Dungala Kaiela Oration - delivered by Josephine Sukkar
- Parking Reference Group meeting

In accordance with section 106 of Council's Governance Rules a summary of the matters discussed at the informal meetings of Councillors, are attached.

Attachments

1. Councillor Briefing Session - 7 September 2021 - Informal Meetings of Councillors [16.2.1.1 - 2 pages]
2. Councillor Briefing Session 14 - September 2021 - Informal Meetings of Councillors [16.2.1.2 - 2 pages]
3. Councillor Briefing Session - 21 September 2021 - Informal Meetings of Councillors [16.2.1.3 - 1 page]
4. CEO and Councillor Catch Up - 21 September 2021 - Informal Meetings of Councillors [16.2.1.4 - 2 pages]
5. Councillor Briefing Session - 28 September 2021 - Informal Meetings of Councillors [16.2.1.5 - 2 pages]
6. CEO and Councillor Catch Up 28 September 2021 - Informal Meetings of Councillors [16.2.1.6 - 2 pages]

16.3 Council Committee Reports

Nil received.

17 Urgent Business not Included on the Agenda

Nil Received.

18 Close of Meeting