

# MINUTES

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## ORDINARY COUNCIL MEETING

HELD ON  
TUESDAY 19 AUGUST, 2014  
AT 5.30PM

IN THE COUNCIL BOARD ROOM

**COUNCILLORS:**

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

***VISION***

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



**MINUTES  
FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON  
TUESDAY 19 AUGUST, 2014 AT 5.30PM**

**CHAIR  
CR JENNY HOULIHAN**

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## RISK LEVEL MATRIX LEGEND

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

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

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

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

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

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

**Insignificant** Operational, add treatments where appropriate

**PRESENT: Councillors Jenny Houlihan, Dennis Patterson, Dinny Adem, Les Oroszvary, Michael Polan, Kevin Ryan and Fern Summer.**

**OFFICERS: Gavin Cator – Chief Executive Officer  
Steve Bowmaker – Director Infrastructure  
Johann Rajaratnam – Director Sustainable Development  
Rosanne Kava – Acting Director Business  
Kaye Thomson – Director Community  
Rebecca Bertone – Official Minute Taker  
Stephanie Giankos – Deputy Minute Taker**

#### **1. ACKNOWLEDGEMENT**

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

#### **2. APOLOGIES**

Nil.

#### **3. DECLARATIONS OF CONFLICT OF INTEREST**

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

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

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

**Moved by Cr Polan  
Seconded by Cr Adem**

That the Minutes of the Ordinary Council Meeting held 15 July 2014 and the Special Council Meetings held 22 July 2014 and 6 August 2014, as circulated, be confirmed.

**CARRIED.**

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.1 Transition Plan Update - June 2014

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

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

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

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

**Author: Acting Team Leader Governance**

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

**Approved by: Acting Manager Corporate Performance**

#### **Executive Summary**

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

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

**Moved by Cr Summer**

**Seconded by Cr Patterson**

That the Council receive and note the June 2014 update of progress in implementing the Greater Shepparton City Council – Organisational Transition Plan.

**CARRIED.**

#### **Background**

In July 2012 the Council resolved to accept the final Organisational Scan report that was undertaken to identify actions that would provide tangible benefits to the organisation as well as the Greater Shepparton Community. As part of this resolution, it was a requirement for the CEO to report to Council on the progress against this plan on a quarterly basis to the Council.

The organisational Transition Plan provides for the issues identified, who is responsible, and what attention is required. Of the 117 tasks set out in the plan 64 percent have been completed whilst the balance are in the process of implementation.

A copy of the progress report against each of the Transition Plan items is shown in the attachment to this report. It provides a status report for the progress and status of each item for Council's information.

It should be noted that it is the aim to complete all tasks as indicated in the Transition Management Plan by 30 June 2015. At this stage it is anticipated that all tasks will be finalised by this date.

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

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

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.1 Transition Plan Update - June 2014 (continued)

#### **Risk Management**

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

#### **Policy Considerations**

There are no direct policy considerations associated with this report.

#### **Financial Implications**

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

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

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

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

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

#### **Social Implications**

There are no social implications associated with this report.

#### **Economic Impacts**

There are no economic impacts associated with this report.

#### **Consultation**

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

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

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

#### **Options for Consideration**

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

#### **Conclusion**

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

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

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

**5.1 Transition Plan Update - June 2014 (continued)**

**Attachments**

Transition Plan April-June 2014 Page 61



## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Greater Shepparton City Council - Council Plan 2013-2017 - Progress Report June 2014

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

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

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

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

**Author: Acting Team Leader Governance**

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

**Approved by: Acting Manager Corporate Performance**

#### **Executive Summary**

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

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

The report also includes progress made in achieving the Key Strategic Activities contained within the 2013/2014 Budget which will become Councils Performance Statement.

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

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

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

#### **Moved by Cr Summer Seconded by Cr Polan**

That the Council note the Council Plan Progress June 2014 report which provides details in relation to achieving the:

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

**CARRIED.**

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Greater Shepparton City Council - Council Plan 2013-2017 - Progress Report June 2014 (continued)

#### **Background**

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

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

These five strategic goals are:

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

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

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

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

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

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

#### **Risk Management**

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

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

#### **Policy Considerations**

There are no policy considerations associated with this report.

#### **Financial Implications**

This report contains no financial implication, however many of the initiatives contained within the Council Plan have required Council to provide a budget in its 2013/2014 and 2014/2015 budget to provide the finances to continue implementation of the Council Plan.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 5.2 Greater Shepparton City Council - Council Plan 2013-2017 - Progress Report June 2014 (continued)

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

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

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

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

#### **Social Implications**

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

#### **Economic Impacts**

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

#### **Consultation**

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

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

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

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

##### b) Other strategic links

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

The plan contains Key Strategic Objectives for delivery across the period of the plan. The Budget details the financial obligations of the organisation for the period and contains Key Strategic Activities for delivery across each year.

## 5. OFFICE OF THE CHIEF EXECUTIVE OFFICER

### **5.2 Greater Shepparton City Council - Council Plan 2013-2017 - Progress Report June 2014 (continued)**

#### **Options for Consideration**

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

#### **Conclusion**

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

#### **Attachments**

Council Plan Report Page 106

## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 Transfer of Land to Mooroopna Cemetery Trust

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

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

**Council Officers involved in producing this report**

**Author: Senior Business and Property Officer**

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

**Approved by: Director Infrastructure**

**Executive Summary**

In June 2012 Council resolved to lease a parcel of land at 22 Huggard Drive to the Family Relationship Centre for the purpose of establishing a men's wellbeing centre for a term of 21 years. The Family Relationship Centre no longer wishes to proceed with the lease.

The second part of this resolution provided that once the lease had been entered into, the parcel of land was to be transferred to the Crown for the future use of the Mooroopna Cemetery Trust for its future expansion.

The Mooroopna Cemetery Trust has asked the Council to proceed to give them the land as resolved in June 2012.

**Moved by Cr Ryan**  
**Seconded by Cr Patterson**

That the Council:

1. agree to transfer the identified parcel of land at 22 Huggard Drive Mooroopna, being part of the land in certificate of title volume 9753 folio 140 to the Crown for future use by the Mooroopna Cemetery Trust.
2. authorise the Chief Executive Officer to sign and seal all documentation to effect the transfer of the parcel of land to the Crown.

**CARRIED.**

**Background**

In March 2011 the Family Relationship Centre asked Council if they could provide, by way of a community lease, a greenfield site for the development of Min-Jarra, a men's wellbeing centre for the use by the indigenous and culturally and linguistically diverse (CALD) community. Vacant Council land in Huggard Drive Mooroopna was identified as a suitable site for the development as it was close to the river and bush environments.

The Mooroopna Cemetery Trust identified the same parcel as being required to plan for the future expansion of the cemetery. Although the site would not be needed for development for the next 25 to 35 years, the Trustees wanted a commitment from the Council that the land would be secured for future use. Following discussions with the Department of Health, it was proposed that the Council would enter into a lease with the

## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 Transfer of Land to Mooroopna Cemetery Trust (continued)

Family Relationship Centre and then pass the land to the Crown encumbered with the lease.

At its Ordinary Council Meeting on 19 June 2012, the Council resolved

- (a) to give public notice of its intention to enter into a 21 year lease with the Family Relationship Centre for the development of a Min-Jarra and if no submissions were received to enter into the lease, and*
- (b) on the condition that the lease is executed, to transfer the parcel of land to the Crown to be reserved for cemetery purposes subject to Ministerial approval and if such approval was not given for the transfer subject to Lease, then Council would give a legally binding agreement to relinquish the land to the Crown at the expiration of the lease.*

A public notice was placed in the Shepparton News on 22 June 2012 and no submissions were received. A lease of the parcel of land was then prepared and forwarded to the Family Relationship Centre.

Throughout the remainder of 2012 and 2013, Council officers remained in open dialogue with Family Relationship Centre to finalise the lease. Difficulties arose when there was a change of staff at the Centre with the departure of the Manager, who originally put forward the lease proposal. Council officers had numerous discussions with new staff at the Centre to progress the matter, as well as the Area Manager for the Sandhurst Diocese who is the governing body of the Centre. Upon the appointment of a new centre Manager in late 2013, Council officers were informed that the Family Relationship Centre was not in a position to enter into a lease of the parcel of land at 22 Huggard Drive, Mooroopna.

The decision of the Family Relationship Centre not to continue with the lease arrangements meant Council could not fulfil the resolution of the 19 June, 2012.

The Mooroopna Cemetery Trust have been advised that the lease to the Family Relationship Centre is now not proceeding and have written to Council requesting that Council proceed with the second part of the resolution made on 19 June 2012, namely the transfer of the land to the crown for future cemetery use. This request has now been put to Council as the recommendation of this report.

As the River Clan are directly affected by this change of events, Council staff have written to them to inform them that the proposal of the Family Relationship Centre cannot proceed.

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

The Council Plan identifies a strategic objective of promoting economic growth, business development and diversification and also the provision of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth. This proposal will allow the future growth of the Mooroopna Cemetery.

## 6. INFRASTRUCTURE DIRECTORATE

### 6.1 Transfer of Land to Mooroopna Cemetery Trust (continued)

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Transferring the land to the cemetery trust when it may be required for some unforeseen use in the future	Medium	Medium	Low	Public consultation and investigation of possible other uses
Backlash from the cemetery trust if we do not transfer the land to them	High	Medium	Low	Cemetery Trust maintain they were promised the land by Shire of Rodney

#### Policy Considerations

The transfer of land to the Crown does not conflict with any policy and will be undertaken in accordance with the *Transfer of Land Act 1958*. The intent of the Asset Management Policy is to support the Council's commitment to maximising its resources to achieve the best outcome for the community.

#### Financial Implications

There would be nominal administrative costs incurred by the Council in implementing the recommendation of this report, which will be covered by existing budget. The Cemetery Trust will incur all subdivision and legal costs of the transfer of land. Council will also be forgoing the capital value of the land but the land will continue to be used for public purposes.

#### Legal/Statutory Implications

The transfer of the land will be undertaken in accordance with the *Transfer of Land Act 1958*.

#### Environmental/Sustainability Impacts

The provision of the additional land to the Mooroopna Cemetery Trust will assist the trust in maintaining its ability to provide burials into the future. It will also allow the trust to provide an alternative access to the cemetery which will be safer for the general public.

#### Social Implications

The ongoing viability of the cemetery is important for the Mooroopna community and the additional land will allow for the cemetery to continue operations into the future.

The land at Huggard Drive will also allow the cemetery trust to construct an improved, safer entrance into the cemetery, instead of relying on the entrance off the Echuca Road.

#### Economic Impacts

This proposal will ensure the long term viability of the Mooroopna Cemetery by providing additional land for burials into the future.

#### Consultation

Public consultation was undertaken as part of the original proposal and in particular a public notice was published in the Shepparton News on 22 June 2012. No submissions were received. Consultation has also been undertaken with various Council departments and with the Department of Human Services.

## 6. INFRASTRUCTURE DIRECTORATE

### **6.1 Transfer of Land to Mooroopna Cemetery Trust (continued)**

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

#### **Options for Consideration**

1. Transfer the identified parcel of land to the Mooroopna Cemetery Trust. This will allow the Cemetery Trust to plan for future expansion and to establish a second vehicle access point into the cemetery. **(Recommended)**.
2. The land could be retained in Council ownership. This will mean that the Mooroopna Cemetery will need to look at other opportunities for expansion which are very limited. It will also mean that the Cemetery cannot address the safety issues of providing an alternative access point to the cemetery. **(Not recommended)**

#### **Conclusion**

The decision of the Family Relationship Centre not to take on the lease of 22 Huggard Drive means the previous Council resolution of June 2012 to lease them this land cannot be fulfilled.

The Mooroopna Cemetery Trust was to receive this land in the future to ensure the availability of future burial plots. The Cemetery Trust has written to Council requesting this land be handed to them now.

The transfer of the identified parcel of land at 22 Huggard Drive Mooroopna to the Mooroopna Cemetery Trust will provide a significant social benefit to the Mooroopna community, and ensures the long term future of the cemetery.

#### **Attachments**

1. Plan of proposed site Page 149
2. Letter from Mooroopna Cemetery Trust Page 150



## 7. COMMUNITY DIRECTORATE

### 7.1 Volunteer Strategy and Action Plan 2014 - 2018

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

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

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

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

**Author: Community Development Officer**

**Proof reader(s): Neighbourhood Planning Coordinator,**

**Team Leader Community Strengthening, Manager Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

Greater Shepparton City Council recognises the pivotal role that volunteers play in our community. Many community organisations, programs and sports clubs would simply not exist without volunteers. The development of the Volunteer Strategy and Action Plan 2014 – 2018 demonstrates Council's commitment to volunteers and the organisations that utilise and manage them.

This strategy informs the role of Council in supporting the volunteering community both internally and externally. The strategy aims to build on the work already being undertaken by Council and the community and will strengthen the partnerships that will further enhance the volunteer sector.

Four strategic directions were identified through consultation and these frame the focus of the Volunteer Strategy and Action Plan. The Action Plan has defined priorities for achievement, review and evaluation and will inform the development of new Council priorities in following years.

At the Council Meeting in May 2014, the draft strategy was endorsed for public release and the strategy was open for feedback for a four week period. During this time, additional feedback was provided by external volunteer managers and other internal stakeholders. Overall stakeholders responded positively to the draft strategy and the feedback received indicated that the actions within the Action Plan are realistic and attainable. Minor changes included clearer description of actions and identification of further partners within the action plan as well as further details and clarification on volunteer opportunities within Council. The Vision statement now incorporates the objective of aiming to achieve the regional average of volunteering for our municipality.

**Moved by Cr Summer**

**Seconded by Cr Oroszvary**

That the Council adopt the Volunteer Strategy and Action Plan 2014 – 2018.

**CARRIED.**

## 7. COMMUNITY DIRECTORATE

### 7.1 Volunteer Strategy and Action Plan 2014 - 2018 (continued)

#### **Background**

Volunteering is an essential community resource which promotes active citizenship and social inclusion. Volunteering extends value to our communities to make them safe, robust, inclusive and culturally rich. It provides a vehicle for individuals or groups to address human, environmental and social needs.

The Volunteer Strategy and Action Plan will set out Council's vision and approach to support volunteering in our region. The aim of the strategy is to:

- Promote volunteering opportunities
- Engage volunteers
- Ensure standards of best practice and consistency in supporting volunteers
- Respond to emerging trends and issues in the volunteer sector
- Recognise and celebrate volunteers.

#### **Key Strategic Direction 1: Promotion**

Council will work to raise the profile of volunteering across the Greater Shepparton municipality.

#### **Key Strategic Direction 2: Recruitment**

Council will provide a consistent approach to recruitment of volunteers.

#### **Key Strategic Direction 3: Supporting**

Council will work towards ensuring our volunteers across the Greater Shepparton municipality are supported with standards of best practice and consistency; providing opportunities to share information.

#### **Key Strategic Direction 4: Celebrate & Recognise**

Council will acknowledge the valued contributions of volunteering in the Greater Shepparton municipality.

Four strategic directions have been created to frame the directions Council will undertake to support volunteering in Greater Shepparton.

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

The Volunteer Strategy and Action Plan 2014 – 2018 is intrinsically linked to the Council Plan 2013 – 2017, in particular the following objectives.

Goal 1 – Active and Engaged Communities (Social)

Continue to enhance community capacity building.

#### **Risk Management**

Consideration has been given to risk management issues during the development of Volunteer Strategy and Action Plan 2014 – 2018. Any risks identified have been addressed through the action planning process.

#### **Policy Considerations**

The Volunteer Strategy and Action Plan 2014 - 2018 will support existing Council policies.

#### **Financial Implications**

The Volunteer Strategy and Action Plan 2014 - 2018 is set within the Council context and existing financial constraints and staff capacity. \$18,000 is allocated to support the implementation of the Volunteer Strategy and Action Plan in 2014/2015 and subsequent

## 7. COMMUNITY DIRECTORATE

### 7.1 Volunteer Strategy and Action Plan 2014 - 2018 (continued)

years or additional actions will be subject to annual budgetary processes. External funding opportunities will also be explored to implement projects.

	2014/2015 Draft Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue	0	0	0	Funding options will be considered
Expense	18,000	18,000	0	Annual priorities identified align within the allocated budget for volunteers
Net Result	(18,000)	(18,000)	0	Costs of implementing the strategy will be reviewed as part of annual budgetary processes.

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

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

The strategy is consistent with the *Local Government Act 1989* and the *Victorian Charter of Human Rights and Responsibilities Act (2006)*.

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

There are no environmental impact related to this strategy.

#### **Social Implications**

The Volunteer Strategy and Action Plan 2014 - 2018 has been informed by significant consultation with volunteers and volunteer managers across the Greater Shepparton municipality. Volunteering has a meaningful and positive impact on the community. It can also benefit the individual who is performing the volunteer work through increasing social networks and social support. Increases in community participation, such as volunteering are reflected in community health and are an important element for a healthy, integrated and secure community.

#### **Economic Impacts**

The economic value of volunteers is enormous, their hard work and dedication equates to large volumes of work. ABS statistics indicate that volunteering contributes approximately \$15.7 billion to the Australian economy.

#### **Consultation**

The Volunteer Strategy and Action Plan 2014 – 2018 has been developed through extensive consultation with volunteers, external volunteer managers and internal Council departments including volunteer managers.

A number of mechanisms were used to engage and consult with the volunteer community. A survey was developed and distributed in hard copy format, electronically and placed on Council website. Over 150 surveys from volunteers were received.

## 7. COMMUNITY DIRECTORATE

### 7.1 Volunteer Strategy and Action Plan 2014 - 2018 (continued)

An extensive volunteer sector engagement project was undertaken and over 19 volunteer managers provided input in to development of the volunteer strategy. Volunteer Managers attended two forums to further develop concepts presented in the initial data collection phase. Two workshops were also held with internal Council departments.

The draft Strategy and Action Plan were placed on public exhibition for one month. During this period, feedback was obtained from the internal working group that represents a number of departments within Council. In addition one-on-one meetings were conducted to ensure as many responses could be considered as possible. An external forum was conducted where volunteer managers offered feedback to the strategy. A number of other emails and verbal feedback were provided from external volunteer managers and coordinators.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keeping the community informed.	Media Release Flyers
Consult	Capture community opinion.	Forums for external Volunteer Managers Workshop for Council Volunteer Managers Surveys
Involve	Feedback is an important input into decision making.	Draft strategy was placed on public exhibition to gather further feedback Internal and external volunteer networks established to implement actions within the strategy
Collaborate	Feedback will be incorporated into decisions to the maximum level possible.	Additional forums were held regarding the draft document.

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

##### b) Other strategic links

Greater Shepparton City Council – Community Development Framework

Greater Shepparton City Council – Community Engagement Strategy

#### **Options for Consideration**

1. Do not support the directions contained within the Volunteer Strategy and do not adopt the Volunteer Strategy and Action Plan 2014 - 2018.

This option is not preferable as it would not meet the expectations of the community. The consultation process has highlighted the need for a strategy to lead Council's work in the Volunteer space.

2. Support the direction contained within the Strategy and adopt the Volunteer Strategy and Action Plan 2014 – 2018.

## **7. COMMUNITY DIRECTORATE**

### **7.1 Volunteer Strategy and Action Plan 2014 - 2018 (continued)**

This option is preferable; the Volunteer Strategy demonstrates Council's commitment to volunteers and ensures that Council's role in promotion, recruitment/retention, recognition and celebration of volunteers is clear.

#### **Conclusion**

The Volunteer Strategy and Action Plan 2014 – 2018 has been developed through extensive consultation with volunteers, external volunteer managers, internal volunteer managers, the wider community and internal Council departments. The Volunteer Strategy and Action Plan 2014 – 2018 will demonstrate Council's continued commitment to volunteers and enable the delivery of the actions associated with the plans.

#### **Attachments**

Volunteer Strategy and Action Plan 2014 - 2018 Page 163

## 7. COMMUNITY DIRECTORATE

### 7.2 Smoke Free Outdoor Dining Trial - Review of Permit Conditions for 2014/2015

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

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

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

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

**Author: Health and Wellbeing Project Officer**

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

**Approved by: Director Community**

#### **Executive Summary**

At the May 2013 Ordinary Council Meeting, Council endorsed the recommendation to implement a smoke free outdoor dining trial in Greater Shepparton for all local businesses with an outdoor dining permit commencing 1 July 2013 ending 30 June 2014.

In March 2014 Council endorsed the recommendation to extend the smoke free trial post 30 June 2014 to allow time for a full evaluation to be conducted and the findings to be considered, including proposing a local law. The intention of this extension is to minimise disruption to local businesses and allow for a continuation of practises whilst a comprehensive review of the trial is undertaken.

An internal working group has since reviewed the possible options for the continuation of smoke free outdoor dining. This included research into the development of a local law, review of the possibility of extending the permit conditions and review of current and proposed State wide bans on the matter. Based on the findings of these discussions, the internal working group recommends that Council defer the establishment of a local law and instead continue to issue annual permits for outdoor dining with specific conditions that ensure provision of a smoke free outdoor dining area.

Local Laws staff reviewed the terms and conditions of the 2013/14 outdoor dining permits and issued a renewal notice to continue the provision of a smoke free outdoor dining area during the 2014/15 permit year, guided by the earlier decision of Council to continue the trial period.

**Moved by Cr Patterson  
Seconded by Cr Polan**

That the Council:

1. Defer the concept of developing a local law, as adopted by Council at the Ordinary Council Meeting on 18 March 2014, until a review of all Local Laws has taken place as part of the Better Local Laws Program scheduled for 2015-2018.
2. Agree to continue to offer the existing outdoor dining permit on an annual basis with the additional clause 19 to ensure permit holders maintain smoke free outdoor dining areas during 2014/2015.

**CARRIED.**

## 7. COMMUNITY DIRECTORATE

### **7.2 Smoke Free Outdoor Dining Trial - Review of Permit Conditions for 2014/2015 (continued)**

#### **Background**

Council endorsed the introduction of a smoke free trial at the Ordinary Council Meeting on 21 May 2013 effective from 1 July 2013 to 30 June 2014. The prime purpose of the trial was to introduce a health preventative initiative that increased smoke free areas in our Municipality, acting as a deterrent for smoking behaviour. Council considered extensive research and evidence of smoking related health risks and related diseases, including the impact on individuals of second hand smoke and community support for smoke free dining captured in local survey data.

During the initial consultation period from December 2012 to January 2013 feedback was gathered from local businesses, health professionals and the broader community through a variety of consultation methods to gauge the community's expectations on a smoke free outdoor dining trial in Greater Shepparton. The results of this survey indicated 78.8% of respondents, whether smokers or non-smokers, stated that they prefer no smoke near them when they are eating or drinking in an outdoor dining area. The majority of respondents, 73.6% also indicated they preferred smoke free outdoor dining areas.

There are a total of 50 local businesses currently participating in the smoke free trial. A total of 42 local businesses completed the initial survey.

Upon commencement of the trial Council provided participating businesses with signage including; aluminium table top signs, adhesive signs affixed to the majority of outdoor dining area barrier screens (some businesses required specially ordered metal signs due to the construction of their dining area barriers). Information signs similar to parking signs were placed throughout the Municipality. A total of 320 table top signs, 120 adhesive signs, 10 metal signs and 15 information signs were purchased and installed by Council to inform residents and visitors of Greater Shepparton of the smoke free outdoor dining areas.

Evidence confirms that changing or removing signage and advertising mechanisms that act as cues to encourage smoking can help to reduce and de-normalise smoking, including the removal of ash trays.

All local businesses that applied for an outdoor dining permit during the trial period were required to abide by the additional conditions including a request to; display signage to inform of the smoke free area, ask any person smoking to move out of the designated area, remove ash trays and cigarette butt out bins from the designated area.

In January 2014 onsite visits were conducted at all businesses operating under an outdoor dining permit with the amended terms and conditions. These visits were an appropriate time to capture feedback at the trials midpoint. Results indicated that the majority of local businesses had clearly been able to meet the amended terms and conditions of the outdoor dining licence permit.

A total of 49 businesses were approached, of these traders, 37 businesses (75%) were continuing to demonstrate full compliance of the amended terms and conditions during the trial period. There were eight businesses closed, with five businesses having ceased trading and three expected to re-open after the school holiday break. There were four local businesses, three in Shepparton and one in Tatura, that are not able to fully comply with permit conditions due to a range of issues; regular patrons being defiant, younger age group ignoring requests to move out of area, staff unable to manage areas during

## 7. COMMUNITY DIRECTORATE

### 7.2 Smoke Free Outdoor Dining Trial - Review of Permit Conditions for 2014/2015 (continued)

busier times and owners wanting to retain regular clientele or leaving ash trays on table that encourage smoking. Local Laws have reported similar observances and discussions have since occurred to alleviate these issues through compliance strategies.

A range of related issues were highlighted, these included:

- Extra signage required, some signs had been damaged and a many had been stolen.
- GSCC waste bin locations were raised as a concern by some business owners as the smoke drift from the bins where cigarette butts were being disposed of was creating additional issues. These matters were referred to the Waste Management team for further consideration of minor location changes. Both bin designs with a cigarette butt out on the side or those with a metal butt out on the top have caused concern.

Strong negative feedback has been received from only one local business owner (who operates a business during both business hours and after hours with provision of a liquor licence) in the form of a written submission regarding their concerns, including:

- Business impact to patrol smoking area
- Reduction in trade
- Suggested timed smoking bans not a complete ban.

A total of 15 community feedback submissions have been recorded from residents or visitors to Greater Shepparton throughout the trial, with the online feedback form remaining open throughout the trial period.

In summary, there were a total of seven objections to the trial, five complaints of non-compliance and three community members expressing their support of the trial and complimenting Council for their decision.

It is evident through the number of compliant local businesses that have reported little or no impact on their business, that the community supports the smoke free trial in comparison with those few reporting a reduced trade and difficulty complying with the amended terms and conditions. This evidence demonstrates that the community's behaviour has changed in Greater Shepparton in regards to smoke free outdoor dining.

On Tuesday 8 April 2014 representatives met from Environmental Health, Local Laws and Community Strengthening to discuss the options for a draft local law for smoke free dining. The outcome of the meeting highlighted three possible courses of action:

#### **Option 1: Continue with the existing outdoor dining permits including smoke free conditions over the licensed area.**

The preferred course of action is to continue with the existing terms and conditions of outdoor dining permits and abandon the development of an appropriate local law, until all local laws are reviewed. It was agreed that this action would support the aim of the smoke free dining ban in acting as a deterrent of smoking behaviour and allow the trial to continue until either a State wide ban is introduced or a local law adopted.

This option puts the emphasis to comply on businesses, providing they continue to obtain their annual outdoor dining licence permit and avoids the need for confrontation between Council and members of the public. It is recommend that due to the minimum cost involved and to demonstrate our support to business, Council would continue to provide no smoking signage indefinitely for businesses and



## 7. COMMUNITY DIRECTORATE

### **7.2 Smoke Free Outdoor Dining Trial - Review of Permit Conditions for 2014/2015 (continued)**

conduct ad hoc inspections. Enforcement for this would be the equivalent of that for any other breach of permit conditions. Consideration of offering permit holders a choice of a higher fee for those wanting to permit smoking or a lower fee for smoke free licensed area would require further investigation of suitable fees and a Council decision to endorse them. This decision would also be a step backward as evidence of compliance is so high and community behaviour and acceptance has been observed. Due to Council only having the ability to control the public land under permit, smokers still have choices of attending businesses that offer outdoor dining facilities on private land.

#### **Option 2: That Council manage outdoor dining areas under the existing local law #1 Community Living.**

1. This local law could be used to enforce smoke free outdoor dining if it was considered to be offensive behaviour. However using this law would mean there was a strong focus on infringement not deterrence as it is generally administered by the Victoria Police and would involve confrontation of the individual whilst committing the offense.

The current local law is as follows:

Local Law 1 Community Living – 2.14 Behaviour, states:

- (a) *A person must not, whether by language, action, or otherwise, behave in a public place in such a manner as to:*
  - (i) *interfere with another person's reasonable use and enjoyment of that public place; or*
  - (ii) *endanger, or be likely to endanger, health, life or property;...*

#### **Option 3: That Council develop or amend a local law.**

As part of the Better Local Laws Program all local laws will be reviewed between 2015-2018. The process for amending a local law can take more than twelve months and involves the gazetting of the change, consultation, a community impact statement and the engagement of a consultant to facilitate this process. It is recommended that if a local law is to be changed, consideration is given to changing any other areas at the same time to share the cost and process involved.

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

Under the *Active and Engaged Communities – Social Environment* of the Council Plan 2013-2017 and goal 3 *Ensure liveability options are always considered in our decision making activities* - 'Develop, adopt and implement the Greater Shepparton City Council Municipal Health and Wellbeing Action Plan'.

#### ***Health and Wellbeing Action Plan 2013-14***

A specific health and wellbeing target contained in this action plan states Council will work toward: *'Increase community awareness of tobacco control health prevention initiatives that encourage clean, safe, smoke free environments that contribute to a reduction in tobacco related illness and associated diseases.'*

Performance measures will include Evaluation of smoke free outdoor dining trial.

## 7. COMMUNITY DIRECTORATE

### 7.2 Smoke Free Outdoor Dining Trial - Review of Permit Conditions for 2014/2015 (continued)

#### **Risk Management**

No moderate or extreme risks have been identified for this recommendation. It is possible that some business owners who are permitted for outdoor dining may not support the ongoing conditions but every effort has been made to assist them in this process and to address any concerns where possible that have been raised.

#### **Policy Considerations**

There have been no policy considerations identified for this recommendation.

#### **Financial Implications**

	Approved Budget 2013/14 \$	Actual Expenditure 2013/14 \$	Proposed budget 2014/15 \$	Comments
Revenue	0	0	0	
Expense	\$10,000	\$6,630	\$3,370	The funds proposed are for the renewal of signage - community information signs displayed around the municipality and at permitted outdoor dining premises which expired on 30 June 2014. Provision also allowed for any new permit holders.
Net Result	\$10,000	\$6,630	\$3,370	

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

The Tobacco Act 1987 does not provide provision for a total ban on smoking in outdoor dining areas. It does have provisions for dining areas that are indoors or enclosed to a point that air smoke cannot escape freely. Officers have sort advice from Council's insurer and reviewed advice from Department of Health indicating this ban by Council is not in contradiction to any clauses within the Act.

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

The environmental and sustainability benefits from the continuation of smoke free environments in public spaces include:

- **Cigarette Butts** which are highly rated in the top ten rubbish items commonly found and recognised as a major pollutant, a significant nuisance to residents, businesses, the environment, waterways and wildlife. There was a concern that further smoking bans may increase the cigarette litter as smokers are forced away from public spaces that provide cigarette bins, particularly on footpaths, in this case some extra bins have been placed outside the licensed area. Research indicates that excessive cigarette bins appear to negatively impact on streetscapes.
- **Exposure to second hand smoke**– A resource kit for Local Governments, 'Smoke-free outdoor areas' demonstrates that evidence suggests that there are links between exposure to second hand smoke and a range of serious life threatening health impacts including heart disease, lung cancer, asthma, irritation of the eyes/nose and other respiratory problems. This includes children at increased risk of Sudden Infant Death Syndrome (SIDS), acute respiratory infections and ear problems.

## 7. COMMUNITY DIRECTORATE

### 7.2 Smoke Free Outdoor Dining Trial - Review of Permit Conditions for 2014/2015 (continued)

#### **Social Implications**

Encouraging clean open spaces and by providing smoke free social engagement opportunities individuals can be influenced to reduce their smoking habits and it can “de-normalise” smoking behaviour providing community change.

#### **Economic Impacts**

A collaborative approach to health and wellbeing initiatives can promote economic growth, expand tourist opportunities, encourage new events, increase business development, encourage employment opportunities, advocate for new health services, provide fairer access to outdoor dining facilities and demonstrate concern for residents with health concerns or vulnerable and disadvantaged residents in the Municipality.

As reported by Quit Victoria and the Heart Foundation smoking remains a major cause of preventable death in Victoria and Council’s introduction of smoke free areas can impact on the demand on local health services.

The impact for business is positive in improving workplace conditions and environments for staff and patrons and is supported by evidence captured in local data that the majority of patrons wish to dine smoke free.

#### **Consultation**

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

Further consultation will be undertaken as part of issuing outdoor dining permits for 2014/15 and through the final evaluation of smoke free dining trial.

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

This document outlines the importance of Council maintaining a financial and socially acceptable environment, while meeting the expectations and future needs of our local community.

#### **Options for Consideration:**

1. That Council continue to use annual outdoor dining permits, including terms and conditions that specify that the designated area must remain smoke free, with inclusion of the following conditions during the term:

Outdoor Dining Permit  
TERMS AND CONDITIONS

*Includes provision for smoke free outdoor dining in licensed area  
(refer additional clause 19)*

#### **Amended clause 19:**

- 19 To ensure effective provision of smoke free outdoor dining during the licensed period in the designated area including:
  - 19.1 Display of suitable signage to inform of the smoke free licensed area;
  - 19.2 Ashtrays, matches, lighters or any other assistance to facilitate smoking must not be supplied in designated outdoor dining areas;
  - 19.3 Relocate butt out bins to external perimeter of smoke free outdoor dining area, possibly fitted to the external side of any barrier providing it considers pedestrian access and does not have a detrimental impact on local amenity.

## 7. COMMUNITY DIRECTORATE

### **7.2 Smoke Free Outdoor Dining Trial - Review of Permit Conditions for 2014/2015 (continued)**

*Council Officers may provide support and guidance in determining a suitable location;*

19.4 Permit holders must request any person/s that are smoking to leave the licensed area;

19.5 Co-operate with Council employees conducting ad-hoc inspections during the trial period;

Obtain support and advice regarding smoke free by contacting Greater Shepparton City Council, Neighbourhoods Department by telephone (03) 5832 9700 or email [smokefree@shepparton.vic.gov.au](mailto:smokefree@shepparton.vic.gov.au)

2. That Council manage outdoor dining areas under the existing local law #1 Community Living.

This law could be used to enforce smoke free outdoor dining areas, if it was considered to be offensive behaviour. However, using this law would mean there was a strong focus on infringement not deterrence as it is generally administered by the Victoria Police and could involve confrontation of the individual whilst committing the offense.

3. That Council continue the process to develop a local law.  
This option is not preferred, considering the Better Local Laws program plans the review of all local laws between 2015-18, which may eradicate any new local law developed or the introduction of a state wide ban may The process for amending a local law can take more than twelve months, involves the gazetting of any change, consultation, community impact statements and the engagement of a consultant to facilitate the process. It is recommended that if a local law is to be changed, consideration is given to changing any other areas at the same time to share the cost and process involved.

#### **Conclusion**

Option one is the preferred choice to continue to utilise the annual provision of outdoor dining permits that include appropriate terms and conditions. This would support the aim of the smoke free dining ban as a deterrent to influence smoking behaviour and would allow the trial to continue without further interruption to local businesses until either a State wide ban is introduced or a local law adopted. This option puts the emphasis to comply on businesses with permits and avoids any confrontation.

#### **Attachments**

Nil

## 7. COMMUNITY DIRECTORATE

### 7.3 Greater Shepparton Women's Charter Alliance Advisory Committee - 2013/2014 Annual Report and Membership Endorsement

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

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

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

**Author: Team Leader Community Strengthening**

**Proof reader(s): Project Administration Officer, Manager Neighbourhoods**

**Approved by: Director Community**

#### **Executive Summary**

The Greater Shepparton Women's Charter Alliance Advisory Committee (WCAAC) was established by Greater Shepparton City Council in 2011 to promote women in leadership at all levels of decision making in Greater Shepparton. Since this time the Committee has undertaken many activities to promote women's participation. The WCAAC would like to present its 2013/2014 Annual Report to Council for their information and seek the endorsement of its new Committee members that have applied for membership in 2013/2014, as per the WCAAC Terms of Reference.

**Moved by Cr Summer**

**Seconded by Cr Polan**

That the Council:

1. Having considered the nominations received for appointment to the Women's Charter Alliance Advisory Committee, appoint the following members for a term of two years, concluding on 30 June 2016:
  - Margo Koskelainen - Community Member
  - Barbara Carter - Community Member
  - Charlene Norton - Cultural Development Officer, Greater Shepparton City Council
  - Jan Phillips - Community Member
2. note the Women's Charter Alliance Advisory Committee's 2013/2014 Annual Report.

**CARRIED.**

#### **Background**

The Women's Charter was first launched by the Women's Participation in Local Government Coalition in 1996. The Charter's three principles of gender equity, diversity and active citizenship are now supported by more than 60 local governments.

Greater Shepparton City Council officially endorsed its commitment to the Women's Charter in 2010 and an action plan followed. In 2011 an Advisory Committee was initiated and commenced with its first meeting being held on 4 November 2011. The Committee was officially endorsed by Council on 21 February 2012, and is known as the Women's Charter Alliance Advisory Committee (WCAAC).

## 7. COMMUNITY DIRECTORATE

### **7.3 Greater Shepparton Women's Charter Alliance Advisory Committee - 2013/2014 Annual Report and Membership Endorsement (continued)**

The Committee membership has shifted over the last two years from a Council based Committee to now being a majority of community members. This shift has empowered the Committee to engage with the community on many levels as well as promote the principles of the Women's Charter in their everyday lives, thereby broadening the reach of the Women's Charter Alliance Advisory Committee.

Throughout 2013/2014 the Committee has focused on several key projects with a central goal of raising the Committee's profile to attract new members whilst continuing to promote women's participation. The Council endorsed Committee membership for 2013/2014 included:

- One Council Charter Champion – Councillor Jenny Houlihan, Mayor;
  - One representative of Council,
  - Seven endorsed community members.
- In addition, the committee also has the following:
- One Council Officer appointed as a Support Person
  - 39 Friends of WCAAC.

It should be noted that the Support Person and Friends do not have voting rights.

Identified in the WCAAC Terms of Reference is a capacity for the committee to have 15 community members and five Council Officer members. A key focus of this year was to increase these membership numbers to add to the number of minds and hands available for Committee business and events whilst again continuing to promote the Charter principles.

In 2013/2014 the WCAAC has received four new membership applications as a result of its efforts. These membership applications have been presented to the WCAAC at its ordinary meetings throughout the year and the motion adopted that these applications be accepted and forwarded to Council for final endorsement. Membership applications have been received from:

- Margo Koskelainen, Community Member
- Barbara Carter, Community Member
- Charlene Norton, Cultural Development Officer, Greater Shepparton City Council
- Jan Phillips, Community Member

The WCAAC met on a monthly basis throughout 2013/2014 with the exception of January. One special meeting was held in February. A summary of key activities undertaken by the WCAAC throughout 2013/2014 taken from the Annual Report include:

- WCAAC meeting in Dookie October 2013. Four community guests attended this meeting out in the community.
- 'Many Women, Many Voices' International Women's Day. Event planning commenced in November 2013 for this very successful free event held in March 2014 and attended by 150 guests.
- Women's Health Goulburn North East funding grant. WCAAC were successful in their application for \$2,000 towards the International Women's Day event.
- Terms of Reference review. The review of the terms of reference began in January 2014 to ensure they were reflective of the Committee and supported its operation. The revised Terms of Reference were adopted by Council in April 2014.

## 7. COMMUNITY DIRECTORATE

### **7.3 Greater Shepparton Women's Charter Alliance Advisory Committee - 2013/2014 Annual Report and Membership Endorsement (continued)**

- Membership Orientation Pack. The Committee began planning in January to develop a new members pack to assist in bringing members up to speed with the charters role.
- 'Skilled Migrant Women Down Under'. The WCAAC met with Rukhsana Ahmadi from Deakin University in February 2014 who presented on her research project looking at what skilled migrant women do once they move to Australia.
- Women's Charter Recognition Award. This year the award was received by Mooroopna Red Cross in acknowledgement of their 100 years of continuous service and was presented at the Soroptimists International Women's Day breakfast.
- Refugee Week 'Wadaja' Move Night. Planning commenced in May for this event held in June to acknowledge Women, Cultural Diversity and community.

Further information on the year has been placed in our Annual Report.

Overall the Committee has undertaken significant review of its processes this year to ensure its longevity and continuing membership. Alongside this self-review, the Committee continued to deliver events that were well received by the community and highlighted women's participation.

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

##### *1.1 Continue to enhance community capacity building*

We will work with all our communities to assist them to create opportunities whereby the community can develop, implement and sustain actions which allow them to exert greater control over their physical, social, economic and cultural environments.

#### **Risk Management**

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

#### **Policy Considerations**

Officers have not identified any current policy implications associated with this report. However it may be noted that the aim of the Committee is to support and promote women in leadership roles and all levels of decision-making in Greater Shepparton, including business or workplace positions, community groups or boards of management.

#### **Financial Implications**

	2013/2014 Approved Budget \$	Comments	2014/2015 DRAFT Budget \$
Revenue	\$14,000	Revenue includes income of \$2,000 from funding grant.	\$0
Expense	\$15,216		\$10,000
Net Result	-\$1,216	This overspend has been offset by underspend in Community Development Management ledger.	\$10,000

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

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

Officers have not identified any Legal/Statutory implications associated with this report.

## 7. COMMUNITY DIRECTORATE

### 7.3 Greater Shepparton Women's Charter Alliance Advisory Committee - 2013/2014 Annual Report and Membership Endorsement (continued)

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

Officers have not identified any Environmental/Sustainability implications associated with this report.

#### **Social Implications**

The aim of the Committee is to support and promote women in leadership roles and all levels of decision-making in Greater Shepparton, including business or workplace positions, community groups or boards of management. WCAAC has adopted a three point action plan focusing on Diversity, Active Citizenship and Gender Equity to guide the key strategic objectives of this Committee. This focus is on addressing social disadvantage and increasing women's participation.

#### **Economic Impacts**

The aim of the Committee is to support and promote women in leadership roles and all levels of decision-making in Greater Shepparton, including business or workplace positions. The WCAAC will continue to deliver information to the community that is aimed at informing, educating and supporting women in their pursuits – including participation in the workforce.

#### **Consultation**

Officers have undertaken consultation both in the preparation of the Committee Annual Report and the adopted new memberships. Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Involve	Evaluation of events.	Evaluation forms were available at WCAAC events to gauge audience feedback.
Empower	WCAAC is empowered to make decisions to inform Council on the operations of the Committee.	WCAAC has planned, implemented and evaluated its own events through 2013/2014 with the assistance of a Council support person and responsible Budget Officer.

#### **Strategic Links**

No strategic links have been identified in relation to this report.

#### **Options for Consideration**

- That Council endorse the new Women's Charter Alliance Advisory Committee membership applications for:
  - Margo Koskelainen, Community Member
  - Barbara Carter, Community Member
  - Charlene Norton, Cultural Development Officer
  - Jan Phillips, Community Member

That Council note the Women's Charter Alliance Advisory Committee's 2013/2014 Annual Report.



## 7. COMMUNITY DIRECTORATE

### **7.3 Greater Shepparton Women's Charter Alliance Advisory Committee - 2013/2014 Annual Report and Membership Endorsement (continued)**

This is the preferred option as it is supported by the Committee's adopted Terms of Reference and will provide ongoing strength to the Committee.

2. Council do not endorse the new Women's Charter Alliance Advisory Committee membership applications or note the 2013/2014 Annual Report. This would not be the preferred option as it would not show Council's commitment to the actions of the WCAAC or its terms of reference as adopted by Council.

#### **Conclusion**

The Women's Charter Alliance Advisory Committee have compiled their 2013/2014 Annual Report to inform Council and the community of its operations throughout 2013/2014. The Committee has continued to undertake events to promote Diversity, Active Citizenship and Gender Equity in the community and looks forward to further developing these concepts and the way the WCAAC implements its principles. WCAAC is encouraged by the new Committee member applications that have been received and believes this will add further strength to the Committee's ongoing work.

#### **Attachments**

Women's Charter Alliance Advisory Committee WCAAC Annual Report  
2013 2014

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## 7. COMMUNITY DIRECTORATE

### 7.4 Review of Municipal Health and Wellbeing Action Plan 2013-2014

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

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

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

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

**Author: Health and Wellbeing Project Officer**

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

**Approved by: Director Community**

#### **Executive Summary**

Council has a statutory obligation to prepare a Municipal Public Health and Wellbeing Plan (MPHWP) within 12 months of each general election to ensure that public health matters are considered and appropriate actions are planned to address local concerns and maximise health outcomes in the municipality.

In 2013, Greater Shepparton City Council received an exemption from the Department of Health from preparing a four yearly MPHWP as Council's four year Council Plan 2013-17 was approved as containing and considering health and wellbeing matters. However, to fully meet our statutory obligations, an annual Municipal Health and Wellbeing Action Plan (Action Plan) is required.

This annual Action Plan was developed in consultation with the community and demonstrates the impact, effort and contributions made to deliver health and wellbeing initiatives in collaboration to maximise health outcomes.

Following the implementation of the annual Municipal Health and Wellbeing Action Plan an annual review is a necessary step for Council to:

- capture achievements made by Council and other partners
- inform any necessary changes to future Action Plans
- demonstrate effective progress on any health and wellbeing matters
- ensure that the effort and progress made towards each Action Plan measure remains focused on achieving the listed outcome.

Some key achievements under each of the five pillars of the Council Plan, which encompasses each of the four environmental dimensions of health plus Governance recognises the collaborative partnership effort and success obtained:

#### **Social Environment**

- Endorsement of the 'Hume Region Preventing Violence Against Women and Children Regional Strategy'
- Installation of five red universal access water fountains, with dog bowl
- Launch of the 'Act Belong Commit' campaign as part of the Hume Region Social Connection - Mental Health initiative
- Recognition of capacity of kindergartens to continue Smiles for Miles oral health program.

## 7. COMMUNITY DIRECTORATE

### 7.4 Review of Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

#### ***Natural Environment***

- Continued participation in National Tree Day
- Increased external partner involvement in the 'Clean Up Australia Day' campaign which increased volunteer participation and areas cleaned
- Success in obtaining a funding application to promote the Tobacco Act changes to pools, skate parks and local events of underage children
- Extension of the Smoke Free Outdoor Dining trial.

#### ***Economic Environment***

- Participation in the planning and implementation of the Inaugural GV Rural Health Careers Day for 130 secondary school students
- Launch of 'Sporting Chance Scholarship'.

#### ***Built Environment***

- Aquamoves have continued to attract over 700,000 annual visitation to programs and events
- Installation of the Safer City Camera Project
- Trial of individual sunscreen sachets for use at local events.

#### ***Governance and Leadership***

- Implementation of the multi-lingual information line service (MILS) with Victorian interpreter translation service (VITS)
- Provision of training to empower community groups to run events ie. food handlers
- Draft of the Greater Shepparton Volunteer Strategy.

#### **Moved by Cr Summer Seconded by Cr Polan**

That the Council note the annual review of the Greater Shepparton Health and Wellbeing Action Plan 2013-2014.

**CARRIED.**

#### **Background**

Greater Shepparton City Council has chosen to integrate the Council Plan 2013-17 and Municipal Public Health and Wellbeing Plan (MPHWP) and have obtained an exemption from the Department of Health (DH) relating to the preparation of a MPHWP.

DH advised Greater Shepparton City Council in writing on 12 June 2013 that although they recognised that the Council Plan 2013-17 together with the Health Status Report 2012 had mostly considered local public health and wellbeing matters, the annual submission of a local Health and Wellbeing (HWB) Action Plan on an annual basis would be required to demonstrate that appropriate strategies and goals have been planned.

Council's Health and Wellbeing Advisory Committee (HWBAC) was a crucial partner in the development of the HWB Action Plan 2013-14 and subsequent annual review. It is a clear function of the HWBAC to review the outcomes of the annual HWB Action Plan to ensure it is addressing current issues, achieving its targets and to advocate for change while guiding future priorities for the local community. This review has been conducted

## 7. COMMUNITY DIRECTORATE

### 7.4 Review of Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

by Council in partnership with lead agencies as identified for each action item. Where Council is not the lead agency, Council has had a reporting role for the respective agencies.

The annual review has demonstrated the effort of all internal and external partners, the strength of these partnerships, the observed impact on local behaviours and local environments, and has helped ensure efforts remain focused. The review process and achievements have also helped to inform priorities of the HWB Action Plan 2014-15.

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

Under the *Active and Engaged Communities – Social Environment* of the Council Plan 2013-2017 and Goal 3 *Ensure liveability options are always considered in our decision making activities* the development of a Municipal Health and Wellbeing Action Plan is specifically listed as a key strategy:

*‘Develop, adopt and implement the Greater Shepparton City Council Municipal Health and Wellbeing Action Plan’.*

#### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Stakeholders unhappy with content	Unlikely	Major	High	Extensive consultation occurred during development therefore cross-sector partnership effort should be strong.
The needs of the most vulnerable and disadvantaged population groups are not reflected.	Unlikely	Moderate	Low	Extensive consultation occurred during development to consider the needs of all vulnerable and disadvantage population groups.

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

Council’s Health Plan budget for Neighbourhoods Department initiatives is as follows:

	2013/14 Approved Budget for this proposal \$	Comments
Revenue	\$99	Represents income from Condom Vending Machines (CERSH trial)
Expense	\$13,964	Represents MHWB Action Plan expenditure only
Net Result	\$13,865	Total expenditure

## 7. COMMUNITY DIRECTORATE

### 7.4 Review of Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

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

Greater Shepparton City Council has received an exemption to prepare an annual HWB Action Plan to demonstrate how health and wellbeing matters integrated into the Council Plan will be delivered in lieu of its statutory requirement to prepare a MPHWP to meet all necessary legal obligations.

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

Environmental and sustainable impacts have been reflected in the HWB Action Plan 2013-14 and the annual review highlights achievements in river health strategies, tree plantings, initiatives that decrease pollution, consideration of ways to decrease carbon emissions, approaches to identify renewable energy options, pest control strategies, tobacco control and prevention models and opportunities to consider sustainable practices in the municipality.

#### **Social Implications**

Local Government's leadership in considering public health and wellbeing matters is based in part on their population focus, understanding of local health trends and demands, closeness to their communities and ability to influence wider and more equitable access to the social determinants of health through effective policies and strategies that address local needs.

The growing challenges in improving population health and reducing health disparities, including population growth, demographic ageing and the rise of chronic and complex conditions, call for new approaches and partnership efforts to maximise the potential of health prevention interventions.

The significant achievements and experience of councils can greatly influence social cohesive behaviour and opportunities, encourage cultural activities and events, demonstrate the strength of local diversity, while improving individual's sense of belonging and liveability within the municipality.

Council continues to build strong partnerships with community health services, primary care partnerships and other local services, as well as the wider community and local businesses to improve and maximise local effort to build a comprehensive prevention system that is coordinated, responsive, sustainable and complementary to the existing healthcare system.

Council has a strong influence in areas of intervention such as:

- Provision of Council buildings and infrastructure that consider social opportunities and manoeuvrability throughout the municipality (ie. walking, cycling, public transport)
- Open spaces that are safe, healthy, socially inclusive, culturally sensitive and accessible for all
- Access to immunisations and health services, with provisions for translation services and hearing devices
- To encourage social connectedness celebration of cultural activities and events and volunteer opportunities.

## 7. COMMUNITY DIRECTORATE

### 7.4 Review of Municipal Health and Wellbeing Action Plan 2013-2014 (continued)

#### **Economic Impacts**

A collaborative approach to health and wellbeing initiatives has strengthened funding applications, encouraged new events, advocated for new health services, provide fairer access to health services and consider alternatives for the most vulnerable or disadvantaged residents in the municipality.

#### **Consultation**

This annual review has been developed in consultation with the HWABC members to document achievements of both internal and external stakeholders.

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

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Outlines the importance of Council maintaining a financial and socially acceptable environment, while meeting the expectations and future needs of our local community.

##### b) Other strategic links

##### Greater Shepparton Strategic Resource Plan 2013-14 to 2022-23

Captures the Council financial and non-financial resources required to achieve the strategic objectives of the Council Plan.

#### **Options for Consideration**

1. Do nothing. This option would not be preferred as Council are required to demonstrate that a review has occurred to meet statutory obligations.
2. Approve the recommendation.  
That the Council endorse the review of the Municipal Health and Wellbeing Action Plan 2013-14 to demonstrate that a collaborative effort to address local health and wellbeing matters and maximise health outcomes has been captured. Sharing the success of our partnership effort encourages future planning and sustainable approaches in the future (preferred option).

#### **Conclusion**

Results indicated 12 targets were completed, nine are ongoing, six progressing and no targets were unattainable in the Health and Wellbeing Action Plan 2013-14.

Completing the annual review will meet Council's statutory requirements with DOH and its exemption from preparing a MPHWP.

#### **Attachments**

Review Health and Wellbeing Action Plan 2013-2014 Page 212

## 8. BUSINESS DIRECTORATE

### 8.1 Draft Investment and Cash Management Policy

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

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

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

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

**Author:** Team Leader Financial Accounting

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

**Approved by:** Acting Director Business

#### **Executive Summary**

As a result of the review of Council's Policies, amendments to the Investment and Cash Management Policy are proposed.

The overall objective of the Policy is to invest Council's surplus funds at the best interest rate available giving due consideration to risk and cash flow. In regard to priority, the order of investment activities shall be preservation of capital, liquidity and return.

**Moved by Cr Polan**

**Seconded by Cr Oroszvary**

That the Council adopt the Investment and Cash Management Policy 34.POL1.

**CARRIED.**

#### **Background**

As part of Transition Plan Items 55 and 73, the Governance team initiated an organisation wide review of all existing Council policies and procedures in July 2013.

These documents have since been assessed on their content and purpose, and then formatted into newly adopted templates.

The Investment and Cash Management Policy was previously adopted by Council in June 2009.

This policy provides guidance on the effective and responsible utilisation of Council's surplus cash funds in accordance with the legislative framework.

Particular emphasis is placed on investment decisions that manage exposure to risk and ensure sufficient liquidity for Council's operational needs, whilst optimising return on investment.

Changes to the previous Policy include:

- Ensure that surplus funds are invested at low risk and at the best interest rate available whilst working within the parameters of this Policy. Preservation of capital shall be the principal objective of the investment portfolio. Thus, in regard to priority, the order of investment considerations shall be preservation of capital first, then liquidity considerations and then investment return.

## 8. BUSINESS DIRECTORATE

### 8.1 Draft Investment and Cash Management Policy (continued)

- The revision of this Policy is intended to reduce investment risk to the Council by introducing a number of further limitations to the investment activity such as reduced individual institutional limits, tighter guidelines on who can authorise investments, tighter reporting regimes and identifying remedial actions required if Council finds itself in breach of an investment limit.
- A specific reference to allow Council to invest with the Goulburn Murray Credit Union (currently not Standard and Poors rated) is included in the new Policy. The specific allowance for investment with the Goulburn Murray Credit Union reflects Council's commitment to utilise and support local industry. An upper limit of \$2 million has been set in regard to the Goulburn Murray Credit Union. Refer to the Social and Economic implications sections within this report.
- A formal table of individual institution limits has been introduced as a ready reckoner and this acts to clarify the percentage of Council funds able to be invested with each financial institution. This will require a wider spread of investments but will reduce the risk of potential loss of funds should any financial institution be unable to meet their obligations.
- Maximum limits for each of the acceptable Standard & Poor's Ratings have been reduced. This reflects an intent to invest as much of Council's funds as possible in A1+ or A1 rated institutions, while setting an upper limit of 40% of total funds in A2 rated institutions.

The following details the Standard and Poor's Short Term Issue credit ratings:

- A1+** A short-term obligation rated 'A1+' is rated in the highest category by Standard & Poor's. This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.
- A1** A short-term obligation rated 'A1' indicates the obligor's capacity to meet its financial commitment on the obligation is strong.
- A2** A short-term obligation rated 'A2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.
- Consideration has been given to optimising the surety provided by the Australian Government Guarantee Scheme which provides a guarantee on bank deposits of up to \$250,000 per customer and per institution. It was determined that to limit investment packages to a maximum of \$250,000 per institution would be inefficient and largely unworkable given the average total investment of the Council is in excess of \$20m.

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

*Goal 5.3. High Performing Organisation (Leadership & Governance)*

Ensure strong internal systems and processes to ensure best practice delivery of services for the community.



## 8. BUSINESS DIRECTORATE

### 8.1 Draft Investment and Cash Management Policy (continued)

#### Risk Management

Council's overall objective is to invest Council's surplus funds at low risk and at the best interest rate available whilst working within the parameters of this policy. In regard to priority, the order of investment activities shall be preservation of capital first, then liquidity and then investment return.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Not having an Investment and Cash Management Policy that meets organisations requirements	Unlikely	Moderate	Moderate	Council adopt the amended Policy
Credit Risk (The risk of losing invested funds should Standard and Poor's credit worthiness rating of a financial institution proves to be unreliable)	Unlikely	Major	Moderate	Regular reviews of Standard and Poors rating
Interest Rate Risk (The variability in return caused by movements in interest rates – Council would be susceptible to this risk if the funds are invested at a fixed rate for a long period and investment rates moved upwards)	Possible	Minor	Low	Maintain awareness of economic outlook, stagger investment terms and maintain short term investments
Liquidity Risk (The risk that Greater Shepparton City Council funds required to fund operations are considerably greater than budgeted thus eroding the level of funds available to invest)	Rare	Major	Moderate	Daily monitoring of available cash, surplus funds assessed by profiling works and services, cash flow budgeting

#### Policy Considerations

This review has been undertaken in accordance with the CEO Directive *Management of Policies and CEO Directive Documents*. This CEO Directive has been prepared to ensure consistency of the review of all Council Policies and CEO Directives.

#### Financial Implications

As at 31 May, 2014, the value of investments held and managed by Council is approximately \$42 million comprising \$38.6 million invested on behalf of the Greater Shepparton City Council and \$3.4 million invested on behalf of other entities.

## 8. BUSINESS DIRECTORATE

### 8.1 Draft Investment and Cash Management Policy (continued)

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

Section 136 of the Local Government Act 1989 (the Act) states that a Council must implement the principles of sound financial management and must manage financial risks faced by the Council prudently, having regard to economic circumstances.

Section 143 of the Act states that a Council may invest any money:

- a) in Government securities of the Commonwealth;
- b) in securities guaranteed by the Government of Victoria;
- c) with an authorised deposit-taking institution;
- d) with any financial institution guaranteed by the Government of Victoria;
- e) on deposit with an eligible money market dealer within the meaning of the Corporations Act;
- f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section.

The Investment and Cash Management Policy 34.POL1 v2.0 (section 6) prescribes authorised investments to include Authorised Deposit-taking Institutions (ADIs). By meeting this requirement of the policy, Council will be complying with Section 143(c) of the Act. This includes A2 rated ADIs and the Goulburn Murray Credit Union.

The Minister for Local Government Victoria authorised the following investments for the purpose of section 143(f) in July 2007:

- Certificates of deposit and bills of exchange
- Investments in the Treasury Corporation of Victoria
- Investments in managed investment schemes with a rating of AAm or AAf from Standard and Poor's Australian Ratings
- Fixed interest securities of an Australian Authorised Deposit Taking Institution and Shares listed on the Australian Stock Exchange, subject to certain conditions. These conditions include compliance with the Prudential Statement issued by the Minister for Local Government and approval of such investments under an appropriate plan by the Department of Treasury and Finance.

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

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

#### **Social Implications**

Holding investments with GMCU is likely to provide minor social benefits for the local community through GMCU programs that release funds locally, e.g. to sporting and other community organisations.

#### **Economic Implications**

Holding investments with GMCU is likely to lead to wider economic benefits for the local community.

#### **Consultation**

Officers believe that appropriate internal consultation has occurred and the matter is now ready for Council consideration. There has been no community consultation in this instance.

## 8. BUSINESS DIRECTORATE

### **8.1 Draft Investment and Cash Management Policy (continued)**

#### **Strategic Links**

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

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

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

There are no identified strategic links that relate to the Investment and Cash Management Policy.

#### **Options for Consideration**

1. That the Council adopt the Investment and Cash Management Policy 34.POL1. (Recommended).

This option is recommended because it further protects Council's financial interests whilst confirming a reasonable mix of investments between local institutions and the main stream financial institutions.

2. Changes to the Policy could be accepted, altered or rejected. (Not recommended).

#### **Conclusion**

Council is committed to ensuring that its investments and cash are managed in an appropriate, open and transparent manner.

The adoption of the Investment and Cash Management Policy will ensure that appropriate investment decisions are made.

#### **Attachments**

Investment and Cash Management Policy 34.POL1 Page 220

## 8. BUSINESS DIRECTORATE

### 8.2 July 2014 Monthly Financial Report

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

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

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

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

**Author: Acting Management Accountant**

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

**Approved by: Acting Director Business**

#### **Executive Summary**

The report presents Council's actual financial performance compared to the draft budget for the month ending 31 July 2014.

#### **Moved by Cr Polan**

#### **Seconded by Cr Summer**

That the Council receive and note the July 2014 Monthly Financial Report.

**CARRIED.**

#### **Background**

The Draft 2014/2015 Budget was prepared by Council on 17 June 2014. Public notice was given on 20 June 2014 and submissions invited until 18 July 2014. Council considered all submissions received and adopted the 2014/2015 Budget at a Special meeting on 6 August 2014.

The 2014/2015 Budget provides for an operating surplus of \$9.24 million with revenue of \$119.97 million and expenditure of \$110.73 million. The 2014/2015 Budget also provides for capital works of \$37.42 million.

The July 2014 Monthly Financial Report incorporates the following sections which are presented for Council's consideration:

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

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

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

## 8. BUSINESS DIRECTORATE

### 8.2 July 2014 Monthly Financial Report (continued)

#### **Risk Management**

No risks have been identified in providing this financial report.

#### **Policy Considerations**

There are no conflicts with existing Council policies.

#### **Financial Implications**

There are no financial implications arising from this proposal.

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

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

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

No Environmental or Sustainability impacts have been identified.

#### **Social Implications**

No Social implications have been identified.

#### **Economic Impacts**

No Economic impacts have been identified.

#### **Consultation**

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

#### **Options for Consideration**

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

#### **Conclusion**

The report provides details of Council's financial performance compared to the budget for the month ending 31 July 2014.

#### **Attachments**

July 2014 Monthly Financial Report Page 226

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grants Update

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

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

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

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

**Author: Team Leader Business & Industry Development**

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

**Approved by: Director Sustainable Development**

#### **Executive Summary**

The Small Town Festive Grants program provides communities with a population of less than 10,000 people the opportunity to apply for grants of up to \$2,000 to create a festive atmosphere within their town by purchasing and installing sustainable festive decorations.

Applications for the Small Town Festive Grants opened on Friday 17 May 2013 and council received 6 applications which were all successful after being assessed against the criteria highlighted within the Small Town Festive Grants policy. The program provided the opportunity for communities to beautify their towns with festive decorations for 2013.

Feedback from applicants has identified an interest in being able to hold festive related events with the funds available via the Small Town Festive Grants program. This has resulted in a proposed change to the guidelines which is explained further within this document.

**Moved by Cr Patterson**

**Seconded by Cr Oroszvary**

That the Council:

1. note the completion and outcomes of the Small Towns Festive Grants Program
2. adopt amended guidelines to allow successful applicants to utilise funds for community events associated with the Festive season and to require successful applicants to provide a copy of receipt as proof of purchase. Adopted guidelines would pertain to all applications commencing from 2015/2016 program.

**CARRIED.**

#### **Background**

The Small Town Festive Grants Program provides grants for up to ten small towns in Greater Shepparton to enable local community organisations to purchase and install festive decorations such as lighting, Christmas trees, signage and banners.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grants Update (continued)

The Small Town Festive Grants program provides a total allocation of \$20,000 funding which is made available to townships with a population of less than 10,000 people. To ensure a consistent allocation of funds a limit of \$2,000 applies to each grant application with a total of 10 grants available.

The current guidelines limit funding to the purchase and installation of festive decorations and associated costs. Events and activities cannot currently be funded by this program and the majority of grant funds are required to be allocated to the purchase of decorations in an effort to increase the township's supply (of decorations).

Only one grant application per area/township is accepted. The towns eligible to make application are:

- Dookie
- Mooroopna
- Tallygaroopna
- Merrigum
- Katandra West
- Murchison
- Tatura
- Undera
- Toolamba
- Congupna

In 2013 Greater Shepparton City Council advertised the program widely to encourage all who could participate, to submit an application for the Small Town Festive Grants program.

Council received a total of six applications. The six successful applicants were:

Applicant	Township	Application amount	Amount approved
Mooroopna Men's Shed	Mooroopna	\$ 1,999	\$ 1,999
Transition Tatura	Tatura	\$ 2,000	\$ 2,000
Congupna/Tallygaroopna Landcare Group	Congupna	\$ 2,000	\$ 2,000
Congupna/Tallygaroopna Landcare Group	Tallygaroopna	\$ 2,000	\$ 2,000
Lifestyle Dookie	Dookie	\$ 1,945	\$ 1,945
Toolamba Fire Brigade	Toolamba	\$ 2,000	\$ 2,000
<b>Total</b>		<b>\$11,944</b>	<b>\$11,944</b>

It should also be noted that after general consultation with community members, many held a view that due to only \$2,000 being available to each town, it limits the ability to purchase quality Christmas Decorations and that it would be advantageous to be permitted to hold events (Christmas parties etc.) with the funds. At this present moment, the guidelines strictly identify that this cannot occur.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grants Update (continued)

#### Summary of activities for each successful applicant

**Dookie** – Purchased a large Present Stack from Chas Clarkson for \$1,945. This was placed in the local CWA park.

**Tallygaroopna** – Commissioned Daweannah Woodworks in Tallygaroopna to create a painted, wooden Christmas tree with native animals for \$2,000. This was installed at the old Fire Brigade shed on Victoria Rd, Tallygaroopna.

**Congupna** – Commissioned Daweannah Woodworks in Tallygaroopna to create a painted, wooden Christmas tree with native animals for \$2,000. This was installed at the Pony Paddock Park on Katamatite Rd, Congupna.

**Toolamba** – Purchased lights and decorations from Chas Clarkson for \$2,045 which were used to decorate the local CFA building. \$2,000 was funded by Council.

**Tatura** – Whole community project which involved the town's traders and businesses, local schools and nursing home getting involved in making decorations from recycled items. The local Men's Shed created a Christmas tree made from old tyres. This was displayed in Stuart Mock Place, Tatura.

**Mooroopna** - Purchased pre-owned, life-size wooden decorations from the Shepparton Apex Club which needed repairs and restoration. These were displayed around the town at various locations.

Upon reviewing the acquittals that were submitted from each applicant, the Investment Attraction department is satisfied that the guidelines have been adhered to and the project can be finalised, and successful outcomes noted.

#### Council Plan/Key Strategic Activity

1. Active & engaged Community (Social) – Objective 1. Continue to enhance community capacity building.
5. High Performing Organisation (Leadership & Governance) – Objective 1. Develop & implement best practice communication strategies.

#### Risk Management

The following were the risks associated with the Small Town Festive Grant Program:

Risks	Likelihood	Consequence	Rating	Mitigation Action
Climbing risk & fall from heights	C	3	Moderate	Discuss the requirement to limit direct access to the decorations which present this risk. Risk management measures can be discussed with affected towns.
Injury during the creation of decorations	C	4	Minor	Assist the towns with the creation of a Job Safety Analysis. Creation of a JSA will assist applicants to consider the safest way to complete their task and assessment of the associated risks.



## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grants Update (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Injury during the install or removal of festive decorations	C	3	Moderate	Assist the towns with the creation of a JSA. Creation of a JSA will assist applicants to consider the safest way to complete their task and assessment of the associated risks.
Injury due to falling festive decorations	D	4	Minor	Discuss with applicants the use of qualified tradespersons to assist with install/removal or engage persons with appropriate skills.

Insignificant to low risks have been identified regarding the permitting of events to be funded and will be addressed at the operational level.

#### **Policy Considerations**

A number of adjustments are proposed to the policy in light of the program from 2015/2016.

A track change version of the policy is attached.

The substantive changes are as follows:

1. Funding is available for festive related events. In the previous policy events could not be funded. See attached policy.
2. Successful applicants must provide receipts for any purchase pertaining to their decorations/events. At this time, an invoice or a receipt is considered acceptable. See attached policy.

#### **Financial Implications**

\$20,000 was budgeted for in the 2013/2014 financial year. Due to six applications being received, only \$11,944 was expended. The additional unspent funds were identified as surplus and returned to general revenue.

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

This proposal conforms with all relevant legislation.

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

This proposal does not present any negative environmental/sustainable impacts. The township of Tatura submitted an application based on the use of recycled materials to construct their festive decorations. Their project involved schools and various community groups to assist with the construction. They are directly addressing the need to recycle and reduce waste which will have a positive impact on our environment through the education of their community.

#### **Social Implications**

Through the establishment of the Small Town Festive Grants program, Council is able to provide the community with an opportunity to play a significant and positive role in ensuring the Greater Shepparton region has an exciting festive atmosphere. A sense of

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grants Update (continued)

community spirit is achieved through the participation of community members, especially if they feel they have actively influenced decisions which affect their town.

Should Council approve the recommendation of allowing for community festive events to be funded via the Small Town Festive Grants program, this will also provide the community with an opportunity to get together, network and achieve a greater sense of community spirit.

#### **Economic Impacts**

Applications received often have a positive effect on the local economy due to the purchase of materials and acquisition of services from local businesses. This includes the process of the creation, installation and removal of the festive decorations.

#### **Consultation**

Council officers liaised with community organisations to provide clarification and guidance to assist them to submit a viable application.

Consultation with the Neighbourhoods Department within council provided a valuable resource towards reaching active community organisations within townships which in the past have not submitted Small Town Festive Grants applications.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Applicants were contacted regarding the status of their application and of course advised of the success.
Involve	Work together	Provided communities with the opportunity when completing acquittal documentation to provide feedback on how we can improve the delivery of this program in the future.

Officers believe that appropriate consultation occurred with the community and relevant departments within Council.

#### **Strategic Links**

##### a) Greater Shepparton 2030 Strategy

Topic: Community Life

Theme: Health and Social services

Objective 2. To encourage and implement activities that will strengthen community spirit.

##### b) Other strategic links

No other strategic links have been identified.

#### **Options for Consideration**

1. Adopt amended guidelines to utilise funds for community events associated with the Festive season and request that receipts be provided as proof of purchase.

This option allows for individuals to make application for Christmas decorations and also for funds to support festive related events. This option allows for greater scope and ensures that small towns aren't restricted with the funds that are available through this program. This option also ensures that receipts are provided as proof of purchase.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.1 Small Town Festive Grants Update (continued)

2. No change to the guidelines.

The status quo approach would mean that only Christmas decorations can be funded through the Small Town Festive Grant program. Status quo approach also means that an invoice is sufficient in providing proof of purchase.

#### **Conclusion**

The Small Town Festive Grants Program for 2013 has been a great success and allowed for several small towns to make application and effectively beautify their town with the funded Christmas decorations. The program creates opportunity for communities to work together and invest time into the small towns to ensure that the projects are a success

#### **Attachments**

1. Small Town Festive Program 2014 - Photos of each successful towns decorations Page 246
2. Small Town Festive Grant Program Guidelines and Application Form 2013 Page 247
3. Small Town Festive Grant Program Guidelines and Application Form 2014 Page 255

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Boulevard Bush Reserve Environmental Management Plan

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

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

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

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

**Author: RiverConnect Project Officer**

**Proof reader(s): Team Leader Sustainability and Environment,  
Manager Environment**

**Approved by: Director Sustainability Development**

#### **Executive Summary**

On 18 February 2014 Council resolved to exhibit the draft Boulevard Bush Reserve Environmental Management Plan (EMP) for community consultation.

Eight submissions were received from community members and partners, which covered areas such as:

- Fire prevention
- Community education
- Access to Boulevard Bush Reserve

Council officers and RiverConnect Land Management Working Group members have considered this feedback and incorporated the majority of comments into the EMP. This included:

- A request to include the site in annual Fire Operations Plans and that fire prevention actions are followed
- A request to provide opportunities for community education onsite, including joint community and agency working bees with key stakeholders, such as Shepparton Mooroopna Urban Landcare Group.
- A request to consider the decommissioned irrigation pump on the eastern boundary, currently outside the Reserve, in the EMP

A 'what you said' document, which outlines how each submission was considered, has been included as an Appendix in the final EMP.

Officers recommend that Council adopt the final Boulevard Bush Reserve Environmental Management Plan.

**Moved by Cr Patterson  
Seconded by Cr Summer**

That the Council adopt the Boulevard Bush Reserve Environmental Management Plan.

**CARRIED.**

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.2 Boulevard Bush Reserve Environmental Management Plan (continued)**

#### **Background**

Council officers, through the RiverConnect Land Management Working Group (LMWG), developed a draft Environmental Management Plan (EMP) for Boulevard Bush Reserve, released for community consultation following endorsement at the February 2014 Council meeting.

The community were notified and encouraged to attend an onsite information session via a public notice and letter box drop to approximately 700 North Shepparton residents. Residents were invited to provide feedback on the draft Boulevard Bush Reserve EMP via an online feedback form or at the onsite information session.

On 6 March 2014, officers held an on-site information session. Approximately 25 people attended. Officers discussed the plan with the community followed by a walk through the Reserve. The RiverConnect LMWG also sought feedback from Yorta Yorta Nation Aboriginal Corporations Elders Council.

Officers received eight submissions from the on-site session and online surveys. Council Officers and the RiverConnect LMWG reviewed the submissions and included in the final Boulevard Bush Reserve Environmental Management Plan. The LMWG and RiverConnect Implementation Advisory Committee approved the final plan in May 2014.

Key feedback included:

- Ensure suitable fire prevention actions are followed
- Provide community education opportunities
- Ensure regular mowing of site occurs as per action plan
- Provide a link to the planned extension of the Shared Path network
- Consider additional bollarding to restrict unauthorised vehicle access
- Acknowledge Yorta Yorta as the traditional owners of the area.

This resulted in additional actions to the 3 year Boulevard Bush Reserve EMP Action Plan including:

- Inclusion of BBR onto annual Fire Operation Plans
- Inclusion of community working bees to be coordinated by Council and Shepparton Mooroopna Urban Landcare Group
- Further investigations into the decommissioned irrigation pump on the eastern boundary, currently outside of the Reserve to be considered as part of the EMP

The attached "What you said" document captures how each of the submissions were considered as part of the final EMP and has been included as an Appendix within the final EMP. (Appendix C within Attachment 1) This document and an accompanying thank you letter were forwarded to those who provided feedback.

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

##### **Council Plan 2013 -2017**

The Boulevard Bush Reserve Environmental Management Plan is an important document that is relevant to achieving the following goals and objectives of the Council Plan 2013 – 2017:

*Active and engaged community:*

- Objective 1: Continue to enhance community capacity building.
- Objective 3: Ensure liveability options are always considered in our decision-making activities.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Boulevard Bush Reserve Environmental Management Plan (continued)

#### *Enhancing the environment:*

- Objective 1: Ensure that the environment is a major priority in planning for the future

#### *High performance organisation*

- Objective 1: Develop and implement best practice communication strategies.
- Objective 2: Develop stronger relationships between Council and State and Federal Governments, local government sector and non-government partnerships to enhance the position of Greater Shepparton City Council.

### **Risk Management**

The risks identified in the following table are associated with Council not following the recommended course of action.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Considerable community engagement has occurred, failure to complete the Plan would lead to community disappointment and dissatisfaction.	A	3	High	Council adopt the Boulevard Bush Reserve Environmental Management Plan.
No management recommendations or actions take place – Conservation values of the Reserve decline due to lack of active management.	C	3	Moderate	Council adopt the Boulevard Bush Reserve Environmental Management Plan.
No management recommendations or actions take place – Community dissatisfaction due to lack of active management.	C	3	Moderate	Council adopt the Boulevard Bush Reserve Environmental Management Plan.
The community misunderstands Council's management roles and responsibilities.	B	3	Moderate	The EMP clarifies Council's environmental sustainability management roles and responsibilities.

The risks identified in the table below are associated with Council following the recommended course of action.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Conservation values increase and community are actively involved in environmental education.	B	3	Moderate	Council continues to adopt management plan actions.

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Boulevard Bush Reserve Environmental Management Plan (continued)

#### **Policy Considerations**

The above recommendations do not conflict with any Council Policy.

#### **Financial Implications**

The proposed budget to implement actions from the Boulevard Bush Reserve EMP Action Plan for 2014-2015 financial year is \$20,050, as outlined on page 30 – 33 of Appendix A.

Of these costs, \$12,250 is proposed as part of Council's contribution. The remaining \$8,300 will be sought through external funding opportunities.

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

The EMP conforms with the *Local Government Act* 1989 and other relevant legislation.

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

The management objectives outlined in Boulevard Bush Reserve Environmental Management Plan will maintain and enhance current habitat values. Educational signage will improve community awareness of key native species. The community will value the site due to an increase in use and develop an increased sense of ownership. This in turn will lead to the long-term sustainability of the area.

#### **Social Implications**

There will be improvements to community health and well-being through the creation of passive recreational opportunities as outlined in the EMP. This will provide the opportunity for increased interaction of Reserve users.

#### **Economic Impacts**

The above recommendations do not have any economic impacts.

#### **Consultation**

The Boulevard Bush Reserve Environmental Management Plan development had a strong emphasis on community engagement. The Boulevard Bush Reserve Engagement Strategy was developed according to the guidelines of the Greater Shepparton Community Engagement Strategy and Community Engagement Toolkit which included:

- Facilitated sessions at LMWG (5) and IAC regular meeting (2)
- Information sessions with key partners such as SMULG (2)
- Letters to key stakeholders (10)
- Letter box drops to neighbouring residents (700)
- Public Notices (2 notices over 2 papers)
- On-site facilitated session for general community (25 in attendance)
- Updates on the RiverConnect and Council websites
- Updates in the March Edition of the RiverConnect newsletter

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	"We will keep you informed and up to date with project proceedings."	<ul style="list-style-type: none"> <li>• Emails, letters</li> <li>• Presentations, information sessions, briefings</li> <li>• Council/RiverConnect website</li> <li>• RiverConnect Newsletter</li> </ul>

## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### 9.2 Boulevard Bush Reserve Environmental Management Plan (continued)

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Consult	“We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.”	<ul style="list-style-type: none"> <li>• Meetings with stakeholders</li> <li>• Briefings</li> <li>• Interviews with key representatives</li> <li>• Letters/Emails</li> <li>• “What you said” document</li> </ul>
Involve/Collaborate	<p>“We will look to you for advice and innovation in formulating solutions and if appropriate, incorporate your advice and recommendations into the decisions to the maximum extent possible.”</p> <p>“We will work with you to ensure that your concerns and issues are reflected in the alternatives developed and provide feedback on how public input influenced the decision.”</p> <p>Council will ultimately make the final decision.”</p>	<ul style="list-style-type: none"> <li>• Meetings with key stakeholders</li> <li>• Workshops with key stakeholders (internal/external)</li> <li>• Feedback/reporting</li> </ul>

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

#### Strategic Links

##### a) Greater Shepparton 2030 Strategy

The proposal is consistent with the Community Life and the Environment topics within the strategy, specifically Outcomes 4.3.3 A Balance of Urban Settlements and a Beautiful Rural Environment, 4.3.4 The Municipality is More Attractive, 4.3.7 The Municipality is Greener and 4.3.13 The Municipality is More Active.

##### b) Other strategic links

- RiverConnect Strategic Plan
- Greater Shepparton City Council Environment and Sustainability Strategy (2014-2030) (yet to be adopted)
- Greater Shepparton Public Health Plan
- Goulburn Broken Regional Catchment Strategy (2013 – 2019)

#### Options for Consideration

1. Council Adopt the final Boulevard Bush Reserve Environmental Management Plan.
2. Council not Adopt the final Boulevard Bush Reserve Environmental Management Plan.

The Boulevard Bush Reserve Environmental Management Plan will provide long-term management guidance for Greater Shepparton City Council, partners and other key stakeholders.

The recommendation contains the preferred option.



## 9. SUSTAINABLE DEVELOPMENT DIRECTORATE

### **9.2 Boulevard Bush Reserve Environmental Management Plan (continued)**

#### **Conclusion**

The Boulevard Bush Reserve Environmental Management Plan will provide direction for landowners and stakeholders for the future environmental, recreation and cultural management of the Reserve. The Environmental Management Plan allows for a partnered approach to meeting the short, medium and long-term management objectives of the site. This coordinated approach will enable community to strengthen their sense of custodianship with the Reserve and therefore, the natural environment as a whole, leading to long-term sustainability.

#### **Attachments**

- |   |          |
|---|----------|
| 1. Boulevard Bush Reserve Environmental Management Plan                     | Page 264 |
| 2. Engagement Strategy Boulevard Bush Reserve Environmental Management Plan | Page 313 |

## 10. TABLED MOTIONS

Nil Received

## 11. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil Received

## 12. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil Received

## 13. NOTICE OF MOTION, AMENDMENT OR RESCISSION

### 13.1 Notice of Motion 6/2014 - Cr Summer

**Moved by Cr Summer**  
**Seconded by Cr Oroszvary**

That the Council:

1. Initiate a review of the Municipal Charge during the 2015-2016 budget development process
2. Request officers prepare a report which includes a range of modelling options for the 2015/2016 Budget, including the removal of the Municipal Charge.

**CARRIED.**

Cr Houlihan sought an extension of time for Cr Summer to speak to the motion.

**GRANTED.**

## 14. DOCUMENTS FOR SIGNING AND SEALING

Nil Received

## 15. COUNCILLOR ACTIVITIES

### 15.1 Councillors Community Interaction and Briefing Program

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

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

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

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

From 1 July to 31 July 2014, some or all of the Councillors have been involved in the following activities:

- Official Opening Minister David Davis | New Facility - Shepparton Community Health
- Senior Combined Partners Meeting
- Saleyards Advisory Committee Meeting
- VLGA | Delegates Forum 2014
- 2014-2015 Draft Budget | Community Information Session – Shepparton
- SAM Feasibility Study | Funding Announcement by the Hon Peter Ryan
- Meeting with Deputy Premier the Hon Peter Ryan [SPCA Discussions]
- Minister Visit - The Hon Peter Ryan | Tatura Milk Industries
- Best Start Partnerships | Early Years
- 'Peak Physique' | Mayoral Opening
- STAG Production | My Fair Lady
- Unity Cup | Luncheon and Launch of SheppArchiballs
- Presentations of Unity Cup - Football and Netball teams
- NAIDOC Week | Breakfast & Flag Raising Ceremony
- Tatura Park Outdoor Arena New Roofing Project | Special Meeting
- 2014-2015 Draft Budget | Community Information Session – Mooroopna
- Meet & Greet | The Hon Tim Bull - Minister for Local Government & Aboriginal Affairs
- 2014-2015 Draft Budget | Community Information Session – Dookie
- Guest Speaker | Kiwanis Club of Mooroopna
- Positive Ageing Advisory Committee Meeting
- Community Leadership Program Launch
- The Hon Edward O'Donohue - Minister for Corrections | Rumbalara Harmony Day
- Breakfast Meeting | the Hon Nick Wakeling - Minister for Higher Education & Skills
- Grand Opening [New Premises] | The Apprenticeship Factory & Monarch Personnel
- Meeting with The Hon Tim Fischer AC
- La Trobe University & The Fairley Foundation | Fairley La Trobe Lecture 2014 - the Hon Tim Fischer AC
- La Trobe University & The Fairley Foundation | Post Lecture Dinner
- Luncheon Meeting | The Hon Russell Northe - Minister for Small Business
- The Hon Russell Northe | Minister for Small Business - Streetlife funding announcement 'Get Your Business Booming' project
- Orchestra Victoria | Pre-Concert VIP Function and Concert
- Round 4 | 2014 Motorcycling Victorian State Senior Titles | Mayoral Welcome
- Annual Community Iftaar | Breaking the Fast Together
- Shepparton Show Me Ordinary Meeting
- Launch | Breastfeeding Friendly Locations - Mobile Website
- Councillors - Mick Toll & Kialla Investigation Group Committee

## 15. COUNCILLOR ACTIVITIES

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

- Official Launch | 'Energy Saving Farm Walks' - Apple and Pear Australia Ltd
- Australian Botanic Gardens Shepparton Committee Meeting
- Minister Damian Drum | Launch Junior Davis Cup Event & Funding Announcement for 'Significant Sporting Events' program
- Health & Wellbeing Advisory Committee Meeting
- Memorial Service & Prayer for World Peace | Plane MH17
- Women's Charter Alliance Advisory Committee meeting
- MAV | Councillor Development Weekend
- Disability Advisory Committee Meeting
- Battle of the Bands | Mayoral Opening & Welcome
- Aerodrome Relocation Feasibility Study Application
- Victoria-Jiangsu Regional City Alliance Breakfast with the Hon Dr Denis Napthine, Premier of Victoria
- Tour and Lunch Meeting with Board of Directors & Executive Team | GV Health
- Bouchier Street Primary School | Story Writing Competition Presentation
- Greater Shepparton City Council - Audit and Risk Management Committee
- Community Leadership Session - Guest Speaker Mayor
- Watts Working Better Project | Launch
- Soroptimist International of Shepparton | Xmas In July

Councillors were also briefed on the following matters:

- Transfer of Mooroopna Land to Mooroopna Cemetery Trust
- Small Town Festive Grants update
- Greater Shepparton City Council - Showcasing New Website design
- Shepparton Villages | Board Members and Executive
- Smoke Free Outdoor Dining Trial - Review Permit Conditions for 2014/2015
- 2 Garley Nook, Shepparton North
- Pine Lodge Cemetery Trust Meeting
- Kialla West Cemetery Trust Meeting
- Land Under Roads policy
- Mactier Park Master Plan
- Professor Richard Speed and Sue Nalder | LaTrobe University
- Purchase of Part of Hill Top Golf and Country Club Land, Tatura
- Boulevard Bush Reserve Environmental Management Plan
- SAM Foundation update - Peter Quinn, Chairman
- Shepparton Police - Superintendent Ian Bull
- Volunteer Strategy & Action Plan 2014-2018
- Review of Municipal Health & Wellbeing Action Plan 2013-2014
- Greater Shepparton Women's Charter Advisory Committee 2013-2014 | Annual Report
- Draft Investment & Cash Management Policy
- Draft Budget 2014-2015
- Greater Shepparton Enterprise Agreement 2014

In accordance with section 80A of the *Local Government Act 1989* records of the Assemblies of Councillors are attached.

## 15. COUNCILLOR ACTIVITIES

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

**Moved by Cr Oroszvary**  
**Seconded by Cr Polan**

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

**CARRIED.**

#### **Attachments**

- |   |          |
|---|----------|
| 1. Meeting Minutes - Heritage Advisory Committee - 2 June 2014                                    | Page 318 |
| 2. Assembly of Councillors - Conflict of Interest -Shepparton Art Mueums<br>- 16 June 2014        | Page 321 |
| 3. Councillor Briefing Session - 1 July 2014  | Page 322 |
| 4. Councillor Briefing Session - 8 July 2014  | Page 323 |
| 5. Councillor Briefing Session - 15 July 2014   | Page 324 |
| 6. Record of Assembly of Councillors - Women's Charter Alliance<br>Committee meeting 25 July 2014 | Page 325 |
| 7. Councillor Briefing Session - 29 July 2014   | Page 326 |

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

**Moved by Cr Summer  
Seconded by Cr Polan**

That the Council Meeting be closed to members of the public for the duration of Urgent and Other Business as items discussed may be considered confidential pursuant to section 89(2)(a)(f)(h) of *the Local Government Act 1989*.

**LOST.**

**Cr Polan called for a division.**

**Those voting in favour of the motion: Cr Houlihan, Cr Polan and Cr Summer.  
Those voting against the motion: Cr Oroszvary, Cr Adem, Cr Patterson and Cr Ryan.**

**Moved by Cr Polan  
Seconded by Cr Summer**

That the meeting be adjourned for 5 minutes.

**CARRIED.**

Councillors Jenny Houlihan, Les Oroszvary, Dinny Adem, Michael Polan, Fern Summer and Kevin Ryan left the meeting, the time being 6.26 PM

Councillor Kevin Ryan returned to the meeting, the time being 6.30PM

Councillors Jenny Houlihan, , Les Oroszvary, Dinny Adem, Michael Polan and Fern Summer returned to the meeting, the time being 6.31 PM

The meeting resumed at 6.31PM

Cr Patterson sought to raise an urgent matter relating to the protection of staff members and ratepayers. The Chair ruled that this could not be raised under Urgent and Other Business on the grounds that the matter was not of an urgent nature and was not in the best interests of the Council.

As a result, the matter could not be considered in accordance with Local Law No. 2 – Processes of Local Government (Meetings and Common Seal)

**17. PUBLIC QUESTION TIME**

**Question 1 (John Gray)**

What progress has been made on the development of a Road Discontinuance Policy for Greater Shepparton?

**Response**

Thank you John for your question. No work has been done on the development of a Road Discontinuance Policy for Greater Shepparton at this time.

## 17. PUBLIC QUESTION TIME

### **Question 2 (John Gray)**

Can the constituency be informed in respect to general informal dialogue between SPCA, the State Government (Ministers and Regional Development Victoria) and council personnel, including mayor and councillors, prior to the recent formal application for the closure of Andrew Fairley Avenue?

### **Response**

Any dialogue which took place prior to the formal application for the closure of Andrew Fairley Avenue, as previously advised, indicated that the Council would consider the road closure after the required statutory process had been completed.

### **Question 3 (Lynda Ford)**

In the Shepparton Newspaper on Saturday 9th August – it was reported that “ When jobs at SPC were under threat, the council pleaded for state government assistance and promised to do whatever it took” to secure these jobs.”

What did our council promise the state government other than that they would agree to the closure of Andrew Fairley Avenue and which members of council made these promises on behalf of the council who represent the wider Shepparton community?

### **Response**

No promises were made to the State Government by Council.

### **Question 4 (Lynda Ford)**

If the 22 million dollars grant promised by the State Government was not granted with Council's assurance that SPC would be granted or sold Andrew Fairley Avenue why is it that the refusal by Council's to close Andrew Fairley Avenue being muted as the reason for the State Government's disappointment

### **Response**

We do not answer for the State Government. I suggest you talk to the Premier himself.

**MEETING CLOSED AT 6.35PM**