

MINUTES

FOR THE
GREATER SHEPPARTON CITY COUNCIL

ORDINARY COUNCIL MEETING

HELD ON
TUESDAY 18 JULY, 2017
AT 5.30PM

IN THE COUNCIL BOARDROOM

COUNCILLORS:

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

VISION

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

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**CHAIR
CR DINNY ADEM**

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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)
Almost Certain (A) Event expected to occur several times per year (i.e. Weekly)	Low	Moderate	High	Extreme	Extreme
Likely (B) Will probably occur at some stage based on evidence of previous incidents (i.e. Monthly)	Low	Moderate	Moderate	High	Extreme
Possible (C) Not generally expected to occur but may under specific circumstances (i.e. Yearly)	Low	Low	Moderate	High	High
Unlikely (D) Conceivable but not likely to occur under normal operations (i.e. 5-10 year period)	Insignificant	Low	Moderate	Moderate	High
Rare (E) 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 Dinny Adem, Seema Abdullah, Bruce Giovanetti, Chris Hazelman, Les Oroszvary, Dennis Patterson, Fern Summer and Shelley Sutton.

**OFFICERS: Peter Harriott – Chief Executive Officer
Mike Freeman – Acting Director Infrastructure
Johann Rajaratnam – Director Sustainable Development
Kaye Thomson – Director Community
Maree Martin – Official Minute Taker
Peta Bailey – 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. NOTICE TO GALLERY – LIVE STREAMING OF COUNCIL MEETING

Please note that this Council meeting is being streamed live and recorded in accordance with the Council’s Live Streaming and Recording of Council Meetings Policy.

All care is taken to maintain your privacy; however as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery it is assumed your consent is given in the event that your image is broadcast.

For more information the policy is available on the Greater Shepparton City Council’s website.

3. APOLOGIES

**Moved by Cr Hazelman
Seconded by Cr Oroszvary**

That the apology from Cr O’Keeffe be noted and a leave of absence be granted.

CARRIED

4. DECLARATIONS OF CONFLICT OF INTEREST

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

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

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

**Moved by Cr Giovanetti
Seconded by Cr Sutton**

That the minutes of the Ordinary Council meeting held 20 June 2017 as circulated, be confirmed.

CARRIED.

6. DEPUTATIONS AND PETITIONS

6.1 Petition - Hermitage Street, Shepparton

Summary

A petition containing 40 signatures has been received by Council in relation to dirt, dust and mud arising from trucks, trailers, cement mixers and graders entering and exiting the new estate construction site in Hermitage Street, Shepparton.

Moved by Cr Oroszvary
Seconded by Cr Sutton

That the Council receive the petition relating to Hermitage Street, Shepparton.

CARRIED.

Attachments

Nil

7. INFRASTRUCTURE DIRECTORATE

7.1 Contract 1774 - Supply of Compostable Bags - Panel

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

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

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

Council Officers involved in producing this report

Author: Team Leader Waste

Proof reader(s): Manager Works and Waste

Approved by: Acting Director Infrastructure

Executive Summary

This Contract is for the provision of a 'Panel of Suppliers' to supply compostable bags as part of a regional supply arrangement with Moira Shire Council, Benalla Rural City Council, Strathbogie Shire Council and Rural City of Wangaratta. The services are to be delivered on an 'as required' basis.

These services are currently provided on an 'as required' basis through Procurement Australia.

The Contract is a Schedule of Rates contract based on specified end products.

The value of the Services over the term of the contract is estimated at \$1.4M which exceeds the limits set by the Local Government Act 1989.

Council typically purchases in the order of 25,000 rolls of 8 litre bags at a cost of around \$200,000 per annum.

Council, in conjunction with Moira Shire Council, Benalla Rural City Council, Strathbogie Shire Council and Rural City of Wangaratta called tenders for the supply of compostable bags. Moira Shire Council tendered for panel members on behalf of the five Councils. Following this tendering process each Council will enter into and manage their individual contracts with the successful panel members.

Council appointed Moira Shire Council as Agent to act on behalf of Greater Shepparton City Council and exemption from providing a Procurement Plan as per Clause 3.1 of current guidelines and adopted Policy.

Five (5) tenders were received in response to advertising this Contract. The Evaluation Panel has reviewed all submissions received in accordance with the Request for Tender documents and Council's Procurement policies and procedures. The tender process has been overseen by the Moira Shire Procurement Department.

The recommendation provides, in the opinion of the Evaluation Panel, the best balance of outcomes based on the evaluation criteria, including the application of the "Benefit to Local Region" criteria.

7. INFRASTRUCTURE DIRECTORATE

7.1 Contract 1774 - Supply of Compostable Bags - Panel (continued)

The total value of the contract is estimated at \$1.4M excluding GST, which is in excess of the amount which can be approved by Council's Chief Executive Officer under delegated authority and the tender thresholds stated in Section 186 of the Local Government Act 1989 (amended 2007).

**Moved by Cr Summer
Seconded by Cr Abdullah**

That the Council:

1. accept the tenders submitted by:
 - a. Cardia Bioplastics (Australia) Pty Ltd
 - b. The Trustee for WRS Trust t/a Mastec Australia Pty Ltd
 - c. Nucam Industries Pty Ltd t/a Wrapall Packagings
 - d. BioBag World Australia Pty Ltd
 - e. Source Separation Systems Pty Ltd

for Contract No. 1774 – Supply of Compostable Bags – Panel, for the Schedule of Rates tendered.

2. authorise the Chief Executive Officer to sign and seal the contract documents.
3. authorise the Chief Executive Officer to award the optional contract extension in increments of twelve months for a maximum period of up to seven years.

CARRIED.

Contract Details

Moira Shire in partnership with Benalla Rural City Council, Greater Shepparton City Council, Strathbogie Shire Council and Rural City of Wangaratta invited submissions from suitably qualified organisations or individuals for membership of a panel to supply and deliver a variety of custom colour and custom print compostable bags that comply with AS 4736.

Moira Shire Council tendered for panel members on behalf of the five Councils. Following this tendering process each Council is now required to enter into and manage their individual contracts with the successful panel members.

The Contract is a Schedule of Rates contract.

The contract is for an initial term of 12 months with the option to extend in increments of 12 months to a maximum period of 7 years (1+1+1+1+1+1+1).

The date of commencement will be 18 July 2017.

The contract Superintendent is the Manager Works & Waste and the Superintendent's Representative is the Team Leader Waste.

7. INFRASTRUCTURE DIRECTORATE

7.1 Contract 1774 - Supply of Compostable Bags - Panel (continued)

Tenders

In the close of tenders at 4.00pm, Wednesday 15 March 2017 five (5) tenders were received as follows:

Tenderers Received
Cardia Bioplastics (Australia) Pty Ltd
The Trustee for WRS Trust t/a Mastec Australia Pty Ltd
Nucam Industries Pty Ltd t/a Wrapall Packagings
BioBag World Australia Pty Ltd
Source Separation Systems Pty Ltd

There were no late tenders. All tenders were conforming.

Tender Evaluation

Tenders were evaluated by the following Panel made up of representatives of the participating councils as follows:

Position	Title	Council
Panel Leader/Chair	Team Leader Waste	Moira Shire Council
Member	Waste & facilities Coordinator	Benalla Rural City Council
Member	Team Leader Waste	Greater Shepparton City Council
Member	Waste Engineer	Strathbogie Shire Council
Member	Waste Coordinator	Rural City of Wangaratta
Moderator	Procurement Coordinator	Moira Shire Council

Evaluation Criteria

Each tender was evaluated separately utilising the Moira Shire Council electronic tendering system, TenderSearch.

Panel members assigned a score (maximum 10) to each criterion, the individual evaluations were then moderated and weighted (NOTE: TenderSearch automatically weights the scores at time of moderation).

7. INFRASTRUCTURE DIRECTORATE

7.1 Contract 1774 - Supply of Compostable Bags - Panel (continued)

The evaluation criteria adopted for this tender evaluation was as follows:

Evaluation Criteria	Evaluation Weighting
Price	30%
Compliance with Specification	30%
Track Record	15%
Management of Schedules	15%
Availability of Skills and Resources	10%

Council Plan/Key Strategic Activity

Section 2.1 Enhancing the Environment – Strategies – Continue to reduce Council's Greenhouse Emissions.

This will be achieved by using these compostable bags that remove a portion of the waste stream going to landfill resulting in reduced greenhouse emissions.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Delays in Contract Award leading to noncompliance with the provisions of the Local Government Act 1989	Unlikely	High	Moderate	Council to award the contract
Contractor failing financially	Unlikely	High	Moderate	Panel of Suppliers
Compostable bags are not produced in Australia therefore delays in receiving overseas supplies could compromise Council's waste reduction strategies.	Unlikely	Moderate	Low	Five alternative suppliers available to reduce the risk of non-supply

Policy Considerations

The Sustainable Decision Making Policy includes the following Objectives:

- Being more responsive to climate change
- Using our resources more efficiently
- Reducing our Environmental impact

Key projected outcomes from the implementation of this Contract, include:

- a) Reductions in emissions through the withdrawal of some waste from the waste stream.
- b) Recycling of existing waste product.

Market testing has ensured that best value outcomes have been achieved.

7. INFRASTRUCTURE DIRECTORATE

7.1 Contract 1774 - Supply of Compostable Bags - Panel (continued)

Financial Implications

The budget for the contract is within the budget for kerbside organics collection. The budget for 2017/18 is \$ 200,000 excl. GST per annum.

Legal/Statutory Implications

The Tender process has been carried out according to the requirements of *Section 186* of the *Local Government Act 1989* and Councils *Procurement Guidelines 2015*.

Environmental/Sustainability Impacts

The impacts of the services under the Contract include:

- Diversion of waste from landfill.
- The potential to reduce greenhouse gases compliant with emissions standards.
- Recycling of existing waste product.

Strategic Links

a) Greater Shepparton 2030 Strategy

Directly relates to the Greater Shepparton 2030 Strategy

Topic: Environment: Conservation and enhancement of significant natural environments and cultural heritage.

Objective: 4. to reduce greenhouse gas emissions by local action, in the interests of current and future generations

Action: 4.2, 4.3

b) Other strategic links

The State Government Waste and Resource Recovery Policy is titled “Getting Full Value”. Published in April 2013, this is the peak strategic document for Victoria for addressing the Federal Government’s National Waste Policy: Less Waste, More Resources.

Conclusion

The Evaluation Panel concluded that all tenderers met the specification requirements.

After consideration of the submissions, including price, specification requirements and the evaluation criteria, the Evaluation Panel recommends to Council the acceptance of all tenderers for this contract and further recommends that the Chief Executive Officer, under powers of delegation, sign and seal the contract documents.

Attachments

Nil

8. COMMUNITY DIRECTORATE

8.1 Festive Decorations

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: Committee Support Officer

Proof reader(s): Committee and Cemeteries Operations Officer,

Team Leader Community Strengthening and Acting Manager Neighbourhoods

Approved by: Acting Director Community

Executive Summary

The celebration of Christmas across the municipality has been widely accepted as a part of Council business. Over a number of years, Council has committed to the delivery of festive decorations across the central business district.

The Festive Decorations Program in 2016 had an allocated budget of \$151,000. This program was overseen by the Neighbourhoods Department with direction from the Festive Decorations Advisory Committee and Councillors.

At the Councillor Briefing on 4 April 2017, Council supported the disbanding of the Festive Decorations Advisory Committee when the current term expires on the 18 June 2017. All decisions relating to purchase, display and repair of festive decorations will now be made by Council and informed by community in various ways. One such way is the Festive Decorations Community Survey. These results are presented to Council in this report and inform the proposed direction recommended and inform decisions required by Council in regards to future directions. This report also presents the budget for delivery of the festive decorations program, a full catalogue of festive decorations, associated costs of installation and decommission and limitations associated with this.

RECOMMENDATION

That the Council:

1. acknowledge the contribution of the members of the Festive Decorations Advisory Committee whose term concluded on 18 June 2017 and resolve to cease operations of the Festive Decorations Advisory Committee, with its functions to be undertaken by Council.
2. incorporate the three major small towns within the municipality (Mooroopna, Murchison and Tatura) into the festive decorations program, acknowledging that these small towns will also be eligible for Small Town Festive grants.
3. support the development of:
 - a festive decorations style
 - a 3 year capital purchase plan
 - an annual installation plan

8. COMMUNITY DIRECTORATE

8.1 Festive Decorations (continued)

Moved by Cr Summer

Seconded by Cr Giovanetti

That the Council:

1. acknowledge the contribution of the members of the Festive Decorations Advisory Committee whose term concluded on 18 June 2017 and resolve to cease operations of the Festive Decorations Advisory Committee, with its functions to be undertaken by Council.
2. incorporate the three major small towns within the municipality (Mooroopna, Murchison and Tatura) into the festive decorations program, acknowledging that these small towns will also be eligible for Small Town Festive grants.
3. support the development of:
 - a festive decorations style
 - a 3 year capital purchase plan a
 - an annual installation plan
4. review the Festive Decorations budget within the next two months.

CARRIED.

Background

The celebration of Christmas across the municipality has been widely accepted as a part of Council business. Over a number of years, Council has committed to the delivery of festive decorations across the central business district.

The Greater Shepparton Festive Decorations program has previously been implemented with assistance from the Festive Decorations Advisory Committee. The Committee was made up of three community members, seven council officers and one Councillor. They provided advice regarding the purchase, display and repair of festive decorations.

At the Councillor Briefing on 4 April 2017, Council indicated an interest in disbanding the committee when their current term expires on the 18 June 2017. All decisions relating to purchase, display and repair of festive decorations will now be made by council and informed by community in various ways. The decision to disband the Advisory Committee at the end of the current term requires a Council resolution.

The Festive Decorations Program in 2016 had an allocated budget of \$151,000. This program was overseen by the Neighbourhoods Department with direction from the Festive Decorations Advisory Committee and Councillors. A Council Officer was appointed in a Temporary Part Time role for 12 months to support the implementation of the program area. This involved the;

- Purchase of \$50,000 worth of new capital (decorations)
- Repair, maintenance, stocktake and inventory of existing and new decorations
- Oversight and support of the Festive Decorations Advisory Committee
- Procurement of installation and decommission services for all pieces

8. COMMUNITY DIRECTORATE

8.1 Festive Decorations (continued)

Council has developed a comprehensive catalogue of all festive decorations from previous seasons. In addition to this Council Officers are working on a Request for Quote to identify an appropriately skilled and cost effective provider for the installation and decommission of festive decorations. The installation and decommission is a significant cost every year and it is anticipated that this will streamline the process and be more cost effective in the longer term. Installation and decommission of large scale festive decorations often involve crane hire, traffic management and electrical contractors, all of which add to the overall cost of the program. In the 2016 festive season approximately \$55,000 was spent on the installation and decommission of the festive decoration suite (refer to attachment 2 for the catalogue and installation and decommission costs). There are a number of limitations regarding who Council can engage to provide this service as we are bound by procurement requirements and the trade services panel. These same procurement requirements limits who Council can engage to supply festive decorations.

Greater Shepparton CBD Festive Decorations Survey 2016 (see attachment 1)

The Greater Shepparton CBD Festive Decorations 2016 Survey was launched on Monday 3 February 2017 and closed on Wednesday 8 March 2017. 133 completed surveys were returned.

Key Findings:

- Over half (52%) of respondents thought the festive decorations were either 'noticeable' or 'very noticeable'.
- One third (34%) of respondents thought the festive decorations at Victoria Park Lake were above average (27%) and/or fantastic (7%)
- 20% of respondents thought the Maude Street Mall decorations were 'poor', with the majority indicating 'average' (43%).
- The Hope, Peace and Rejoice illuminated signs were nominated by 37 respondents (28%) whilst 35 respondents (26%) favoured Giant Santa and 24 (18%) favoured the Christmas Cows and Sleigh as their favourite decorations.

In the open ended comment section:

- 7 respondents nominated the baubles in the trees at Monash Park and Victoria Park Lake as their preferred decorations.
- 9 respondents nominated the Mall decorations as their preferred decorations
- 24 respondents suggested more lights/fairy lights on display
- 6 respondents would like to see more decorations in the Maude Street Mall
- 26 respondents were from our small towns and 6 made special mention of the lack of decorations in places like Tatura, Murchison and Mooroopna and feeling excluded from Shepparton in this respect.

Discussion and Recommendations

1. The survey results demonstrate that many community members believe that Greater Shepparton needs more festive decorations during the festive season. Many respondents indicated that they would like to see more lights throughout the Mall, and resident's from the small towns wish to see decorations in their areas, as they currently feel excluded from the celebrations despite being a part of the municipality. Taking these survey results into account, the parameters of the festive decorations program in Greater Shepparton need to be defined. The recommendations contained in this report are based on the survey results and the proposed 2017/18 budget.

8. COMMUNITY DIRECTORATE

8.1 Festive Decorations (continued)

2. A festive decorations brand/style guide for Greater Shepparton would help to ensure our festive decorations are cohesive and consistent presenting an inviting festive feel for all who live and access Greater Shepparton. The development of this style guide would be in partnership with Marketing and Communications and Councillors (see attachment 3 for some initial examples). Following direction from Council on the preference for the style guide a capital purchase plan for three years will be developed and an annual installation plan for the festive decoration program including mapping placement of all appropriate decorations and approximate installation/ decommission costs for that year.

Council officers recommend the development of a 3 year strategy with a consistent 'theme' and suite of options to help create a Greater Shepparton festive decorations 'brand' to support efficient long term capital investment and a cohesive, consistent festive identity.

3. During conversations with Maude Street Mall traders the issue of not enough people shopping in the Mall during the festive season was raised on a number of occasions. Traders felt that more decorations, music and promotion would bring more community members to their stores. Council Officers recommend including in the style guide and installation plan, actions to reinvigorate the Maude Street Mall, in partnership with Shepparton Show Me and Investment Attraction, during the festive season. Based on survey findings and the budget available this could include;
 - reinstatement of Santa's Village as a major attraction
 - a Greater Shepparton Christmas window display competition for Mall businesses
 - a Maude Street Mall Christmas launch/celebration

Council Plan/Key Strategic Activity

This proposal supports the following objectives of the Council Plan 2013-2017:

Goal 1: Active and Engaged Communities (Social)

The Community Development Framework (2010) highlights the importance of engaging and consulting with community members in a responsive way. To align with this framework it is recommended that the results from the community consultation are used to inform the future purchase and placement decisions related to the Greater Shepparton festive decorations program.

8. COMMUNITY DIRECTORATE

8.1 Festive Decorations (continued)

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Some areas/locales may feel excluded or that they do not get enough festive decorations (see appendix A)	C	4	Low	Careful consideration of where existing festive decorations and new capital will be placed. This will be mitigated by an annual installation plan.
Community perception of amount spent on Festive Decorations could be both positive and negative	C	4	Low	It is estimated that the investment in previous years in festive decorations and grants will help support a positive perception. Development of a festive decorations style guide will help to support this positive perception.

Policy Considerations

The Festive Decorations program is implemented in accordance with all of Council's relevant policies and procedures.

Financial Implications

Budget 2016/2017

Festive Decorations	Budget 2016/17	Budget 2017/18
12132. 301. Salaries	27,192	15,137
12132. 302. Salary- on costs	3,536	1,968
12132. 371. Materials/ Services	50,000	29,977
12132. 373. Repairs/ Maintenance	1,000	5,000
60583.300 (capital materials/ services)	69,272	40,000
Total	151, 000	92,046

Legal/Statutory Implications

If appropriate procurement processes are not followed Council is at risk at liable.

Environmental/Sustainability Impacts

Officers have not identified any environmental/sustainability impacts associated with this report.

Social Implications

A sense of festive community spirit is achieved through the Festive Decorations program. Development of a festive decorations style guide will increase positive perception and lead to more people enjoying the festive season.

8. COMMUNITY DIRECTORATE

8.1 Festive Decorations (continued)

Economic Impacts

The Festive Decorations program often has 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 proposed festive decorations. This is required to be in line with our procurement guidelines.

In many instances it has been necessary to purchase large scale festive decorations from outside the municipality as local suppliers have been unable to meet the needs of the festive decorations program. Investigations into other council's festive decorations suppliers revealed that there are only three main companies (two in Melbourne, one in Sydney) providing the large scale commercial decorations required. All three companies' products are similarly priced, and as this is a niche market Council Officers are limited in our options.

Consultation

A survey was made available to the community via the Greater Shepparton City Council website and Facebook page, as well as in hard copy format from local community centres.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Consult	Seek to gain an understanding of community perception of festive decorations. Ask community members for suggestions for future festive decorations.	Online and hardcopy survey, as well as discussions with business owners in the Maude Street Mall.
Collaborate	Feedback from community consultation will be incorporated into decisions where possible.	Survey results and report developed for Council to refer to.

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

Strategic Links

Greater Shepparton 2030 Strategy

Enhance social connectedness, physical and mental health and well-being, education and participatory opportunities to improve liveability and provide a greater range of community services.

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

8. COMMUNITY DIRECTORATE

8.1 Festive Decorations (continued)

Conclusion

The Greater Shepparton Festive Decorations program is an integral part of Christmas celebrations across the municipality. Following the Councillors indication not to extend the Festive Decorations Advisory Committee once the current term ends on 18 June 2017, all decisions relating to the purchase, display and repair of festive decorations will now be made by Council. Informed by the results of the Greater Shepparton CBD Festive Decorations Survey 2016, this report put forwards a number of recommendations that will assist in streamlining and supporting the festive decorations program over the coming seasons making for more efficient capital investment and staffing efficiencies.

Attachments

- | | |
|--|---------|
| 1. Festive Decorations Report on 2016 Survey | Page 70 |
| 2. Festive Decorations Catalogue and Installation and Decommission Table | Page 73 |
| 3. Festive Decorations 2017 Style Guide Examples | Page 81 |

8. COMMUNITY DIRECTORATE

8.2 Greater Shepparton Women's Charter Alliance Advisory Committee Membership

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): Acting Manager Neighbourhoods

Approved by: Acting Director Community

Executive Summary

The Greater Shepparton Women's Charter Alliance Advisory Committee (GSWCAAC) 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. As per the GSWCAAC Terms of Reference, the Advisory Committee has undertaken their annual membership drive and is seeking the endorsement of new Committee members and recognition of outgoing members from Council.

Moved by Cr Abdullah
Seconded by Cr Summer

That the Council:

1. endorse the Greater Shepparton Women's Charter Alliance Advisory Committee membership applications for a two year term, commencing on 18 July 2017 and concluding on 30 June 2019 for:
 - Vatsala Agarwal (Community)
 - Diane Baglin (Community) – reappointment
 - Lauren Barker (Community)
 - Ronni Druitt (Community) – reappointment
 - Cindy Hansford (Community)
 - Angela McLeod (Community)
 - Letitia Okely (Community) – reappointment
 - Josie Pellegrino (Community)
 - Katrina Penfold (Community)
 - Frances Smullen (Community) – reappointment
 - Belinda Wood (Community)
 - Rosita Young (Community)
 - Michelle Bertoli (Council) – reappointment
 - Lisa Kubeil – (Council)
2. thank the below members for their contribution to the Greater Shepparton Women's Charter Alliance Advisory Committee:
 - Jean Young (Council)

8. COMMUNITY DIRECTORATE

8.2 Greater Shepparton Women's Charter Alliance Advisory Committee Membership (continued)

- Kate Montgomery (Community)
- Jennifer Broadbent (Community)
- Patricia Moran (Community)
- Connie O'Dea (Community)
- Suzanne Wallis (Community)
- Kelly McPherson (Community)
- Terri Cowley (Community)

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 Greater Shepparton Women's Charter Alliance Advisory Committee (GSWCAAC).

In line with the Terms of Reference, adopted by Resolution of Council on 20 September 2016, the Committee can include up to 17 community members, up to 7 Council staff and one Councillor as the Charter Champion, but shall not exceed 20 members in total.

As per the Terms of Reference for the Committee, the annual membership drive was undertaken to fill the 14 positions available. 14 positions were available due to the two year terms expiring for 13 members and a vacancy. The Terms of Reference allow for members to reapply for an additional 2 year term but their membership cannot exceed four consecutive years.

As required by the Terms of Reference, a membership working group was created and provided oversight to the new membership application process. The working group received and reviewed a total of fifteen applications. The working group recommend the appointment of:

- Vatsala Agarwal (Community)
- Diane Baglin (Community) – reappointment
- Lauren Barker (Community)
- Ronni Druitt (Community) – reappointment
- Cindy Hansford (Community)
- Angela McLeod (Community)
- Letitia Okely (Community) – reappointment
- Josie Pellegrino (Community)
- Katrina Penfold (Community)
- Frances Smullen (Community) – reappointment
- Belinda Wood (Community)

8. COMMUNITY DIRECTORATE

8.2 Greater Shepparton Women's Charter Alliance Advisory Committee Membership (continued)

- Rosita Young (Community)
- Michelle Bertoli (Council) – reappointment
- Lisa Kubeil – (Council)

The Committee endorsed this recommendation subject to successful reference checks at the Advisory Committee Meeting held on 26 May 2017. Conflicts of interest were disclosed by members who were re-applying, these members withdrew from the endorsement process for their application. These membership appointments are for a two year term, the term expires 30 June 2019.

The Advisory Committee wish to recognise and thank the outgoing members for their contribution to the Committee and their work to improve outcomes for women in the Greater Shepparton community.

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

No financial implications have been identified associated with the Report.

Legal/Statutory Implications

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

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. GSWCAAC 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.

8. COMMUNITY DIRECTORATE

8.2 Greater Shepparton Women's Charter Alliance Advisory Committee Membership (continued)

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 GSWCAAC 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 with the Committee and Membership Sub-Committee regarding the recommendation and adoption of new members.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Direction 2 – Community Life

b) Other strategic links

Greater Shepparton Women's Charter Alliance Advisory Committee Action Plan 2016-2018

Conclusion

The GSWCAAC is encouraged by the calibre and quality of the new Committee member applications and believe that the new member appointments add further strength and capability to the Committee and the achievement of its Action Plan 2016-2018. The Advisory Committee would also like to recognise and thank the outgoing members for their contribution to the Advisory Committee aims and objectives and improving outcomes for women in Greater Shepparton.

Attachments

Nil

8. COMMUNITY DIRECTORATE

8.3 Review of Policies - Community Strengthening

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): Manager Neighbourhoods

Approved by: Director Community

Other: Coordinator Community Development, Cultural Development Officer, Community Safety Officer, Committee and Cemeteries Operations Officer

Executive Summary

A review of Council's policies was requested in response to the Council Election held in November 2016.

As a result of this review, these documents have since been reformatted, updated, combined with other Policies or have been made redundant.

The following recommendations are put forward as outcomes from this review.

Moved by Cr Patterson

Seconded by Cr Oroszvary

That the Council:

1. adopt the below amended Council Policies:
 - Volunteer Policy
 - Community Planning Policy
 - Safe City Camera Network Policy
2. revoke the Management of CCTV Footage Policy as its relevant content has been incorporated into the Safe City Camera Network policy.

CARRIED.

Background

Following the 2016 Council elections, Council are required to undertake an organisational wide review of all Policies. The Community Strengthening Team is responsible of a number of these policies, these include:

1. Volunteer Policy
2. Community Planning Policy
3. Safe City Camera Network Policy
4. Management of CCTV footage Policy

8. COMMUNITY DIRECTORATE

8.3 Review of Policies - Community Strengthening (continued)

A review of each policy has been undertaken with input from other Council departments and stakeholders as required. Some of these documents required no changes, whilst others required format, grammar, spelling or minor content changes or template updates, with the exception of the Management of CCTV footage Policy which has been incorporated into the Safe City Camera Network Policy and is recommended to be revoked.

The amendments made to each document have been outlined below.

Volunteer Policy

No changes required. Review will occur August 2018 in line with the Volunteer Strategy Action Plan time line.

Community Planning Policy

Changes were made to terminology and titles eg. Neighbourhoods Branch updated to Neighbourhoods Department, Community Plan Liaison updated to Community Development Officer, and grammar. Minor content updates included updating insurance coverage for Community Planning Group led events and activities.

Safe City Camera Network Policy

Minor changes to wording were made to reflect current practice, inclusion of the additional Goulburn Murray Water Camera and removal of Fryers Street Taxi Rank. This policy superseded the Management of CCTV Footage Policy. It is recommended that the Management of CCTV Footage Policy be revoked as the Safe City Camera Network Policy covers the Network in its entirety and includes protocols for the Management of CCTV footage. This updated Policy has been approved by Victoria Police and the Safe City Network Steering Committee.

Management of CCTV Network Policy

It is recommended that this policy be revoked as relevant content has been incorporated in to the Safe City Camera Network policy.

Council Plan/Key Strategic Activity

Council policies provide the guidance to achieve the priorities and actions within the Council Plan and strategic activities.

Risk Management

No significant risks have been identified in the context of this report. The policy being revoked has been superseded and the amendments to the other policy are minor changes reflecting current position.

Policy Considerations

This review has been undertaken in accordance with the CEO Directive 'Management of Policies and CEO Directive Documents'.

Financial Implications

There are no financial implications associated with this report.

Legal/Statutory Implications

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

8. COMMUNITY DIRECTORATE

8.3 Review of Policies - Community Strengthening (continued)

Environmental/Sustainability Impacts

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

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links with the Greater Shepparton 2030 Strategy

b) Other strategic links

There are no strategic links that relate to revoked or amended policies.

Conclusion

The required review of existing policies relevant to the Community strengthening area has been undertaken. Council Officers recommend the adoption of the below amended Council Policies:

- Volunteer Policy
- Community Planning Policy
- Safe City Camera Network Policy

In addition to this, Council officers recommend the revocation of the Management of CCTV footage Policy.

Attachments

- | | |
|--|----------|
| 1. Volunteer Policy | Page 94 |
| 2. Management of CCTV Footage Protocol - Safer City Camera Network | Page 99 |
| 3. Safer City Camera Network Policy | Page 106 |
| 4. Community Planning Policy 55.POL1 | Page 120 |

8. COMMUNITY DIRECTORATE

8.4 Section 86 Committees of Management - Rescinding Memberships

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: Committees and Cemeteries Operations Officer

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

Approved by: Director Community

Executive Summary

In accordance with Greater Shepparton City Council CEO Directive 07.CEOD2 Section Four, Committees of Management (Special Committees) which are appointed under Section 86 of the Local Government Act 1989, committee members can only be removed from a special committee by having their membership rescinded by a formal resolution of Council.

This report recommends Council accept the resignation of two committee members of the Toolamba Recreation Reserve and Community Centre Committee of Management and rescind their membership accordingly.

Moved by Cr Giovanetti

Seconded by Cr Sutton

That the Council acknowledge the contribution of Helen MORRITT and John MORRITT to the Toolamba Recreation Reserve and Community Centre Committee of Management, accept their resignations and rescind their memberships, effective immediately.

CARRIED.

Background

At the Ordinary Council Meeting held on 19 April 2016 nine applicants, including Helen Morrirt and John Morrirt, were appointed to the Toolamba Recreation Reserve and Community Centre Committee of Management for a term of two years commencing 20 April 2016.

Helen Morrirt and John Morrirt have submitted their resignations to the Toolamba Recreation Reserve and Community Centre Committee of Management effective from 18 July 2017. The committee have recorded their resignations in the committee's ordinary meeting minutes of 21 March 2017 and advised Council accordingly.

Council would like to recognise Helen Morrirt and John Morrirt's contribution and work with the Committee of Management, accept their resignations and rescind their memberships accordingly.

8. COMMUNITY DIRECTORATE

8.4 Section 86 Committees of Management - Rescinding Memberships **(continued)**

Council Plan/Key Strategic Activity

This proposal supports the following goals of the *Council Plan 2013-2017*:

- Goal 1 – Active & Engaged Community (Social)
- Goal 4 – Quality Infrastructure (Built)
- Goal 5 – High Performance Organisation (Leadership and Governance)

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Governance risk associated with the delegation of Council powers to a committee	Possible	Major	High	The rescinding of membership by formal resolution of the Council, upon resignation of a member, reduces the risk to Council by ensuring that all delegated powers are removed.

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this proposal.

Legal/Statutory Implications

All of Council's Committees of Management have been established under Section 86 of the *Local Government Act 1989* and have been issued with an Instrument of Delegation and Guidelines outlining their responsibilities.

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

Environmental/Sustainability Impacts

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

Social Implications

The ability for community members to be involved with Section 86 committees of management helps to build a sense of community by increasing stakeholder participation and provides community members a greater sense of pride and involvement in their local community.

Economic Impacts

There are no economic impacts arising from this proposal.

Consultation

The Toolamba Recreation Reserve and Community Centre Committee of Management have appropriately recorded the resignations of Helen Morritt and John Morritt and informed Council.

8. COMMUNITY DIRECTORATE

8.4 Section 86 Committees of Management - Rescinding Memberships **(continued)**

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	Letters to outgoing committee members Emails to Office Bearers of committee of management
Consult	Informed, listen, acknowledge	Council will consult with its committees prior to making decisions that relate to the relevant facilities.
Involve	Work together. Feedback is an input into decision making.	Committees provide an important source of feedback for Council to manage the facilities.
Collaborate	Feedback will be incorporated into decisions to the maximum level possible.	Council collaborates with its committees prior to making decisions that relate to the relevant facilities.
Empower	We will implement what the public decide.	Committees of Management have delegated powers to make decisions in relation to the day to day management of the facilities that they are responsible for.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

No other strategic links have been identified.

Conclusion

It is recommended that the resignations of Helen Morritt and John Morritt from the Toolamba Recreation Reserve and Community Centre Committee of Management be accepted, their contributions acknowledged and their memberships rescinded in accordance with Council's processes, effective immediately.

Attachments

Nil

9. CORPORATE SERVICES DIRECTORATE

9.1 Appointment of Greater Shepparton Off Leash Dog Park Committee Members

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 Regulatory Services

Proof reader(s): Manager Citizen Services

Approved by: Director Corporate Services

Other: Coordinator Local Laws

Executive Summary

Greater Shepparton City Council called for nominations from local residents for the Greater Shepparton Off Leash Dog Park Advisory Committee. The Greater Shepparton Off Leash Dog Park Committee will assist in the continued development of this community asset and provide a valuable medium to provide advice and recommendations for the Ducat Reserve Off Leash Dog Park. The Committee would also provide a valuable source of community liaison for any potential site trials and permanent locations in the years to come.

Membership of the committee will comprise up to 10 members for a two year term, including two representatives from Greater Shepparton City Council being one Councillor and one senior staff member.

Nominations for appointments to the committee closed at 5.00pm Friday 27 January 2017. The Chief Executive Officer agreed to accept late nominations after this date. A total of six nominations were received from the following individuals;

- Averil Coe
- Kyle Heppell
- Kristie White
- Tracey Mouser
- Madison Wright
- Steve Cartwright

Moved by Cr Patterson

Seconded by Cr Oroszvary

That the Council

1. appoint the following six members to the Greater Shepparton Off Leash Dog Park Advisory Committee for a two year term, commencing on 18 July 2017 and concluding on 30 June 2019.
 - Averil Coe
 - Kyle Heppell
 - Kristie White
 - Tracey Mouser

9. CORPORATE SERVICES DIRECTORATE

9.1 Appointment of Greater Shepparton Off Leash Dog Park Committee Members (continued)

- Madison Wright
- Steve Cartwright

2. appoint Cr Summer as the Councillor Representative to the Committee.

CARRIED.

Background

The trial of an off leash dog park commenced in February 2014 at Ducat's Reserve, Paterson Road Shepparton. This initiative was undertaken as a deliverable of the Council endorsed Domestic Animal Management Plan 2013-2017. The aim of the trial was to assess the demand and community appetite for a permanent site to be erected that would provide a designated area for off leash exercising of dogs within the municipality.

After reviewing the trial, Council resolved at the Ordinary Council Meeting on 21 April 2015 to make Ducat's Reserve, Paterson Road Shepparton, a permanent off leash dog park. Construction works were commenced at the site and it was handed over to the community for permanent use on 30 June 2015.

Since the off leash dog park was established, patrons have worked well together to ensure the effective use of the park with only minor complaints reported to Council. These complaints have included a lack of dog faeces bags and damaged gates needing repair. Besides these small operational items, community feedback suggests that users would also like to provide greater input into the parks operation. The feedback received includes a desire for obstacles and lighting and to provide their recommendations of potential future sites and trials. Given this feedback, officers wish to establish an Off Leash Dog Park Advisory Committee to meet this community need.

Terms of Reference for an Off Leash Dog Park committee were adopted by Resolution of Council on 18 October 2016. Officers advertised for nominations by way of the public notice section of the Shepparton News and six nominations for appointment to the committee have been received from members of the community.

Council Plan/Key Strategic Activity

Council Plan 2013-2017 Goal 1 – Active and Engaged Communities (Social)

Objective – provide sustainable community services to our community

Strategy – continue to implement the Domestic Animal Management Plan 2013 -2017

Risk Management

There are no significant risks in establishing an Off Leash Dog Park Advisory Committee.

Policy Considerations

Should Council resolve to proceed with the establishment of an Off Leash Dog Park Committee, Council would need to, in accordance with the Local Government Act 1989, follow the meeting procedures related to The Record of Assembly of Councillors.

Financial Implications

There are no significant financial implications in establishing an Off Leash Dog Park Advisory Committee.

9. CORPORATE SERVICES DIRECTORATE

9.1 Appointment of Greater Shepparton Off Leash Dog Park Committee Members (continued)

Legal/Statutory Implications

Council's Local Law #1 Community Living Section 6.2(d) requires that a person who owns or is in charge of a dog on any highway or Council land must keep the dog under control by a leash, chain or cord connecting that person to the dog unless the highway or Council land has been designated by Council resolutions and signage to be excluded from this requirement.

Environmental/Sustainability Impacts

The establishment of an Off Leash Dog Park Advisory Committee will not be detrimental to the environment and should bring an awareness of the importance of community protection for future users of our parkland and native reserves.

The Off Leash Dog Park Advisory Committee will promote responsible pet ownership and behaviour which should minimise environment impacts to reserves and open space. A concentration of use of the priority areas will mean that there should be less damage due to vandalism because of the vigilant user's protection of the area.

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

By way of establishing the Off Leash Dog Park Advisory Committee this would allow ongoing consultation with the community and park users, keeping the communication open.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Better information with Committee members able to provide relevant up to date information on park development	Word of mouth / Facebook / Social Media
Involve	Committee would assist in promoting the responsible pet ownership message through advocacy	Reporting back to Council on complaints or animal welfare issues
Empower	Improve the community ownership of the site to ensure patronage guidelines and rules are followed	On site communication when using the site.

Strategic Links

a) Greater Shepparton 2030 Strategy

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

9. CORPORATE SERVICES DIRECTORATE

9.1 Appointment of Greater Shepparton Off Leash Dog Park Committee Members (continued)

Appointment of the Advisory Committee would be consistent with the Greater Shepparton 2030 Strategy as the purpose of the Off Leash Dog Park is to encourage dog owners to exercise, improving the health of both humans and dogs within the municipality. Another is to provide new networks and physical activity opportunities for communities promoting social interaction and health and social benefits. The advisory committee would enhance the community involvement in bringing this initiative to life.

Conclusion

Council's first permanent Off Leash Dog Park has been a very successful initiative that has seen good community support for the space and harmonious use in a residential area. The opportunity exists to develop the current site further to ensure the park is well utilised and patronised and that it delivers on the expectations of community users. As the voice of the community, the Advisory Committee will ensure that community feedback is relayed to Council to further inform decision making on further sites and future development of off leash areas in Greater Shepparton.

Attachments

Nil

9. CORPORATE SERVICES DIRECTORATE

9.2 Contracts Awarded Under Delegation and Status of Contracts Advertised and yet to be Awarded - June 2017

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: Contracts and Procurement Advisor

Proof reader(s): Manager Corporate Governance

Approved by: Director Corporate Services

Executive Summary

To inform the Council of the status of requests for tenders that have been advertised and contracts yet to be awarded.

Moved by Cr Hazelman
Seconded by Cr Summer

That the Council note the publicly advertised contracts awarded under delegated authority and tenders that have been advertised but not yet awarded.

CARRIED.

Tendered Contracts Awarded under Delegated Authority by Chief Executive Officer

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1760	Provision of Drainage Maintenance Services	Schedule of Rates for a period of three (3) years with provision for a One (1) year extension	\$382,515.00	Toxfree Australia Pty Ltd
1786	Provision of Home Maintenance and Modification Services	Lump sum contract. 1 year initial term with the provision for a 1 year extension.	\$374,150.70	1) CA Group Services Pty Ltd 2) RNL Property Maintenance 3) Country Health Care Shepparton 4) Hot and Cold Shop

9. CORPORATE SERVICES DIRECTORATE

9.2 Contracts Awarded Under Delegation and Status of Contracts Advertised and yet to be Awarded - June 2017 (continued)

Tendered Contracts Awarded under Delegated Authority by Directors

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1705	Deakin Reserve Female Change Facilities	Lump sum contract for construction of the Deakin Reserve Female Change Facilities.	\$258,324.00	Moretto Building Pty Ltd
1788	Renewal of Shepparton BMX Track Berm	Lump sum contract for Asphalt Renewal of Shepparton BMX Track Berm.	\$128,150.00	Cleaves Earthmoving & Drainage Pty Ltd
1784	Electric Vehicle Feasibility and Business case	Lump sum contract for a feasibility study for Electric Vehicle Business Case	\$65,890.00	Ndevr Environmental Pty Ltd

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1775	Design of Wastewater Treatment Improvements at Shepparton Sale Yards	Lump sum contract for the design of Wastewater Treatment Improvements at Shepparton Sale Yards	Tender closed 12 April 2017. Tenders currently under evaluation.
1785	Cosgrove 3 Cell 1, Leachate Ponds and Cosgrove Clay Pit Rehabilitation	Lump sum contract for the Cosgrove 3 Cell 1, Leachate Ponds and Cosgrove Clay Pit Rehabilitation	Tender closed 21 June 2017. Tenders currently under evaluation.
1715	Construction of Numurkah Rd Works Access into Greater Shepparton Sport Precinct - Civil Works	Lump sum contract for the construction of Numurkah Rd Works Access into Greater Shepparton Sport Precinct - Civil Works	Tender closed on 12 July 2017.
1796	Concept Design of Maude Street Mall Redevelopment	Lump sum contract for the provision of a Concept Design of Maude Street Mall Redevelopment	Tender currently advertised. Closing date 19 July 2017.

9. CORPORATE SERVICES DIRECTORATE

9.2 Contracts Awarded Under Delegation and Status of Contracts Advertised and yet to be Awarded - June 2017 (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1791	Provision of Condition Survey, Sealed Road Seal and Pavement	Lump sum contract for the provision of Condition Survey, Sealed Road Seal and Pavement	Tender currently advertised. Closing date 19 July 2017.
1805	Lease & Proposal for the Solar Farm Site Part of GV Link and being Part of 250 Toolamba Road Mooroopna Victoria 3629	Select Tender resulting from the Public EOI (1762).	Tender currently advertised. Closing date 28 July 2017.

Policy Considerations

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

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

Legal/Statutory Implications

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

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

Conclusion

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

The report details the publicly advertised contracts awarded by the Chief Executive Officer under delegated authority and the status of requests for tenders that have not yet been awarded during the period 1 June to 30 June 2017.

Attachments

Nil

9. CORPORATE SERVICES DIRECTORATE

9.3 Appointment of Members to the Shepparton Show Me Committee

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

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

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

Council Officers involved in producing this report

Author: Manager Marketing and Communications

Approved by: Director Corporate Services

Other: Shepparton Show Me Marketing Co-ordinator

Executive Summary

The terms of six current Shepparton Show Me (SSM) Committee members are due to expire on 18 July 2017. A committee member has also resigned leaving seven positions available. Expressions of interest for the seven available positions were advertised with seven applications being received.

The voting members of the Shepparton Show Me Committee assessed the applications against the selection criteria and are recommending that the following candidates be appointed to the Committee:

1. appoint the following candidates for a two year term, commencing on 18 July 2017 and concluding on 16 July 2019:
 - Simon Quattrocchi – GV Finance Brokers
 - Andrew Pogue – Kevin Hicks Real Estate
 - Chris Reisner – Aussie Hotel
 - Helen Jane Sofra – Collins Booksellers
 - Kristina Marko – La Trobe University

2. appoint the following candidate for a one year term, commencing on 18 July 2017 and concluding on 17 July 2018:
 - John Montagner – Next Office Tech
 - Kruz Patel – Shepparton Pizzas

RECOMMENDATION

That the Council, having considered the applications received for appointment to the Shepparton Show Me Committee:

1. appoint the following candidates for a two year term, commencing on 18 July 2017 and concluding on 16 July 2019:
 - Simon Quattrocchi – GV Finance Brokers
 - Andrew Pogue – Kevin Hicks Real Estate
 - Kristina Marko – La Trobe University
 - Chris Reisner – Aussie Hotel
 - Helen Jane Sofra – Collins Booksellers
 - Kruz Patel – Shepparton Pizzas

9. CORPORATE SERVICES DIRECTORATE

9.3 Appointment of Members to the Shepparton Show Me Committee (continued)

2. appoint the following candidate for a one year term, commencing on 18 July 2017 and concluding on 17 July 2018:
 - John Montagner – Next Office Tech

Moved by Cr Oroszvary Seconded by Cr Sutton

That the Council, having considered the applications received for appointment to the Shepparton Show Me Committee:

1. appoint the following candidates for a two year term, commencing on 18 July 2017 and concluding on 16 July 2019:
 - Simon Quattrocchi – GV Finance Brokers
 - Andrew Pogue – Kevin Hicks Real Estate
 - Kristina Marko – La Trobe University
 - Chris Reisner – Aussie Hotel
 - Helen Jane Sofra – Collins Booksellers
2. appoint the following candidate for a one year term, commencing on 18 July 2017 and concluding on 17 July 2018:
 - John Montagner – Next Office Tech
 - Kruz Patel – Shepparton Pizzas

CARRIED.

Background

As stated in the Shepparton Show Me (SSM) Guidelines - Committee Delegations:

- 8.1.1 *The Committee shall comprise of between 6 and 9 members representative of the Shepparton business community.*
- 8.4 *Business community members will be appointed for a period of two years, however a 12 month term can also be considered. Business community members may be removed by the Council at any time. Nominations will take place each year, with 50 per cent of the Committee positions eligible for nomination every 12 months. A member of the Committee shall be eligible for re-appointment at the expiration of his or her period of office.*
- 8.7 *The Council will call for registrations of interest from the community by way of a notice in the public notices section of a local newspaper before appointing business community representatives to the Committee.*

The nomination, assessment and recommendation process in the appointment of business representatives to the SSM Committee has been undertaken in accordance with the SSM Guidelines - Committee Delegations and SSM Committee Appointment Process requirements.

Expressions of Interest for the seven available Committee positions were placed in the public notices section of the Shepparton News on Friday 26 May and 2 June 2017 and Wednesday 31 May 2017 in The Adviser. The availability of positions was further promoted via the SSM website and Facebook Page and direct email to SSM members. Applications for the positions closed at 5:00pm on Friday 16 June 2017.

9. CORPORATE SERVICES DIRECTORATE

9.3 Appointment of Members to the Shepparton Show Me Committee (continued)

Following the promotion of the availability of positions on the Committee seven expressions of interests were received.

Voting members of the Committee assessed the seven applications for the seven positions.

The applications were assessed against the following criteria:

- Established networks with a range of Shepparton businesses
- An innovative and creative approach to problem solving
- A willingness to work in a team environment
- An understanding of marketing and advertising
- Relevant qualifications, skills and experience that will contribute to SSM
- An understanding of business issues across a broad range of industry sectors
- Potential conflicts of interest – yes /no response
- Previous SSM member and length of service – yes/no response
- Previous application made to SSM – yes/no response

A score from 0 – 4 was used to assess the criteria:

SCORE	DESCRIPTION	DEFINITION
0	Does not meet criteria	Shows no understanding of or has no experience in the key issues/criteria
1	Partially meets criteria	Shows only a limited understanding of or has limited experience in the key issues; covers some key points only
2	Meets all criteria	Demonstrates an understanding of the issues and covers the key points, but shows no additional initiative or innovation
3	Partially exceeds criteria	Has extensive relevant experience in and knowledge of key criteria and shows initiative or innovation on some key points or criteria
4	Exceeds all criteria	Has extensive relevant experience in and knowledge of key criteria and provides innovative and creative responses on all points

Each assessor individually evaluated each applicant with the total of the scores tallied to reveal the results.

The following available Shepparton Show Me Committee voting members scored the applications on 19 June 2017:

1. Cr Les Oroszvary
2. Johann Rajaratnam
3. Shane Sali
4. Carrie Donaldson
5. Malcolm Blake
6. Danielle Tait
7. Ron Popelier
8. Aaron Brain

9. CORPORATE SERVICES DIRECTORATE

9.3 Appointment of Members to the Shepparton Show Me Committee (continued)

Based on the assessment outcomes the following candidates are recommended to be appointed to the SSM Committee:

#	Candidate	Business	Length of term
1.	John Montagner	Next Office Tech	1 year
2.	Simon Quattrocchi	GV Finance Brokers	2 years
3.	Andrew Pogue	Kevin Hick Real Estate	2 years
4.	Kristina Marko	La Trobe University	2 years
5.	Chris Reisner	Aussie Hotel	2 years
6.	Helen Jane Sofra	Collins Booksellers	2 years
7.	Kruz Patel	Shepparton Pizzas	1 years

Council Plan/Key Strategic Activity

This proposal is consistent with the Council Plan 2017-2021:

Economic – Building a thriving, resilient economy where Greater Shepparton is recognised as a competitive place to invest and grow business

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

Risk Management

The appointment of replacement members through formal resolution of the Council reduces governance risks by ensuring that all members appointed to a committee are covered by the Council's public liability insurance.

The review panel assessed the applicants based on their responses to the selection criteria and have ensured their recommendations for committee members are representative of the broader business community.

Policy Considerations

There are no policy considerations in relation to this report.

Financial Implications

There are no financial implications in relation to this report.

Legal/Statutory Implications

The proposal conforms to legislation set out in section 86(2) of the Local Government Act 1989 – a Council may appoint members to a special committee and may at any time remove a member of a special committee.

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts in relation to this report.

Social Implications

There are no social implications associated with this report.

Economic Impacts

Having a broader representation of business members assists SSM in increasing the range of marketing campaigns undertaken and directly supporting a more diverse range of SSM members.

9. CORPORATE SERVICES DIRECTORATE

9.3 Appointment of Members to the Shepparton Show Me Committee (continued)

Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Availability of seven Committee positions for either a two or one year term.	Public notes. SSM website promotion. SSM Facebook promotion. Email to SSM members.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

The SSM Committee is an important component of the development and delivery of the Council's objectives for the enhancement of the Shepparton business community. The Committee supports the retail strategies outlined in the Greater Shepparton 2030 plan.

Conclusion

The appointment of nominated candidates provides a good mix of existing and new SSM Committee members which will ensure that existing projects get followed through as well as creating the opportunity for new ideas and opinions to be embraced. The appointment of the recommended new candidates further diversifies the industry sectors that are represented on the Committee. It is anticipated that the nominated candidates will be strong contributors to the SSM initiative.

Attachments

1. Shepparton Show Me Guidelines - Committee Delegations - June 2015 Page 126
2. Shepparton Show Me - Committee of Management Appointment Process Page 137

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Draft Greater Shepparton Heritage Stage Study IIC June 2017 - Release for Public Consultation

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: Graduate Strategic Planner Amendments

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

Approved by: Director Sustainable Development

Other: Senior Strategic Planner

Executive Summary

The purpose of this report is to request that Council endorse the draft *Greater Shepparton Heritage Study Stage IIC June 2017* (draft HSIIC) and release it for public comment.

Councils conserve places of cultural heritage significance through the preparation of thematic environmental histories, heritage studies and planning scheme amendments (PSA).

Council has previously prepared two studies, the *City of Greater Shepparton Heritage Study Stage II 2006* (HSII) and the *Greater Shepparton Heritage Study Stage IIB May 2013* (HSIIB). Council resolved in the 2014/2015 and the 2015/2016 adopted budgets to prepare a third study. The draft HSIIC identifies approximately 182 places, including 5 precincts, to be of local cultural heritage significance.

It is proposed to release the draft HSIIC for public comment. Affected landowners and occupiers of land included in the draft HSIIC will be directly notified to inform them of the study and provide them with the opportunity to attend a one-on-one workshop with Council officers and Heritage Concepts Pty Ltd. Site visits will be undertaken as part of this process.

Following consultation, Heritage Concepts Pty Ltd will review all feedback, comments and submissions received. The final HSIIC is expected to be further considered by Council in late 2017.

Moved by Cr Oroszvary Seconded by Cr Patterson

That the Council:

1. endorse the draft *Greater Shepparton Heritage Study Stage IIC June 2017*;
2. release the draft *Greater Shepparton Heritage Study Stage IIC June 2017* for public comment for a period of six weeks, commencing on 24 July 2017 and concluding 4 September 2017; and

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Draft Greater Shepparton Heritage Stage Study IIC June 2017 - Release for Public Consultation (continued)

3. note that Council officers will report on any feedback, comments and submissions received during the public consultation period prior to the adoption and implementation of the final *Greater Shepparton Heritage Study Stage IIC*.

CARRIED.

Background

The *Planning and Environment Act 1987* (the Act) seeks to “*conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value*”.

Councils in Victoria are obliged to conserve places of cultural heritage significance. This is undertaken using the following three stage approach:

1. Preparation of a Thematic Environmental History, which provides the basis for identifying places of cultural heritage significance within the municipality.
2. Preparation of heritage studies to refine the research established in the thematic environmental history.
3. Application of the Heritage Overlay (HO) or other planning controls through PSAs to apply appropriate planning controls to conserve places identified in heritage studies.

Given the cost and time required to prepare and implement these three stages, a staged approach to the assessment of places and the preparation of heritage studies is preferred. Individual heritage studies tend to focus on specific areas, eras of development, or themes identified in thematic environmental histories.

Initiating the HSIIC

Clause 21.05-5 – *Strategic Work Program* of the Planning Scheme states that Council is committed to “*identify and assess cultural heritage places in rural areas*”. The *Greater Shepparton City Council: Council Plan 2013-2017* reinforces this commitment, stating that Council should undertake a further gap heritage study.

The HSIIB was adopted by Council at the Ordinary Council Meeting held on 18 June 2013. The HSIIB recognised that there are a number of areas that have yet to be properly addressed and recommends that a future study be prepared with a particular focus on rural areas.

Unlike previous studies that largely focused on urban areas, the draft HSIIC has been prepared to largely identify places of cultural heritage significance from rural areas and the rural townships of the municipality.

To inform this process, the Greater Shepparton Heritage Advisory Committee prepared a list of places from across the municipality that may be of cultural heritage significance to be assessed as part of the preparation of HSIIC.

Heritage Concepts Pty Ltd was engaged to assess these places and, if deemed to meet the threshold of local cultural heritage significance, they were included in the draft HSIIC and a place citation report was prepared for each place.

After two years of research, the draft HSIIC was completed in June 2017, and has identified 182 places, including 5 precincts (see Attachment 1 - *Greater Shepparton Heritage Study Stage IIC June 2017*).

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Draft Greater Shepparton Heritage Stage Study IIC June 2017 - Release for Public Consultation (continued)

Public Consultation

Council officers recommend that Council endorse the draft HSIIC and release it for public consultation.

The consultation associated with the HSIIC will be undertaken in accordance with Council's *Community Engagement Strategy 2009*.

It is proposed to release the HSIIC for public comment for six weeks from 24 July 2017 to 4 August 2017.

It is proposed that all landowners and occupiers of land included in the draft HSIIC will be directly notified to inform them of the study and provide them with the opportunity to attend a one-on-one workshop with Council officers and Heritage Concepts Pty Ltd. Site visits will be undertaken as part of this process.

Next Steps

Following consultation, Heritage Concepts Pty Ltd will review all feedback, comments and submissions received during this public consultation phase and will revise the draft HSIIC accordingly. The final HSIIC is expected in late October 2017.

Council officers will table the final HSIIC at an ordinary council meeting later this year and recommend that a PSA be prepared to implement its findings.

The place citation reports prepared for HSIIC will inform the preparation of a PSA to apply appropriate planning controls to conserve these places. In accordance with the Act, any future PSA would be placed on exhibition. Any exhibition period associated with this future PSA would include another opportunity for consultation with directly affected landowners and occupiers. Council officers anticipate that this PSA will commence in late 2017.

Council Plan/Key Strategic Activity

Strategic Goal 1: Active and Engaged Community (Social)

Objective 1.6: Value arts, culture and heritage as an integral part of our dynamic community.

Risk Management

Releasing the draft HSIIC for public comment may result in an increase in building and work permits on land included in the draft HSIIC. Given that interim heritage controls are not proposed as part of this draft consultation process, works to alter these places may be undertaken at the risk of compromising the cultural heritage integrity of these places before permanent heritage controls can be applied through a future PSA.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Draft Greater Shepparton Heritage Stage Study IIC June 2017 - Release for Public Consultation (continued)

Policy Considerations

The draft HSIIC is supported by the following:

- The *Greater Shepparton City Council: Council Plan 2013-2017*;
- The Greater Shepparton Planning Scheme (Planning Scheme) at Clause 21.05-4 – *Cultural Heritage* and Clause 21.05-5 – *Strategic Work Program*; and
- *Greater Shepparton Heritage Study Stage IIB May 2013*.

The consultation associated with the draft HSIIC will be undertaken in accordance with Council's *Community Engagement Strategy 2009*.

Financial Implications

The recommendation to release the draft HSIIC for consultation does not have any financial or budgetary implications for Council. However, the future implementation of the HSIIC will; however, this will be the subject of a future Council resolution.

A budget allocation of \$5,000 is included in the draft 2017-2018 budget to revise the draft HSIIC based on any feedback, comments and submissions received during the public consultation period to finalise the HSIIC.

Legal/Statutory Implications

All procedures associated with the draft HSIIC comply with relevant legislative requirements, including the Act and guidelines set out by the Heritage Victoria. The draft HSIIC has been prepared in accordance with the Planning Scheme and Council's *Community Engagement Strategy 2009*.

Environmental/Sustainability Impacts

The recommendation to release the draft HSIIC for public comment will not result in any adverse environmental or sustainability impacts.

Any future PSA tasked with implementing the recommendations of the HSIIC will have positive environmental and sustainability effects as it will ensure that places of cultural heritage significance will be conserved and their significance can be considered at any future planning permit stage.

Social Implications

The recommendation to release the draft HSIIC for public comment will not result in any adverse social impacts.

A future PSA to implement the recommendations of the HSIIC will have positive social effects as it will ensure that places of cultural heritage significance will be conserved and their significance can be considered at any future planning permit stage.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Draft Greater Shepparton Heritage Stage Study IIC June 2017 - Release for Public Consultation (continued)

Economic Impacts

It is not expected that the recommendation to release the draft HSIIC for public comment will have any adverse economic impacts.

The financial impact to Council associated with implementing the final HSIIC was discussed in the financial implications section of this report.

Additional costs may be borne by landowners and occupiers of land included in the HO through the need to obtain a planning permit for buildings and works that may previously have been permit exempt, or to design any new buildings or additions to existing buildings to respect and not detract from the significance of the place.

While it is acknowledged that an additional cost may be borne by landowners and occupiers of land included in the HO, the impacts upon the development potential of land or the property value as a result of inclusion within the HO are not material planning considerations in assessing whether the place should be included in the HO.

The additional cost to landowners and occupiers must be balanced with the importance of conserving places of cultural heritage significance within the municipality as prescribed by the Act and the Planning Scheme.

Consultation

Council officers recommend that Council endorse the draft HSIIC and release it for public consultation.

The consultation associated with the HSIIC will be undertaken in accordance with Council's *Community Engagement Strategy 2009*.

It is proposed to release the draft HSIIC for public comment for six weeks from 24 July 2017 to 4 August 2017. Affected landowners and occupiers of land included in the draft HSIIC will be directly notified to inform them of the study and provide them with the opportunity to attend a one-on-one workshop with Council officers and Heritage Concepts Pty Ltd to discuss the study and any heritage controls that may be applied to the land. Site visits will be undertaken as part of this process.

Following consultation, Heritage Concepts Pty Ltd will review all feedback, comments and submissions during public consultation and revise the draft HSIIC accordingly. Council officers will provide a report to Council on the feedback received prior to adoption of a final HSIIC and prior to a PSA being undertaken to implement the study.

In accordance with the Act, the PSA will be placed on exhibition. Exhibition will include an additional opportunity for consultation with directly affected landowners and occupiers. Council officers anticipate that this PSA will commence in late 2017.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Draft Greater Shepparton Heritage Stage Study IIC June 2017 - Release for Public Consultation (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy 2006

Direction 3: Environment

“Conservation and enhancement of significant natural environments and cultural heritage.”

Theme: Cultural Heritage (post settlement)

Objective 1 – *“To identify, protect and enhance sites and areas of recognised historic significance.”*

Strategy 1.1 – *“Promote the protection of heritage buildings and sites so that heritage significance is not diminished or irreversibly damaged through proposed use or development.”*

Strategy 1.2 – *“Encourage the retention, adaptation and appropriate renovation of significant historic buildings and works, gardens and other areas as a viable alternative to demolition.”*

Strategy 1.3 – *“Ensure that any alteration or addition to identified heritage buildings and areas, or redevelopment on adjacent land, is in keeping with identified streetscape or neighbourhood character and appearance (as appropriate).”*

b) Other strategic links

Greater Shepparton Heritage Study Stage IIB May 2013

The HSIIB recognised that there are a number of areas that have yet to be properly addressed and recommends that a future study be prepared with a particular focus in rural areas.

Conclusion

Councils in Victoria are obliged to conserve places of cultural heritage significance through the preparation of heritage studies and the application of appropriate planning controls to conserve places identified in heritage studies.

The draft *Greater Shepparton Heritage Study Stage IIC June 2017* has been prepared, and Council officers are requesting that it be endorsed and released for public comment from 24 July 2017 to 4 August 2017.

Affected landowners and occupiers of land included in the draft HSIIC will be directly notified to inform them of the study and provide them with the opportunity to attend a one-on-one workshop with Council officers and Heritage Concepts Pty Ltd. Site visits will be undertaken as part of this process.

Following consultation, Heritage Concepts Pty Ltd will review all feedback, comments and submissions during public consultation and revise the draft HSIIC accordingly. The final HSIIC is expected in late 2017.

Attachments

Draft Greater Shepparton Heritage Study Stage IIC June 2017

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Greater Shepparton Heritage Advisory Committee - Nomination of Community Representatives

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

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

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

Council Officers involved in producing this report

Author: Team Leader Strategic Planning

Proof reader(s): Manager Building and Planning

Approved by: Director Sustainable Development

Executive Summary

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

The Terms of Reference for the Committee allow for the appointment of three community representatives unaffiliated with any of the historical groups and societies already represented on the Committee.

Advertisements calling for community representative nominations for membership of the Committee were placed in the Shepparton News on Friday, 26 May 2017 and Friday, 2 June 2017, and the Tatura Guardian on 30 May 2017. Two nominations and one late nomination were received.

On 3 July 2017, the Committee assessed all nominations against the three selection criteria outlined in the Terms of Reference. The Committee agreed to request that Council appoint the three nominees for a two year term ending on 17 July 2019.

This report has been prepared to appoint John Richards Lawry, Evan Lloyd and Robyn Slee to the Committee.

Moved by Cr Abdullah
Seconded by Cr Summer

That the Council:

1. having considered the nominations received for appointment to the Heritage Advisory Committee, resolve to appoint the following community representatives to the Heritage Advisory Committee for a two year term concluding on 17 July 2019:
 - John RICHARDS LAWRY;
 - Evan LLOYD; and
 - Robyn SLEE.
2. thank outgoing member Gary Steigenberger for his contribution to the Greater Shepparton Heritage Advisory Committee.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

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

Cr Giovanetti left the meeting at 6.19pm.

The motion was put and carried.

Cr Giovanetti returned to the meeting at 6.21pm

Background

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

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

The current community representatives are Evan Lloyd, Robyn Slee and Gary Steigenberger. The tenure for these positions ended on 18 May 2017.

Advertisements calling for membership of the Committee were placed in the Shepparton News on Friday, 26 May 2017 and Friday, 2 June 2017, and the Tatura Guardian on 30 May 2017. Two nominations and one late nomination were received.

On 3 July 2017, the Committee assessed the nominations against the selection criteria included in the Committee's Terms of Reference:

- demonstrated experience in area or building conservation, or the development industry in general,
- knowledge of conservation and historical issues affecting the Municipality, and
- the ability to access historical or conservation networks and stakeholder groups.

The Committee agreed to request that Council appoint the three nominees to the Committee for a two year term ending on 17 July 2019.

This report has been prepared to appoint John Richards Lawry, Evan Lloyd and Robyn Slee to the Committee.

Council Plan/Key Strategic Activity

The operation of the Heritage Advisory Committee is consistent with the following goals and objectives outlined in the *Greater Shepparton City Council Council Plan 2013-2017*:

- Goal 1: Active and Engaged Communities (Social):
 - Objective 1: Continue to enhance Community Capacity Building.
 - Objective 4: Provide sustainable community services to our community.
 - Objective 6: Value Arts Culture and Heritage as an integral part of our dynamic community.
- Goal 5: High Performing Organisation (Leadership and Governance).

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

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

Risk Management

Council considerably reduces the governance risks associated with the operation of the Heritage Advisory Committee by ensuring that members are appointed and appointments are rescinded in accordance with the *Local Government Act 1989*.

Failure to appoint new community representatives to the Heritage Advisory Committee would fail to meet Council's obligations under the *Local Government Act 1989*. It would also reduce the Committee's ability to promote community participation in and raise awareness of cultural heritage issues within the Municipality.

Policy Considerations

Appointing new community representatives to the Heritage Advisory Committee does not conflict with existing Council policies.

Financial Implications

There are no costs associated with the appointment of new community representatives to the Heritage Advisory Committee.

The approved budget for the Heritage Advisory Committee is \$2,000 in the 2017-'18 financial year. This budget is allocated to meet the operating costs of the Committee within that financial year.

Legal/Statutory Implications

There are no legal or statutory implications associated with resolving to appoint new community representatives to the Heritage Advisory Committee.

The appointment of members to the Heritage Advisory Committee accords with the *Victorian Charter of Human Rights and Responsibilities Act 2006*. No human rights were negatively impacted upon through the advertisement and consideration of the appointment of the community representative to the Heritage Advisory Committee. It is not foreseen that the appointment of new community representatives will impact upon the rights of all individuals and groups with regard to freedom of expression, right to be heard, entitlement to participate in public life and property rights.

The Heritage Advisory Committee is not a Section 86 Committee under the *Local Government Act 1989*. This proposal is consistent with the provisions of the *Local Government Act 1989*.

The appointment of new community representatives for the remainder of the vacant term is in accordance with the Committee's revised Terms of Reference adopted by Council at the Ordinary Council Meeting held on 18 March 2014.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts associated with the appointment of new community representatives to the Heritage Advisory Committee.

Social Implications

There are no direct social impacts associated with the appointment of new community representatives to the Heritage Advisory Committee.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

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

The operation of the Committee has positive social impacts. The Committee is seen as a critical way of raising awareness and promoting community participation of cultural heritage issues within the Municipality. The Committee will continue to raise awareness within the community of cultural heritage conservation.

Economic Impacts

There are no economic impacts associated with the appointment of new community representative to the Heritage Advisory Committee.

Consultation

Council officers believe that appropriate consultation has occurred during both the formation and operation of the Committee, and the key activities it has been involved in since its formation by Council.

Advertisements calling for membership of the Committee were placed in the Shepparton News on Friday, 26 May 2017 and Friday, 2 June 2017, and the Tatura Guardian on 30 May 2017. Following this public consultation period, two nominations and one late nomination were received.

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

Strategic Links

a) Greater Shepparton 2030 Strategy 2006

The appointment of new community representatives to the Heritage Advisory Committee is consistent with the objectives, strategies and actions outlined in the Environment Section of the *Greater Shepparton 2030 Strategy 2006*.

b) Other strategic links

The appointment of new community representatives to the Heritage Advisory Committee will also develop and implement the initiatives outlined in Section 14.2 of the *Greater Shepparton Heritage Study Stage IIB 2013*.

Conclusion

It is recommended that Council resolve to appoint John Richards Lawry, Evan Lloyd and Robyn Slee to the Heritage Advisory Committee for a two year term ending on 17 July 2019.

The Committee is a critical way of raising awareness of cultural heritage issues, as well as promoting community participation in cultural heritage issues within the Municipality.

By continuing to support the Greater Shepparton Heritage Advisory Committee, Council is continuing to embrace a cost-effective opportunity of raising awareness and promoting community participation of cultural heritage issues within the Municipality.

Attachments

Nil

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Adoption of Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017

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

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

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

Council Officers involved in producing this report

Author: Senior Strategic Planner

Proof reader(s): Team Leader Strategic Planning

Approved by: Director Sustainable Development

Executive Summary

At the Ordinary Council Meeting held on 20 June 2017, Council resolved to adopt the *Urban Design Framework: Shepparton North and South Business Areas (Addendum) 2017* (the UDF Addendum) and note Council officers' intention to prepare and exhibit a planning scheme amendment to implement its recommendations into the Greater Shepparton Planning Scheme, including the Design and Development Overlays (see *Attachment 1 – Unconfirmed Minutes Extract from June 2017 Ordinary Council Meeting*).

The recently updated Ministerial Direction *Form and Content of Planning Schemes* included changes to Design and Development Overlays (DDOs). The Department of Environment, Land, Water and Planning (DELWP) is aiming to reduce the size and complexity of such provisions, including limiting the amount of objectives you can have in a DDO. The new Ministerial Direction has also placed greater emphasis on ensuring consistency between strategy plans and planning schemes, i.e. that the provisions in the planning scheme directly relate back to the source of those provisions, in this instance being the UDF Addendum.

Since the 20 June 2017 Council resolution, we have started the process of seeking authorisation from the Minister for Planning for the planning scheme amendment to implement the UDF Addendum and the new/revised DDOs.

Given that Council received submissions in relation to the content/recommendations of the UDF Addendum when it was on exhibition, and is now looking to seek authorisation from the Minister for Planning, DELWP has since advised that it is necessary to update the UDF Addendum to reflect these changes and make sure its recommendations align with any planning scheme documentation we are looking to introduce.

Additionally, some of the submitters have advised that they want further clarification around the gateway sites than what the document (adopted in June) provides for. It provides greater clarity and direction to also make these minor changes before exhibition.

The UDF Addendum has now been revised to align with this new Ministerial Direction. It is recommended that Council adopt the revised *Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017* (see *Attachment 2 - Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017*) and prepare and exhibit a planning scheme amendment to implement its recommendations.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Adoption of Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017 (continued)

Moved by Cr Hazelman
Seconded by Cr Patterson

That the Council:

1. adopt the revised *Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017*;
2. note Council officers' intention to prepare and exhibit a planning scheme amendment to include the recommendations of the *Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017* into the Greater Shepparton Planning Scheme, including the Design and Development Overlays; and
3. note that future budget bids will be made to implement the findings and recommendations of the *Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017* to plan and improve the public realm in Shepparton North.

CARRIED.

Background

The *Urban Design Framework: Shepparton North and South Business Areas* was originally prepared by Coomes Consulting Pty Ltd in 2006 (the 2006 UDF). In December 2016, Planisphere Pty Ltd was engaged to review the 2006 UDF.

At the Ordinary Council Meeting held on 20 June 2017, Council resolved to adopt the *Urban Design Framework: Shepparton North and South Business Areas (Addendum) 2017* (the UDF Addendum) and note Council officers' intention to prepare and exhibit a planning scheme amendment to implement its recommendations into the Greater Shepparton Planning Scheme, including the Design and Development Overlays (see *Attachment 1 – Unconfirmed Minutes Extract from June 2017 Ordinary Council Meeting*).

The UDF Addendum provides new urban design frameworks for two key areas, being Shepparton North and the entrance to Kialla Lakes Drive, and includes recommendations regarding their implementation into the Greater Shepparton Planning Scheme.

The UDF Addendum recommends that a new Schedule to the Design and Development Overlay be applied to the Shepparton North study area. A draft Schedule to the Design and Development Overlay is included in the UDF Addendum.

Regarding the Kialla Lakes Drive study area, the UDF Addendum recommends that the existing Design and Development Overlay – Schedule 7 (DDO7) is extended to include the study area and revised as relevant. A draft revised Schedule to the Design and Development Overlay is included in the UDF Addendum.

The recently updated Ministerial Direction *Form and Content of Planning Schemes* included changes to Design and Development Overlays (DDOs). The new Ministerial Direction has, among other things, placed greater emphasis on ensuring consistency between strategy plans and planning schemes, i.e. that the provisions in the planning scheme directly relate back to the source of those provisions, in this instance being the UDF Addendum.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Adoption of Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017 (continued)

Additionally, some of the submitters have advised that they want further clarification around the gateway sites than what the document (adopted in June) provides for. It provides greater clarity and direction to also make these minor changes before exhibition.

The UDF Addendum has now been revised to align with this new Ministerial Direction. It is recommended that Council adopt the revised *Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017* (see Attachment 2 - *Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017*) and prepare and exhibit a planning scheme amendment to implement its recommendations.

Council Plan/Key Strategic Activity

Strategic Goal 4: *Quality Infrastructure (Built)*

Objective 4.3: Encourage sustainable municipal growth and development

Aim: Greater Shepparton City Council, as one of Australia's fastest growing inland regional cities, recognises that it is important to manage growth in a structured and sustainable manner.

In consultation with the Victorian Government and community stakeholders, we will continue to develop and planning framework that ensures our growth and development does not compromise our enviable lifestyle.

Risk Management

Amendment VC133 was undertaken by the Minister for Planning and requires all planning scheme amendment documentation to align with a new *Ministerial Direction on The Form and Content of Planning Schemes* issued under Section 7(5) of the *Planning and Environment Act 1987*.

Council officers cannot prepare and exhibit a planning scheme amendment that does not align with this new Ministerial Direction. As a result, the UDF Addendum has now been revised to align with this new Ministerial Direction. It is recommended that Council adopt the revised UDF Addendum, and prepare and exhibit a planning scheme amendment to implement its recommendations.

Policy Considerations

The consultation associated with the UDF Addendum was undertaken in accordance with Council's Community Engagement Strategy.

The UDF Addendum supports existing Council policy including the *Greater Shepparton City Council: Council Plan 2013-2017*.

The UDF Addendum now aligns with the new *Ministerial Direction on The Form and Content of Planning Schemes* issued under Section 7(5) of the *Planning and Environment Act 1987*.

Financial Implications

The recommendation will result in financial implications for Council to implement the findings and recommendations of the UDF Addendum. This includes the statutory costs associated with the planning scheme amendment process to implement the Design and Development Overlays into the planning scheme.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Adoption of Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017 (continued)

Legal/Statutory Implications

All procedures associated with the UDF Addendum comply with the legislative requirements. The UDF Addendum has been prepared in accordance with the Greater Shepparton Planning Scheme and Council's Community Engagement Strategy.

The UDF Addendum now aligns with the new *Ministerial Direction on The Form and Content of Planning Schemes* issued under Section 7(5) of the *Planning and Environment Act 1987*.

Environmental/Sustainability Impacts

The UDF Addendum will result in positive environmental/sustainability impacts for the municipality. It seeks to ensure the environmental quality of the landscape is not adversely affected by inappropriate development. The UDF Addendum is cognisant of the *Draft Greater Shepparton Urban Forest Strategy 2017*, the *Greater Shepparton Street Tree Master Plan 2003*, and the *Landscape Plan Guide 2017* and is complementary to these important documents.

Social Implications

The UDF Addendum will result in positive social outcomes for the municipality. It seeks to ensure the quality of Shepparton's built form is enhanced and improved. It includes clear key design considerations to assist in providing quality urban design in new developments.

Economic Impacts

The UDF Addendum will not result in any negative economic impacts.

Consultation

The UDF Addendum was released for public comment from 24 April to 19 May 2017. A summary of the consultation and changes made as a result of consultation are included in the report tabled at the Ordinary Council Meeting held on 20 June 2017 (see *Attachment 1 – Unconfirmed Minutes Extract from June 2017 Ordinary Council Meeting*).

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Topic: Settlement and Housing

Theme: Sustainable Design

Objective 1: To develop and enhance a distinctive character for Greater Shepparton.

Strategy 1.3: Support the use of urban design frameworks to identify where and how built form can be used to enhance the impact and perception of the municipality.

Strategy 1.4: Enhance the gateways, boulevards and focal points in the municipality with urban design and landscape master plans.

Strategy 1.7: Control the location, size and scale of advertising signage, especial in key precincts of the CBD and town centres.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Adoption of Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017 (continued)

b) Other strategic links

1. Commercial Activities Centres Strategy, 2015;
2. Draft Greater Shepparton Urban Forest Strategy 2017;
3. Greater Shepparton Street Tree Master Plan 2003;
4. Landscape Plan Guide 2017; and
5. Urban Design Framework: Shepparton North and South Business Areas 2006.

Conclusion

The UDF Addendum was adopted by Council at the Ordinary Council Meeting held on 20 June 2017. Council also resolved to note Council officers' intention to prepare and exhibit a planning scheme amendment to implement the recommendations of the UDF Addendum into the Greater Shepparton Planning Scheme, including the Design and Development Overlays.

Amendment VC133 was undertaken by the Minister for Planning and requires all planning scheme amendment documentation to align with a new *Ministerial Direction on The Form and Content of Planning Schemes* issued under Section 7(5) of the *Planning and Environment Act 1987*.

The UDF Addendum has now been revised to align with this new Ministerial Direction. It is recommended that Council adopt the revised *Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017* (see *Attachment 2 - Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017*) and prepare and exhibit a planning scheme amendment to implement its recommendations.

Attachments

1. Unconfirmed Minutes Extract from June 2017 Ordinary Council Meeting
2. Addendum to the Urban Design Framework: Shepparton North and South Business Areas, July 2017

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11. TABLED MOTIONS

Nil Received

12. REPORTS FROM COUNCIL DELEGATES TO OTHER BODIES

Nil Received

13. REPORTS FROM SPECIAL COMMITTEES AND ADVISORY COMMITTEES

Nil Received

14. NOTICE OF MOTION, AMENDMENT OR RESCISSION

Nil Received

15. DOCUMENTS FOR SIGNING AND SEALING

15.1 Document for Signing and Sealing

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

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

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

The following transfer of land document has been presented for signing and sealing:

- Transfer of Land – that the Guru Nanak Sikh Society Shepparton transfer land to Greater Shepparton City Council for road widening of Doyles Road.

Moved by Cr Giovanetti

Seconded by Cr Sutton

That the Council authorise the Chief Executive Officer to sign and seal the following document:

- Transfer of Land - that the Guru Nanak Sikh Society Shepparton transfer land to Greater Shepparton City Council for the widening of Doyles Road.

CARRIED.

16. COUNCILLOR ACTIVITIES

16.1 Councillors Community Interaction and Briefing Program

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

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

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

Councillors' Community Interaction and Briefing Program

From 1 June 2017 to 30 June 2017, some or all of the Councillors have been involved in the following activities:

- Launch | Give Me Five for Kid's
- Citizenship Ceremony
- Minister for Employment, the Hon Wade Noonan | Visiting Shepparton Courthouse Project
- 'One Tree Per Child' Project – First Planting Event for 2017
- Mooroopna Men's Shed Monthly BBQ
- Budget Breakfast with Treasurer Tim Pallas MP | Melbourne
- MAV Multicultural Committee meeting
- Sports Hall of Fame Advisory Committee Meeting
- Heritage Advisory Committee Meeting
- Welcome Dinner for Prof Shitij Kapur - Newly appointed Dean of the Faculty of Medicine, Dentistry
- Victorian Aboriginal Economic Board Dinner
- Audit and Risk Management Committee Meeting
- Shepparton Aerodrome Advisory Committee
- Hume Region Local Government Network Forum
- Disability Advisory Committee Meeting
- Launch Party | Next Office Tech
- Deakin Reserve Committee Meeting
- LGBTI Equality Roadshow Inclusion Planning in Shepparton
- Football Federation Victoria (FFV) Community in Business Luncheon
- Induction and Licensing of Reverend Canon Glyn Rees
- Softball Masters Championship | Presentations
- Regional Cities Victoria Meeting
- Sri Chinmoy Peace Blossom | Peace Run
- 2017 Sidney Myer Fund | Australian Ceramic Award - Official Opening & Award Announcement
- Shepparton Fire Brigade Annual Dinner
- Councillors visit, tour and briefing of Goulburn Ovens Institute of TAFE (GOTAFE)
- Launch | Refugee Week
- Shepparton Show Me (SSM) Ordinary Meeting
- Bunnings Warehouse Shepparton Official Opening
- SAM Advisory Committee Meeting
- Refugee Week Movie Night | Queen of Katwe
- Opening Welcome | Independent Country Coeducational Schools - 'Winter Tour 2017'
- Goulburn Valley Regional Library | Board Meeting
- 4th Annual Heart of Victoria Tourism Dinner

16. COUNCILLOR ACTIVITIES

16.1 Councillors Community Interaction and Briefing Program (continued)

- Greater Shepparton Women's Charter Alliance Advisory Committee meeting
- Gender Equity Training
- Official Opening | Mural - Arthur Dickmann Children's Centre
- Closing | Independent Country Coeducational Schools - 'Winter Tour 2017'
- The Cubby Toy Library Open Day | The Community Fund Shed
- Unity Cup Luncheon, Speaking Role and Presentations | Rumbalara Vs Congupna
- GV Concert Orchestra Annual Concert
- Goulburn Valley Health – 'Hospital Sunday 2017' | Tatura Hospital & Parkville Aged Care
- Events and Tourism | Industry Luncheon
- Helping Hand 'Wrap Up' Celebration
- Launch of Trading Name Change - 'BeyondHousing'
- Mooroopna Education Activity Centre (MEAC) & Shepparton Access | 'Community Luncheon'
- RiverConnect Implementation Advisory Committee meeting
- Community Leadership Program Dinner
- 'Make a Meal of June' campaign
- Minister for Energy & Environment, the Hon Lily D'Ambrosio (visit to Shepparton Resource Recovery Centre)
- Launch | Urban Forest Strategy
- Small Town Catch Up | Mayor, Councillors & CEO – Merrigum
- Sports Hall of Fame Advisory Committee Meeting
- Goulburn Valley Riverina Show Association – State Conference

**Moved by Cr Oroszvary
Seconded by Cr Sutton**

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

CARRIED.

Attachments

Nil

17. ASSEMBLIES OF COUNCILLORS

17.1 Assemblies of Councillors

Councillor Briefing Session – 13 June 2017		
Councillors	Cr Dinny Adem, Cr Seema Abdullah, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Les Oroszvary, Cr Dennis Patterson, Cr Summer, Cr Shelley Sutton	
Officers:	Peter Harriott, Michael Freeman, Chris Teitzel, Tony Tranter, Johann Rajaratnam, Sharlene Still, Maree Martin, Magenta Rose, Matt Jarvis, Michael McDonagh, Jason Watts, Rachael Duncombe, Fional Le Gassick and Laurienne Winbanks (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Council Plan 2017-2021	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
2.	2017/2018 Budget	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
3.	May 2017 Monthly Financial Report	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
4.	Draft Greater Shepparton Heritage Stage Study IIC June 2017 - Release for Public Consultation	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman (partial) Cr Oroszvary Cr Patterson Cr Summer Cr Sutton

17. ASSEMBLIES OF COUNCILLORS
17.1 Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
5.	Festive Decorations	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton (partial)
6.	Greater Shepparton Women's Charter Alliance Advisory Committee Membership	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Sutton (partial) Cr Summer
7.	Review of Policies - Community Strengthening	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
8.	Airport Briefing	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
9.	2017 Community Satisfaction Survey Results	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton

17. ASSEMBLIES OF COUNCILLORS
17.1 Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
10.	Paid Parking in the CBD	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
11.	Review 'Draft Agenda	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary (partial) Cr Patterson Cr Summer Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Heritage Advisory Committee Monday 6 March 2017		
Councillors:	Cr Seema Abdullah	
Officers:	Michael MacDonagh and Tracey Mercuri	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies	Cr Abdullah
2	Declarations of Conflict of Interest	Cr Abdullah
3	Items to be raised during 'Agenda Item 11 General or other Business'	Cr Abdullah
4	Confirmation of Meeting Minutes of 6 February 2017	Cr Abdullah

17. ASSEMBLIES OF COUNCILLORS
17.1 Assemblies of Councillors (continued)

Heritage Advisory Committee Monday 6 March 2017		
5	Report from Sub-Committees of Advisory Committee	Cr Abdullah
6	Information Purposes – Michael MacDonagh	Cr Abdullah
7	Information Purposes – Deborah Kemp	Cr Abdullah
8	Active Planning Permit Applications within the Heritage Overlay	Cr Abdullah
9	<i>Greater Shepparton Heritage Study Stage IIC</i>	Cr Abdullah
10	Short Discussion Session	Cr Abdullah
11	General or other business	Cr Abdullah
Conflict of Interest Disclosures		
Matter No.	Nil	

Heritage Advisory Committee Monday 3 April 2017		
Councillors:	Cr Seema Abdullah	
Officers:	Grace Docker and Tracey Mercuri	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies	Cr Abdullah
2	Declarations of Conflict of Interest	Cr Abdullah
3	Items to be raised during 'Agenda Item 11 General or other Business'	Cr Abdullah
4	Confirmation of Meeting Minutes of 6 March 2017	Cr Abdullah
5	Report from Sub-Committees of Advisory Committee	Cr Abdullah

17. ASSEMBLIES OF COUNCILLORS

17.1 Assemblies of Councillors (continued)

Heritage Advisory Committee Monday 3 April 2017		
6	Information Purposes – Grace Docker	Cr Abdullah
7	Information Purposes – Deborah Kemp	Cr Abdullah
8	Active Planning Permit Applications within the Heritage Overlay	Cr Abdullah
9	<i>Greater Shepparton Heritage Study Stage IIC</i>	Cr Abdullah
10	Short Discussion Session	Cr Abdullah
11	General or other business	Cr Abdullah
Conflict of Interest Disclosures		
Matter No.	Nil	

Heritage Advisory Committee Monday 1 May 2017		
Councillors:	Cr Seema Abdullah	
Officers:	Michael MacDonagh and Tracey Mercuri	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies	Cr Abdullah
2	Introductions	Cr Abdullah
3	Declarations of Conflict of Interest	Cr Abdullah
4	Items to be raised during 'Agenda Item 13 General or other Business'	Cr Abdullah
5	Confirmation of Meeting Minutes of 3 April 2017	Cr Abdullah
6	Report from Sub-Committees of Advisory Committee	Cr Abdullah

17. ASSEMBLIES OF COUNCILLORS
17.1 Assemblies of Councillors (continued)

Heritage Advisory Committee Monday 1 May 2017		
7	Greater Shepparton Council Plan 2017-2021	Cr Abdullah
8	Information Purposes – Michael MacDonagh	Cr Abdullah
9	Information Purposes – Deborah Kemp	Cr Abdullah
10	Active Planning Permit Applications within the Heritage Overlay	Cr Abdullah
11	<i>Greater Shepparton Heritage Study Stage IIC</i>	Cr Abdullah
12	Short Discussion Session	Cr Abdullah
13	General or other business	Cr Abdullah
Conflict of Interest Disclosures		
Matter No.	Nil	

Heritage Advisory Committee Monday 5 June 2017		
Councillors:	Cr Seema Abdullah	
Officers:	Michael MacDonagh and Tracey Mercuri	
Matter No.	Matters discussed	Councillors Present for Discussion
1	Apologies	Cr Abdullah
2	Guests	Cr Abdullah
3	Declarations of Conflict of Interest	Cr Abdullah
4	Items to be raised during 'Agenda Item 12 General or other Business'	Cr Abdullah
5	Confirmation of Meeting Minutes of 1 May 2017	Cr Abdullah

17. ASSEMBLIES OF COUNCILLORS

17.1 Assemblies of Councillors (continued)

Heritage Advisory Committee Monday 5 June 2017		
6	Report from Sub-Committees of Advisory Committee	Cr Abdullah
7	Information Purposes – Michael MacDonagh	Cr Abdullah
8	Information Purposes – Deborah Kemp	Cr Abdullah
9	Active Planning Permit Applications within the Heritage Overlay	Cr Abdullah
10	<i>Greater Shepparton Heritage Study Stage IIC</i>	Cr Abdullah
11	Short Discussion Session	Cr Abdullah
12	General or other business	Cr Abdullah
Conflict of Interest Disclosures		
Matter No.	Nil	

Councillor Briefing Session – 20 June 2017		
Councillors	Cr Dinny Adem, Cr Bruce Giovanetti, Cr Dennis Patterson, Cr Fern Summer, Cr Shelley Sutton and Cr Seema Abdullah	
Officers:	Peter Harriott, Johann Rajaratnam, Colin Kalms, Michael MacDonagh, Grace Docker and Rebecca Good	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Amendment C199	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Patterson Cr Sutton
2.	Amendment C192 and C193	Cr Adem (Chair) Cr Abdullah Cr Giovanetti Cr Patterson Cr Summer (partial) Cr Sutton

17. ASSEMBLIES OF COUNCILLORS
17.1 Assemblies of Councillors (continued)

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

Greater Shepparton Women's Charter Alliance Advisory Committee 23 June 2017		
Councillors:	Cr Seema Abdullah	
Officers:	Emma Hofmeyer, Michelle Bertoli, Jean Young	
Matter No.	Matters discussed	Councillors Present at Discussion
5	Correspondence to the Municipal Association of Victoria	Cr Seema Abdullah
6	Media	Cr Seema Abdullah
8	Committee memberships	Cr Seema Abdullah
9	Budget	Cr Seema Abdullah
10	Thank you to retiring members	Cr Seema Abdullah
11	Global Sisters proposal	Cr Seema Abdullah
12	Kaiela Arts Scholarship proposal	Cr Seema Abdullah
13	Women's Charter Annual Report draft	Cr Seema Abdullah
14	Attendance list and absent Women's Charter members	Cr Seema Abdullah
15	Terminology on Council forms regarding gender	Cr Seema Abdullah
17	Queen of Katwe – Refugee Week activity	Cr Seema Abdullah

17. ASSEMBLIES OF COUNCILLORS

17.1 Assemblies of Councillors (continued)

SAM Advisory Committee Meeting – Wednesday 24 May 2017		
Councillors:	Cr Chris Hazelman	
Officers:	Rebecca Coates – SAM Director Kerry Miller – SAM Administration	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Apologies and opening of meeting	Cr Chris Hazelman
2.	Conflict of interest items on agenda	Cr Chris Hazelman
3.	Accepting minutes from previous meeting – 29 March 2017	Cr Chris Hazelman
4.	Appointment of new members to the SAM Advisory Committee	Cr Chris Hazelman
5.	Acquisitions – cultural gifts, donations and acquisitions	Cr Chris Hazelman
6.	Director’s report – SMFACA 2017, Venice Biennale, new SAM staff	Cr Chris Hazelman
7.	Friends of Shepparton Art Museum Inc. Report (Friends of SAM President)	Cr Chris Hazelman
8.	Other Matters – SAM Advisory Committee Terms of Reference update, SAM Collection Development Policy update	Cr Chris Hazelman
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

17. ASSEMBLIES OF COUNCILLORS
17.1 Assemblies of Councillors (continued)

SAM Advisory Committee Meeting – Wednesday 21 June 2017		
Councillors:	Cr Chris Hazelman	
Officers:	Rebecca Coates – SAM Director Jessica Solty – SAM Administration	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Apologies and opening of meeting	Cr Chris Hazelman
2.	Conflict of interest items on agenda	Cr Chris Hazelman
3.	Accepting minutes from previous meeting – 24 May 2017	Cr Chris Hazelman
4.	Acquisitions	Cr Chris Hazelman
5.	Director's report	Cr Chris Hazelman
6.	Friends of Shepparton Art Museum Inc. Report (Friends of SAM President)	Cr Chris Hazelman
7.	Other Matters – SAM Collection Development Policy endorsed at June OCM, Acquisition Assessment documents feedback	Cr Chris Hazelman
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

17. ASSEMBLIES OF COUNCILLORS

17.1 Assemblies of Councillors (continued)

Councillor Briefing Session – 27 June 2017		
Councillors	Cr Dinny Adem, Cr Kim O’Keeffe, Cr Bruce Giovanetti, Cr Chris Hazelman, Cr Les Oroszvary, Cr Dennis Patterson, Cr Fern Summer, Cr Shelley Sutton and Cr Seema Abdullah	
Officers:	Peter Harriott, Johann Rajaratnam, Kaye Thomson, Chris Teitzel, Greg McKenzie, Sharron Terry, Heinz Kausche, Ifte Hossain, Sharlene Still and Rebecca Good	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Presentation from Bobby Bajram Mt Everest Expedition	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
2.	Greening Shepparton Strategy	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
3.	Contract 1774 – Supply of Compostable Bags	Cr Adem (Chair) Cr O’Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton

17. ASSEMBLIES OF COUNCILLORS
17.1 Assemblies of Councillors (continued)

Matter No.	Matters discussed	Councillors Present for Discussion
4.	Mooroopna Education and Activity Centre	Cr Adem (Chair) Cr O'Keeffe Cr Abdullah Cr Giovanetti Cr Hazelman Cr Oroszvary Cr Patterson Cr Summer Cr Sutton
Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

Moved by Cr Giovanetti
Seconded by Cr Sutton

That the Council note the record of Assemblies of Councillors.

CARRIED.

18. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA

Nil.

19. PUBLIC QUESTION TIME

Question One (John Gray)

When is the GREATER SHEPPARTON CITY COUNCIL LOCAL LAW NO. 2 “Processes of Local Government (Meetings and Common Seal)” due for review?

Response

The Greater Shepparton City Council Local Law No. 2 Processes of Local Government (Meetings and Common Seal) is due to sunset on 15 May 2019. Officers plan to commence the review later this year, and will invite public comment on any proposed changes throughout the process.

Question Two (John Gray)

Before any alterations to the Maude Street Mall are made is it Council’s intention to randomly telephone survey (or face-to-face) a statistically viable group of the general public as to their views?

Response

Once concept designs have been received for each of the four tendered options they will be presented to Council for consideration. At this time, Council will decide how to proceed including the form of any public consultation for further feedback.

Whilst not finalised - this consultation will likely consist of a public survey as well as targeted engagement with key stakeholders. Council is anticipating to provide opportunities for information sessions and face-to-face consultation on the concept options. It is envisaged that the consultation will be held in a similar format to the most recent Mall Activation Consultation which included:

- Stakeholder briefings
- Public information sessions
- Online survey
- On-site consultation location

THE MEETING CLOSED AT 6.35PM.