

AGENDA

Greater Shepparton City Council

COUNCIL MEETING

3:00PM, Tuesday 27 February 2024

Function Room 2, Riverlinks Eastbank

COUNCILLORS

Cr Shane Sali (Mayor)

Cr Sam Spinks (Deputy Mayor)

Cr Seema Abdullah

Cr Dinny Adem

Cr Anthony Brophy

Cr Geoffrey Dobson

Cr Greg James

Cr Ben Ladson

Cr Fern Summer

VISION

GREATER SHEPPARTON, GREATER FUTURE

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

Values

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

Respect first, always

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

Take ownership

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

Courageously lead

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

Working together

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

Continually innovate

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

Start the celebration

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

**A G E N D A
FOR THE
COUNCIL MEETING
HELD ON
TUESDAY 27 FEBRUARY 2024 AT 3:00PM**

**CHAIR
CR SHANE SALI
MAYOR**

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Risk Level Matrix Legend

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

| Risk Matrix | | | Consequence | | | | |
|-------------|----------------|---|-------------|-------------|-------------|---------------|---------------|
| | | | Negligible | Minor | Moderate | Major | Catastrophic |
| | | | 1 | 2 | 3 | 4 | 5 |
| Likelihood | Rare | 1 | LOW 1 | LOW 2 | LOW 3 | LOW 4 | MEDIUM 5 |
| | Unlikely | 2 | LOW 2 | LOW 4 | MEDIUM 6 | MEDIUM 8 | HIGH 10 |
| | Possible | 3 | LOW 3 | MEDIUM 6 | MEDIUM 9 | HIGH 12 | HIGH 15 |
| | Likely | 4 | LOW 4 | MEDIUM 8 | HIGH 12 | HIGH 16 | EXTREME 20 |
| | Almost Certain | 5 | MEDIUM 5 | HIGH 10 | HIGH 15 | EXTREME 20 | EXTREME 25 |

| | |
|---------|-------|
| Low | 1-4 |
| Medium | 5-9 |
| High | 10-16 |
| Extreme | 17-25 |

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

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

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

Low **Tolerable** – Managed by routine procedures.

1 Welcome to Country

Cr James will now present a Welcome to Country on behalf of the Yorta Yorta Elders Council and the 16 family groups.

2 Acknowledgement

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

3 Privacy Notice

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

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

4 Governance Principles

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

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

5 Apologies

Nil Received.

6 Declarations of Conflict of Interest

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

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

7 Confirmation of Minutes of Previous Meetings

RECOMMENDATION

That the minutes of the 28 November 2023 Additional Council Meeting, 19 December 2023 Additional Council Meeting and 19 December 2023 Scheduled Council Meeting as circulated, be confirmed.

8 Public Question Time

Nil Received.

9 Deputations and Petitions

Nil Received.

10 Community Directorate

10.1 WomenCAN Pilot Project - Building the Early Years Workforce

| | |
|-------------|------------------------|
| Author | Best Start Coordinator |
| Approved by | Director Community |
| Purpose | For Noting |

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council note the partnership and objectives of the Greater Shepparton Early Years WomenCAN pilot project.

Executive Summary

A partnership between WomenCAN, The Bowden Marstan Foundation, Greater Shepparton Foundation and Council will see 10-20 women complete a Certificate III in Early Childhood Education and Care whilst working in an early years centre in the municipality.

Through conversations that originated with the Best Start Early Years Alliance, an opportunity has arisen to work with WomenCAN Australia to deliver a 12 month pilot project that will see an 'earn and learn' and peer support model implemented in Greater Shepparton focusing on women from diverse backgrounds.

Graduates from the program will play a part in building the early years workforce ahead of the implementation of the Best Start, Best Life reforms that will see substantial increases in the hours of kindergarten delivered to three and four year old children in Victoria.

Once qualified at the Certificate III level, some of the women may access pathways to completing diploma or bachelor level early childhood education and care qualifications.

It is anticipated the WomenCAN pilot will generate valuable insights into supporting underrepresented cohorts to consider a career in the early years.

Report Detail

In 2022 the Victorian Government announced the Best Start, Best Life reforms which include providing every 3 and 4 year old child with 2 years of free kindergarten prior to commencing school – 15 hours of 3 year old kindergarten and 30 hours of 4 year old kindergarten (which will become known as pre-Prep) by 2028.

Whilst the recognition of the importance of the early years is welcome, Best Start, Best Life will present challenges in staffing these programs with appropriately qualified and trained staff. The proposed increase is double what many programs are operating at, which will require a similar increase in staff.

We need to start putting plans in place now to be in the best position we can be to successfully implement the Best Start, Best Life reforms. It takes 12 months to complete a Certificate III in Early Childhood (the minimum requirement for working in an early childhood education and care service), two years to complete a Diploma and four years to complete a Bachelor of Early Childhood Education (the minimum qualification kindergarten teachers are required to hold). For many, these timelines and associated costs prohibit people from seeking employment in the relevant roles.

Over the past 12 months there have been a high number of vacancies in Council's early years services alone. Across the municipality there has also been cancellation of programs or closure of services (Council and non-Council) for the day when staff are sick and there is no one available to cover the position and meet legislated child to educator ratios. This negatively impacts on a child's experience and early learning.

Through discussions that originated with the Best Start Early Years Alliance, an opportunity has arisen for a pilot project to be implemented in Greater Shepparton that focuses on supporting women from culturally and linguistically diverse (CALD) backgrounds to 'earn and learn,' studying and gain employment in the early years sector through traineeships.

The project is a partnership between WomenCAN Australia, The Bowden Marstan Foundation, Greater Shepparton Foundation and Council. WomenCAN Australia (WCA) is a registered charity that seeks to reconnect women with the workforce through peer supported training and employment. They do this by engaging groups of women, including those from disadvantaged and diverse backgrounds, in a peer-supported, accredited vocational training model that enables them to 'earn and learn' on the job, whilst crafting sustainable careers pathways.

WomenCAN is already present and working in Shepparton with aged care providers to train and employ women to work in this sector. They have successfully delivered an early years program in Bendigo.

The Early Years WomenCAN pilot project will run from February 2024 to February 2025 with the aim of supporting between 10 to 20 women from diverse backgrounds to complete their Certificate III in Early Childhood Education and Care whilst working in an early years centre.

Council plans to place a number of these women in our centres through traineeships during the 12 months. Other early years centres across Greater Shepparton will also be encouraged to engage trainees. Once the women are qualified the aim is that they will gain ongoing employment in early years centres across the municipality and potentially continue their study to achieve a Diploma or Bachelor (this is outside of the pilot project).

Greater Shepparton Foundation will be the lead agency for the project locally. A co-ordinator has been employed to oversee the implementation and co-ordination of the pilot. The project will be launched in February 2024.

Council Plan/Key Strategic Activity

COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.1 Council to take an active leadership role for access and inclusion in our community.

1.2 Council to work with stakeholders to support leadership within our multicultural communities.

1.3 Council services will be realistic and delivered in an efficient and effective manner with the aim of continuously looking for delivery that matches our ever-changing environment.

SOCIAL RESPONSIBILITY and WELLBEING

We will support the mental and physical health and wellbeing of all in our community, ensuring universal access to information, services, housing, healthcare and learning opportunities.

2.6 Welcome and embrace multicultural communities and their cultures.

VIBRANT and DIVERSE ECONOMY

We will drive the visitor economy by growing visitor experiences and major events that provide employment and other opportunities to the community. Our economic development will focus on establishing a strong, adaptive, sustainable and thriving region supported by agriculture and a diverse range of industries.

3.7 Expanded educational opportunities.

Risk Management

| Risks | Likelihood | Consequence | Rating | Mitigation Action |
|--|------------|-------------|--------|--|
| Attrition from program due to conflicting demands. | Possible | Minor | Medium | <p>Screening of participants prior to entry for suitability and readiness to engage with employment.</p> <p>Support from coordinator and via the peer support model.</p> |

Policy Considerations

This pilot project will complement the Best Start, Best Life early years reforms and place Greater Shepparton in a position to better implement these reforms from a workforce perspective in coming years.

Financial Implications

The pilot project is being equally funded by Greater Shepparton Foundation, Bowden Marstan Foundation and Council. Each party is contributing \$45,590.

WomenCAN are providing in-kind support through management, administration and supervision of staff.

| | Approved Budget Estimate for this proposal ¹ \$ | This Proposal GST Exclusive \$ | Variance to Approved Budget Estimate \$ | This Proposal GST Inclusive ² \$ |
|-----------|---|-----------------------------------|--|--|
| Revenue | | | | |
| Expense | \$45,590 | | | \$45,590 |
| Net Total | | | | |

¹ Budgets are GST exclusive

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

Legal/Statutory Implications

There are no legal or statutory implications.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts.

Social Implications

The social benefits of gaining employment has a profound effect on the individual, family, community and economy.

Having more early childhood educators from CALD backgrounds in early years services will also be of value and benefit to the children and families accessing these services.

Economic Impacts

The financial benefits of gaining qualifications and employment have a profound effect on the individual, family, community and economy.

This pilot project will see 10-20 complete a Certificate III in Early Childhood Education and Care and gain employment through a traineeship for 12 months in Greater Shepparton, with the aim of securing ongoing employment in the early childhood education and care sector.

Gender Impact Assessment

Officers reviewed the Gender Impact Assessment (GIA) which was undertaken during the development of this procedure / policy to ensure it remains compliant with Councils obligations outlined in the Gender Equality Act 2020. A Gender Impact Assessment was conducted. No recommendations were made.

Consultation

The initial conversations around building the early years workforce commenced with the Best Start Early Years Alliance.

The Greater Shepparton Foundation then took the lead and established an Early Years Workforce workgroup, bringing in key stakeholders to discuss options and opportunities for our municipality, which resulted in the pilot project with WomenCAN.

| Level of public participation | Promises to the public/stakeholders | Examples of techniques to use |
|-------------------------------|--|--|
| Inform | Inform key stakeholders about the pilot project including all early years services across Greater Shepparton, agencies or organisations working with the target group (Ethnic Council, GoTAFE, School Community Hubs, Uniting) to gain 'buy in' and support of the project. | Emails, phone calls and promotional material. Project co-ordinator meeting with staff from services and agencies. |
| Consult | Consultation with key stakeholders to identify interest and capacity in relation to what involvement or support they can offer – e.g. which early years centres can take on traineeships, number of available Certificate III places at GoTAFE. | Project co-ordinator meeting with staff from services and agencies. |
| Involve | Invite key stakeholders to be involved with the delivery of the project pilot, either by employing women through traineeships or providing guidance with the implementation of the project. | Early Years services employ project participants as trainees. Establishment of a Steering Committee. |
| Collaborate | Project parties collaborate to deliver the pilot successfully. | Signing of an MOU. Regular Steering Committee meetings. |
| Empower | Participants will be empowered through obtaining a qualification in early childhood and gaining employment. The peer support component of the model will also empower women to successfully complete their traineeship and establish strong connections with other women and community. | Completion of the Certificate III in Early Childhood. Employment in an early years service. Peer support meetings (part of the model implemented). |

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 links to the Greater Shepparton 2030 Strategy.

b) Other strategic links

- Greater Shepparton Best Start Early Years Plan 2020-2025.
- Public Health Strategic Plan 2018-2028.

Conclusion

This pilot project is an exciting, innovative and promising step towards building our local early years workforce, not only to fill current vacancies across the municipality but also prepare for the staged roll out of increased kindergarten programs and hours over coming years.

It has significant financial and social benefits for the participants, their families and our community, through the training and employment of women from CALD backgrounds.

Attachments

Nil

11 Corporate Services Directorate

11.1 Internal Audit Charter

| | |
|-------------|--------------------------------|
| Author | Team Leader – Risk & Assurance |
| Approved by | Director Corporate Services |
| Purpose | For Decision by Executive |

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council adopt the Internal Audit Charter, as attached.

Executive Summary

The Internal Audit Charter is a newly developed document being introduced to provide guidance on the way in which internal audit functions will operate within Council.

The Charter acknowledges the type of work that internal audit will undertake and the support it will receive from the Executive Leadership Team and Council to achieve the desired outcomes.

Internal audit is a vital function for Council, with the implementation of a Charter providing further assurance that this process is delivered in a way which maximises the likelihood of efficient and effective risk management.

Following adoption by Council, the Internal Audit Charter will be reviewed every three years or earlier, as determined by the Audit and Risk Management Committee.

Report Detail

For internal audit to operate effectively, it must have clearly defined roles and authority assigned by the Council, Management and the Audit and Risk Management Committee (ARMC). This is most appropriately assigned and communicated through an Internal Audit Charter.

The Internal Audit Charter encompasses the following key elements:

- Internal audit purpose.
- Authorities, roles and areas of responsibility.
- Independent reporting relationships.
- Details of how the internal audit activity will be conducted, including scope and delivery.

Through the adoption of an Internal Audit Charter, it is anticipated that clarity of roles, responsibilities and expectations will be provided both to our Internal Audit partner and to our staff internally, to ensure the service can be delivered as efficiently and effectively as possible.

Council Plan/Key Strategic Activity

COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.3 Council services will be realistic and delivered in an efficient and effective manner with the aim of continuously looking for delivery that matches our ever changing environment.

1.6 Council provides customer service that meets the needs of the community.

1.8 Good governance and sustainable financial management.

Risk Management

There have been no risks identified in relation to this report.

Policy Considerations

There are no policy considerations associated with this report, however endorsing the Internal Audit Charter will provide further governance on the internal audit functions between Councils internal auditors and staff.

Financial Implications

There are no financial implications associated with this report.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

There are no social implications associated with this report.

Economic Impacts

There are no economic impacts associated with this report.

Gender Impact Assessment

A Gender Impact Assessment was conducted, however no recommendations were required to be made.

Consultation

Council officers liaised with Council's recently appointed internal auditor, Crowe Australasia to determine whether an Internal Audit Charter was required. Crowe Australasia advised that the Internal Audit Charter is designed to complement the Audit and Risk Management Committee Charter.

Subject to Council adoption, the Charter will be presented to the Audit and Risk Management Committee at the meeting scheduled in February 2024 for noting.

Strategic Links

Greater Shepparton 2030 Strategy

There are no links to the Greater Shepparton 2030 Strategy

Conclusion

It is recommended that Council adopt the Internal Audit Charter as attached, to further support and strengthen Councils commitment towards effective Risk Management practices.

Attachments

1. Internal Audit Charter [11.1.1 - 6 pages]

11.2 Contracts Awarded Under Delegation - December 2023 - January 2024

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

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

- 1. note the contracts awarded under delegation pursuant to a formal tender process for the reporting period; and**
- 2. note the requests for tender advertised but not yet awarded.**

Report Detail

To inform the Council of the status of request for tenders that have been awarded under delegation during the period 1 December 2023 to 31 January 2024, and those that have been publicly advertised but are yet to be awarded as at 5 February 2024. The report does not include all purchasing activities, only procurement which requires a formal quotation or tender process.

Contracts Awarded under Delegated Authority

| Contract No. | Contract Name | Details | Value inclusive of GST | Awarded to |
|--------------|---|---|---|--|
| 2328 | Goulburn River Bank Stabilisation - Tom Collins Drive (Aquamoves), Shepparton | Lump Sum Contract for Goulburn River Bank Stabilisation - Tom Collins Drive (Aquamoves), Shepparton | \$271,691.01 | Apex Earthworks Pty Ltd |
| 2351 | Nappy and Incontinence Aid Waste Processing Services | Schedule of Rates Contract for Nappy and Incontinence Aid Waste Processing Services | Estimated at \$110,000.00 for the length of the contract | Kelland Environmental Technology Pty Ltd T/A DiaperRecycle |
| 2350 | Ganges Shared Path Construction - Seven Creeks Reserve, Kialla | Lump Sum contract for the construction of Ganges Shared Path - Seven Creeks Reserve, Kialla | \$144,178.32 | Mawson Constructions Pty Ltd |
| 2319 | Tatura Structure Plan Intersections Functional Design | Tatura Structure Plan Intersections Functional Design - Lump Sum Contract | \$300,472.59 | CAF Consulting Services Pty Ltd |
| 2326 | Management Services for Victoria Park Lake Caravan Park | Lump Sum Contract for Management Services for Victoria Park Lake Caravan Park – 1 year with a one-year option | \$313,500.00 plus an option for a second year at Council's discretion | Innoviv Pty Ltd |
| 2342 | GV Link Freight Logistics Centre – Works Package 2 and 3 – Stage 1 Design | Lump Sum Contract for the design of GV Link Freight Logistics Centre – Works Package 2 and 3 – Stage 1 Design | \$175,593.00 | Spiire Australia Pty Ltd |

Requests for Tenders advertised but not yet awarded

| Contract No. | Contract Name | Contract detail, including terms and provisions for extensions | Status |
|--------------|---|---|---|
| 2343 | Kerbside Waste Services Contract | Kerbside Waste Services Contract | Tender currently under evaluation |
| 2317 | Animal Management After Hours Emergency Service | Schedule of Rates Contract for the provision of Animal Management After Hours Emergency Service – two years with a further option of one year | Tender currently under evaluation |
| 2344 | Ardmona Resource Recovery Centre Upgrade | Lump Sum Contract for the construction of the Ardmona Resource Recovery Centre Upgrade | Tender currently under evaluation |
| 2360 | Building Staffing Services Agreement | Schedule of Rates Contract for the Building Staffing Services Agreement – 2 years with a further 3 single year options | Tender currently under evaluation |
| 2330 | Major Culvert Renewal - Katandra Main Road, Tallygaroopna | Lump Sum Contract for the Major Culvert Renewal - Katandra Main Road, Tallygaroopna | Tender closed on 21 February 2024 and is currently under evaluation |
| 2284 | Yanha Gurtji Shared Path - Stages 1 & 2 - Waters Reserve to The Boulevard, Shepparton | Lump Sum Contract for the construction the Yanha Gurtji Shared Path - Stages 1 & 2 - Waters Reserve to The Boulevard, Shepparton | Tender currently under evaluation |
| 2331 | Major Culvert Renewals - Merrigum | Lump Sum Contract the Major Culvert Renewals - Ardmona Road and Byrneside – Gillieston Road, Merrigum | Tender closed on 21 February 2024 and is currently under evaluation |
| 2345 | Tatura Park Western Oval Lighting Upgrade | Lump Sum Contract for the Tatura Park Western Oval Lighting Upgrade, Hastie Street, Tatura | Tender closed on 21 February 2024 and is currently under evaluation |
| 2335 | Major Culvert Renewals - Caniambo & Dookie | Lump Sum Contract for the Major Culvert Renewals - Bridge Road, Caniambo and Stewarton Road, Dookie | Tender scheduled to close on 28 February 2024 |

- Contract 2352 Tatura Park Outdoor Sand Arena Fence – no submissions were received. Council Officers are currently reviewing the scope of works and will look to deliver the project in the coming months.

Through the S5 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 \$1,000,000.

The financial delegation to Directors to approve contracts up to a value of \$750,000 for goods and services and works are included in the S7 Instrument of Sub-Delegation by Chief Executive Officer.

Collaborative / Third Party Purchasing Arrangements

In accordance with Clause 5.2.11 of the Procurement Policy, Council has the option to utilise third party collaborative purchasing arrangements for various procurement activities.

These collaborative arrangements are established to be an effective and efficient way of sourcing goods and services. Benefits include pre-approved supplier lists, cost savings through economies of scale and dedicated contract administration.

There were no new collaborative arrangements opted into for the reporting period.

Legal/Statutory Implications

In accordance with Section 108 of the Local Government Act 2020, Council has adopted its Procurement Policy establishing the value at which Council must invite a tender or seek an expression of interest.

Conclusion

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the contracts awarded under delegated authority of the Council during the period 1 December 2023 to 31 January 2024.

Attachments

Nil

11.3 Appointment of Board Directors - Shepparton Art Museum Limited

| | |
|-------------|------------------------------|
| Author | Manager Corporate Governance |
| Approved by | Director Corporate Services |
| Purpose | For Decision by Council |

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council approve the appointment of Fiona Le Gassick, Chief Executive Officer to the role of Company Director on the Board of Shepparton Art Museum Limited for a three year term, effective from 27 February 2024.

Executive Summary

Shepparton Art Museum Limited (SAM Ltd) has been established as a company limited by guarantee comprising of nine Company Directors, two of which are Council Appointed Directors.

Following the resignation of Peter Harriott from the position of Company Director on 3 January 2024, there is currently a vacancy to be filled within the Council appointed Directors.

In accordance with the Shepparton Art Museum Limited Constitution (the Constitution), it is proposed that Council approve the appointment of Fiona LeGassick as Company Director on the Board of the Shepparton Art Museum.

Report Detail

SAM Ltd has been established as a company limited by guarantee to operate the Shepparton Art Museum as a public museum.

The Board, comprising of nine Company Directors is a skills-based board, including one (1) Shepparton Art Museum Foundation Ltd. Nominated Director and two (2) Greater Shepparton City Council nominated Directors. In accordance with section 6.2 of the Constitution, Elected Directors are declared at the first AGM and can serve for a maximum term of nine years.

Since its establishment in 2016, Councils Chief Executive Officer and Councils Director Corporate Services have been appointed by Council as Company Directors of SAM Ltd.

This report seeks Council resolution to appoint Fiona LeGassick, Chief Executive Officer to the position of Company Director to fill the vacancy created following the resignation of Peter Harriott on 3 June 2024.

Council Plan/Key Strategic Activity

COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.9 Provide a high profile collaborative advocacy role.

VIBRANT and DIVERSE ECONOMY

We will drive the visitor economy by growing visitor experiences and major events that provide employment and other opportunities to the community. Our economic development will focus on establishing a strong, adaptive, sustainable and thriving region supported by agriculture and a diverse range of industries.

3.3 Completion of the SAM precinct including playground and activation of Victoria Park Lake Caravan Park.

3.6 Attract people to live, work, study and remain in our region.

3.9 Expand Greater Shepparton's visitor economy.

Risk Management

There have been no risks identified in relation to this recommendation.

Policy Considerations

There have been no conflicts with Council Policies identified in relation to this recommendation.

Financial Implications

There are no direct financial implications associated with this recommendation.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

There are no environmental impacts associated with this recommendation.

Social Implications

There are no social implications associated with this recommendation.

Gender Impact Assessment

A Gender Impact Assessment was not conducted.

This report does not propose a direct significant impact on the public.

Economic Impacts

There are no economic impacts associated with this recommendation.

Consultation

Internal consultation was undertaken with members of Councils Executive team.

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

Strategic Links

Greater Shepparton 2030 Strategy

There are no links to the Greater Shepparton 2030 Strategy.

Conclusion

This report seeks to appoint Fiona LeGassick, Chief Executive Officer as Company Director on the Board of SAM Limited for a three year term.

Attachments

Nil

11.4 2023/2024 Quarter 2 Forecast Review

| | |
|-------------|----------------------------------|
| Author | Team Leader - Financial Analysis |
| Approved by | Director Corporate Services |
| Purpose | Information Only |

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council endorse the 2023/2024 Quarter 2 Forecast Review.

Executive Summary

This report presents the Quarter 2 (Q2) forecast financial performance for the 2023/2024 financial year, compared to the Q1 Adopted Forecast Review.

Report Detail

The 2023/2024 Budget was adopted at the Ordinary Council Meeting held on 20 June 2023.

Under section 97 of the *Local Government Act 2020* the Chief Executive Officer must ensure that a quarterly budget report is prepared and presented to the Council at a Council meeting. This report presents the Quarter 2 draft forecast financial performance for the 2023/2024 financial year.

For the second quarter, the Act requires the CEO to provide an assessment as to whether a revised budget is required.

- The CEO has determined a revised budget is not required because:
- there has not been a variation to the declared rates or charges;
 - the only borrowings planned are those which were included in the Adopted Budget; and
 - there have been no changes to the budget that should be the subject of community engagement.

The quarterly budget review process involved Managers reviewing the Adopted Budget for their departmental areas compared to actual income and expenditure. Managers have updated forecasts to reflect the expected year result. This review is then confirmed by Executive and the review is submitted to Council for consideration.

The attached 2023/2024 Quarter 2 Forecast Review presents Councils revised budget forecasts based on current operating conditions. The attachment provides commentary on changes to the budgeted forecast variances.

Operating Position

The December 2023 year-to-date (YTD) budget performance and projected full year underlying operating position are reflected in the income statement within the attachment.

The YTD adjusted underlying surplus of \$34.3 million is on track compared to the YTD Q1 Adopted Forecast. Recurrent capital grants are ahead of budget due to the receipt of Roads to Recovery (R2R) funding relating to the 2022/2023 financial year, however this is offset with various smaller unfavourable variances.

The Q2 Forecast Review projected full year underlying operating deficit of \$21.8 million is slightly favourable compared to the Q1 Adopted Forecast. This is primarily due to favourable increases in recurrent capital grants related to the aforementioned R2R funding, and a reduction in the forecast expenditure for employee costs due to staff shortages. These favourable movements have been partially offset by unfavourable movements including a reduction to projected user fees.

The Q2 Forecast projected full year underlying deficit of \$21.8 million is impacted by the Federal Finance Assistance Grants that relate to the current financial year but were received as income in 2022/2023. When the impact of this early receipt is removed the projected full year deficit is \$5.5 million (refer to the "Operating Result" as shown within the attachment).

Capital Works Statements

The YTD capital works actual expenditure of \$21.2 million is less than the YTD Q1 Adopted Forecast (\$1.8 million variance). This variance is largely attributed to the Road Sealing Program, which commenced later than planned.

The Q2 Forecast Review projected full year capital expenditure has reduced by \$7.2 million compared to the Q1 Adopted Forecast Review. Notable reductions include:

- Less budget required for the purchase of purple bins (as part of the kerbside transition).
- The Shepparton Resource Recovery Centre Upgrade project has been removed as the project will not go ahead because the budget was insufficient compared to the estimated costs to deliver.
- The construction of Cormorant Park in Seven Creeks Estate has been delayed and therefore moved into future financial years.
- The Margaret Street Pump Station Upgrade current year project budget has reduced, as the project will now be delivered across the current financial year and 2024/2025.
- The Mooroopna Local Area Traffic Management project has been moved to future financial years in line with funding availability.

Balance Sheet

Council has adopted the liquidity ratio (current assets as a percentage of current liabilities) as a measure of financial sustainability.

The current liquidity ratio of 315% is impacted by the high rates receivable balance, which will reduce over the year as Council expends funds on services and infrastructure.

The 2023/2024 ending liquidity at the Q1 Adopted Forecast, was projected to be 138% which is within the desired range. Due to movements in the Capital Works program, the Q2 Forecast Review 2023/2024 projected ending liquidity has increased to 155%.

The 2023/2024 Adopted Budget and 2021-2031 Financial Plan indicate future challenges in maintaining liquidity at the required level.

Continued focus on financial sustainability through reviews of services, reduction of operating expenditure, increases to revenue and prioritisation of renewal ahead of new assets is required.

Environmental Upgrade Agreements – Quarterly Statements

No new environmental upgrade agreements have been entered into this quarter.

There are currently six environmental upgrade charges in operation with a total value of \$3,751,477.69. Charges due this year total \$472,086.24, plus arrears \$60,425.84 and interest \$38,399.28. Total payments of \$118,051.67 fell due this quarter, with \$114,887.31 being paid.

Council Plan/Key Strategic Activity

COMMUNITY LEADERSHIP

We will prioritise leadership in the community to celebrate our cultures, people and places that makes Greater Shepparton a unique, vibrant, diverse and liveable region.

1.8 Good governance and sustainable financial management.

Risk Management

| Risks | Likelihood | Consequence | Rating | Mitigation Action |
|---|------------|-------------|--------|--|
| Poor performance against budget. | Possible | Moderate | Medium | Regular monitoring and reporting of performance against budget and forecast variances. |
| Deterioration of Council's financial position against the adopted Financial Plan, resulting in diminished ability to achieve and maintain financial sustainability, as measured by the adjusted underlying operating result, liquidity and renewal and upgrade of assets. | Possible | Moderate | Medium | Linkage of budget setting and performance to the adopted Financial Plan. |

Policy Considerations

The Quarter 2 Forecast Review has been prepared in accordance with accounting policies, Council's Budget Management Operational Policy and the 2021-2031 Financial Plan.

Financial Implications

The financial implications associated with this report are detailed in the attached 2023/2024 Quarter 2 Forecast Review report.

Legal/Statutory Implications

Section 101 of the Local Government Act 2020 provides that Council maintains a budgeting and reporting framework that is consistent with the principles of sound financial management.

In addition, Section 97 requires that at least every 3 months a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

For the second quarter, the Act requires the CEO to make a statement as to whether a revised budget is required.

The CEO has determined a revised budget is not required because:

- there has not been a variation to the declared rates or charges;
- the only borrowings planned are those which were included in the Adopted Budget; and
- there have been no changes to the budget that Council considers should be the subject of community engagement.

Environmental/Sustainability Impacts

No environmental or sustainability impacts have been identified in relation to this report.

Social Implications

No social implications have been identified in relation to this report.

Economic Impacts

No economic impacts have been identified in relation to this report.

Gender Impact Assessment

A Gender Impact Assessment was not conducted.

This policy / program / service does not have a direct significant impact on the public.

Consultation

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

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 links to the Greater Shepparton 2030 Strategy

b) Other strategic links

- 2021-2031 Financial Plan

Conclusion

This report presents the Q2 forecast financial performance for the 2023/2024 financial year, compared to the Q1 Adopted Forecast Review.

Attachments

1. December 2023 Council Monthly and Q 2 Quarterly Financial Statements - COUNCIL MEETING [11.4.1 - 23 pages]

12 Confidential Management Reports

Nil Received.

13 Documents for Signing and Sealing

Nil Received.

14 Councillor Reports

14.1 Councillor Activities

14.1.1 Councillor Activities - December 2023 and January 2024

Author Executive Assistant to the Mayor and Councillors
 Approved by Director Corporate Services
 Purpose For Noting

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council receive and note the summary of the Councillors' Community Interactions and Informal Meetings of Councillors.

Councillors' Community Interaction and Briefing Program

From 1 December 2023 to 31 January 2024, some or all of the Councillors have been involved in the following activities:

DECEMBER 2023

Christmas Wonderland | Official Opening & Ribbon Cutting

Mayor, Cr Shane Sali
 Cr Sam Spinks
 Deputy Mayor, Cr Anthony Brophy
 Cr Dinny Adem

Shepparton Access | International Day of People with Disability

Mayor, Cr Shane Sali

Junior Basketball Tournament Shepparton - Awards Ceremony

Deputy Mayor, Cr Anthony Brophy

International Day of People with Disability | Concert

Cr Sam Spinks
 Deputy Mayor, Cr Anthony Brophy
 Cr Geoff Dobson
 Cr Dinny Adem

Spotlight Shepparton | Grand Opening

Mayor, Cr Shane Sali

The Hon Melissa Horne MP & Department of Transport and Planning | Interactive Engagement Session

Mayor, Cr Shane Sali

International Day of People with Disability 2023 – Art for All Day

Cr Ben Ladson

Goulburn Valley Grammar School | 2023 Presentation Night

Mayor, Cr Shane Sali

The Munarra Centre - Walk through with Ms Chris Couzens Parliamentary Secretary

Mayor, Cr Shane Sali

International Day of People with Disability | Try Before You Ride

Mayor, Cr Shane Sali

Cr Ben Ladson

Public Health Advisory Committee Meeting

Deputy Mayor, Cr Sam Spinks

Best Start Early Years Alliance meeting

Cr Seema Abdullah

Sports Hall of Fame Advisory Committee

Deputy Mayor, Cr Anthony Brophy

GSCC - Civic Reception 2023 | Thank you to the Community

Mayor, Cr Shane Sali

Cr Sam Spinks

Deputy Mayor, Cr Anthony Brophy

Cr Geoff Dobson

Cr Ben Ladson

Cr Dinny Adem

Cr Seema Abdullah

Cr Fern Summer

Grahamvale Primary School | Student Leadership Badges – Presentation

Mayor, Cr Shane Sali

Filipino Australian Friends Association (FAFA) | Christmas Event

Mayor, Cr Shane Sali

Performance Group for Adults with a Disability | 'Creating Drama Has Talent' Concert

Mayor, Cr Shane Sali

Deputy Mayor, Cr Anthony Brophy

Office Opening of Electorate Office | Member for Shepparton District - Kim O'Keeffe

Mayor, Cr Shane Sali

Deputy Mayor, Cr Anthony Brophy

Cr Geoff Dobson

Cr Dinny Adem

Cr Greg James

7-Eleven Shepparton - Official Opening (Shepparton East)

Mayor, Cr Shane Sali

Regional Cities Victoria (RCV) General Meeting

Mayor, Cr Shane Sali

Wilmot Road Primary School | Graduation Speaker – Mayor

Mayor, Cr Shane Sali

Development Hearing Panel

Mayor, Cr Shane Sali

60th Anniversary of the Star Bowl & Opening of the Mural

Mayor, Cr Shane Sali

Cr Sam Spinks

Deputy Mayor, Cr Anthony Brophy

Cr Ben Ladson

Cr Dinny Adem

Cr Seema Abdullah

Cr Fern Summer

Shepparton Fire Brigade | Christmas Cheer - End of Year Celebration

Mayor, Cr Shane Sali

2023 Carols by Candlelight – Shepparton

Mayor, Cr Shane Sali

Cr Anthony Brophy

Cr Ben Ladson

Cr Dinny Adem

Cr Seema Abdullah

RiverConnect Implementation Advisory Committee Meeting

Deputy Mayor, Cr Sam Spinks

Cr Geoff Dobson

2023 Shepparton Track Christmas Carnival - Junior Cycling & Presentations

Deputy Mayor, Cr Sam Spinks

2023 Shepparton Track Christmas Carnival - Senior Cycling & Presentations

Mayor, Cr Shane Sali

Mooroopna Rotary | New Years Eve - Draw Car Raffle

Mayor, Cr Shane Sali

JANUARY 2024

Meeting with Minister Symes | Minister for Emergency Services

Mayor, Cr Shane Sali

Meeting with Acting Premier Ben Carroll

Deputy Mayor, Cr Sam Spinks

Shepparton Harness Racing Club | Neatline Homes Shepparton Gold Cup

Mayor, Cr Shane Sali

Cr Geoff Dobson

Presentation of medal for the Australia's National Brown Swiss Show at Dairy Week

Cr Geoff Dobson

Urban Waterways Program Workshop

Deputy Mayor, Cr Sam Spinks

Cr Geoff Dobson

International Dairy Week 2024 | Power of Women in Dairying Event

Mayor, Cr Shane Sali

Deputy Mayor, Cr Sam Spinks

Cr Anthony Brophy

Cr Geoff Dobson

Minister for Water - Harriet Shing | Current Issues in Basin Plan Implementation – Roundtable

Mayor, Cr Shane Sali

Cr Geoff Dobson

Meeting | Minister for Water - Murray River Group of Councils, GS, GMID & Key Water Stakeholders & Representatives

Mayor, Cr Shane Sali

Cr Geoff Dobson

Dinner | Minister for Water & Housing - The Hon Harriett Shing

Mayor, Cr Shane Sali

Cr Geoff Dobson

International Dairy Week 2024 | Industry Leaders – Breakfast

Mayor, Cr Shane Sali

Deputy Mayor, Cr Sam Spinks

Cr Geoff Dobson

Cr Anthony Brophy

Cr Ben Ladson

Official Naming of Outdoor Arena - Kevin 'Gunna' Ryan OAM | Tatura Park

Mayor, Cr Shane Sali

Deputy Mayor, Cr Sam Spinks

Cr Geoff Dobson

Cr Fern Summer

Cr Ben Ladson

Cr Dinny Adem

Cr Anthony Brophy

International Dairy Week 2024 | Supreme Award Presentation by the Mayor

Mayor, Cr Shane Sali

150th Year Celebration - Shepparton's Oldest Building and Progressive History

Mayor, Cr Shane Sali

Deputy Mayor, Cr Sam Spinks

Cr Fern Summer

Cr Ben Ladson

Citizenship Awards & Citizenship Ceremony 2024 - Shepparton

Mayor, Cr Shane Sali

Cr Anthony Brophy

Australia Day Event – Mooroopna

Deputy Mayor, Cr Sam Spinks

Cr Anthony Brophy

Cr Fern Summer

Cr Ben Ladson

Australia Day Event – Murchison

Cr Anthony Brophy

Cr Fern Summer

Australia Day Event – Tatura

Cr Dinny Adem

Cr Anthony Brophy

Cr Fern Summer

Dookie | Community Volunteer Awards 2024

Cr Sam Spinks

Cr Dinny Adem

Cr Anthony Brophy

Cr Fern Summer

Victorian Athletic League (VAL) | Shepparton Athletic Gift

Cr Ben Ladson

Attachments

1. Informal Meetings of Council - Councillor Briefing 5 December 2023 [14.1.1.1 - 2 pages]
2. Informal Meetings of Council - Councillor Briefing 12 December 2023 [14.1.1.2 - 3 pages]

15 Notice of Motion, Amendment or Rescission

15.1 Notice of Motion 1/2024 - Complimentary Tip Tickets

Author Senior Governance Officer
Approved by Chief Executive Officer
Purpose For Decision at a Council Meeting

Cr Fern Summer has given a notice of intent to move:

RECOMMENDATION

That the Council produce a report:

1. Outlining costs and benefits of providing one complimentary tip ticket each year to every Greater Shepparton residential household/property.
2. Outlining the most effective way for the complimentary tip tickets to be distributed to every Greater Shepparton residential household/property.
3. Providing details of how a trial can be implemented and funded within the 2024/25 Council budget.
4. Providing comparison data of similar sized Councils that offer this service, including cost and tip ticket uptake.
5. Investigating waste sorting options at allocated transfer stations, to prevent commingled municipal waste going to landfill.

15.2 Notice of Motion 2/2024 - Free General Access to Aquamoves Splash Park

Author Senior Governance Officer
Approved by Chief Executive Officer
Purpose For Decision at a Council Meeting

Cr Fern Summer has given a notice of intent to move:

RECOMMENDATION

That the Council:

- 1. Produce a report outlining costs and benefits of providing free general access to the Aquamoves splash park, with a view to enhance and promote paid visitor participation to the main Aquamoves facility.**
- 2. The report should include the feasibility of complimentary access from an external fence adjoining the splash park facility, and/or coloured wrist bands from the main entrance.**

15.3 Notice of Motion 3/2024 - January 26 / Australia Day

Author Senior Governance Officer
Approved by Chief Executive Officer
Purpose For Decision at a Council Meeting

Cr Anthony Brophy has given a notice of intent to move:

RECOMMENDATION

- 1. A Councillor Officer Report is called for to outline cost implications of the process of reinstating the Greater Shepparton pre-2024 Australia Day Program. The report is to be completed by 31st of March 2024.**
- 2. The report will include recommendations going forward. By nominating March as the deadline, any budget implications such as reinstating the previous approach to Australia Day can be factored into the 2024/25 budget.**

16 Urgent Business not Included on the Agenda

Nil Received.

17 Close of Meeting