

AGENDA

Greater Shepparton City Council

COUNCIL MEETING

3:00PM, Tuesday 25 June 2024

In the Council Boardroom

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 25 JUNE 2024 AT 3:00PM**

**CHAIR
CR SHANE SALI
MAYOR**

INDEX

- 1 ACKNOWLEDGEMENT5**
- 2 PRIVACY NOTICE.....5**
- 3 GOVERNANCE PRINCIPLES.....5**
- 4 APOLOGIES.....6**
- 5 DECLARATIONS OF CONFLICT OF INTEREST.....6**
- 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....6**
- 7 PUBLIC QUESTION TIME6**
- 8 DEPUTATIONS AND PETITIONS.....6**
- 9 CORPORATE SERVICES DIRECTORATE7**
 - 9.1 Contracts Awarded Under Delegation - May 2024.....7
 - 9.2 May 2024 Monthly Financial Report.....11
 - 9.3 2024/2025 Budget.....15
 - 9.4 Revenue and Rating Plan25
 - 9.5 S6 Instrument of Delegation by Council to Members of Council Staff.....30
 - 9.6 S18 Instrument of Sub-Delegation - Environment Protection Act 201733
- 10 INFRASTRUCTURE DIRECTORATE36**
 - 10.1 Sport and Recreation Facilities Fair Access Policy and Action Plan.....36
- 11 CONFIDENTIAL MANAGEMENT REPORTS41**
 - 11.1 Designation of Confidentiality of Information - Report.....41
 - 11.2 Close Meeting to Members of the Public.....41
 - 11.3 Chief Executive Officer - Key Performance Indicators July 2024 - June 2025.....41
 - 11.4 Re-opening of Meeting.....41
- 12 DOCUMENTS FOR SIGNING AND SEALING41**
- 13 COUNCILLOR REPORTS42**
 - 13.1 Councillor Activities – May 202442
- 14 NOTICE OF MOTION, AMENDMENT OR RESCISSION47**
- 15 URGENT BUSINESS NOT INCLUDED ON THE AGENDA47**
- 16 CLOSE OF MEETING47**

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 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.

2 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.

3 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.

4 Apologies

Nil Received.

5 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.

6 Confirmation of Minutes of Previous Meetings

RECOMMENDATION

That the minutes of the 28 May 2024 Council Meeting as circulated, be confirmed.

7 Public Question Time

Nil Received.

8 Deputations and Petitions

Nil Received.

9 Corporate Services Directorate

9.1 Contracts Awarded Under Delegation - May 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 14 May 2024 to 11 June 2024, and those that have been publicly advertised but are yet to be awarded as at 11 June 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
2370	Provision of Secretariat, Lobbying & Advocacy Services for Regional Cities Victoria	Lump sum Contract for the Provision of Secretariat, Lobbying & Advocacy Services for Regional Cities Victoria	\$976,800	CPR Communications & Public Relations Pty Ltd
2371	Major Culvert Renewal - Merrigum Ardmona Road, Merrigum	Lump sum Contract for the Major Culvert Renewal - Merrigum Ardmona Road, Merrigum	\$652,381.57	Apex Earthworks Pty Ltd
2372	Council Plan Development 2025 to 2029	Lump sum contract for Council Plan Development 2025 to 2029	\$109,747	Max Hardy Consulting
2374	Customer Experience Project	Lump sum contract for development of the Customer Experience Project	\$132,000	Customer Service Benchmarking Australia Pty Ltd

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
LC318	Shepparton Regional Saleyards Commercial Lease	Expression of Interest - Shepparton Regional Saleyards Commercial Lease	Expressions of Interest closed on 7 June 2024 and is currently under evaluation
2379	Provision of Asphalt Surfacing and Associated Works - Panel of Suppliers	Provision of Asphalt Surfacing and Associated Works - Panel of Suppliers	Tender scheduled to close on 3 July 2024
2378	Drummond Road Drainage Construction - Shepparton	Lump sum contract for Drummond Road Drainage Construction - Shepparton	Tender scheduled to close on 26 June 2024
2348	Margaret Street Stormwater Pump Station & Electrical Upgrade - Tatura	Lump sum contract Margaret Street Stormwater Pump Station & Electrical Upgrade - Tatura	Tender closed on 19 June 2024
2358	Construction of Orrvale Road and Poplar Avenue Roundabout - Orrvale	Lump sum contract for the construction of Orrvale Road and Poplar Avenue Roundabout - Orrvale	Tender closed on 19 June 2024
2347	Provision of Cleaning Services - Council Buildings	Schedule of Rates contract for the Provision of Cleaning Services - Council Buildings	Tender closed on 19 June 2024

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 14 May 2024 to 11 June 2024.

Attachments

Nil

9.2 May 2024 Monthly Financial Report

Author	Team Leader - Financial Analysis
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 note the May 2024 Monthly Financial Report, as attached.

Executive Summary

The report presents the Council’s actual financial performance compared to the 2023/2024 Adopted Budget and 2023/2024 Q3 Adopted Forecast, as at 31 May 2024.

Report Detail

The Council’s actual financial performance compared to the budget is presented to Council monthly.

The May 2024 Monthly Financial Report incorporates the following sections which will be presented to Council:

- Dashboard
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Statement of Capital Works
- Operating Statement

Operating Position

Council’s year-to-date (YTD) budget performance and projected full year adjusted underlying position are reflected in the income statement within the attachment.

The YTD actual adjusted underlying resulting is a deficit of \$8.4 million. By the end of the financial year, Council is projecting a full year deficit of \$16.3 million.

This result is impacted by the Federal Financial 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 \$0.02 million (refer to the “Operating Result” as show within the attachment).

Since the Q3 Adopted Forecast, there has been a \$4.9 million reduction to the projected full year deficit, mostly due to an increase in additional insurance claim contributions relating to property damaged in the October 2022 Flood Event.

In accordance with the Reserve Accounting Policy adopted by Council at the May Ordinary Council Meeting, approximately \$4 million of property settlement income to be received this financial year from the October 2022 Floods, will be transferred to a reserve to be spent in future financial year.

Further detailed variance explanations are provided in the notes to the income statement, within the attachment.

Capital Works

YTD capital works expenditure is \$35 million, which equates to 79% of the Projected Full Year Forecast capital works.

Council's Projected Full Year capital expenditure has reduced to \$44.37 million, which is a \$3.04 million decrease compared to the Q3 Adopted Forecast.

Most of this reduction is due to project re-budgets into future financial years including:

- Merrigum-Ardmona Major Culvert Renewal
- Local Area Traffic Management – Shepparton Inner North
- Tatura Park Outdoor Park Sand Arena Fence
- Lauriston Estate – St Lukes Shared Path on Highway
- Bike Jumps Investigation and Design

Balance Sheet

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

The 2023/2024 Adopted Q3 Forecast liquidity was forecast to be 161% which is within the desired range.

The 2023/2024 Adopted Q3 Forecast Review and 2021-2031 Financial Plan continue to indicate challenges in maintaining liquidity at the required level, and Council's continued focus on financial sustainability through the review of services, reduction in operating expenses, increases in revenue and prioritisation of renewal ahead of new assets is required.

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 monthly financial report has been prepared in accordance with accounting policies and the 2021-2031 Financial Plan.

Financial Implications

The financial implications associated with this report are detailed in the May 2024 GSCC Monthly Financial Statements 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 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.

Environmental/Sustainability Impacts

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

Social Implications

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

Gender Impact Assessment

Officers reviewed the Gender Impact Assessment (GIA) Operational Policy and understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the Gender Equality Act 2020.

The following determination was made by officers.

A Gender Impact Assessment was not conducted.

This policy report does not meet the criteria to require an assessment.

Economic Impacts

No economic impacts have been identified to this report.

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

The report presents the Council's actual financial performance compared to the 2023/2024 Adopted Budget and the 2023/2024 Q3 Adopted Forecast, as at 31 May 2024.

Attachments

1. May 2024 GSCC Monthly Financial Statements [9.2.1 - 11 pages]

9.3 2024/2025 Budget

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

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council adopt the 2024/2025 Budget as presented including:

- A) Declaring the following rates and charges for the 2024/2025 financial year:**
 - 1. Amount intended to be raised**

An amount of \$94,638,075 excluding GST (or such other amount as is lawfully raised as a consequence of this resolution) be declared as the amount which the Council intends to raise by general rates, the municipal charge, annual service charges and the cultural and recreational rate later described in this resolution which amounts are calculated as follows: General Rates \$75,926,534, Municipal Charges \$6,433,830, Waste Service Charges \$12,236,042, Cultural and Recreational Rate \$41,669.
 - 2. General Rates**
 - 2.1. A general rate be declared in respect of the 2024/2025 rating year, being the period 1 July 2024 to 30 June 2025.**
 - 2.2. Declare that the general rate be raised by the application of differential rates for rateable land having the respective characteristics specified in Appendix B of the budget document.**
 - 2.3. Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land by the relevant rate in the dollar as indicated as follows:**
 - General \$0.00339905
 - Farm \$0.00305915
 - Commercial/Industrial \$0.00696805

3. Cultural and recreational rates

In accordance with the Cultural and Recreational Lands Act 1963, the amount in lieu of rates payable in respect of each eligible rateable land be determined by multiplying the Capital Improved Value by \$0.00248131 where the rateable land has the following characteristics:

Rateable outdoor recreational lands developed primarily for regional use as evidenced by paid administrative support and/or commercial business dealings in the operation or management of the same.

Such rateable land as described below:

71 Gowrie Street TATURA
160-200 Ross Street TATURA
7580 Goulburn Valley Highway KIALLA
2 Fairway Drive MOOROOPNA
15 Golf Drive SHEPPARTON
55 Rudd Road SHEPPARTON
7582 Goulburn Valley Highway KIALLA

4. Municipal Charge

Declare a municipal charge for 2024/2025 of \$195.00 for each rateable land (or part) in respect of which a municipal charge may be levied.

5. Waste service charge

5.1. Declare an annual waste service charge for 2024/2025 for the kerbside collection and disposal of refuse. The service charge is applied as per the Greater Shepparton City Council Kerbside Landfill Waste, Recycling and Organics Collection Policy and will be as per follows:

5.1.1. Collection and disposal of contents of 80 litre refuse bin \$100.00** per service.

5.1.2. Collection and disposal of contents of a 120 litre refuse bin \$154.00** per service.

5.1.3. Collection and disposal of contents of a 240 litre refuse bin \$289.00** per service.

5.2. Declare an annual waste service charge for 2024/2025 for the kerbside collection of recyclables only.

The service will be charged as collection and disposal of contents of either a 120 litre, 240 litre or 360 litre recyclable bin \$65.00** per service for eligible properties where requested and as per the Kerbside Landfill Waste, Recycling and Organics Collection Policy.

5.3. Declare an annual waste service charge for 2024/2025 for the kerbside collection of green organic waste.

The service will be charged as collection and disposal of contents of either an 80 litre 120 litre or 240 litre green organics bin \$143.00** per service as determined by the Kerbside Landfill Waste, Recycling and Organics Collection Policy.

5.4. Declare an annual waste service charge for 2024/2025 for the kerbside collection of glass only.

The service will be charged as collection and disposal of contents of a 120 litre glass only bin \$32.00** per service as determined by the Kerbside Landfill Waste, Recycling and Organics Collection Policy.

****Note:** These charges do not include GST which applies to all service charges that are levied against a non-residential and other non-compulsory kerbside collections

6. Setting of interest rate on unpaid rates and charges

The Council will charge interest for rates and charges which have not been paid by the due dates, as specified under Section 167 of the *Local Government Act 1989*.

7. Payment of rates and charges Declare that a person can pay a rate or charge (other than a special rate or charge) by:

7.1. Four (4) instalments which are due and payable on the dates fixed by the Minister by notice published in the Government Gazette; or

7.2. Ten (10) instalments which are due and payable in the ten-month period that commences September and ends in June.

8. Consequential

That the Chief Executive Officer be authorised to levy and recover the general rates, municipal charge and service charges in accordance with the *Local Government Act 1989*.

B) Authorises borrowings of \$9,675,000 during 2024/2025 towards the 2024/2025 capital works program.

C) Fixes the following fees pursuant to Section 6 (1) of the Aerodrome Landing Fees Act 2003:

Fee Type	Fee incl. GST
Landing Fee	\$12.25
Access Fee (General)	\$211.75
Access Fee (Commercial)	\$280.85
Parking Fee	\$423.55
Overdue Payment Fee	\$27.85

D) Changes to the draft budget as disclosed in Appendix C of the 2024/2025 Budget document including amendments as a result of internal reviews and amendments as a result of public feedback.

E) Authorises the Chief Executive Officer to give notice of the adoption of the Budget.

Executive Summary

This report presents the 2024/2025 Budget for adoption. The 2024/2025 Draft Budget was endorsed for community feedback by Council at an additional Council meeting held on 7 May 2024.

The 2024/2025 Budget proposes a 2.75 per cent increase in rates revenue and 0.13 per cent decrease in kerbside collection charges which will generate \$94.6 million, excluding supplementary valuations and interest. The proposed rating structure for 2024/2025 has been informed by the Revenue and Rating Plan 2021-2025.

The 2024/2025 Budget includes total income of \$186.78 million, operating expenses of \$162.81 million and a capital works program totalling \$69.97 million.

Report Detail

The 2024/2025 Budget has been prepared in accordance with the requirements of the *Local Government Act 2020*.

Greater Shepparton City Council (Council) utilises the Local Government Model Budget published by Local Government Victoria to assist councils in preparing annual budgets in accordance with Australian Accounting Standards.

The 2024/2025 Budget reflects year four of the 2021-2031 Financial Plan and takes into account the activities and initiatives which contribute to achieving the strategic objectives specified in the Council Plan.

The 2024/2025 Budget has been developed under the key financial principles which aim to

- work toward achieving and maintaining an adjusted underlying surplus
- fund the capital renewal of existing assets as a priority and
- consider the use of borrowings as a legitimate and responsible financial management tool.

2023/2024 Forecast/Actual

The 2024/2025 Budget provides comparisons with the 2023/2024 financial year forecast. The Quarter 3 Forecast Review has been used for the 2024/2025 Budget document, with minor adjustments made resulting from budget carry forwards, as identified in appendix C.

2024/2025 Budget – Key Points

The 2024/2025 Budget provides for an Accounting Surplus of \$23.98 million. Refer to Section 4.1 of the 2024/2025 Budget document.

Once revenues relating to capital expenditure (such as capital grants, gifted assets and proceeds from sale of assets) are removed from this result, an adjusted underlying operating deficit of \$6.85 million is arrived at. Consistent with the 2021-2031 Financial Plan, Council is aiming to achieve an adjusted underlying surplus by 2026/2027, through strategic actions identified in the Financial Plan. Refer note 4.1.1 of the 2024/2025 Budget document for the adjusted underlying operating result.

The 2024/2025 Budget Schedule of Fees and Charges is included as Appendix A. It is budgeted that the proposed fees and charges will raise \$24.11 million during the 2024/2025 financial year.

The 2024/2025 Budget provides for a \$69.97 million capital works program. Incorporated in the capital works program is \$29.09 million for renewal works and \$13.15 million for upgrade works. Refer to Section 4.5 of the 2024/2025 Budget document for further information.

Funding sources for the capital works program include \$39.25 million from Council operations, cash reserves and investments, \$9.675 million of new borrowings and \$21.04 million from external grants and cash contributions.

Any grants or contributions received by Council prior to 30 June 2023 will be considered as Council Cash for the purposes of the 2024/2025 Budget as Council was in possession of the funds at the commencement of the budget year.

2024/2025 Budget – Highlights

The 2024/2025 Budget delivers on the strategic objectives of the 2021-2025 Council Plan, as outlined in Section 2 of the Budget document.

Council will invest \$69.97 million into existing and new assets in 2024/2025, with nearly 100 projects outlined in section 4.5 of the Budget to be delivered. Highlights of the program include:

- Delivery of Stage 1 of the Lenne Street drainage project to improve stormwater drainage in the local area
- Development of Stage 1 of GV Link, providing a new source of development ready industrial land
- Construction of a new Skate Park in Tatura
- Lighting at the Victoria Lake Skate Park
- Upgrades to Council's BMX facilities and Sports Stadium, funded by the State Government
- Concept design and cost plan for a community facility at Princess Park
- New Playground Shade Sails across the municipality
- Upgrading the Orrvale Road and Poplar Avenue intersection to a roundabout, funded by the Federal Black Spot Program

Borrowings

New borrowings of \$9,675,000 are included in the 2024/2025 Draft Budget.

These borrowings are being proposed to finance the construction of the GV Link Stage 1 project, until income resulting from land sales for the project will be received. This purpose is aligned with appropriate use of borrowings as outlined in Council's Borrowing Policy.

2024/2025 Budget – Rates and Charges Revenue

The 2024/2025 Budget proposes a 2.75 per cent increase in total rates revenue and a 0.13 per cent decrease in kerbside collection charges, excluding supplementary valuations and interest, which will generate \$94.6 million.

Section 4.1.2(l) of the 2024/2025 Budget document confirms Council's compliance with the State Government's Fair Go Rates System (Rate Cap).

A further \$0.82 million in supplementary rates and \$0.5 million in penalty interest is budgeted for 2024/2025 taking the total rates and charges figure to \$96 million. Note these items, along with the kerbside collection charges, do not form part of the rate cap.

2024/2025 Rating Differentials

The proposed rating structure for the 2024/2025 year has been informed by the Revenue and Rating Plan 2021-2025 (the Plan). Council adopted the Plan which determines the most appropriate and affordable revenue and rating approach across the municipality. The Plan determines only the share of revenue contributed by each property, not the total amount of rates collected by Council.

Rating Differential Category	Rating Differential %
General	100%
Farm	90%
Commercial/Industrial	205%

Rates and Charges - 2024 Centralised Annual Valuations

Since 2019, the Valuer-General Victoria (VGV) is the sole valuation authority to conduct annual valuations for rating purposes. The 2024/2025 Budget includes preliminary valuation data for 2024/2025 with valuations as at 1 January 2024. All rating information contained within the budget, including rates in the dollars, are based on these updated valuations. However, the preliminary valuations are yet to be certified by the Victorian Valuer-General and are therefore subject to change. Movements in individual property valuations (Capital Improved Value or CIV) will have an impact on individual rate notices.

Section 4.1.2(f) of the 2024/2025 Budget provides an indication of the valuation movements for each rating differential group, however, individual property valuation movements will not be advised until the 2024/2025 annual valuation and charge notice for each property are distributed.

Financial Sustainability

It's important to manage expectations when it comes to setting the Council budget.

Over recent years Council's costs have grown at a greater rate than the revenue Council is able to generate. COVID and the more recent floods have impacted Council's ability to generate revenue from user fees and charges, and Council's total rate revenue is capped by the State Government. This cap has not kept pace with the rising costs faced by Council. Council also determined not to raise rates at all during 2021/2022 and 2022/2023 due to the impacts of COVID felt by the community including cost of living pressures.

As a result of these pressures, Council has less funds available to fund new assets or more services. It is important that Council carefully prioritises the needs of the community, which is done through the Council Plan and ensuring projects and initiatives complement existing plans or strategies adopted by Council, in which the community has a say.

In setting the 2024/2025 Budget, Council must strive for quality levels of service and affordability for the community while maintaining financial sustainability for future generations to benefit.

2024/2025 Budget – Financial Performance Indicators

Section 5 of the 2024/2025 Budget document highlights Council's current and projected performance across a range of key financial indicators. These indicators provide a useful analysis of Council's financial position and performance, and should be used in the context of the organisation's objectives.

Council's projected adjusted underlying result is forecast to improve over time, driven by Council's 2021-2031 Financial Plan target to achieve and maintain a true underlying surplus. Revenue and cost pressures as referred to in the above "Financial Sustainability" section have contributed to the current position, and there are a number of actions Council will need to take over the coming years to achieve the 2021-2031 target including adjusting service levels to adapt to the pressures described.

Liquidity is projected to be maintained above 100% over the coming financial years which is aligned with Council's 2021-2031 Financial Plan target.

The asset renewal indicator is projected to decrease over the coming financial years. In preparing the 2024/2025 Budget, Council prioritised asset renewal and upgrades over new and expansion projects in alignment with Council's 2021-2031 Financial Plan. However, the forecast reduction in this indicator over time generates a need to evaluate future capital renewal budgets and ensure alignment with updated asset management plans.

Community Feedback

Prior to developing the 2024/2025 Draft Budget, Council undertook community consultation in alignment with Council's Community Engagement Policy. This process invited submissions which were heard by Council in February 2024. A conversation report accompanied the 2024/2024 Draft Budget outlining key themes from the consultation and how the budget was influenced.

Following endorsement of the 2024/2025 Draft Budget by Council at an additional Council meeting held on 7 May 2024, Council sought feedback in response to the Draft Budget. Council received 158 contributions from the community as part of this feedback process, with the following key themes identified:

- There is opportunity for Council to improve the way that the budget and conversation report are presented, to improve understandability and transparency.
- Requests to fund capital projects in addition to the proposed capital works program were received, with over half of contributors in support of the Princess Park redevelopment and a number supporting other sport and recreational facilities such as the Sports Stadium.
- Some contributors either suggested reallocating capital budget towards different projects or were not in favour of specific projects.
- Requests to review certain fee structures and provide additional services to the community were received.

As a result of this feedback, Council have adjusted the 2024/2025 capital works program to fund a concept design for a community facility at Princess Park and contribute funding to renew the Shepparton Heritage Centre. Delivery of the Princess Park community facility is accounted for later in the four-year budget, however, is contingent on securing funding from other levels of government.

Amendments to Draft Budget including Public Submissions and Capital Re-budgets

Since the release of the 2024/2025 Draft Budget on 10 May 2024, and in consideration of revised information made available since that date, amendments to the budget have been made.

Amendments include:

- Updates to the Schedule of Fees and Charges.
- Capital projects fully or partially carried forward from the 2023/2024 financial year
- Capital projects added:
 - Yahna Gurtiji Shared Path Route 2 (Design).
 - Shepparton Sports City Enhancement Package.
 - Shepparton Heritage Centre Renewal.
 - Princess Park Concept Design.
- Rates and Charges - minor changes to the rate in the dollars based on final valuation data.
- Adjusted grant income and expenses across operating grant programs.
- Edgewater Estate Intersection construction re-budgeted into future financial years.
- Depreciation updated in line with movements in the capitalisation of assets in 2023/2024 and the updated 2024/2025 capital works budget.

Refer to Appendix C of the 2024/2025 Budget for further details on all amendments to the 2024/2025 Budget.

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
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 2024/2025 Budget has been prepared in accordance with accounting policies and the 2021-2031 Financial Plan.

Financial Implications

The 2024/2025 Budget operating position presented is an adjusted underlying operating deficit, which means that Council's budgeted operating expenditure will exceed budgeted operating revenues. This indicates financial sustainability issues.

Council's adopted Financial Plan 2021-2031 outlines a target of achieving a small underlying operating surplus by 2026/2027. The 2024/2025 Budget position evidences challenges in achieving this, including a rate cap that is lower than inflation, the impact of previous zero per cent rate rises, recovery of user fees following COVID and floods and significant increases to unavoidable expenditure such as insurances.

Council is also currently negotiating a new enterprise agreement which may place further pressure on the operating position.

The adopted Financial Plan 2021-2031 outlines strategic actions and budget assumptions to achieve an underlying operating surplus by 2026/2027, including:

- Growing revenues, including rates and user charges.
- Limiting growth of expenditure.
- Reviewing service levels and identifying efficiencies.

The 2024/2025 Budget operating position should be considered with regard to the adopted Financial Plan 2021-2031 and Council Plan 2021-2025.

Legal / Statutory Implications

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

Environmental / Sustainability Impacts

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

Social Implications

There are no social implications associated with this report.

Gender Impact Assessment

Officers reviewed the Gender Impact Assessment (GIA) which was undertaken during the development of this draft budget to ensure it remains compliant with Council's obligations outlined in the Gender Equality Act 2020.

A Gender Impact Assessment was not conducted.

Economic Impacts

There are no economic implications associated with this report.

Consultation

Community consultation was carried out in November and December 2023. Submitters were invited to provide feedback on what they would like to see included in the 2024/2025 Draft Budget. Submitters were heard by Council at a council briefing on 20 February 2024. A conversation report accompanied the Draft Budget, outlining key themes from the consultation and how the budget was influenced.

Following endorsement of the 2024/2025 Draft Budget by Council at an additional Council meeting held on 7 May 2024, Council sought feedback in response to the Draft Budget as outlined within the report.

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

- Financial Plan 2021-2031
- 2021-2025 Revenue and Rating Plan

Conclusion

The report presents the 2024/2025 Budget for adoption by Council.

Attachments

1. 2024/2025 Budget [9.3.1 - 125 pages]

9.4 Revenue and Rating Plan

Author	Team Leader - Rates and Revenue
Approved by	Director Corporate Services
Purpose	For Decision at a Council Meeting

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council adopt the revised 2021-2025 Revenue and Rating Plan, as attached.

Executive Summary

The Local Government Act 2020 (the Act) requires a Revenue and Rating Plan to be adopted for a period of at least four financial years by 30 June following a general election. Council adopted the current Revenue and Rating Plan (the Plan) at the Ordinary Council Meeting on 15 June 2021. A section within the Plan relates to Rates and Charges. Since the Plan was adopted, Council has requested a review of the Derelict Land rating differential which was discussed at a briefing on 20 February 2024.

The rating differentials directly impact ratepayers, therefore in line with Councils' Community Engagement Policy engagement is to be at inform or consult on the IAP2 Spectrum. The removal of the Derelict Land differential has a minimal impact on the ratepayer base as a whole, therefore informing the community of the proposed change was considered appropriate. The community was given the opportunity to provide feedback on the removal of the Derelict Land differential via Shaping Greater Shepp website, by email or post between 10 and 31 May 2024.

It is important to note that a change to rating differential's does not influence the total rates levied, the differentials determine the amount each property will contribute. The total amount of rates to be levied is determined through the annual budget process. This report will discuss the feedback received, the impact of removing the Derelict Land differential and changes required to the current Revenue and Rating Plan to reflect current legislation.

Report Detail

The changes to the Plan are reflected in Section 4.8 Rating Differentials, 4.12 Service Rates and Charges and 4.13 Collection and Administration of Rates and Charges. Minor updates to Sections 4.12 Service Rates and Charges and 4.13 Collection and Administration of Rates and Charges are due to a change in legislation which came into effect since the Plan was adopted on 15 June 2021.

SECTION 4.8 RATING DIFFERENTIALS

The community were asked if they support removing the Derelict Land differential. Of the 143 people that responded 69 said yes and 74 said no. Below is a summary of the meaningful comments in relation to the question. There were other comments which are not included in the below in relation to Princess Park, impact of floods and the housing shortage due to people owning multiple properties.

Summary

- At first glance removing the differential may reduce the encouragement of owners to do something about the issue.
- By removing it doesn't give accurate running costs.
- All properties need to be maintained. Council needs to enforce this.
- Charges should be made to encourage use of derelict land.
- If land is not being used don't include it on the plan.
- People who don't look after their properties should be fined.
- It's an additional cost to farmers who are already struggling.
- To be replaced with government housing.

The objective of the Derelict Land differential is to encourage responsible management of land and buildings, a sentiment that the community appears to share however, since its inception only one property has been reclassified from Derelict Land. Therefore, it could be argued that the differential is not meeting its objective. Council may need to investigate alternative options for encouraging and assisting ratepayers to responsibly manage their property.

When discussing rates, good taxation principles must also be considered. When determining rating differentials, both vertical equity and horizontal equity are relevant. Vertical equity would see that those who have more, pay more. The use of capital improved value to determine rates payable is the mechanism used for this. Horizontal equity refers to ratepayers in similar situations paying similar amounts, the use of differentials is the mechanism used to achieve this. The Derelict Land differential is calculated at 360% of the General differential, therefore it could be argued that these properties which are contributing 3.6 times more than other residential properties is inequitable.

Of the six assessments which are currently rated Derelict Land, five assessments would revert to the General rate and one to Commercial/Industrial. This change significantly reduces the rates levied against each of these properties, while having an immaterial impact on other ratepayers. The table below shows the rate in the dollar declared for each differential for 2023/2024 and what it could have been without the Derelict Land differential being within the current Revenue and Rating Plan.

Should the attached Revenue and Rating Plan be adopted there would be three rating differentials: General, Farm and Commercial/Industrial. The Plan is not proposing a change to the level of rate for each differential.

	Adopted 2023/2024 Rate in the dollar	Rates - Property Value = \$417,000	Possible 2023/2024 Rate in the dollar	Rates - Property Value = \$417,000
General	0.00335324	\$1,398.30	0.00335430	\$1,398.75
Farm	0.00301792	\$1,258.45	0.00301887	\$1,258.85
Comm/Ind	0.00687414	\$2,866.50	0.00687632	\$2,867.40

SECTIONS 4.12 SERVICE RATES AND CHARGES & 4.13 COLLECITON AND ADMINISTRATION OF RATES AND CHARGES

On 9 August 2022 the Local Government Legislation Amendment (Rating and Other Matters) Act 2022 was assented which impacts three sections of Councils Revenue and Rating Plan. These sections and the changes are described below and are reflected in the attachment.

4.12 Service Rates and Charges

Reference to water supply and sewage services have been removed from section 162 of the *Local Government Act 1989*. The Revenue and Rating Pan has been updated to remove such references also.

4.13.1 Payment Options

Section 171B was inserted into the *Local Government Act 1989* which legislates that a person may enter into a payment plan for payment of rates and charges. Council’s current Hardship Policy reflects the ability to enter into a payment plan with Council. This change doesn’t alter current practices undertaken by the Rates and Revenue team.

4.13.7 Debt Recovery

Section 180A was inserted into the *Local Government Act 1989* which legislates Council must not commence recovery in the Magistrates’ Court unless it has been 24 months since the ratepayer was notified, in writing, of the overdue amount and there is no current payment plan or deferral in place.

The removal of the Derelict Land differential is supported by Council Officers. It has not met its objective since being adopted in 2021. The other changes to the Plan are recommended to ensure the Plan is compliant with current legislation and in line with Councils everyday practices.

A full review of the Revenue and Rating Plan will be conducted after the 2024 Council elections as required by legislation.

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
The six assessments which have been rated as Derelict Land since its inception may query the change to and from the Derelict rating differential within three years	Unlikely	Minor	Low	Council has clear documentation in relation to why the differential was introduced and why it is being abolished that ratepayers can be talked through.

Policy Considerations

Council Financial Hardship Policy
 Kerbside Landfill Waste, Recycling and Organics Collections Policy

Financial Implications

A change to the Derelict Land differential does not impact the total rate revenue generated for any financial year.

The change will result in the revenue which would have been generated from the Derelict Land differential being redistributed amongst ratepayers.

Legal/Statutory Implications

The below legislation and guidelines have informed the recommendations to update Sections 4.12 Service Rates and Charges, 4.13.1 Payment Options and 4.13.7 Debt Recovery of the current Revenue and Rating Plan

- Local Government Act 1989
- Local Government Act 2020
- Local Government Legislation Amendment (Rating and Other Matters) Act 2022

Environmental/Sustainability Impacts

No environment or sustainability impacts have been identified.

Social Implications

As highlighted in the report a property being identified as Derelict Land equates to that ratepayer paying the highest rate without any tangible measure that there is a higher capacity to pay.

The objective of this differential is to encourage responsible management of land and buildings, since its inception only one property has been reclassified from Derelict Land, it could be argued that the differential is not meeting its objective.

Gender Impact Assessment

Officers reviewed the Gender Impact Assessment (GIA) Operational Policy and understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the Gender Equality Act 2020.

The following determination was made by officers.

A Gender Impact Assessment was not conducted.

This report does not meet the criteria to require an assessment.

Economic Impacts

No economic impacts have been identified.

Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Community was informed of the proposed changes to the Revenue and Rating Plan. Relevant feedback has been provided to Council to inform their decision making.	Shaping Greater Shepp Media Release Social Media Post

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

- Revenue and Rating Plan 2021-2025
- Financial Plan 2021-2031

Conclusion

The current Revenue and Rating Plan has four rating differentials General, Farm, Commercial/Industrial and Derelict Land. Council has engaged with the community, informing them of the proposed changes via Shaping Greater Shepp, Media Releases and Social Media Post in relation to the Draft Budget and Revenue and Rating Plan being open to feedback. Council Officers believe that in line with Councils Community Engagement Policy, the community engagement was appropriate.

This report has discussed the feedback received, the impact of removing the Derelict Land differential and why it is considered appropriate. The other changes to the Plan are to ensure it complies with current legislation and Councils everyday practices.

Attachments

1. Revenue and Rating Plan 2021-2025 [9.4.1 - 24 pages]

9.5 S6 Instrument of Delegation by Council to Members of Council Staff

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

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Greater Shepparton City Council (Council) resolves that:

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

Executive Summary

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

The Council has delegated the majority of its delegable powers to the Chief Executive Officer (CEO), who is permitted under the act to further sub-delegate these powers to other members of Councils staff.

The powers conferred on the Council under some legislative instruments cannot be delegated through the CEO, and must be delegated by resolution of Council directly to Council officers.

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

The Instrument of Delegation to Members of Staff was last adopted by Council on 17 October 2023.

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

Report Detail

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

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

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

Three new provisions were included within the bi-annual review. Two provisions relate to the *Planning and Environment Act 1987* in relation to tribunal applications, and one provision relates to the *Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2020* in relation to certificates of transfer display. These new provisions have been assessed and accepted by relevant Managers and Directors.

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.

Risk Management

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

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

Policy Considerations

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

Financial Implications

There are no direct financial implications arising from the *Instrument of Delegation to Members of Council Staff*.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

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

Gender Impact Assessment

Officers reviewed the Gender Impact Assessment (GIA) Operational Policy and understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the Gender Equality Act 2020.

A Gender Impact Assessment was not conducted as this Instrument does not meet the criteria to require an assessment.

Economic Impacts

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

Consultation

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

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

Conclusion

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

Attachments

1. S6 Instrument of Delegation by Council to Members of Council Staff - June 2024
[9.5.1 - 92 pages]

9.6 S18 Instrument of Sub-Delegation - Environment Protection Act 2017

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

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

In the exercise of the power conferred by s 242(2) of the Environment Protection Act 2017 and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, Greater Shepparton City Council (Council) resolves that:

- 1. The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.**
- 2. The instrument comes into force immediately upon being signed by Council's Chief Executive Officer and remains in force until Council determines to vary or revoke it.**

Executive Summary

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

Section 437 of the Environment Protection Act 2017 provides for Council to delegate powers, duties and functions to council officers. The Environment Protection Authority provides for the specific powers, duties and functions that are delegated to Council.

This instrument provides specified Council officers with the powers, duties and functions to allow them to make the day-to-day decisions necessary to provide responsive and high-quality services to the community.

Report Detail

The Environment Protection Authority has conferred powers relating to the regulation of residential noise, litter, waste and on-site wastewater management.

The attached Instrument of Delegation has been prepared in accordance with the templates provided by Maddocks Lawyers as part of Council's subscription service. This instrument has undergone its bi-annual review and no legislative changes have been made.

Council Plan/Key Strategic Activity

LEADERSHIP AND GOVERNANCE

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

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

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

ENVIRONMENT

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

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

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

Risk Management

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

Policy Considerations

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

Financial Implications

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

Legal/Statutory Implications

The adoption of this Instrument of Delegation ensures that decisions made by Council officers are legally compliant and enforceable.

Environmental/Sustainability Impacts

There are no strategic environmental or sustainability impacts with the adoption of this instrument of delegation.

Social Implications

There are no direct social implications arising from the adoption of this instrument of delegation.

Gender Impact Assessment

Officers reviewed the Gender Impact Assessment (GIA) Operational Policy and understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the Gender Equality Act 2020.

A Gender Impact Assessment was not conducted as this Instrument does not meet the criteria to require an assessment.

Economic Impacts

There are no economic impacts arising from the adoption of this instrument of delegation.

Consultation

The review of the Instrument of Delegation was completed through Council's delegation software.

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.

Conclusion

It is recommended that the updated Instrument of Delegation under the Environment Protection Act 2017 be approved, as regular reviews are undertaken in accordance with best practice guidelines and meet the current legislative requirements.

Attachments

1. S18 Instrument of Sub-Delegation - Environment Protection Act 2017 - May 2024
[9.6.1 - 5 pages]

10 Infrastructure Directorate

10.1 Sport and Recreation Facilities Fair Access Policy and Action Plan

Author Sporting Clubs Officer
Approved by Director Infrastructure
Purpose For Decision at a Council Meeting

Disclosures of Conflict of Interest in Relation to this Report

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

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

RECOMMENDATION

That the Council:

- 1. adopt the Sport & Recreation Facilities Fair Access Policy, as attached; and**
- 2. note the associated Sport & Recreation Facilities Fair Access Policy - Action Plan, as attached.**

Executive Summary

The Sport and Recreation Facilities Fair Access Policy seeks to address known barriers experienced by women and girls in accessing and using community sports facilities. The Policy aims to progressively build capacity and capabilities of Greater Shepparton City Council in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports facilities.

The purpose of this report is to present the Sport & Recreation Facilities Fair Access Policy to Council for adoption and note its associated action plan. The action plan outlines the steps and strategies Council will undertake to support the inclusion of women, girls and diverse groups in accessing and using community sports infrastructure. This action plan has been approved by the Executive Team.

The policy seeks to:

- Meet legislative compliance as it will be mandatory for Council to hold an endorsed policy under the *Victorian Gender Equality Act 2020*;
- Address known barriers experienced by women and girls in accessing and using community sports infrastructure; and
- To progressively build capacity and capabilities of Council in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

Report Detail

The Victorian State Government has developed a reform agenda to address the traditional structures and way community sport and recreation organisations operate to change the systems that have perpetuated gender inequality. It involves the implementation of all nine recommendations from the 2015 Inquiry into Women and Girls in Sport and Active Recreation.

The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector.

This Policy and its associated action plan are based on six (6) principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

These principles are:

1. Community sports facilities and environments are genuinely welcoming, safe, and inclusive.
2. Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.
3. Women and girls will have equitable access to and use of community sport facilities:
 - a. of the highest quality available and most convenient.
 - b. at the best and most popular competition and training times and locations.
 - c. to support existing and new participation opportunities, and a variety of sports.
4. Women and girls should be equitably represented in leadership and governance roles.
5. Encourage and support all user groups who access and use community sport Facilities to understand, adopt and implement gender equitable access and use practices.
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport facilities.

Council recognises that gender equality is the attainment of equal rights, responsibilities, and opportunities of women, men, trans and gender diverse people. Equality does not mean that women, men, trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.

Council recognises that gender equity is the provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have unique needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.

The *Gender Equality Act 2020* requires Victorian organisations, including local Councils, to take positive action towards achieving gender equality and to consider and promote gender equality in their policies, programs, and services. This policy is designed to comply with the *Gender Equality Act 2020*, and the wider Victorian Government gender equality strategy.

The Sport and Recreation Facilities Fair Access Policy seeks to address known barriers experienced by women and girls in accessing and using community sports facilities. The Policy aims to progressively build capacity and capabilities of Greater Shepparton City Council in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports facilities.

Accessing Victorian Government community sport infrastructure funding programs will require evidence of gender equitable access and use policies and action plans being in place and advancing from 1 July 2024. As of 1 July 2024, any council without an adopted Policy will be considered ineligible for Victorian Government community sports Infrastructure funding.

In accordance with the Fair Access Policy Roadmap, all Victorian Councils will need to have gender equitable access and use policies in place to ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities by 1 October 2024.

The purpose of this report is to present the Sport & Recreation Facilities Fair Access Policy to Council for adoption and note its associated action plan. The action plan outlines the steps and strategies Council will undertake to support the inclusion of women, girls and diverse groups in accessing and using community sports infrastructure. This action plan has been approved by the Executive Team.

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.

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.

2.1 Council will promote the use of the Universal Design Principles across the region to ensure fair and reasonable access for all members of our community.

2.9 Community members are supported to achieve and sustain physical, emotional and creative wellbeing.

INFRASTRUCTURE and TECHNOLOGY

We will focus on the planning of our region's requirements to enable delivery of technology and infrastructure to meet the current and future needs of the community.

4.11 Develop and improve Community and recreation facilities.

Risk Management

All Victorian Sport and Recreation funding will require Council to have an adopted Fair Access Policy to make any funding application after 1 July 2024. From 1 July 2024, any council without an adopted Policy will be considered ineligible for Victorian Government community sports Infrastructure funding. Failure to do so will have significant reputational, financial and service delivery risks to Council.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Inability to access Federal or State funding opportunities related to Community Sport Infrastructure.	Possible	Major	12	Council adopts this policy in line with the Fair Access Roadmap

Policy Considerations

The policy aligns with the objectives of the *Gender Equality Act 2020* and the *Fair Access Policy Roadmap*.

Financial Implications

There is no direct financial impact in the development of the Sport & Recreation Fair Access Policy and Action Plan. However, From 1 July 2024, any Council without an adopted Policy will be considered ineligible for Victorian Government community sports Infrastructure funding.

Failure to do so will have significant financial and service delivery risks to Council

Legal/Statutory Implications

The Policy enables effective and efficient integration of the requirements of the *Gender Equality Act 2020*, the *Local Government Act 2020* and the *Public Health and Wellbeing Act 2008*.

Environmental/Sustainability Impacts

There is no environmental impact associated with this report.

Social Implications

This policy progressively builds capacity and capabilities of Council in the identification and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

Gender Impact Assessment

Officers reviewed the Gender Impact Assessment (GIA) Operational Policy and understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the *Gender Equality Act 2020*.

A Gender Impact Assessment was conducted, and Officers have reviewed any recommendations that were made.

In accordance with this Policy Greater Shepparton City Council commits to undertake a GIA on all current community sports facilities access and use policies and processes, and to consider opportunities to strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles.

Economic Impacts

There is no economic impact associated with this report.

Consultation

In developing this policy, officers have consulted with internal departments including the Gender Equity Working Group.

The content of this policy is guided by the Fair Access Policy Roadmap as developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and Vic Health in collaboration with local government, state sporting bodies and other Groups. In the development of the Fair Access Policy Roadmap a large range of consultation was held with various parts of the sector including the commission for Gender Equality in the Public Sector, Department of Health, the Victorian Equal Opportunity and Human Rights Commission.

Both the Office for Women in Sport and Recreation and the local Valley Sport office have been consulted with in the development of this policy and have reviewed it prior to it being presented for adoption.

The Council will continue to collaborate with and support other local sport and recreation organisations, ensuring alignment with community needs and objectives.

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

- Council Plan 2017-2021
Goal 1 – Active and Engaged Communities (social)
- Municipal Public Health and Wellbeing Plan
- Sport 2050 Strategy

Conclusion

Council Officers are seeking endorsement for the adoption of the Sport & Recreation Facilities Fair Access Policy at the June 2024 Ordinary Council Meeting

Accessing Victorian Government community sport infrastructure funding programs will require evidence of gender equitable access and use policies and action plans being in place and advancing from 1 July 2024. As of 1 July 2024, any council without an adopted Policy will be considered ineligible for Victorian Government community sports Infrastructure funding.

Attachments

1. Sport and Recreation Facilities Fair Access Policy [10.1.1 - 11 pages]
2. Sport and Recreation Facilities Fair Access Policy - Action Plan [10.1.2 - 7 pages]

11 Confidential Management Reports

11.1 Designation of Confidentiality of Information - Report

The following report and the associated attachment have been designated confidential under Governance Rule 108 and in accordance with the definition of *Confidential Information* in the Local Government Act 2020 (the Act).

- Chief Executive Officer - Key Performance Indicators July 2024 - June 2025

These documents contain information, which is consistent with the Local Government Act 2020, definition of 'personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs'.

11.2 Close Meeting to Members of the Public

RECOMMENDATION

That pursuant to section 66(1) of the Local Government Act 2020, resolve that the Council Meeting be closed to members of the public for consideration of the following confidential item:

- **Chief Executive Officer – Key Performance Indicators July 2024 – June 2025**

12 Documents for Signing and Sealing

Nil Received.

13 Councillor Reports

13.1 Councillor Activities

13.1 Councillor Activities - May 2024

Author	Governance Support Assistant
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.

Mayor's Community Interaction and Briefing Program

From 1 May 2024 to 31 May 2024, the Mayor has been involved in the following activities:

Murray Darling Association | Southern Basin Forum 2024

Mayor, Cr Shane Sali

Meeting & CBD Walk | GSCC Mayor & CEO and Mildura Rural Council

Mayor, Cr Shane Sali

Shepparton Harness Racing Club | 'Pacing for Pink' Event & McGrath Foundation

Mayor, Cr Shane Sali

Foresters' Hall Plaque Unveiling - Shepparton Heritage Centre

Mayor, Cr Shane Sali

Walk Safely to School Day | Bouchier Street Primary School

Mayor, Cr Shane Sali

Careers Day Out Event – Welcoming Koorie Big Day Out Hub

Mayor, Cr Shane Sali

Sirius College - Shepparton | Eid Festival

Mayor, Cr Shane Sali

Development Hearing Panel Meeting

Mayor, Cr Shane Sali

Resilience in Recovery | 'Under the Stars'

Mayor, Cr Shane Sali

Rotary Club of Mooroopna | 60th Anniversary Celebration

Mayor, Cr Shane Sali

Museum Of Vehicle Evolution

Mayor, Cr Shane Sali

CA & GSBN | May - After 5 Networking Event

Mayor, Cr Shane Sali

Shepparton Network Primary Schools

Mayor, Cr Shane Sali

Regional Cities Victoria EMG

Mayor, Cr Shane Sali

Engagement of Secretariat, Lobbying & Advocacy Services

Mayor, Cr Shane Sali

Go Nagambie! | Council Candidate Evening

Mayor, Cr Shane Sali

Citizenship Ceremony

Mayor, Cr Shane Sali

Shepparton Philanthropy Summit 2024 Smoking Ceremony and Welcome to Country

Mayor, Cr Shane Sali

Motor Neurone disease (MND) | Bunnings & The Big Freeze Event

Mayor, Cr Shane Sali

Shepparton Feathers Badminton Club | Intercommunity Tournament

Mayor, Cr Shane Sali

Galen Catholic College Year 10 - Geography Fieldwork

Mayor, Cr Shane Sali

Evens Shoes Birthday – 127 Years in Business

Mayor, Cr Shane Sali

SCA & GSBN | May – After 5 Networking Event

Mayor, Cr Shane Sali

Local Government Mayoral Advisory Panel Meeting

Mayor, Cr Shane Sali

Williamson Community Leadership Program 2024 – Shepparton Presentation

Mayor, Cr Shane Sali

State Budget Launch | CRP Table

Mayor, Cr Shane Sali

Mayor and Councillors' Community Interaction and Briefing Program

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

Meeting | Local Government Inspectorate

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

End of Harvest Celebration

Cr Fern Summer
Cr Anthony Brophy

Wendy Lovell | State Budget Briefing Shepparton

Mayor, Cr Shane Sali
Cr Anthony Brophy

Greater Shepparton Community Leadership Program 2024 – Launch

Mayor, Cr Shane Sali
Cr Anthony Brophy

Hill Top Golf Club & Big Ideas Festival | May - After 5 Networking Event

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

Municipal Association of Victoria (MAV) | State Council Meeting

Cr Dinny Adem

Vesak Day Celebration – Shepparton

Mayor, Cr Shane Sali
Cr Anthony Brophy
Cr Fern Summer

15th Annual Greater Shepparton Volunteer Recognition Awards

Mayor, Cr Shane Sali
Deputy Mayor, Cr Sam Spinks
Cr Dinny Adem
Cr Anthony Brophy
Cr Fern Summer
Cr Geoff Dobson
Cr Ben Ladson
Cr Seema Abdullah

IDAHOBIT Day 2024

Deputy Mayor, Cr Sam Spinks
Cr Anthony Brophy

GV Hospice | 2024 Community Memorial

Mayor, Cr Shane Sali
Cr Anthony Brophy
Cr Ben Ladson
Cr Geoff Dobson

Shepparton Philanthropy Summit 2024

Mayor, Cr Shane Sali
Deputy Mayor, Cr Sam Spinks
Cr Seema Abdullah

Greater Shepparton Secondary College | School Assembly - Africa Day Celebration

Cr Anthony Brophy

Shepparton Heritage Centre | Monash Park Panel Reveal

Mayor, Cr Shane Sali
Deputy Mayor, Cr Sam Spinks
Cr Dinny Adem
Cr Anthony Brophy
Cr Fern Summer
Cr Ben Ladson

Australian Botanic Gardens Shepparton | Open Day

Mayor, Cr Shane Sali
Deputy Mayor, Cr Sam Spinks
Cr Anthony Brophy
Cr Fern Summer

Shepparton Region Reconciliation Group | Sorry Day

Mayor, Cr Shane Sali
Deputy Mayor, Cr Sam Spinks
Cr Dinny Adem
Cr Anthony Brophy
Cr Fern Summer
Cr Geoff Dobson

Sorry Day - Morning Tea

Mayor, Cr Shane Sali
Deputy Mayor, Cr Sam Spinks
Cr Anthony Brophy
Cr Fern Summer
Cr Geoff Dobson

Shepparton Malayalee Association - SHEMA | Comedy Star Night 2024

Deputy Mayor, Cr Sam Spinks

Youth Leading the World Opening Event

Mayor, Cr Shane Sali
Deputy Mayor, Cr Sam Spinks
Cr Anthony Brophy
Cr Geoff Dobson

Youth Leading the World Congress - Community Forum

Cr Anthony Brophy

La Trobe University | Shepparton Graduation and Prize Ceremony

Mayor, Cr Shane Sali

Deputy Mayor, Cr Sam Spinks

Attachments

1. Informal Meetings of Council - CEO and Councillor Catch Up - 23 April 2024 [**13.1.1** - 2 pages]
2. Informal Meetings of Council - CEO and Councillor Catch Up - 30 April 2024 [**13.1.2** - 2 pages]
3. Informal Meetings of Council - Councillor Briefing - 7 May 2024 [**13.1.3** - 2 pages]
4. Informal Meetings of Council - Councillor Briefing - 14 May 2024 [**13.1.4** - 3 pages]
5. Informal Meetings of Council - Councillor Briefing - 21 May 2024 [**13.1.5** - 1 page]
6. Informal Meetings of Council - CEO and Councillor Catch Up - 14 May 2024 [**13.1.6** - 1 page]
7. Informal Meetings of Council - CEO and Councillor Catch Up - 21 May 2024 [**13.1.7** - 1 page]

14 Notice of Motion, Amendment or Rescission

Nil Received.

15 Urgent Business not Included on the Agenda

Nil Received.

16 Close of Meeting