

AGENDA

FOR THE
GREATER SHEPPARTON CITY COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD ON
TUESDAY 16 APRIL, 2019
AT 5.30PM

IN THE COUNCIL BOARDROOM

COUNCILLORS:

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

VISION

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

A G E N D A
FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
TUESDAY 16 APRIL, 2019 AT 5.30PM

CHAIR
CR KIM O'KEEFFE

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RISK LEVEL MATRIX LEGEND

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

Likelihood	Consequences				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5) Would be expected to occur in most circumstances (daily/weekly)	LOW	MEDIUM	HIGH	EXTREME	EXTREME
Likely (4) Could probably occur in most circumstances (i.e. Monthly)	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
Possible (3) Reasonable probability that it could occur (i.e. over 12 months)	LOW	LOW	MEDIUM	HIGH	HIGH
Unlikely (2) It is not expected to occur (i.e. 2-5 years)	LOW	LOW	LOW	MEDIUM	HIGH
Rare (1) May occur only in exceptional circumstances (i.e. within 10 years)	LOW	LOW	LOW	MEDIUM	HIGH

- Extreme** Intolerable – Immediate action is required to mitigate this risk to an acceptable level. Event/Project/Activity is not to proceed without authorisation
- High** Intolerable – Attention is needed to treat risk.
- Medium** Variable – May be willing to accept the risk in conjunction with monitoring and controls
- Low** Tolerable – Managed by routine procedures

PRESENT:

1. ACKNOWLEDGEMENT

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

2. 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. APOLOGIES

RECOMMENDATION

That the apology from Cr Summer be noted, and a leave of absence granted.

4. DECLARATIONS OF CONFLICT OF INTEREST

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

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

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the minutes of the Ordinary Council meeting held 19 March 2019, as circulated, be confirmed.

6. PUBLIC QUESTION TIME

7. INFRASTRUCTURE DIRECTORATE

7.1 Advertising of Community and Aerodrome Leases

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

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

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

Council Officers involved in producing this report

Author: Coordinator Property, Property Officer

Proof reader(s): Manager Strategic Assets

Approved by: Director Infrastructure

Executive Summary

Council has a number of lease agreements with community groups that will expire over the next 12 months or have actually expired.

Council also has leases with individuals and companies at the Shepparton Aerodrome that are due to expire over the next 18 months. In response to requests from lessee's and support of the Aerodrome advisory committee the new lease documents for hangars at the aerodrome will be for a 10 year period with a 10 year option, however recognising the possibility of a new aerodrome location will include a clause protecting Council against claims for costs in the event of relocation.

Authorisation is being sought to advertise those leases in accordance with the *Local Government Act 1989* as and when they fall due.

RECOMMENDATION

That the Council:

1. in accordance with Section 223 of the *Local Government Act 1989 (the Act)*, provide public notice in the Shepparton News of the intention to grant the following leases:

Community Leases

Property	Expiry Date
Kialla Recreation Reserve Office	31 January 2017
Scout Hall, 18A Reserve Street, Kialla	30 November 2019
Mooroopna Guides & Scouts Complex, 200 Echuca Road, Mooroopna	31 December 2019

Aerodrome Leases

Property	Expiry Date
Hangar 2 South 7810 Goulburn Valley Highway, Kialla	31 January 2019
Hangar 1 South 7810 Goulburn Valley Highway, Kialla	30 April 2019
Hangar 5 North 7810 Goulburn Valley Highway, Kialla	30 June 2020

7. INFRASTRUCTURE DIRECTORATE

7.1 Advertising of Community and Aerodrome Leases (continued)

Southern Terminal 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 10 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 3 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 2 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 12 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 4A (Fuel Site) 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 11 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 8 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 7 North, 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 9 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 13 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 6 North 7810 Goulburn Valley Highway, Kialla	30 June 2020
Southern Terminal 7810 Goulburn Valley Highway, Kialla	30 June 2020
Hangar 14 North 7810 Goulburn Valley Highway, Kialla	30 June 2020

2. stipulate in the public notice that persons may make a submission on the leases in accordance with Section 223 of *the Act*;
3. authorise the Chief Executive Officer to undertake the administrative procedures necessary to enable the Council to carry out its functions under Section 223 of *the Act* in relation to this matter;

if submissions are received under Section 223 of *the Act*:

- (a) a Special Council Meeting be convened at a date and time to be determined to hear from any person or persons who request to be heard in support of a Section 223 written submission; and
 - (b) a report on any Section 223 submissions received by the Council, along with a summary of any hearings held, be provided to the Special Council Meeting.
4. note that the matter will be determined by Council at a future Council Meeting once submissions close.

7. INFRASTRUCTURE DIRECTORATE

7.1 Advertising of Community and Aerodrome Leases (continued)

Background

Council has one expired lease and 3 leases that will expire over the next 12 months. Council is required under the *Local Government Act 1989* to advertise its intention to lease these before it can reoffer to the community groups who currently lease those facilities. The community lease arrangements that will be offered to the community groups will be for a 5 year lease with two 5 year options. Each of the community groups will pay a rent of approximately \$230 to \$250 per annum.

The lease for the Goulburn Murray AFL Commission, which is currently leasing office space at Kialla Recreation Reserve, expired in January 2017. New lease agreements were prepared and forwarded to the Commission in 2017 but those lease agreements have only just been signed by the Commission but have not been signed by the Council.

Seventeen leases at the Shepparton Aerodrome are ending their final terms, two in 2019 and the balance in 2020. These tenants will be offered 10 year leases with a further 10 year option. Each of the aerodrome leases will have a relocation clause which will allow for the relocation of the aerodrome at any time during the lease period and not expose Council to compensation.

Council Plan/Key Strategic Activity

One of the aims identified in the Council Plan 2017-2021 under Built is “*Quality infrastructure is provided and maintained to acceptable standards*”. The provision of these new leases will allow the organisations to continue in occupation of the facilities, some of which have been built by the organisations, into the future.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Community groups continuing in occupation of premises without lease agreements in place	Medium	Low	Low	Ensure new leases are put in place to address this issue.
That the aerodrome is relocated during the lease term	Medium	Low	Low	Ensure each of the lease agreements has a relocation clause.

Policy Considerations

This proposal does not conflict with any current Council policies.

Financial Implications

There are no financial implications. Each of the community organisations pays a community rent of approximately \$230 - \$250 per annum for their occupation of the respective premises. The tenants at the aerodrome pay a per square meter amount for the sites that they rent at the aerodrome, based on a rate determined by valuation.

Legal/Statutory Implications

The new leases will be publicly advertised pursuant to section 223 of the *Local Government Act 1989*.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts identified with this proposal.

7. INFRASTRUCTURE DIRECTORATE

7.1 Advertising of Community and Aerodrome Leases (continued)

Social Implications

The provision of these leases will allow the community organisations to continue in their occupation of Council premises and allow these groups to provide community activities and services, which promote health and well-being and/or develop a strong sense of community.

Economic Impacts

There are no economic impacts which have been identified with this proposal.

Consultation

Consultation has and will continue with the Aerodrome Advisory Committee regarding terms and conditions of the leases.

Section 223 provisions of the *Local Government Act 1989* will be followed to ensure the general community is aware of the proposals to enter into the leases.

Strategic Links

Greater Shepparton 2030 Strategy

One of the strategies identified in the 2030 Objectives and Strategies is to “*Enhance social connectedness, physical and mental health and well-being, education and participatory opportunities to improve liveability and provide a greater range of community services.*”

Conclusion

That the Council authorise the advertising of leases noted in the recommendation of this report as they fall due.

Attachments

Nil

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019

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

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

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

Council Officers involved in producing this report

Author: Sporting Clubs Officer

**Proof reader(s): Team Leader Sports Development and Strategic Planning,
Manager Parks, Sport and Recreation**

Approved by: Director Infrastructure

Executive Summary

Greater Shepparton City Council received fifteen applications for the second round of Our Sporting Future Funding 2018/2019: Two applications withdrew prior to assessment due to ineligibility relating to the guidelines.

- Minors Category (not exceeding \$15,000.00) – Eight applications
- Sports Aid Category – Six Applications
- Majors Category (not exceeding \$30,000.00) – One Application

All applications were assessed taking into account guidelines and budget available.

The following applications are being recommended for funding:

Minors Category

- Tallygaroopna Recreation Reserve Committee of Management (CoM) – Air Conditioning and ventilation
- Tatura Lawn Tennis Club Inc. - TLTC Facilities Upgrade 2019
- Murchison–Toolamba Football Netball Club – Netball Family Friendly Focus
- Northern Victoria Show jumping Club – Future Proofing World Cup Quality Arena
- Katandra Cricket Club – Eagles Secure Storage Shed
- Tallygaroopna Bowling Club – Club Improvements
- Shepparton United Football Netball Club – SUFNC Honour Board Upgrade

**One applicant was withdrawn from Sports Aid category. The application was not able to meet the guideline requirements and also did not fit within this category. Feedback was provided to the applicant and assistance given to support a new application in future rounds*

Sports Aid Category

- Shepparton Soccer Club – MiniRoos Kick Off for Girls & Regional Girls Development Program
- Shepparton Junior Soccer Association – The First Kinder Roos Program
- Tallygaroopna Football Netball Club - Tallygaroopna Junior Girls
- Shepparton Athletics Club – Walk Up & Run Athletics
- Shepparton Swans Football Netball Club – Strategic, Operational & Participation Growth Plan for our Organisation

**One applicant was withdrawn from Sports Aid category. The application was not able to meet the guideline requirements and also did not fit within this category.*

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

Feedback was provided to the applicant and assistance given to support a new application in future rounds

Majors Category

- Central Park/St Brendan's Cricket Club – Wicket Roller Purchase and Storage Shed Purchase and Install

RECOMMENDATION

That the Council approve the recommendations of the assessment panel and subsequent funding for the following Our Sporting Future 2018/2019 Round Two projects:

Our Sporting Future – Minors Category

Club	Project	Allocation Excluding GST	Allocation Including GST
Tallygaroopna Recreation Reserve CoM	Air Conditioning and Ventilation	\$10,117.47	\$11,129.22
Tatura Lawn Tennis Club	TLTC Facilities Upgrade 2019	\$8,300.00	\$9,130.00
Murchison-Toolamba Football Netball Club	Netball Family Friendly Focus	\$11,500.00	\$12,650.00
Northern Victoria Show Jumping Club	Future Proofing World Cup Quality Arena	\$3,000.00	\$3,300.00
Katandra Cricket Club	Eagles Storage Shed	\$5,733.50	\$6,306.85
Tallygaroopna Bowling Club	Club Improvements	\$12,233.75	\$13,457.12
Shepparton United Football Netball Club	SUFNC Honour Board Upgrade	\$3,427.50	\$3,770.25
Sub Total		\$54,312.22	\$59,743.44

Our Sporting Future – Sports Aid Category

Club	Project	Allocation Excluding GST	Allocation Including GST
Shepparton Soccer Club	MiniRoos Kick Off for Girls & Regional Girls Development Program	\$5,000.00	\$5,500.00
Shepparton Junior Soccer Association	The First Kinder Roos Program	\$1,978.32	\$2,176.15
Tallygaroopna Football Netball Club	Tallygaroopna Junior Girls	\$1,608.48	\$1,769.33
Shepparton Athletics Club	Walk Up & Run Athletics	\$4,055.00	\$4,055.00
Shepparton Swans Football Netball Club	Strategic, Operational & Participation Growth Plan for our Organisation	\$2,698.00	\$2,967.80
Sub Total		\$15,339.80	\$16,468.28

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

Our Sporting Future – Major Category

Club	Project	Allocation Excluding GST	Allocation Including GST
Central Park/St Brendan's Cricket Club	Wicket Roller purchase and Storage Shed purchase and Install	\$26,481.54	\$29,129.70
	Sub Total	\$26,481.54	\$29,129.70
	Total	\$96,133.56	\$105,341.42

Background

The Our Sporting Future Funding Program has been established to assist community organisations with the implementation of small to medium sized facility development projects. The types of projects that may be funded include:

- Sports surface development
- OHS and public safety improvements
- Lighting upgrades
- Pavilion upgrades
- Shade for participants
- Disability Access

The program also assists with development programs for new and developing sporting organisations throughout Greater Shepparton. Clubs such as the reformation of the Shepparton Rowing Club and the Shepparton Rugby Union Club have benefited from the Our Sporting Future Funding, Sports Aid program.

The funding program provides three categories for funding:

- Major facility development – for projects on a \$1 for \$1 basis but not exceeding \$30,000
- Minor facility development – for projects on a \$1 for \$1 basis but not exceeding \$15,000
- Sports Aid - funding between \$500 and \$5,000 (without matching contributions) for special sports projects that provide support to new and developing sporting organisations, for special access and participation projects, or for planning initiatives that address the future sport and recreation needs of the club/organisation

The Our Sporting Future Funding applications are assessed in two rounds annually, with the first round closing at the end of July each year and the second round closing in February each year.

A cross department assessment team was developed to improve the assessment of applications. The team consists of the following members:

- Sports Events Officer – Tourism & Events
- Community Development Officer – Community Strengthening
- Team Leader Sports Development & Strategic Planning – Parks, Sport & Recreation

The Our Sporting Future Funding Program is available for all sporting/recreational groups within the municipality. The program was advertised this year in the Shepparton News and through social media, In addition Council held various grants information sessions at

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

various different times for the community, to help promote all Council grants. This campaign was highly successful and has increased the number of applications dramatically compared to the last two rounds. The program is also promoted on Council's external website with testimonials from previous recipients of funding. ValleySport, the Goulburn Valley's regional sports assembly, actively advertise the funding program through their network of known local community sport and recreation groups and via a monthly newsletter reaching over 640 recreation and sporting contacts in the Greater Shepparton Region.

The Our Sporting Future Funding Program has an acquittal process at the completion of the project. An electronic funding acquittal form is received including supporting documentation of invoices and photographs of installation. A Council Officer also undertakes a site visit.

Details of each project

Tallygaroopna Recreation Reserve Committee of Management

Funding Category	Minor		
Project	Air Conditioning and Ventilation		
Short project description	This project is to install split system air conditioning in the kitchen and function room of the Community Centre. It also involves installing automated heat extraction fans from the main cool room, a second store room holding the facilities' freezer and the booth in the player change rooms building.		
Who will benefit from the project	<ul style="list-style-type: none"> - Regular users; Lions, Cricket and Football Clubs - Casual hirers - Management Committee, (lower running costs, more hirers, less equipment replacements required) 		
Total Project Cost	\$20,234.94	Organisation Cash	\$10,117.47
Requested Council Contribution	\$10,117.47	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

Tatura Lawn Tennis Club

Funding Category	Minor		
Project	Tatura Lawn Tennis Club		
Short project description	TLTC Facilities Upgrade 2019		
Who will benefit from the project	The beneficiaries of the project will be the 110 female and male club members (juniors and seniors), up to 40 visiting competition tennis players on Saturdays, people hiring the synthetic grass courts to play night tennis under the recently installed lights, spectators, participants in the annual Labour Day and Veterans Tennis Tournaments and potentially hundreds of people hiring the club-house.		

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

Total Project Cost	\$16,600.00	Organisation Cash	\$8,300.00
Requested Council Contribution	\$8,300.00	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

Murchison-Toolamba Football Netball Club

Funding Category	Minor		
Project	Netball: Family Friendly Focus		
Short project description	Improving the quality of Court 2 to allow our club to cater for additional netball grades in 2020 and beyond.		
Who will benefit from the project	This project will benefit the Murchison-Toolamba FNC, the Kyabram District FNL and our opposing clubs. The Murchison Recreation Reserve is a central location for the league and is often utilised for interleague training and finals.		
Total Project Cost	\$23,000.00	Organisation Cash	\$5,750.00
Requested Council Contribution	\$11,500.00	Organisation In Kind	\$5,750.00
Recommendation from the assessment panel	The project is consistent with the criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

Northern Victoria Show jumping Club

Funding Category	Minor		
Project	Future Proofing World Cup Quality Arena		
Short project description	The club requires the laying of a significant amount of sand on our arenas to ensure they are useable to an acceptable standard by Equestrian Victoria, the governing body and Equestrian Federation Australia to run specific 'World Cup Qualifier' events at our grounds.		
Who will benefit from the project	Greater Shepparton economically will benefit from the project with increased entries in events held at WB Hunter. The club and members will benefit from increased competitors creating a challenging and thriving event for all. The ability to hold certain events that require the highest standard of surface will increase our member base and show entries significantly.		
Total Project Cost	\$6,243.12	Organisation Cash	\$3,243.12
Requested Council Contribution	\$3,000.00	Organisation In Kind	0

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

Recommendation from the assessment panel	The project is consistent with the criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.
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Katandra Cricket Club

Funding Category	Minor		
Project	Eagles Secure Storage Shed		
Short project description	Provide a secure storage shed for the Cricket Club/Football, Netball and community facilities.		
Who will benefit from the project	The whole community will benefit (with the towns community assets stored) as will the sporting clubs that will use the storage shed. Primarily the Cricket and Football/Netball Clubs and the Katandra West Community Facilities CoM which have been consulted and both support the proposal.		
Total Project Cost	\$11,467.00	Organisation Cash	\$5,733.50
Requested Council Contribution	\$5,733.50	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

Tallygaroopna Bowls Club

Funding Category	Minor		
Project	Club Improvements		
Short project description	We are looking to replace all current old, some broken, wooden seats with new aluminium seats. Updating all old scoreboards with new easier to use ones. New shade areas up one of the greens. Re concrete all ditches around the greens		
Who will benefit from the project	The Tallygaroopna Bowls Club will benefit both in a continuous growth and improvement area as well as financially. With us trying to improve our facilities this will in turn make bowlers want to come to our club and not somewhere else, and with people seeing the improvements we want to make start happening this just strengthens all of the above. Growth in both player numbers and in turn financially, thus strengthening the club as a whole.		
Total Project Cost	\$24,467.50	Organisation Cash	\$12,233.75
Requested Council Contribution	\$12,233.75	Organisation In Kind	0

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

Recommendation from the assessment panel	The project is consistent with the criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.
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Shepparton United Football Netball Club

Funding Category	Minor		
Project	SUNFC Honour Board Upgrade		
Short project description	Shepparton United Football Netball Club Honour Board Upgrade project involves installing new digitally enhanced honour boards in the club rooms at Deakin Reserve. The current honour boards will be dismantled and removed, as they are ageing and are nearly at full capacity.		
Who will benefit from the project	The project will benefit all our 800 members and the surrounding community as they will be able to view and access the clubs records and achievements made over the last 70 years. This includes 300 playing members, supporters, coaches, trainers, 80 life members, parents and our sponsors. The committee and our life members believe this project is important for the club's future, culture and morale.		
Total Project Cost	\$6,855.00	Organisation Cash	\$3,427.50
Requested Council Contribution	\$3,427.50	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

Shepparton Soccer Club

Funding Category	Sports Aid		
Project	MiniRoos Kick Off for Girls & Regional Girls Development Program		
Short project description	There are two parts to this project that we intend to run for FREE and for GIRLS ONLY. The first is the Aldi MiniRoos Kick Off for Girls ages 5-9. The second is the Regional Girls Development Program for ages 10-16. The two programs are designed to attract female players to the club, the sport and provide a place for girls to improve their skills. Government research indicates that female participation in active sport is less than it could (should) be and hence females miss out on reaping the benefits of physical activity, social interaction and inclusion, networking, self-esteem, etc. We want to increase female participation in sport and hopefully maximise. It will also make sure that the players have access to essential equipment, uniforms and the creation of an inclusive environment so that as many barriers to participation that we		

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

	can control are lowered / removed. In summary the program will be free (or very minimal cost) to participants which will be funded by this grant, our club and significant in kind effort.		
Who will benefit from the project	Discussions were had with Atila Kerestas, Football Victoria Club Ambassador, who is on board to get these programs started with our Club. The Aldi MiniRoos Kick Off program should have up to 20 girls participating between the ages of 4 and 9. The Regional Girls Development Program should have over 20 girls participating. We want to invite as many girls as we can in the Greater Shepparton between the ages of 10 and 16 area to participate. We will be consulting with Football Victoria and those who are part of the Aldi Mini Roos program.		
Total Project Cost	\$6,212.00	Organisation Cash	\$1,212.00
Requested Council Contribution	\$5,000.00	Organisation In Kind	
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of projects for special access and/or participation projects.		

Shepparton Junior Soccer Association

Funding Category	Sports Aid		
Project	The First Kinderoos Program		
Short project description	The Shepparton Junior Soccer Association has a long history of offering football (soccer) as a sporting option for the primary and secondary aged children of Shepparton and surrounding districts. It has never before offered any form of the sport to pre-school children. We are unaware of any other organisation in the Goulburn or Northeast areas of Victoria offering such a program. By starting our Kinderoos program, we will rectify this with a modified program tailored specifically to that aged group. Our project is to acquire the equipment to enable us to offer the new Kinderoos program.		
Who will benefit from the project	The beneficiaries of the program will be the children of Shepparton, both boys and girls. When they are involved with the program, they will be between the ages of 3 years and 5 years. We have consulted with two major football organisations in Shepparton, Shepparton South Soccer Club and Shepparton United Football Club. Both organisations are keen for our proposed Kinderoos program to go ahead. We have also been in consultation with a number of kindergartens in the area.		
Total Project Cost	\$1,978.32	Organisation Cash	0
Requested Council Contribution	\$1,978.32	Organisation In Kind	0

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of projects for special access and/or participation projects.
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Tallygaroopna Football Netball Club

Funding Category	Sports Aid		
Project	Tallygaroopna Junior Girls		
Short project description	The Tallygaroopna Junior Girls project will see the commencement of 2 newly established junior girls netball teams to join the Tallygaroopna Football Netball Club.		
Who will benefit from the project	The Tallygaroopna Junior Girls project would benefit 20 young girls (teams including 11 years and under and 13 years and under) to participate in local sport based in Tallygaroopna, rural Victoria. The planning of the newly established junior teams has included effective consultation with local families, networks and also a new partnership with Tallygaroopna Primary School.		
Total Project Cost	\$1,608.48	Organisation Cash	0
Requested Council Contribution	\$1,608.48	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of projects for special access and/or participation projects.		

Shepparton Athletics Club

Funding Category	Sports Aid		
Project	Walk Up & Run Athletics		
Short project description	Provide walk up and participate activity of athletics, free to the community, focus on group families, all abilities, multicultural & otherwise inactive.		
Who will benefit from the project	Being a brand new club, this event will act as a launching pad to create awareness of our club. Create an interest in people who are looking for a sport. Open doors for multi-cultural, diverse and multi ability groups to join a club.		
Total Project Cost	\$4,055.00	Organisation Cash	0
Requested Council Contribution	\$4,055.00	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of projects for special access and/or participation projects.		

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

Shepparton Swans Football Netball Club

Funding Category	Sports Aid		
Project	Strategic, Operational and Participation Growth Plan for our Organisation		
Short project description	Shepparton Swans Football Netball Club wants to develop a business plan and at the same time improve the skills of every single member of our committee. We will achieve this by purchasing and undertaking the TDS community sports club solutions program (refer attached quote). The skills we learn from this will help us create a strategic, operational and participation growth plan for our organisation.		
Who will benefit from the project	Every single committee member and administrator will be involved and take advantage of the program, especially specific to their roles. Ultimately, each participant will benefit. The product will also allow for succession via handover of knowledge to the next committee. We will be working closely with TD Solutions to make sure we are implementing this program properly and we are getting the most out of it. As can be seen, TDS are "experts" in this area specialising in non for profit sporting organisations.		
Total Project Cost	\$2,698.00	Organisation Cash	0
Requested Council Contribution	\$2,698.00	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the funding criteria in providing assistance to community organisations with the implementation of projects for special access and/or participation projects.		

Central Park/St Brendan's Cricket Club

Funding Category	Majors		
Project	Wicket Roller Purchase and Storage Shed Purchase and Install		
Short project description	Funds will be utilised to purchase a custom built 3000V Rollermatic wicket roller for use and storage at Deakin Reserve. This is required as the existing roller, that's more than 30 years old, is substandard and not capable of rolling the wicket to the required quality and safety standards. In addition, funds will contribute to the purchase of a storage shed to house the roller securely along with associated site preparation works, electrical works and installation costs. The shed is required to alleviate the existing problem of vandalism that's a regular occurrence to the old roller as it's not housed securely.		
Who will benefit from the project	The project is capacity building for the club, creating a more self-sustainable future and improved safety for users. Improved wicket quality/safety supports the vision identified in Council's 'Deakin Reserve Future Directions Plan' for a premier facility for Cricket and Australian Rules Football in		

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

	Greater Shepparton. Cricket is a sport for all regardless of age, gender, cultural background or ability. The project will positively impact more than 160 players, including 90 club members, affiliated juniors and members of the new women's team, as well as Shepparton Cricket Association and Shepparton Junior Cricket Association, also users of the facility. A close working relationship is maintained with Council's grounds staff, this partnership ensures the best outcome for cricket and football and we welcome Council's use of the roller and storage shed as required throughout the year. Indirectly, the ability to attract cricket events benefits the entire community via a positive visitor economy.		
Total Project Cost	\$52,963.09	Organisation Cash	\$26,481.54
Requested Council Contribution	\$26,481.54	Organisation In Kind	0
Recommendation from the assessment panel	The project is consistent with the criteria in providing assistance to community organisations with the implementation of small to medium sized facility development projects.		

Council Plan/Key Strategic Activity

The endorsement of the Our Sporting Future Funding Program is consistent with the following goals and objectives outlined in the *Greater Shepparton Council Plan 2017-2021*:

- 2.2 Our community is supported to achieve and sustain physical, emotional and spiritual health and wellbeing
- 2.4 Social and cultural, educational and employment opportunities are created to enable children, young people, individuals and families to actively participate in their community
- 2.9 Public places, open space and community facilities are safe and accessible for all and presented to a high quality
- 3.3 Greater Shepparton is a major destination for events and tourism (e.g. progression of the business case for the Greater Victoria Commonwealth Games Bid)
- 4.4 Quality infrastructure is provided and maintained to acceptable standards
- 4.5 Assets are well managed and their renewal is being planned through long term renewal strategies

Risk Management

Consideration has been given to risk management issues during the assessment of all applications for funding support.

Policy Considerations

There are no conflicts with existing Council policy.

7. INFRASTRUCTURE DIRECTORATE

7.2 Our Sporting Future Funding Round 2 - 2018/2019 (continued)

Financial Implications

	2018/2019 Approved Budget	Funds previously committed in 2018/2019	Funds requested this round	Balance remaining from budget allocation
Minors/Majors	\$160,000	\$65,720	\$96,133.56	\$3,146.44**

Budgets are GST exclusive

**\$5,000.00 from previous round was returned for reallocation

Legal/Statutory Implications

All project applicants must comply with planning, building and health legislative and statutory requirements prior to commencement of projects and/or release of the Council's funds.

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts from this projects.

Social Implications

These projects will support ongoing community participation in sporting activity.

Economic Impacts

There is expected to be minor regional economic stimulus arising from the construction works.

Consultation

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

Strategic Links

- a) Greater Shepparton 2030 Strategy
 - These proposals support the community and infrastructure objectives of the Greater Shepparton 2030 Strategy. Direction 2 – Community Life
- b) Other strategic links
 - Council Plan 2017-2021
 - Goal 1 – Active and Engaged Communities (social)

Conclusion

The applications for funding through the 2018/2019 Our Sporting Future Funding Program Round Two were reviewed by an internal Assessment Panel which has recommended the above applications be funded.

The projects meet eligibility requirements for the Minors/Sports Aid and Majors categories for Our Sporting Future Funding Program.

Attachments

Nil

7. INFRASTRUCTURE DIRECTORATE

7.3 Contract 1883 - Construction of Kialla Park Recreation Reserve - Main Oval Redevelopment

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

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

Council Officers involved in producing this report
Author: Team Leader Project Management Office
Proof reader(s): Manager Projects
Approved by: Director Infrastructure

Executive Summary

This contract is part of the redevelopment for Kialla Park Recreation Reserve.

The objective of the contract is to supply the civil works and earthworks for the redevelopment of the main oval including clearing and grubbing, complete with kerb and channel, irrigation, cricket pitch installation, surface drains, services infrastructure, concrete works, turf installation and various associated works.

The revised engineering cost estimate for the works is \$560,000.00 (excluding GST).
The preferred tender is \$593,896.20 (excluding GST).

RECOMMENDATION

That the Council:

1. accept the tender submitted by Jarvis Delahey Contractors of 290 Doyles Road, Shepparton for Contract No. 1883 Construction of Kialla Park Recreation Reserve Main Oval Redevelopment for the Lump Sum price of \$653,285.82 (including GST).
2. authorise the Chief Executive Officer to sign and seal the contract documents.

Contract Details

The objective of the contract is to supply the civil works and earthworks for the redevelopment of the main oval at Kialla Park Recreation Reserve including clearing and grubbing, complete with kerb and channel, surface drains, services infrastructure, concrete works, landscaping and various associated works.

Works to be performed – removal of:

- Existing turf surface
- Existing goal posts
- Existing irrigation system
- Existing fencing

Installation of:

- New growing medium
- New irrigation system
- New stormwater drainage

7. INFRASTRUCTURE DIRECTORATE

7.3 Contract 1883 - Construction of Kialla Park Recreation Reserve - Main Oval Redevelopment (continued)

- New oval fence
- New goal posts

Tenders

Tenders were received from:

Tenderers
Mawson Constructions
Jarvis Delahey Contractors

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Team Leader Project Management Office	Projects
Manager	Park, Sport & Recreation
Co-ordinator – Sports Field	Park, Sport & Recreation

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	60%
Relevant Past Experience and Capability	10%
Project Timeframes	10%
Benefit to Local Region	10%
Environmental and Sustainability consideration	10%

Council Plan/Key Strategic Activity

This procurement is consistent with the strategic objective in the Council Plan for 2017-2021, to “provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.”

Risk Management

A risk management workshop will be conducted with the preferred tender before commencement of on-site project works.

A project management team is in place to ensure the project objectives are achieved and appropriate contract governance to manage key risks including cost and timeframes.

Policy Considerations

There are no conflicts with Council Policy.

Financial Implications

The original 2018/19 budget included an allocation of \$360,000 for a civil works contract to deliver the Main Oval Redevelopment project. The budget amount for the civil works contract was based on the engineering estimate prepared by the design consultant and assumed two significant components would be delivered outside the scope of this

7. INFRASTRUCTURE DIRECTORATE

7.3 Contract 1883 - Construction of Kialla Park Recreation Reserve - Main Oval Redevelopment (continued)

contract, these included the irrigation infrastructure and the cricket pitch. The project has been re-scoped to include these items in the civil contract and the budget provision amended to \$594,000 as part of the 3rd quarter review.

The key cost changes from the change of scope include;

- The inclusion of the Irrigation works at \$99,000
- The inclusion of the Cricket Pitch at \$50,000

The change estimated cost and budget requirements also included;

- *Changes to the rates adopted in the design consultants estimated rates for Growing Medium and Tree Protection - \$69,000*

In addition to the above the fill material required to offset the Borrow Pit works was originally intended to be sourced from Council's existing stockpile at DRC, however that material is now no longer available and material is to be sourced from a borrow pit at the Kialla Recreation Reserve site.

Overall, the revised budget allocation to facilitate the complete program of works includes an additional \$234,000.

	Approved 18/19 Budget for this proposal¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	Comments
Expense		\$593,896.20		CN1883
Expenditure Result	\$360,000	\$593,896.20	\$233,896.20	

¹ Budgets are GST exclusive

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

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Strategic Links

a) Greater Shepparton 2030 Strategy

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

Community life - Enhance social connectedness, physical and mental health and wellbeing, education and participatory opportunities to improve liveability and provide a greater range of Community services.

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

7. INFRASTRUCTURE DIRECTORATE

7.3 Contract 1883 - Construction of Kialla Park Recreation Reserve - Main Oval Redevelopment (continued)

2.1 Encourage new development and redevelopments of existing areas to include community gathering spaces, such as village greens, local public open spaces and sporting facilities.

Conclusion

Jarvis Delahey Contractors has been assessed as having the highest weighted score for Contract 1883 and has submitted a conforming tender. Jarvis Delahey Contractors is a local contractor and the panel is satisfied that Jarvis Delahey Contractors has established a good performance history in performing similar works for Council and is considered to have the experience, capability and resources to complete this project within the time period stipulated.

Therefore, it is recommended that Contract 1883 be awarded to Jarvis Delahey Contractors for a total lump sum price of \$653,285.82 (including GST).

Attachments

Nil.

7. INFRASTRUCTURE DIRECTORATE

7.4 Contract 1864 Asphalt Services

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

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

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

Council Officers involved in producing this report

Author: Project Manager

Proof reader(s): Manager Projects

Approved by: Director Infrastructure

Executive Summary

This tender is for the provision of a panel of suppliers to provide asphalt surfacing and associated works within the Greater Shepparton Municipality. The services are required predominantly for capex asphalt renewal projects over \$10,000 and consist of supply and lay of specified asphalt products to be constructed at various locations in the Greater Shepparton Municipality.

The purpose of this contract is to replace existing Contract 1463 - Supply of Asphalt Products and Surfacing Works expired December 20th 2018

The contract period will be Two years (2) with an option for an extension of two (2) + two (2) year extensions. Works renewal programs are assembled and budgeted through asset modeling and condition surveys provided by Councils Assets Department and are subject to allocated funding each financial year. Financial estimates are based on councils full liability under the contract over six (6) years, which is estimated to be \$12,600,000 (GST exclusive)

Contract price procurement guidelines required consultation with probity advisor and provision of a probity plan. Anne Larkins from Dench McClean Carlson was engaged to undertake this process, her reports are as attached.

Council advertised for Asphalt Services via Tendersearch ,Shepparton news and The Age receiving four tender submissions from Rich River Asphalt Pty Ltd , Downer EDI Works Pty Ltd , Szabolics Construction Pty Ltd and Crack Sealing Solutions.

Three of the four tenders were conforming with the submission from Crack Sealing Solutions non-conforming.

Following evaluation, the Tender Evaluation Panel recommends that Rich River Asphalt Pty Ltd , Downer EDI Works Pty Ltd , Szabolics Construction Pty Ltd be appointed to the Panel of Suppliers as this will provide sufficient resources and flexibility to deliver the contract.

7. INFRASTRUCTURE DIRECTORATE

7.4 Contract 1864 Asphalt Services (continued)

RECOMMENDATION

That the Council:

1. accept the tenders submitted by Rich River Asphalt Pty Ltd , Downer EDI Works Pty Ltd and Szabolics Construction for Contract No. 1864 Asphalt Services
2. note that the contract term is for a period of two years, with 2x two year extension options (2+2+2), for a total estimated contract value of \$13,860,000.00 (GST inc)
3. authorise the Chief Executive Officer to sign and seal the contract documents and contract extensions as required.

Contract Details

This tender is for the provision of a panel of suppliers to provide asphalt surfacing and associated works within the Greater Shepparton Municipality. The services are required predominantly for capex asphalt renewal projects over \$10,000 and consist of supply and lay of specified asphalt products to be constructed at various locations in the Greater Shepparton Municipality.

This contract will provide Council with a flexible work force contractor list that will permit the works programs to expand and contract as required. The works to be delivered under this contract comprise the preparation and laying of asphalt on roads, paths and other infrastructure. Contractors shall supply and lay asphalt products and surfacing works to specific locations in the Greater Shepparton Municipality.

Tenders

Tenders were received from:

Tenders
Rich River Asphalt Pty Ltd
Downer EDI Works Pty Ltd
Szabolics Construction Pty Ltd
Crack Sealing Solutions

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Manager Projects	Projects
Project Manager	Projects
Project Manager	Projects

7. INFRASTRUCTURE DIRECTORATE

7.4 Contract 1864 Asphalt Services (continued)

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50%
Capability	15%
Project experience	5%
Quality management and methodology	5%
Benefit to local region	10%
Environmental Sustainability	5%
OH&S	5%
Financial capacity	5%

Three of the four tenders were conforming with the submission from Crack Sealing Solutions non-conforming. The non-conforming tender could only provide a very minor aspect of the scope of the works and scored poorly in assessment.

Council Plan/Key Strategic Activity

Council 10 year Capital Works Plan 2018-2019 to 2027 2028

Quality Infrastructure (Built)

We will provide and maintain urban and rural infrastructure to support the development and liveability of our communities.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Traffic, Pedestrian and Buses /Trucks management during construction	Likely	Moderate	Moderate	Traffic management and work methodology to provide for vehicle and pedestrian access
Accident or injury to public or contractor staff.	Possible	Moderate	Moderate	Site inductions, Safe Work Method Statement, Job Safety Analysis's and OH&S management Safety Management during construction – compulsory use of traffic control and “spotters” for overhead lines
Damage to assets owned by other Authorities	Likely	Moderate	Moderate	Consult with relevant authority to identify the proposed lines. Relocate assets prior to works

Policy Considerations

There are no conflicts with Council Policy

7. INFRASTRUCTURE DIRECTORATE

7.4 Contract 1864 Asphalt Services (continued)

Financial Implications

Renewal budget for asphalt is recommended in Assets Greater Shepparton Road Life Cycle Modelling and Capital Works Planning Report. The 2017 strategic modelling analysis predicts the deterioration of Council's road asset stock by calculating different funding options.

Overall deterioration of Council's road asset stock has been established by predicting the behaviour of every individual road segment after allocation of treatments based on the optimised decisions determined for each funding option.

As recommended by the strategic modelling, option 1 for the road capital works budget for asphalt renewals has been adopted as the current funding allocation.

Please see the Road Life Cycle Modelling and Capital Works Planning Report – Trim reference M19/17758 which provides all modelling options.

	Approved Budget Estimate for this proposal ¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive ² \$
Revenue				
Expense	12,600,000	12,600,000		\$13,860,000
Net Total	12,600,000	12,600,000		\$13,860,000

¹ Budgets are GST exclusive

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

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

Council's environmental objectives with regard to the responsible construction and maintenance of roads include:

- Reduction of the amount of CO₂ generated during the production of materials incorporated into roads
- A significant reduction in the reliance of raw materials in the construction of roads
- Responsible disposal of waste through reuse of materials that would otherwise be sent to landfill
- Social and environmental responsibility
- Benefit to the community

Contractors were encouraged to include in their submission recycled material alternatives that are of environmental benefit.

Strategic Links

a) Greater Shepparton 2030 Strategy

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

7. INFRASTRUCTURE DIRECTORATE

7.4 Contract 1864 Asphalt Services (continued)

Conclusion

The Evaluation panel is satisfied that Rich River Asphalt Pty Ltd , Downer EDI Works Pty Ltd and Szabolics Construction Pty Ltd offer the best value and has the resources to complete annual asphalt renewals as required and recommends that they be awarded the contract for the panel of Asphalt Services.

Attachments

Nil.

7. INFRASTRUCTURE DIRECTORATE

7.5 Contract 1907 Provision of Cleaning Services for Aquamoves

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

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

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

Council Officers involved in producing this report

Author: Building Maintenance Planner

Proof reader(s): Team Leader Building Maintenance

Approved by: Director Infrastructure/City Engineer

Executive Summary

The current contract in place for the provision of cleaning services at Aquamoves expires in April 2019.

An open tender process for a contract period of 2 years plus 3 x 1 year options has been completed with tenders closing in January. Ten applications were received and have been reviewed and scored as per Council's procurement guidelines. The process aims to engage a suitable contractor to undertake the necessary cleaning services on Council's Aquamoves aquatic centre in a timely, reliable and high quality manner. A cleaning contractor will be appointed to this contract to deliver the required services.

RECOMMENDATION

That the Council:

1. accept the lump sum tender and schedule of rates submitted by Ausbright Facilities Management Pty Ltd of 3/43 Heyington Avenue, Thomastown, Victoria for Contract No. 1907 – Provision of Cleaning Services – Aquamoves for the lump sum price of \$74,762.69 (including GST) per year for a contract period of 2+1+1+1 years with allowance for rise and fall at the rate of CPI.
2. authorise the Chief Executive Officer to sign and seal the contract documents and contract extension/s as required.

Contract Details

Contract 1907 was advertised in 30 November 2018 for a period of 6 weeks. 10 tenders were received.

Prior to closing the tender, Council invited all interested companies on a tour of the major facilities, and some indicative buildings, for them to experience firsthand the scope of the contract. 13 companies accepted this offer. A bus was hired to escort tenderers to each of the locations where they were afforded time to assess the scope of works.

The first stage of evaluation was undertaken by the evaluation panel members assessing non-price criteria such as relevant experience, organisational capacity, OHS and environmental management. This process was mediated by a procurement representative from Corporate Governance.

7. INFRASTRUCTURE DIRECTORATE

7.5 Contract 1907 Provision of Cleaning Services for Aquamoves (continued)

Upon evaluation, 5 tenders were deemed non-conforming.

An interview was conducted with the highest scoring tenderer to confirm and verify the information provided in the tender. The interview verified that the information contained within their tender, including employment of key personnel from local sources and provision of supervisory staff and a local area supervisor to manage the contract was achievable.

Tenders

Conforming tenders were received from:

Tenderers
Ausbright Facilities Management
Advanced National Services
ACS Property Services
Australian Environmental Cleaning Services
Blue Sky Services (VIC)

Non-conforming tenders were received from:

Tenderers
Centrepoint Cleaning
Aliki Pty Ltd
HACCP International Property Service
KC Facility Services
BG Corporate Services

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Maintenance Planner	Building Maintenance
Acting Manager	Strategic Assets
Facility Coordinator	Active Living
Manager	Active Living

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50
Quality	15
Environmental Sustainability	10
Local Region	10
Track Record	10
OH&S Systems	5

Council Plan/Key Strategic Activity

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

7. INFRASTRUCTURE DIRECTORATE

7.5 Contract 1907 Provision of Cleaning Services for Aquamoves (continued)

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

4.4 Quality infrastructure is provided and maintained to acceptable standards

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

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Poor Contractor Performance	Possible	Moderate	Medium	Contract administered as per Australian Standards
Occupational Health & Safety	Possible	Moderate	Medium	All contractors supervised as per Council OH&S policy and procedures

Policy Considerations

Procurement has been undertaken strictly in accordance with Council's purchasing policy in conjunction with Council's Contracts and Procurement team.

Financial Implications By engaging a contractor for this contract Council are providing certainty around a lump sum for the cleaning services and obtaining the cost in a competitive environment.

The approved estimated expenditure detailed in the procurement plan is \$98,130.37 per year. The contract is for two years with the option of 3 x one year extensions with the provision for rise and fall at the rate of CPI. Based on the tendered rate for year 1 the total expenditure over the full five year potential contract period is \$373,813.45 (incl GST). The table below is based on year one only.

	Approved Budget Estimate for this proposal ¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive ² \$
Revenue				
Expense	98,130.37	67,966.08	-30,164.29	74,762.69
Net Total	98,130.37	67,966.08	-30,164.29	74,762.69

¹ Budgets are GST exclusive

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

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

All tenderers have submitted their environmental credentials as part of the procurement

7. INFRASTRUCTURE DIRECTORATE

7.5 Contract 1907 Provision of Cleaning Services for Aquamoves (continued)

process. Contractors will be engaged at all times by Council officers in accordance with Council's environmental policies and procedures.

Strategic Links

There are no strategic links associated with the award of this contract.

Conclusion

Ten applications were received for contract 1907 with 5 being assessed as compliant. All 10 have been reviewed and scored as per procurement guidelines. The attached final moderation report has been scored as per procurement guidelines.

It is recommended that Council accept the tender from Ausbright Facilities Management and authorise the Chief Executive Officer to sign and seal the documents.

Attachments

Nil.

7. INFRASTRUCTURE DIRECTORATE

7.6 Contract 1908 - Provision of Cleaning Services - Children and Youth Services and Community Hubs

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

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

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

Council Officers involved in producing this report

Author: Building Maintenance planner

Proof reader(s): Team Leader Building Maintenance

Approved by: Director Infrastructure/City Engineer

Executive Summary

The current contract in place for the provision of cleaning services at Council's Children and Youth Services and Community Hubs expires in April 2019.

An open tender process for a contract period of 2 years plus 3 x 1 year options has been completed with tenders closing in January. Ten applications were received and have been reviewed and scored as per Council's procurement guidelines. The process aims to engage a suitable contractor to undertake the necessary cleaning services on Council's Children and Youth Services and Community Hubs in a timely, reliable and high quality manner. A cleaning contractor will be appointed to this contract to deliver the required services.

RECOMMENDATION

That the Council:

1. accept the lump sum tender and schedule of rates submitted by Ausbright Facilities Management Pty Ltd of 3/43 Heyington Avenue, Thomastown, Victoria for Contract No. 1908 – Provision of Cleaning Services – Key Community Hubs, Childcare Centres, Maternal and Child Health Services, Preschools and Youth Services for the Lump Sum price of \$205,015.72 (including GST) per year for a contract period of 2+1+1+1 years with allowance for rise and fall.
2. authorise the Chief Executive Officer to sign and seal the contract documents and contract extension/s as required.

Contract Details

Contract 1908 was advertised in 30 November 2018 for a period of 6 weeks. 10 tenders were received.

Prior to closing the tender, Council invited all interested companies on a tour of the major facilities, and some indicative buildings, for them to experience firsthand the scope of the contract. 13 companies accepted this offer. A bus was hired to escort tenderers to each of the locations where they were afforded time to assess the scope of works.

The first stage of evaluation was undertaken by the evaluation panel members assessing non-price criteria such as relevant experience, organisational capacity, OHS and

7. INFRASTRUCTURE DIRECTORATE

7.6 Contract 1908 - Provision of Cleaning Services - Children and Youth Services and Community Hubs (continued)

environmental management. This process was mediated by a procurement representative from Corporate Governance.

Upon evaluation, 7 tenders were deemed non-conforming.

An interview was conducted with the highest scoring tenderer to confirm and verify the information provided in the tender. The interview verified that the information contained within their tender, including employment of key personnel from local sources and provision of supervisory staff and a local area supervisor to manage the contract was achievable.

Tenders

Conforming tenders were received from:

Tenderers
Ausbright Facilities Management
Advanced National Services
ACS Property Services

Non-conforming tenders were received from:

Tenderers
BG Corporate Services
Blue Sky Services
Centrepont Cleaning
CNA Cleaning Services
HACCP International Property Services
KC Facility Services
Spotless Cleaning and Floors

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Maintenance Planner	Building Maintenance
Acting Manager	Strategic Assets
Team Leader	Children's Services

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50
Quality	15
Environmental Sustainability	10
Local Region	10
Track Record	10
OH&S Systems	5

7. INFRASTRUCTURE DIRECTORATE

7.6 Contract 1908 - Provision of Cleaning Services - Children and Youth Services and Community Hubs (continued)

Council Plan/Key Strategic Activity

- 1.3 Council demonstrates strong leadership and sound decision making in the best interests of the community
- 2.9 Public places, open spaces and community facilities are safe and accessible for all and presented to a high quality
- 4.4 Quality infrastructure is provided and maintained to acceptable standards
- 5.3 Waste is managed in a sustainable way that is environmentally friendly, reliable and sustainable for future generations

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Poor Contractor Performance	Possible	Moderate	Medium	Contract administered as per Australian Standards
Occupational Health & Safety	Possible	Moderate	Medium	All contractors supervised as per Council OH&S policy and procedures

Policy Considerations

Procurement has been undertaken strictly in accordance with Council's purchasing policy in conjunction with Council's Contracts and Procurement team.

Financial Implications

By engaging a contractor for this contract we are providing certainty around a lump sum for the cleaning services and obtaining the cost in a competitive environment.

The approved estimated expenditure under this contract arrangement is \$214,903.82 per year for two years. The contract is for two years with the option of 3 x one year extensions with the provision for rise and fall at the rate of CPI. Based on the tendered rate for year 1 the total expenditure over the full five year potential contract period is \$1,025,078.60 (incl GST). The table below is based on year one only

	Approved Budget Estimate for this proposal ¹	This Proposal GST Exclusive	Variance to Approved Budget Estimate	This Proposal GST Inclusive ²
	\$	\$	\$	\$
Revenue	-	-	-	-
Expense	214,903.82	186,377.93	-28,525.89	205,015.72
Net Total	214,903.82	186,377.93	-28,525.89	205,015.72

¹ Budgets are GST exclusive.

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

Legal/Statutory Implications

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

7. INFRASTRUCTURE DIRECTORATE

7.6 Contract 1908 - Provision of Cleaning Services - Children and Youth Services and Community Hubs (continued)

Environmental/Sustainability Impacts

All tenderers have submitted their environmental credentials as part of the procurement process. Contractors will be engaged at all times by Council officers in accordance with Council's environmental policies and procedures.

Strategic Links

There are no strategic links associated with the award of this contract.

Conclusion

Ten applications were received for contract 1908 with 3 being assessed as compliant. All 10 have been reviewed and scored as per procurement guidelines. The attached final moderators report has been scored as per procurement guidelines.

It is recommended that Council accept the tender from Ausbright Facilities Management and authorise the Chief Executive Officer to sign and seal the documents.

Attachments

Nil.

7. INFRASTRUCTURE DIRECTORATE

7.7 Contract 1885 - Provision of Facility Cleaning Services - Council Key Operational, Recreational, Minor Operations Buildings

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

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

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

Council Officers involved in producing this report

Author: Building Maintenance Planner

Proof reader(s): Team Leader Building Maintenance

Approved by: Director Infrastructure/City Engineer

Executive Summary

The current contract in place for the provision of cleaning services at Council's key operational, recreational and minor operations buildings expires in April 2019.

An open tender process for a contract period of 2 years plus 3 x 1 year options has been completed with tenders closing in January. Ten applications were received and have been reviewed and scored as per Council's procurement guidelines. The process aims to engage a suitable contractor to undertake the necessary cleaning services on Council's key operational, recreational and minor operations buildings in a timely, reliable and high quality manner. A cleaning contractor will be appointed to this contract to deliver the required services.

RECOMMENDATION

That the Council:

1. accept the lump sum tender and schedule of rates submitted by Ausbright Facilities Management Pty Ltd of 3/43 Heyington Avenue, Thomastown, Victoria for Contract No. 1885 – Provision of Cleaning Services – key operational, recreational and minor operations buildings for the Lump Sum price of \$196,206.08 (including GST) per year for a contract period of 2+1+1+1 years with allowance for rise and fall.
2. authorise the Chief Executive Officer to sign and seal the contract documents and contract extension/s as required.

Contract Details

Contract 1885 was advertised in 30 November 2018 for a period of 6 weeks. 10 tenders were received.

Prior to closing the tender, Council invited all interested companies on a tour of the major facilities, and some indicative buildings, for them to experience firsthand the scope of the contract. 13 companies accepted this offer. A bus was hired to escort tenderers to each of the locations where they were afforded time to assess the scope of works.

The first stage of evaluation was undertaken by the evaluation panel members assessing non-price criteria such as relevant experience, organisational capacity, OHS and

7. INFRASTRUCTURE DIRECTORATE

7.7 Contract 1885 - Provision of Facility Cleaning Services - Council Key Operational, Recreational, Minor Operations Buildings (continued)

environmental management. This process was mediated by a procurement representative from Corporate Governance.

Upon evaluation, 6 tenders were deemed non-conforming.

An interview was conducted with the highest scoring tenderer to confirm and verify the information provided in the tender. The interview verified that the information contained within their tender, including employment of key personnel from local sources and provision of supervisory staff and a local area supervisor to manage the contract was achievable.

Tenders

Conforming tenders were received from:

Tenderers
Ausbright Facilities Management
Advanced National Services
ACS Property Services
Blue Sky Services

Non-conforming tenders were received from:

Tenderers
BG Corporate Services
Spotless Cleaning and Floors
Centrepoint Cleaning
CNA Cleaning Services
HACCP International Property Services
KC Facility Services

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Team Leader	Building Maintenance
Acting Manager	Strategic Assets
Business Development Coordinator	Economic Development
Facilities Coordinator	Active Living

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50
Quality	15
Environmental Sustainability	10
Local Region	10
Track Record	10
OH&S Systems	5

7. INFRASTRUCTURE DIRECTORATE

7.7 Contract 1885 - Provision of Facility Cleaning Services - Council Key Operational, Recreational, Minor Operations Buildings (continued)

Council Plan/Key Strategic Activity

- 1.3 Council demonstrates strong leadership and sound decision making in the best interests of the community
- 2.9 Public places, open spaces and community facilities are safe and accessible for all and presented to a high quality
- 4.4 Quality infrastructure is provided and maintained to acceptable standards
- 5.3 Waste is managed in a sustainable way that is environmentally friendly, reliable and sustainable for future generations

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Poor Contractor Performance	Possible	Moderate	Medium	Contract administered as per Australian Standards
Occupational Health & Safety	Possible	Moderate	Medium	All contractors supervised as per Council OH&S policy and procedures

Policy Considerations

Procurement has been undertaken strictly in accordance with Council's purchasing policy in conjunction with Council's Contracts and Procurement team.

Financial Implications

By engaging a contractor for this contract we are providing certainty around a lump sum for the cleaning services and obtaining the cost in a competitive environment.

The approved estimated expenditure detailed in the procurement plan is \$225,124.63 per year. The contract is for two years with the option of 3 x one year extensions with the provision for rise and fall at the rate of CPI. Based on the tendered rate for year 1 the total expenditure over the full five year potential contract period is \$981,030.40 (incl GST). The table below is based on year one only

	Approved Budget Estimate for this proposal ¹	This Proposal GST Exclusive	Variance to Approved Budget Estimate	This Proposal GST Inclusive ²
	\$	\$	\$	\$
Revenue	-	-	-	-
Expense	225,124.63	178,369.16	-46,755.47	196,206.08
Net Total	225,124.63	178,369.16	-46,755.47	196,206.08

¹ Budgets are GST exclusive.

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

Legal/Statutory Implications

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

7. INFRASTRUCTURE DIRECTORATE

7.7 Contract 1885 - Provision of Facility Cleaning Services - Council Key Operational, Recreational, Minor Operations Buildings (continued)

Environmental/Sustainability Impacts

All tenderers have submitted their environmental credentials as part of the procurement process. Contractors will be engaged at all times by Council officers in accordance with Council's environmental policies and procedures.

Strategic Links

There are no strategic links associated with the award of this contract.

Conclusion

Ten applications were received for contract 1885 with 4 being assessed as conforming. All 10 have been reviewed and scored as per procurement guidelines. The attached final moderators report has been scored as per procurement guidelines.

It is recommended that Council accept the tender from Ausbright Facilities Management and authorise the Chief Executive Officer to sign and seal the documents.

Attachments

Nil.

7. INFRASTRUCTURE DIRECTORATE

7.8 Contract 1917 Toolamba Bridge Refurbishments

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

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

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

Council Officers involved in producing this report

Author: Project Engineer

Proof reader(s): Manager Projects

Approved by: Director Infrastructure

Executive Summary

The Bridge Road Timber Bridge (Toolamba Bridge) is located in Toolamba and consists of eight (8) spans crossing the Goulburn River south of Shepparton.

While plans are in place to replace the structure with a new bridge within approximately ten (10) years, the Council wish to retain the current timber structure for safe service until that time. The bridge is known to be in a dilapidated condition and requiring remedial and strengthening works in order to address deficiencies and keep the structures safe for service. Vehicle load restrictions of 2- tonne GVM are currently imposed on the bridge.

An original cost estimate for the upgrade works, prepared as part of the Level 3 bridge inspection, indicated a cost of \$775,000 (ex GST) and this was reflected in the Procurement Plan.

Council was successful in obtaining \$930,000 in external funding through the Fixing Country Roads (FCR) Round 1 program to contribute to the Toolamba Bridge, Watt Road Bridge and Burkes Road Bridge upgrades.

As part of preparing the tender documentation a detailed bill of quantities was prepared, which required a more thorough examination of the specific components of the bridge. Following completion of the Bill of Quantities the cost estimate for the project was revised to \$1,421,000 (ex GST). The tendered price for the works is \$1,505,235 (ex GST) which is 6% over the current estimate.

In-principle agreement has been reached with VicRoads / Regional Roads Victoria (RRV) to apply all of the FCR Round 1 funding to Toolamba Bridge due to the cost escalation.

RECOMMENDATION

That the Council:

1. accept the tender submitted by D C Projects Pty Ltd for Contract No. 1917 Toolamba Bridge Refurbishments, Bridge Road, Toolamba for the Lump Sum price of \$1,655,758.50 (including GST).
2. authorise the Chief Executive Officer to sign and seal the contract documents.

7. INFRASTRUCTURE DIRECTORATE

7.8 Contract 1917 Toolamba Bridge Refurbishments (continued)

Contract Details

Council invited suitably qualified, accredited and experienced contractors to carry out Refurbishments on the bridge.

Council has entered into funding agreement with VicRoads / RRV under Fixing Country Roads Round 1. Council has an obligation under funding agreement to complete the project by 30 June 2019. Negotiation of an extension to the funding milestone will be required to accommodate the tendered program of works.

Tenders

Tenders were received from:

Tenderers
D C Projects, Belmont, VIC
Timber Restorations Systems Pty Ltd, Caboolture, QLD

Timber Restorations Systems Pty Ltd failed to submit all of Schedule One – Pricing. This omission renders their tender non-conforming and cannot be accepted based on that non-conformance. Subsequently, after seeking confirmation from Procurement department, the panel did not evaluate it further.

D C Projects has flagged their tender as non-conforming on the basis of a different methodology proposed for the preparation of the bridge beams. The alternative approach was valued by the tenderer at \$200,000. This non-conformance is considered acceptable by the panel due to it being a more efficient construction methodology that is consistent with the overall project intent.

Tender Evaluation

Tenders were evaluated by:

Title	Branch
Project Engineer	Projects
Group Co-ordinator - Drainage	Works & Waste
Manager Projects	Projects
Procurement Officer	Procurement

Evaluation Criteria

Tenders were evaluated on the following criteria:

Evaluation Criteria	Weighting
Price	50
Prices supplied for additional works	5
OH&S System and implementation	5
Environmental Sustainability	10
Previous relevant experience, corporate capability, relevant personnel and equipment.	10
Project delivery methodology, Works Program	5

7. INFRASTRUCTURE DIRECTORATE

7.8 Contract 1917 Toolamba Bridge Refurbishments (continued)

Evaluation Criteria	Weighting
Integrated management system (i.e. Quality, Risk, HR, Environmental Mgmt. Systems) and financial capability	5
Economic Contribution to the Shepparton Region	10
TOTAL	100

Council Plan/Key Strategic Activity

The procurement is consistent with the strategic objective in the Council Plan 2017-2021, to “provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.”

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Traffic, Pedestrian and Buses /Trucks management during construction	Likely	Moderate	Moderate	Traffic management and work methodology to maximise access for road users during works but also communicate traffic diversions as required.
River Flooding	Likely	Moderate	Moderate	Monitor the rainfall with respective flooding levels and plan the works accordingly
Timeframes	Likely	Moderate	Moderate	Strict monitoring of works and allowance for additional resources for completion of work in given timeframe.

Policy Considerations

There are no conflicts with Council Policy.

7. INFRASTRUCTURE DIRECTORATE

7.8 Contract 1917 Toolamba Bridge Refurbishments (continued)

Financial Implications

	A Q2 Adopted Forecast Estimate for this proposal (Toolamba Bridge Renewal) ¹ \$	B Q2 Adopted Forecast Estimate for Other Bridge Renewals ² \$	C This Proposal (Toolamba Bridge Renewal) GST Exclusive \$	C - (A + B) Variance to Q2 Adopted Forecast Bridge Renewals Total \$	This Proposal (CN1917) GST Inclusive ³ \$
Revenue	450,000	480,000	930,000		
Expense	750,000	610,000	1,596,013	236,013	
<i>Design</i>			90,778		
CN1917 Works			1,505,235		1,655,759
Net Total	300,000	130,000	666,013	236,013	

¹ Adopted Q2 Forecast for Work order 7308 Bridge Renewals. Budgets are GST exclusive. Revenue is Fixing Country Roads Round 1 funding.

² Works and funding Bridge Renewals have been reallocated from Watt Rd and Burkes Rd bridges to Toolamba bridge.

³ For Contract Award reports the GST inclusive expense shall match the amount reported in the recommendation

Council's contribution to the project will have to be increased by \$236,013 to meet the tendered price. Discussions with VicRoads / RRV have indicated that bridge rehabilitation costs have increased significantly across the state due to an increase in demand and limited availability of skilled tenderers.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

The works are being undertaken above, in and adjacent to the Goulburn River. The tenderer has demonstrated a long track record in working on and around waterways and has provided environmental management documentation to support their proposed construction methodologies.

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

No relevant strategic links have been identified.

Conclusion

D C Projects has achieved the highest score as determined by the selection criteria. D C Projects has demonstrated a good track record in recent years delivering bridge upgrade works for Vicroads, Murrindindi Shire, Macedon Ranges Shire, Horsham Rural City Council and Strathbogie Shire. Recently, D C Projects completed the Locky's Bridge project on Riverview Road for Council.

7. INFRASTRUCTURE DIRECTORATE

7.8 Contract 1917 Toolamba Bridge Refurbishments (continued)

The panel is satisfied that D C Projects has established a good performance history in the industry and is considered to have the experience, capability and resources to complete this project within the time period stipulated. Their alternative construction methodology is also considered to be acceptable and consistent with the intent of the rehabilitation works.

Therefore, it is recommended that Council accept the tender submitted by D C Projects for a total lump sum price of \$1,655,758.50 (including GST).

Attachments

Nil.

8. COMMUNITY DIRECTORATE

8.1 Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2017/2018

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

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

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

Council Officers involved in producing this report

Author: Project Administration

Proof reader(s): Manager Neighbourhoods

Approved by: Director Community

**Other: Acting Coordinator Community Development,
Team Leader Community Strengthening**

Executive Summary

The Greater Shepparton Women's Charter Advisory Committee (GSWCAC) was established by Greater Shepparton City Council in 2011 to promote women in leadership at all levels of decision making in Greater Shepparton. Since this time the Committee has undertaken many activities to promote women's participation. The GSWCAC would like to present its 2017/2018 Annual Report to Council for their information.

RECOMMENDATION

That the Council receive and note the Women's Charter Advisory Committee's 2017/2018 Annual Report.

Background

The Women's Charter was first launched by the Women's Participation in Local Government Coalition in 1996. The Charter's three principles of Gender Equity, Diversity and Active Citizenship are now supported by more than 60 local governments.

Greater Shepparton City Council officially endorsed its commitment to the Women's Charter in 2010 and an action plan followed. In 2011 an advisory committee was initiated and was officially endorsed by Council in February 2012. The Committee is known as the Greater Shepparton Women's Charter Advisory Committee (GSWCAC).

The aim of the GSWCAC is to support and promote women in leadership roles and all levels of decision-making, including business or workplace positions, community groups or boards of management. All of the GSWCAC's work is based around the three principles of Gender Equity, Diversity, and Active Citizenship, and is delivered through an Action Plan. In 2016/17 the GSWCAC finalised its Action Plan 2016 - 2018. The Action Plan was endorsed by Council on 20 December 2016.

The Action Plan 2016-2018 focuses on the three principles of the Women's Charter: Gender Equity, Diversity, and Active Citizenship, and is intended to guide the activities of the GSWCAC. This action plan details events, activities and key strategies employed by the Advisory Committee to achieve its outcomes.

8. COMMUNITY DIRECTORATE

8.1 Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2017/2018 (continued)

In the 2017/18 financial year the GSWCAC held strong membership and advertised for new members to commence during the 2018/19 financial year, the response was very successful with 12 applications received. The GSWCAC currently has approximately 252 people on its 'Friends' mailing list. A review of the Terms of Reference was undertaken in 2018, with Council endorsing the agreed Terms of Reference at the 19 June 2018 Ordinary Council Meeting.

The Council endorsed terms of reference (June 2018) allow for membership as follows:

- One Council Charter Champion
- Three Council members
- 14 community members
- Co-opted members as required (currently three)

The 2017/18 financial year began with Councillor Seema Abdullah as the Charter Champion.

In the 2017/18 financial year the GSWCAC had the following Working Groups:

- GSWCAC Award Working Group
- International Women's Day Working Group
- Budget Working Group
- Youth Public Speaking Working Group

In 2017/18 the GSWCAC (and its partners) held the following events:

- International Women's Day – 8 March 2018, approx. 300 people in attendance
- General Introduction to Gender Equity – 10 May 2018
- Gender Equity in Action – Applying a Gender Lens to Your Work – 11 May 2018
- Members were invited to attend the Location Government Women's Charter Champion Lunch in Shepparton - 31 May 2018
- Chair training – 29 June 2018

The 2018 GSWCAC Award was presented at the GSWCAC International Women's Day event. The Award nominees were acknowledged the same day at the International Women's Day Breakfast held by Soroptimists International Shepparton Inc. The 2018 GSWCAC Award recipient was Kathryn Sims.

The Advisory Committee continue to implement the actions outlined in their Action Plan 2016-2018 with the support of a Committee Support Person and a Responsible Budget Officer. The Advisory Committee is very proud of their achievements throughout 2017/18 and the positive impact the Advisory Committee has in the Greater Shepparton community, improving outcomes and opportunities for women on various levels.

Council Plan/Key Strategic Activity

Council Plan 1. Active and Engaged Communities (Social), 1.3 Ensure liveability options are always considered in our decision making activities.

Risk Management

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

Policy Considerations

Officers have not identified any current policy implications associated with this report.

8. COMMUNITY DIRECTORATE

8.1 Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2017/2018 (continued)

However it may be noted that the aim of the Committee is to support and promote women in leadership roles and all levels of decision-making in Greater Shepparton, including business or workplace positions, community groups or boards of management

Financial Implications

2017/2018	Adopted Budget \$	Actual \$	Variance
Revenue	0	4,659	
Expense	12,000	16,263	11,604

*note all figures are GST inclusive.

The revenue received was for the 2018 International Women's Day event where support is received from partnering organisations.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

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

Social Implications

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

Economic Impacts

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

Consultation

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

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Involve	Evaluation of events.	Evaluation forms were available at GSWCAC events to gauge audience feedback.
Empower	GSWCAC is empowered to make decisions to inform Council on the operations of the Committee.	GSWCAC has planned, implemented and evaluated its own events through 2017/2018 with the assistance of a Council support person and responsible Budget Officer.

8. COMMUNITY DIRECTORATE

8.1 Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2017/2018 (continued)

Strategic Links

No strategic links were identified with this report.

Conclusion

The Greater Shepparton Women's Charter Alliance Advisory Committee have compiled their 2017/2018 Annual Report to inform Council and the community of its operations throughout the previous year. The Committee has continued to undertake events to promote Diversity, Active Citizenship and Gender Equity in the community and looks forward to further opportunities to advise Council on relevant areas, where appropriate.

Attachments

Greater Shepparton Womens Charter Alliance Advisory Committee Annual Report 2017/2018 [↓](#) Page 109

8. COMMUNITY DIRECTORATE

8.2 Greater Shepparton Women's Charter Alliance - Action Plan

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

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

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

Council Officers involved in producing this report

Author: Project Administration Officer

Proof reader(s): Manager Neighbourhoods

Approved by: Manager Neighbourhoods, Director Community

**Other: Team Leader Community Strengthening,
Acting Coordinator Community Development**

Executive Summary

The Greater Shepparton Women's Charter Advisory Committee (GSWCAC) is an advisory committee of the Greater Shepparton City Council and is part of a broader network of Local Government Area (LGA) advisory committees across the state that are guided and informed by the Victorian Local Government Women's Charter. The Charter recognises the need to increase women's participation in key decision making forums in the community and in democratic governance.

As an advisory committee of Council, the Committee provides advice to Council on issues relating to the Victorian Local Government Women's Charter and its key principles, makes recommendations to encourage delivery of these, ensures there is opportunity for the women of Greater Shepparton to access information about Council and be aware of leadership opportunities with Council, as well as promoting local leadership opportunities.

A three point action plan has been developed in consultation with the committee focussing on Gender Equity, Diversity, and Active Citizenship guides the key strategic objectives of this Committee.

RECOMMENDATION

That Council adopt the Greater Shepparton Women's Charter Advisory Committee Action Plan 2018-2021.

Background

The Women's Charter was first launched by the Women's Participation in Local Government Coalition in 1996. The Charter's three principles of Gender Equity, Diversity and Active Citizenship are now supported by more than 60 local governments.

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

8. COMMUNITY DIRECTORATE

8.2 Greater Shepparton Women's Charter Alliance - Action Plan (continued)

The GSWCAC is made up of community representatives and Council Officers who volunteer their time and is supported by Greater Shepparton City Council.

The aim of the GSWCAC is to support and promote women in leadership roles and all levels of decision-making, including business or workplace positions, community groups or boards of management.

Since its inception, the GSWCAC has been guided by a 3x3 action plan which outlines the key strategic objectives of the Committee. This action plan is updated on a regular basis.

The 3x3 Action Plan was first created in 2010, when the GSWCAC was first endorsed by Council. It was last reviewed in 2016. The new 3x3 Action Plan focuses on the three principles of the Women's Charter: Gender Equity, Diversity, and Active Citizenship.

The recent review took place during 2018 and the action plan was endorsed by the GSWCAC at their meeting on 17 December 2018.

Council Plan/Key Strategic Activity

This proposal supports the following goal of the Council Plan 2017 – 2021:

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

Risk Management

Council officers did not identify any risks in relation to this proposal.

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

Council has committed a total of \$12,000 to support the activities of the Women's Charter Advisory Committee in the 2018/19 financial year.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts arising from this project.

Social Implications

The adoption of the action plan provides opportunities for greater inclusiveness within our community.

Economic Impacts

There are no economic impacts in relation to this report.

Consultation

In 2018 the GSWCAC undertook a review of their 2016-2018 Action Plan focusing on the three principles of Gender Equity, Diversity, and Active Citizenship. The GSWCAC members worked with Council Officers to review the actions undertaken over the past 2

8. COMMUNITY DIRECTORATE

8.2 Greater Shepparton Women's Charter Alliance - Action Plan (continued)

years and developed or adjusted actions as required. This Action Plan is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

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

b) Other strategic links

No other strategic links have been identified.

Conclusion

The Greater Shepparton Women's Charter Advisory Committee have reviewed it's current action plan. The action plan will guide the work of the GSWCAC over the next three years.

Attachments

Greater Shepparton Womens Charter Alliance Advisory Committee Action
Plan 2018-2021 [↓](#)

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8. COMMUNITY DIRECTORATE

8.3 Section 86 Special Committee Memberships

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

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

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

Council Officers involved in producing this report

Author: Committees Liaison Officer

Proof reader(s): Acting Manager Neighbourhoods

Approved by: Acting Director Community

Executive Summary

In accordance with Greater Shepparton City Council Corporate Procedure 07.PRO05 section three, members of special committees (established under Section 86 of the *Local Government Act 1989*), can only be appointed or removed by a formal resolution of Council.

As the term of appointment of the Katandra West Community Facilities Committee of Management are nearing completion new committees must be appointed to ensure continuity in the management and operation of the facilities.

In addition Council has received resignations from a current member of the Dhurringile Recreation Reserve and Community Centre Committee of Management and a member of the Toolamba Recreation Reserve and Community Centre Committee of Management.

RECOMMENDATION

That the Council:

1. Appointment to the Katandra West Community Facility Committee of Management received, appoint the following members for a four year term commencing 23 April 2019 and concluding 23 April 2023:
 - Gregory BARR
 - Rick DUNHAM
 - Stephen HICKEY
 - Aaron HOWELLS
 - Leanne IRELAND
 - Leigh SIMPSON
 - Sam SMITH
 - Corey WILSON
2. acknowledge the contribution of Debbie BRADLEY to the Katandra West Community Facilities Committee of Management
3. acknowledge the contribution of Jodie BRISBANE to the Dhurringile Recreation Reserve and Community Centre Committee of Management, accept her resignation and rescind her membership accordingly

8. COMMUNITY DIRECTORATE

8.3 Section 86 Special Committee Memberships (continued)

4. acknowledge the contribution of Allison KNIGHT to the Toolamba Recreation Reserve and Community Centre Committee of Management, accept her resignation and rescind her membership accordingly
5. resolve that all members (who are not Councillors or nominated Officers) of the Katandra West Community Facilities Committee of Management continue to be exempt from the requirement to complete Interest Returns in exercise of power granted to Council under section 81(2A) of the *Local Government Act 1989*.

Background

Katandra West Community Facilities Committee of Management

At the Ordinary Council Meeting held on 18 April 2017, eight applicants were appointed to the Katandra West Community Facilities Committee of Management for a term concluding 22 April 2019. One member resigned with their membership rescinded at the Ordinary Council Meeting on 21 November 2017 and two further committee members were appointed by Council on 21 November 2017 and 20 November 2018 to the existing term ending in April 2019.

Council has received eight Applications for Appointment from existing committee members. It is recommended that all applicants be appointed to a four year term concluding 23 April 2023.

Council would like to acknowledge the contribution of Debbie Bradley to the Katandra West Facilities Committee of Management.

Dhurringile Recreation Reserve and Community Centre Committee of Management

At the Ordinary Council Meeting held 17 July 2018 six applicants were appointed to Dhurringile Recreation Reserve and Community Centre Committee of Management.

Jodie Brisbane has submitted her resignation to Council for this Committee. The Council would like to recognise Jodie's contribution and work with the Committee of Management, and her role as the facility Bookings Officer and Committee Treasurer accept her resignation and rescind her membership accordingly.

Toolamba Recreation Reserve and Community Centre Committee of Management

At the Ordinary Council Meeting held 17 April 2018 eight applicants were appointed to Toolamba Recreation Reserve and Community Centre Committee of Management.

Allison Knight has submitted her resignation to Council for this Committee. The Council would like to recognise Allison's contribution and work with the Committee of Management accept her resignation and rescind her membership accordingly.

Interest Return Exemption

It is recommended that all newly appointed members of Section 86 Special Committees be exempt from the requirement of completing Interest Return in accordance with Section 81(2A) of the *Local Government Act 1989*.

Council Plan/Key Strategic Activity

This proposal supports the following goals of the *Council Plan 2017-2021*:

- Leadership and Governance

8. COMMUNITY DIRECTORATE

8.3 Section 86 Special Committee Memberships (continued)

- 1.3 Council demonstrates strong leadership and sound decision making in the best interests of the community.
- 1.7 Council advocates on issues, priorities and needs that matter to our community in partnership with key stakeholders.
- 1.9 Service standards and service delivery models are realistic and meet community expectations and demand while being financial viable and in line with Council's core business.
- Social
 - 2.1 Our community is supported to achieve and sustain physical, emotional and spiritual health and wellbeing.
 - 2.4 Social and cultural, educational and employment opportunities are created to enable children, young people, individuals and families to actively participate in their community.
 - 2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.
 - 2.7 Public places, open space and community facilities are safe and accessible for all and presented to a high quality.
- Built
 - 4.4 Quality infrastructure is provided and maintained to acceptable standards.
 - 4.5 Assets are well managed and their renewal is being planned through long term renewal strategies.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Delegation of Council powers to a committee	Possible	Major	High	The appointment and removal of members by formal resolution of Council reduces governance risks by ensuring that all members of a committee are covered by Council's public liability insurance.
Exemption of all special committees from submitting primary and ordinary returns	Possible	Major	High	Restricted powers outlined in the Instrument of Delegation and Guidelines to these committees ensures that this risk is minimal. Committees are also required to declare any conflicts of interest at the start of each committee meeting

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this report.

8. COMMUNITY DIRECTORATE

8.3 Section 86 Special Committee Memberships (continued)

Legal/Statutory Implications

All of Council's Committees of Management responsible for halls, community centres and recreation reserves have been established under Section 86 of the *Local Government Act 1989* and have been issued with an Instrument of Delegation and Guidelines outlining their responsibilities.

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

Environmental/Sustainability Impacts

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

Social Implications

The appointment of community members to committees helps to build a sense of community by increasing stakeholder participation and giving community members a greater sense of pride and involvement in their local community.

Economic Impacts

There are no economic impacts arising from this report.

Consultation

A public notice was placed in the Shepparton News on 22 February and 1 March 2018 calling for applications from community members to join the Katandra West Community Facilities Committee of Management. Letters were also sent to outgoing members of the committees inviting them to apply for a further term.

The Dhurringile Recreation Reserve and Community Centre and the Toolamba Recreation Reserve and Community Centre Committees of Management have been notified that members have resigned. Further contact will be made to confirm when memberships have been rescinded.

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

Strategic Links

a) Greater Shepparton 2030 Strategy

The Direction – Community Life

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

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

b) Other strategic links

Council Plan 2017-21

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

Conclusion

The appointment of new committees ensures continuity in the management and operation of the facilities for the benefit of the community.

Attachments

Nil

8. COMMUNITY DIRECTORATE

8.4 Naming of the Aquamoves pool hall in the honour of Willy O'Callaghan

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

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

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

Council Officers involved in producing this report

Author: Aquamoves Centre Manager

Proof reader(s): Active Living Manager

Approved by: Director Community

Executive Summary

Greater Shepparton and Aquamoves would like to formally acknowledge and honour the outstanding contribution to swimming for over 60 years by Willy O'Callaghan.

An extraordinary achievement that will never be surpassed, her contribution to the community has had an extremely positive impact on the health, wellbeing and lives of many thousands of children and adults alike

Willy O'Callaghan has herself been a swimmer competing at a high level however she is better known for her commitment to and the passion displayed as a coach, mentor and learn to swim teacher.

Ove the past 60 years Willy has been instrumental in the development and growth of the Shepparton Swimming Club, GV Masters as well Shepparton Life Saving Club which she is a life member of.

For Aquamoves, Willy's outstanding contribution has allowed our services to grow and evolve with many of her ideas forming the foundation of all that Aquamoves delivers today.

RECOMMENDATION

That the Council recognise Willy O'Callaghan for her extraordinary 60 year commitment to swimming and positive impact on the Aquamoves community, by naming the Aquamoves indoor aquatic environment the "Willy O'Callaghan Pool Hall".

The City of Greater Shepparton and Aquamoves has been extremely fortunate to have benefited from the passion, drive and commitment to swimming from the highly regarded, much loved and respected Willy O'Callaghan. Having adorned the pool decks during the past 60 years she has been a proud advocate of teaching all kids to swim while also coaching champions of the future.

Below is an excerpt from recent press release outlining some of her achievements.

After migrating to Australia from The Netherlands with her family at the age of four, Willy first started club swimming in Shepparton in 1959 on the recommendation of her doctor to help deal with recurrent shoulder soreness.

8. COMMUNITY DIRECTORATE

8.4 Naming of the Aquamoves pool hall in the honour of Willy O'Callaghan (continued)

After a successful career as a competitive swimmer, especially in distance events and backstroke, Willy commenced coaching in 1969 and quickly began making her mark on the Shepparton sporting scene with her successful squad Willy's Wagtails.

Soon after Willy took the reins as head coach of Shepparton Swimming Club and so began one of regional sport's greatest coach-club associations that would span all but half a century before Willy's retirement as Shepparton head coach in mid-2017.

Willy was also very active with the Shepparton Life Saving Club throughout her coaching career and is a life member of both organisations.

Willy continued to coach occasional sessions for Shepparton in the season following her retirement, still provides regular one-to-one tuition to swimmers looking to take their craft to the next level and remains a cherished mentor to her head coach replacement at Shepparton, Michelle Swift.

Willy can also still be found gracing the pool-deck each Tuesday, Thursday and Saturday morning in charge of her beloved Goulburn Valley Masters Swimming Squad, better known as the GV Crocs.

"It would be almost incalculable the number of individual young people who have come under Willy O'Callaghan's tutelage over the past five decades or swam with and against her during her competitive swimming career," Phil Guthrie Shepparton Swimming Club President

Council Plan/Key Strategic Activity

Willy O'Callaghan's contribution to swimming over 60 years best supports the AQUAMOVES Business Improvement Plan vision 'To be a hub of health and wellbeing by motivating and educating our community to enjoy healthy, active, happy, and connected lives.'

Risk Management

The only risk associated with the naming of a significant public asset such as the AQUAMOVES pool hall is the reputational risk should the person after who the hall is named either has or does conduct themselves in a way to contradict the values of Council.

There is nothing that Council officers are aware of at this time that gives Council officers any concern.

Policy Considerations

There are no policy considerations associated with this report.

Financial Implications

The cost of signage will be accommodated for within existing operational budgets.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

There are no environmental impacts associated with this report.

8. COMMUNITY DIRECTORATE

8.4 Naming of the Aquamoves pool hall in the honour of Willy O'Callaghan (continued)

Social Implications

The recommendation seeks to support outstanding community service. In doing so, whilst acknowledging that Willy has in many cases been remunerated for her work, in many cases she has volunteered her time.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

Consultation for this report has included input from the following;

- Shepparton Swimming Club
- GV Crocs – Masters Swimming
- Aquamoves Coordinator Team
- Active Living Management Team
- Aquamoves Learn to Swim 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 specific links to this strategy.

Conclusion

Willy O'Callaghan has been a passionate swimmer and teacher of the essential life skill of swimming to children in Shepparton for 60 years. Willy has been involved with both local swim clubs and the AQUAMOVES Learn to Swim over this time. Her knowledge and advice has allowed our services to grow with many of her ideas forming the foundation of all that we deliver today.

Much the same way Council names sporting grounds and reserves after those who have significantly contributed to their community it is most fitting that the aquatic environment at Aquamoves be known as the "Willy O'Callaghan Pool Hall".

Attachments

Nil

8. COMMUNITY DIRECTORATE

8.5 Appointing New Members of the Greater Shepparton Disability Advisory Committee

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

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

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

Council Officers involved in producing this report

Author: Access & Inclusion Officer

Proof reader(s): Team Leader Assessment and Inclusion Services

Approved by: Director Community

Other: Manager Neighbourhoods

Executive Summary

The Disability Advisory Committee was formally established by resolution of Council on 11 November 2008 ensuring that there is consultation and participation mechanisms in place for people with disabilities, their families, carers, advocates and service providers to enable meaningful input into Councils service planning and policy development.

One member of the committee tendered their resignation, citing personal circumstances in recent months. As a result of the resignation a recruitment process has been undertaken to fill the vacancies that have arisen. Advertisements were placed in the Shepparton News and the Tatura Guardian on 11 January 2019 calling for nominations. A notice calling for nominations was also placed on Council's website for the same period. Nominations closed on 25 January 2019.

The terms of reference indicate that the Committee must include between five and nine members, including those with disabilities and their carer's, and in addition up to two service provider representatives appointed by resolution of the Council.

RECOMMENDATION

That the Council:

1. Having considered nominations received for appointment to the Disability Advisory Committee, appoint the following member for a term of 2 years and 2 months commencing on 16 April 2019 and expiring on 20 June 2021:
 - Diane Baglin
2. Acknowledge the resignation of Kelly Barber and thank her for her valuable contribution to the Disability Advisory Committee.
3. Adopt the amended Greater Shepparton Disability Advisory Committees Terms of Reference.

8. COMMUNITY DIRECTORATE

8.5 Appointing New Members of the Greater Shepparton Disability Advisory Committee (continued)

Background

The Disability Advisory Committee was formally established by resolution of Council on 11 November 2008. The Disability Advisory Committee continues to form a strong link between Council and people living with disabilities in our community. The Disability Advisory Committee meets monthly and provides advice and recommended actions to Council, that ensure the needs of people with disabilities in our community are identified and steps taken to address the need.

The Disability Advisory Committee ensures there is a consultation and participation mechanism in place for people with disabilities, their families, carers, advocates and service providers to enable meaningful input into Councils service planning and policy development. The Disability Advisory Committee:

- Works in partnership with the community and Council towards acknowledging and valuing people with disabilities
- Informs and educates Council and the community about issues for people with disabilities, their families and carers.
- Identifies and prioritises their concerns and contribute to the planning to address these issues; and
- Provides advice and assistance to Council in achieving capital works and services that are accessible and inclusive of people with disabilities.

One of the key challenges of the Committee has been the recruitment of people with disabilities who have been able to fulfil their roles as members of the Disability Advisory Committee, on a consistent basis due to their needs associated with their disabilities.

This means it is often difficult to obtain a quorum at meetings and has seen several meetings cancelled due to low attendance, especially over colder months. It is hoped that increased membership will create opportunities for the committee to continue to function without interruption year round.

The committee has previously undergone recruitment cycles in 2012, 2015 and 2018.

Council Plan/Key Strategic Activity

The appointment of nominations to the Disability Advisory Committee is intrinsically linked to the Council Plan 2018-2021, in particular the following objectives:

- Social - Develop resilient, inclusive, healthy communities that make Greater Shepparton a safe and harmonious place to live, work, learn, and play.
- Built - Provide and support appealing relevant infrastructure that makes Greater Shepparton an attractive, liveable regional city.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
The DAC fails to comply with the Assemblies of Councillor's requirement set out in the Local Government Act 1989	C	3	Moderate	Inclusion of a clause within the Terms of Reference outlining this requirement which will remind the committee of their obligations

8. COMMUNITY DIRECTORATE

8.5 Appointing New Members of the Greater Shepparton Disability Advisory Committee (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Lack of communication between Committee and Council	C	4	Low	One Councillor is an appointed member of the committee to provide a communication channel and directions

Policy Considerations

There are no conflicts with any current Council policy documents.

Financial Implications

It is anticipated that the majority of actions identified in the Disability Advisory Committee will be met within existing budget allocations. Any initiatives endorsed within the action plan which require additional Council funding will be referred for consideration as part of the annual budget process.

Legal/Statutory Implications

This report is consistent with the *Local Government Act 1989* and the *Victorian Charter of Human Rights and Responsibility Act 2006*.

Environmental/Sustainability Impacts

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

Social Implications

Appointing new community members to the Disability Advisory Committee will help build a sense of community as it raises the profile of people with disabilities.

There are many benefits to consider including:

- Sense of community – stakeholder participation for people with disabilities in our community and social cohesion.
- Community Services – improve the range and quality of services for different groups such as people with disabilities, improvement of the accessibility of services
- Community Health and well-being – accessible and inclusive recreation facilities, public safety, health services and facilities or public health implications
- Education and skills development – number and quality of education options for the community, life-long learning opportunities or meeting the needs of our local community
- Transport – access to transport options that meet the individual needs of people with disabilities living in our communities.

Economic Impacts

There are no negative economic impacts arising from this proposal.

Consultation

Advertisements calling for nominations for applicants to fill the vacant positions on the Disability Advisory Committee were placed in the Shepparton News and the Tatura

8. COMMUNITY DIRECTORATE

8.5 Appointing New Members of the Greater Shepparton Disability Advisory Committee (continued)

Guardian on 11 January 2019. A notice calling for nominations was also placed on Council's website for the same period. Nominations closed on 25 January 2019.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> • Newspaper advertisements • Consultation with committee members
Involve	Work together. Feedback is incorporated into Councils decision making processes.	<ul style="list-style-type: none"> • Council to consult with the committee in relation to matters relating to people with disabilities in Greater Shepparton.
Collaborate	<p>Feedback and advice received from the Committee will be incorporated into decisions to the maximum level possible</p> <p>Council will give due consideration to implementation of the committee's recommendations</p>	<ul style="list-style-type: none"> • Advisory Committee consisting of community members to be appointed. • A Councillor is appointed to the committee. • The committee is supported by the Team Leader - Assessment and Inclusion Services and the Access and Inclusion Officer. • Council will consider funding requests where possible to undertake desired projects

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Report No 3: Community Life

2.2 The Direction – Community Life

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

8.1.2 Accessibility

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

b) Other strategic links

Council Plan 2017- 2021

Universal Access and Inclusion Plan 2018-2021

Conclusion

The Disability Advisory Committee continues to be instrumental in providing advice and recommended actions to Council that ensure the needs of people with disabilities in our community are identified and steps taken to address the need. It is anticipated that the increased membership will ensure the committee continues to function without interruption year round.

Attachments

Disability Advisory Committee - Terms of Reference [↓](#) Page 139

9. CORPORATE SERVICES DIRECTORATE

9.1 Review of Asset Depreciation Policy 34.POL3

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

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

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

Council Officers involved in producing this report

Author: Manager Finance and Rates

Approved by: Director Corporate Services

Other: Financial Accountant – Fixed Assets

Executive Summary

Greater Shepparton City Council's Asset Depreciation Policy 34.POL3 was adopted at the 17 May 2016 Ordinary Council Meeting is due for review.

Depreciation is an accounting concept that reflects the allocation of the value of an asset over its estimated useful life to the Council.

The Asset Depreciation Policy has been reviewed to reflect changes previously incorporated and disclosed in the 2016/17 and 2017/18 financial statements for useful lives of concrete footpaths (including shared paths) and concrete and timber bridges.

No other changes have been proposed.

RECOMMENDATION

That the Council adopt version 2.0 of the Asset Depreciation Policy 34.POL3

Background

The Asset Depreciation Policy 34.POL3 was adopted by Council at the 17 May 2016 Ordinary Council Meeting. This policy governs the depreciation of Council's non-current assets. Depreciation is an accounting concept that reflects the allocation of the value of an asset over its estimated useful life to the Council.

Bridges – Useful lives

Every three years Greater Shepparton City Council (GSCC) conducts formal reviews of the values and useful lives of its assets as at the end of the financial year in question.

This provides assurance to stakeholders on the asset values reported in the balance sheet (Property, infrastructure, plant and equipment under non-current assets) at the end of the financial year financial statements. The reviews also inform the depreciation rates detailed in the Asset Depreciation Policy 34.POL3.

As part of the 2017/2018 asset valuation review, GSCC implemented changes to the Useful Lives for Concrete and Timber Bridges as at 30 June 2018. The table below clarifies the changes.

9. CORPORATE SERVICES DIRECTORATE

9.1 Review of Asset Depreciation Policy 34.POL3 (continued)

Asset Class	Asset Description	Useful Life in Years	Depreciation Rate (%)
Bridges & Culverts	Concrete Bridges	Previous: 80 Current: 100	Previous: 1.25 Current: 1
Bridges & Culverts	Timber Bridges	Previous: 50 Current: 40 to 100	Previous: 2 Current: 1 to 2.5

At the start of the 2017/2018 Financial Year, GSCC's depreciation policy stated the useful life in years for Bridges to be 50 to 80 years.

Changes to the useful lives were based on a mid-2017 report by Rural Works Pty Ltd (Level 2 Bridge Condition Inspections) which suggested an increase in Road Bridges to 60 to 100 years and Pedestrian Bridges 40 to 100 years. In both cases the lower end of the range related to timber structures, the higher end related to Steel and Concrete.

The proposed useful lives were obtained from the AustRoads publication "*Remaining life of road infrastructure assets: an overview*" and expected material lifetime for timber from "*AS1720-2010 Timber Structures: Design Methods*."

Further information from GSCC's Strategic Assets Department was provided to the Executive Leadership Team (ELT) regarding the proposed change to useful lives which included comparisons of bridge useful lives with neighbouring/local councils as well as forecast condition trends of GSCC owned bridges.

The proposed changes were approved by ELT on 23 May 2018 and noted by the Audit and Risk Management Committee on 28 June 2018.

Concrete Footpaths – Useful lives

In 2016/2017, GSCC's Strategic Asset Department undertook a review of GSCC's footpath asset physical and useful lives.

The review identified that in the past decade, GSCC has improved its construction methods for concrete footpaths therefore resulting in longer asset lives. A study of footpaths in some of Shepparton's oldest estates also demonstrated longer asset lives.

Based on the findings of the review, a recommendation was approved by ELT on 31 May 2017 to increase the useful lives for concrete footpaths (including shared paths). This was also communicated to the Audit and Risk Management Committee on 7 June 2017 and 13 September 2017 and reflected in the 30 June 2017 financial statements. The table below highlights the changes.

Asset Class	Asset Description	Useful Life in Years	Depreciation Rate (%)
Footpath	Concrete	Previous: 60 Current: 70	Previous: 1.67 Current: 1.43
Shared Paths	Concrete	Previous: 65 Current: 70	Previous: 1.54 Current: 1.43

9. CORPORATE SERVICES DIRECTORATE

9.1 Review of Asset Depreciation Policy 34.POL3 (continued)

Council Plan/Key Strategic Activity

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

Objective 4.5 – Assets are well managed and their renewal is being planned through long term renewal strategies

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
That our useful life assumptions are not correct which will effect accuracy of depreciation	Likely	Moderate	Medium	Undertake programmed condition assessments and use data to analyse and update asset useful lives.

Policy Considerations

The recommendation to approve the Depreciation Policy does not conflict with any other Council Policy.

Financial Implications

By setting the useful life of assets, and the corresponding rate of depreciation will set Council's depreciation expense for those assets currently in our system. It must be taken into account that depreciation will be adjusted on an ongoing basis as a result of re-valuation of assets, as new assets are commissioned and old assets decommissioned.

Legal/Statutory Implications

It is not a requirement of the Local Government Act to have a Depreciation Policy. It is, however, considered to be best practice for an organisation of the size of Council to have one.

Depreciation of assets is an accounting requirement governed by the Australian Accounting Standards Board (AASB).

Environmental/Sustainability Impacts

There are no environmental impacts relating to this report.

Social Implications

There are no social implications associated with this report.

Economic Impacts

The economic impacts associated with this report are limited to Council, and relate to Council's annual depreciation expense which will be continually adjusted through re-valuation of assets, adjustments to asset useful lives, introduction of new assets to be depreciated, and decommissioning of old assets.

Consultation

Public consultation was not required for development of this policy
 Internal consultation occurred between the Corporate Services and Infrastructure Directorates.

9. CORPORATE SERVICES DIRECTORATE

9.1 Review of Asset Depreciation Policy 34.POL3 (continued)

Strategic Links

Greater Shepparton 2030 Strategy

One of the objectives in the 2030 Strategy is *To provide sustainable infrastructure to support the growth and development of the municipality*. Depreciation does provide a high level view to asset renewal demand and the management of our asset renewal gap.

Attachments

Asset Depreciation Policy 34.POL3 - version 2.0 [↓](#) Page 144

9. CORPORATE SERVICES DIRECTORATE

9.2 Review of Asset Capitalisation Policy 3.POL3

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

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

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

Council Officers involved in producing this report

Author: Manager Finance and Rates

Approved by: Director Corporate Services

Other: Financial Accountant – Fixed Assets

Executive Summary

Greater Shepparton City Council's Asset Capitalisation Policy provides guidance, clarity and consistency regarding the treatment of capital expenditure. This ensures a distinction is made between expenditure on long-lived assets and expenditure on goods and services for immediate consumption.

The Asset Capitalisation Policy was adopted on 15 March 2016. The policy was marked due for review in March 2019.

A review has been conducted with only minor changes proposed.

RECOMMENDATION

That the Council adopt version 2.0 of the Asset Capitalisation Policy 3.POL3

Background

Greater Shepparton City Council's Asset Capitalisation Policy provides guidance, clarity and consistency regarding the treatment of capital expenditure. This ensures a distinction is made between expenditure on long-lived assets and expenditure on goods and services for immediate consumption.

This distinction is important for the reporting of Council's financial performance in regards to both operating and capital expenditure and therefore the preparation of Council's annual financial statements.

The capitalisation of expenditure will also influence the depreciation expense reported by Council as per the Asset Depreciation Policy 34.POL3.

The Asset Capitalisation Policy is applied to Council's Non-Current assets that are referred to in Australian Accounting Standard AASB 116 Property, Plant and Equipment.

Broadly speaking, these assets are:

- Land
- Buildings and Improvements
- Infrastructure
- Plant and Equipment
- Furniture and Equipment.

9. CORPORATE SERVICES DIRECTORATE

9.2 Review of Asset Capitalisation Policy 3.POL3 (continued)

Review of Policy

The policy was marked for review in March 2019. A review has been undertaken and only minor changes have been made which do not change the substance of the original policy.

The review period has been set at three years, however, further reviews may be conducted prior to that in consideration of changes to applicable accounting standards.

Council Plan/Key Strategic Activity

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

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Incorrect measurement and recognition of new, renewed and upgraded assets	Likely	Moderate	Medium	Implementation of Adopted Policy and supporting Corporate Procedure to guide staff

Policy Considerations

There are no identified conflicts with existing Council Policies.

Financial Implications

The Council is the custodian of community assets with a replacement value of over \$1.04 billion. The policy will allow Council to apply thresholds for capitalising expenditure on non-current assets.

Legal/Statutory Implications

The Policy allows Council to comply with the Local Government Act 1989 and related regulations. It also considers the applicable Australian Accounting Standards, State Government Guidelines from the Department of Treasury and Finance and Local Government Victoria along with reports from the Victorian Auditor General's Office.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts as a result of the implementation of this Policy.

Social Implications

There are no Social Implications associated with this report.

Economic Impacts

There are no economic impacts associated with this report.

Consultation

Council Officers are of the opinion no external consultation is required.

Strategic Links

Nil

Attachments

Asset Capitalisation Policy 03.POL3 - Version 2.0 [↓](#) Page 151

9. CORPORATE SERVICES DIRECTORATE

9.3 2018/2019 Q3 Forecast Review

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

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

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

Council Officers involved in producing this report

Author: Team Leader Management Accounting

Proof reader(s): Manager Finance and Rates

Approved by: Director Corporate Services

Executive Summary

The report presents the draft forecast financial performance for the 2018/2019 financial year compared to the Adopted Budget submitted by Responsible Managers.

RECOMMENDATION

That the Council adopt the revised forecasts identified by the 2018/2019 Quarter 3 Forecast Review.

Background

Under section 138 of the *Local Government Act 1989* the Chief Executive Officer at least every three months must ensure quarterly statements comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the Council.

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

The 2018/2019 Budget was adopted at the Ordinary Council Meeting held 19 June 2018. The 2018/2019 Budget provided for an operating surplus of \$19.17 million with revenue of \$143.83 million and expenditure of \$124.66 million. The 2018/2019 Budget also provided for capital works of \$46.36 million.

On 16 October 2018, Council adopted the 2018/2019 Q1 Adopted Forecast with an accounting surplus of \$14.83 million which was \$4.34 million less than the 2018/2019 Adopted Budget. The capital works program of \$48.13 million was forecast to be expended during the 2018/2019 financial year which is an increase of \$1.77 million from the Adopted Budget.

On 19 February 2019, Council adopted the 2018/2019 Q2 Adopted Forecast with revenue of \$146.8 million, expenditure of \$130.08 million and an accounting surplus of \$16.72 million. The forecast increase in accounting surplus in comparison to Q1 of \$1.89 million was mainly due to \$1 million increase in Capital Monetary Contributions attributable to an increase in interest income, fuel rebates and Natural Disaster Financial Assistance. The 2018/2019 Q2 Adopted Forecast also included \$52.6 million in capital works, which was an increase of \$4.47 million from the Q1 Adopted Forecast.

9. CORPORATE SERVICES DIRECTORATE

9.3 2018/2019 Q3 Forecast Review (continued)

The budget review process involves Managers reviewing the adopted budget for their departmental areas compared to actual income and expenditure. Managers are to update forecasts to reflect the expected year end result. The Executive then undertake a detailed review to understand and confirm forecast variations. The review is then submitted to Council for consideration.

Council Plan/Key Strategic Activity

This proposal is consistent with the strategic objective Leadership and Governance.

Risk Management

Monitoring of performance against the 2018/2019 adopted budget as well as the forecast year end position provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Inability to achieve current budget due to income not reaching budgeted levels or costs exceeding budget exposing the Council to a cash deficit.	Likely	Moderate	Moderate	Review detailed monthly financial reports and take corrective action where forecast varies against budget.
Breaching the local Government Act by expending funds against line items without endorsed budget.	Possible	Moderate	Moderate	Undertake quarterly budget reviews to formally consider and adjust for any known variances.

Policy Considerations

There are no identified conflicts with existing Council policies.

Financial Implications

Forecast variances to the 2018/2019 Section 138 of the Local Government Act 1989 requires that at least every three months the Chief Executive Officer must ensure a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the Council. A detailed financial report is presented to the Council each month. Adopted Budget are detailed throughout the attached report.

Legal/Statutory Implications

Section 138 of the Local Government Act 1989 requires that at least every three months the Chief Executive Officer must ensure a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the Council. A detailed financial report is presented to the Council each month.

Environmental/Sustainability Impacts

There are no environmental or sustainable impacts that will arise from this proposal.

Social Implications

There are no social impacts that will arise from this proposal.

9. CORPORATE SERVICES DIRECTORATE

9.3 2018/2019 Q3 Forecast Review (continued)

Economic Impacts

There are no identified economic impacts.

Consultation

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

Appropriate consultation has occurred with Council Officers and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

Nil

b) Other strategic links

The report is consistent with the governance principle of Strategic Objective one of the Council Plan 2017-2021 "Leadership and Governance".

Conclusion

This report has been prepared and presented to identify and reflect known variances in the end of year financial forecast compared to budget.

Attachments

1. 2018/2019 Quarter 3 Forecast Review [↓](#) Page 159
2. March 2019 - Monthly Financial Statements [↓](#) Page 203

9. CORPORATE SERVICES DIRECTORATE

9.4 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded

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

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

Council Officers involved in producing this report
Author: Team Leader Contracts and Procurement
Proof reader(s): Manager Corporate Governance
Approved by: Director Corporate Services

Executive Summary

To inform the Council of the status of requests for tenders that have been awarded under delegation and those that have been publicly advertised but are yet to be awarded.

RECOMMENDATION

That the Council note:

1. tendered contracts awarded under delegated authority by the Chief Executive Officer;
2. contracts awarded under delegated authority by a Director;
3. requests for tenders advertised but not yet awarded.

Tendered Contracts Awarded under Delegated Authority by the CEO

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1871	Provision of Early Intervention Services	Schedule of Rates Contract for the Provision of Early Intervention Services	\$300,000.00	Optimum Corporate Health Pty Ltd T/As Work Healthy Australia
1895	Design of Signalisation, Landscape, and Upgrade of Wyndham and Fitzjohn Streets	Lump Sum Contract for the Design of Signalisation, Landscape, and Upgrade of Wyndham and Fitzjohn Streets	\$157,685.00	CAF Consulting Pty Ltd
1899	Design and Construction of Merrigum Splash Park	Lump Sum Contract for the Design and Construction of Merrigum Splash Park	\$330,000.00	Water Features by Design
1934	Supply & Installation of	Lump Sum Contract for the Supply &	\$254,647.03	Zeerust Gas & Plumbing Pty Ltd

9. CORPORATE SERVICES DIRECTORATE
9.4 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded (continued)

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
	Replacement Pool Heating	Installation of Replacement Pool Heating		

Tendered Contracts Awarded under Delegated Authority by a Director

Contract Number	Contract Name	Contract details, including terms and provisions for extensions	Value inclusive of GST	Awarded to
1925	Design Consultant for Architectural Design of Tatura Library Refurbishment Extension	Lump Sum Contract for the Design Consultant for Architectural Design of Tatura Library Refurbishment Extension	\$115,302.00	Millbrook Enterprise Pty Ltd

Requests for Tenders advertised but not yet awarded

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1874	Construction of Traffic Calming Works, Fryers Street, Shepparton	Lump Sum Contract for the Construction of Traffic Calming Works, Fryers Street, Shepparton	Tender closed on 3 April 2019
1875	Construction of Traffic Calming Works, Corio Street and North Street, Shepparton	Lump Sum Contract for the Construction of Traffic Calming Works, Corio Street and North Street, Shepparton	Tender closed on 20 March 2019. Tender currently being evaluated.
1889	Construction of Balaclava Road – Verney Road Intersection Stages 1 & 2 Upgrade	Lump Sum Contract for the Construction of Balaclava Road – Verney Road Intersection Stages 1 & 2 Upgrade	Tender closed on 23 January 2019. Tender currently being evaluated.
1901	Provision of Corporate Travel and Accommodation Booking Service	Schedule of Rates Contract for Corporate Travel and Accommodation Booking Service	Tender closed on 27 February 2019. Tender currently being evaluated
1902	Provision of Learning Management System	Schedule of Rates Contract for Learning Management System	Tender closed on 27 February 2019. Tender currently being evaluated

9. CORPORATE SERVICES DIRECTORATE
9.4 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1905	Lightfoot Street Reconstruction Works	Lump Sum Contract for Lightfoot Street Reconstruction Works (Private)	Tender closed on 22 March 2019. Tender currently being evaluated
1906	Provision of Architectural Design for the Redevelopment and Expansion of the Shepparton Sports and Events Centre	Lump Sum Contract for the Provision of Architectural Design for the Redevelopment and Expansion of the Shepparton Sports and Events Centre	Tender closed on 19 December 2018 Tender currently being evaluated
1913	Design, Supply & Installation of Shade Sail Structures for Tatura Northlinks Playground & Congupna Recreation Reserve Playgrounds	Select Request for Quote - Lump Sum Contract for the Design, Supply & Installation of Shade Sail Structures for Tatura Northlinks Playground & Congupna Recreation Reserve Playgrounds(Private)	Tender closed on 27 March 2019. Tender currently being evaluated
1917	Refurbishment of Toolamba Bridge	Lumps Sum Contract for the Refurbishment of Toolamba Bridge	Tender closed on 20 March 2019. Tender currently being evaluated
1922	Design of the Maude Street Mall Precinct Redevelopment	Lumps Sum Contract for the Design of the Maude Street Mall Precinct Redevelopment	Tender scheduled to close 1 May 2019
1923	Provision of Crowd Control (Security Guard) Services - Panel of Suppliers	Schedule of Rates Contract for the Provision of Crowd Control (Security Guard) Services - Panel of Suppliers	Tender scheduled to close 17 April 2019
1927	Refurbishment of Watt Road Bridge, Mooroopna	Lump Sum Contract for the Refurbishment of Watt Road Bridge, Mooroopna	Tender closed on 20 March 2019. Tender currently being evaluated
1932	Provision Of After-Hours Animal Emergency Service	Schedule of Rates Contract for The Provision Of After-Hours Animal Emergency Service	Abandoned due to no submissions / Re-Advertised under contract 1954
1937	Provision of Affordable Housing Policy Development (Select) (Private)	Lump Sum and Schedule of Rates Contract for the Provision of Affordable Housing Policy Development (Select) (Private)	Tender closed on 22 March 2019. Tender received no submissions

9. CORPORATE SERVICES DIRECTORATE

9.4 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded (continued)

Contract No.	Contract Name	Contract detail, including terms and provisions for extensions	Status
1938	Construction of Skene St (Nixon - Fryers St) Centre-Of-Road Parking	Lump Sum Contract for the Construction of Skene St (Nixon - Fryers St) Centre-Of-Road Parking	Tender closed on 3 April 2019
1941	Supply of Trees - Advanced Purchase - Panel of Suppliers	Select Request for Quote - Schedule of Rates Contract for the Supply of Trees - Advanced Purchase - Panel of Suppliers(Private)	Tender closed on 29 March 2019. Tender currently being evaluated
1949	Purchase of Aquatic Plants for Sevens Creek Wetlands	Select Request for Quotation (RFQ) for Purchase of Aquatic Plants for Sevens Creek Wetlands(Private)	Tender closed on 12 April 2019
1953	Provision of Midland Highway Recreational Path and Associated Drainage, Shepparton East	Lump Sum Contract for the Provision of Midland Highway Recreational Path and Associated Drainage, Shepparton East(Private)	Tender closed on 10 April 2019
1954	Provision Of After-Hours Animal Emergency Service - Readvertised	Schedule of Rates Contract For The Provision Of After-Hours Animal Emergency Service - Readvertised	Tender scheduled closed on 3 April 2019

Policy Considerations

Through the *Instrument of Delegation to the Chief Executive Officer* the Council has delegated authority to the Chief Executive Officer to award a contract up to the value of \$500,000 including GST.

The Council through the *Exercise of Delegations Policy* has delegated authority to the Director Corporate Services to approve a contract up to the value of \$500,000 and the Director Infrastructure, Director Community and Director Sustainable Development to approve a contract up to the value of \$150,000 for goods and services and \$200,000 for works.

Legal/Statutory Implications

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

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

9. CORPORATE SERVICES DIRECTORATE

9.4 Contracts Awarded Under Delegation and Contracts Advertised but yet to be Awarded (continued)

Conclusion

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised contracts awarded by the Chief Executive Officer and Directors under delegated authority of the Council during the period 1 March 2019 to 31 March 2019.

Attachments

Nil

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019

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

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

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

Council Officers involved in producing this report

Author: Events Coordinator

**Proof reader(s): Team Leader, Tourism & Major Events and
Manager Economic Development**

Approved by: Director Sustainable Development

Other: Major and Business Events Officer

Executive Summary

Greater Shepparton City Council aims to celebrate the local community and our diverse region through a range of major and community events each year. The various events supported by Council include sporting, cultural, commemorative, festive as well as annual community events.

The purpose of the Event Grants program is to provide financial assistance as well as marketing support to groups who are organising events within the Greater Shepparton municipality.

The total amount of funding allocated to the Small and Large Events Program is \$45,000 for the 2018/2019 financial year. This amount is split into two rounds.

Small Events can be funded from \$500 up to \$2,000 and Large Events can be funded from \$2,000 up to \$5,000.

Round Two of the Small and Large Events Grants 2018/2019 opened on 1 November 2018 and closed on 4 February 2019 with a total of twelve (one was a double up) applications received.

Based on the Grant Policy and approved guidelines, eleven of these applications were assessed by an internal assessment panel which is made up of three officers from within Council. For this round it is recommended that the eleven respective events are funded a total of \$10,500 (GST Excl.). All of the recommended events meet the eligibility requirements and adhere to the objectives of the Events Grant Program.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

RECOMMENDATION

That the Council adopt the recommendation of the Grants Assessment Panel to fund 11 events as detailed below to the total value of \$11,200 (including GST) representing Round Two of the 2018/2019 Events Grants Program:

	Organisation	Event	Allocation Excluding GST	Allocation Including GST
1	Goulburn Valley South Sudanese Community Association Inc	South Sudanese Independent Day Celebration	\$500.00	\$500.00
2	Valley Radio Flyers Inc	Shepparton Mammoth Scale Event	\$1,000.00	\$1,100.00
3	Shepparton Swimming Club	Shepparton Aqua Carnival	\$2,000.00	\$2,000.00
4	Shepparton Malayalee Association	Shema Vishu Festival Celebration	\$500.00	\$500.00
5	Dookie & District Development Forum	2019 Dookie Community Olde Time Ball	\$500.00	\$550.00
6	Goulburn Valley Gamers Guild Inc	Shepparton Con	\$500.00	\$500.00
7	G V Rail Club	2019 Shepparton Model Rail Exhibition	\$500.00	\$550.00
8	Victorian All Welsh Show	Victorian All Welsh Show	\$1,000.00	\$1,100.00
9	Shepparton Runners Club	2019 Shepparton Running Festival	\$2,500.00	\$2,500.00
10	Victorian Futurity Cutting Club	4CYTE Victorian Futurity Cutting Club	\$1,000.00	\$1,100.00
11	Military History Group Inc	Dookie Military Vehicle Rally	\$500.00	\$500.00
		TOTAL	\$10,500.00	\$11,200.00

Applicant	South Sudanese Independent Day Celebration
Project Title	South Sudan Independent Day Celebration
Brief Project Description	Community members celebrate independence with traditional and cultural dancing, food, guest speakers whilst introducing our culture to the wider Australian community
Project Activities	Traditional & cultural dancing, entertainment, food, speakers
Expected Outcomes	To promote their culture to the wider community
Total Event cost	\$5,000.00
Grant amount requested from Council	\$5,000.00
Amount recommended by assessment panel	\$500.00 (GST N/A)

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

Reason for panel's decision	This is the third time that Council has supported this group and from the application believe that this amount is favourable in this instance.
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Applicant	Valley Radio Flyers Inc
Project Title	Shepparton Mammoth Scale Event
Brief Project Description	Showcasing model plans to the wider community
Project Activities	Petrol engine models, jet powered models and gliders displayed and flown
Expected Outcomes	To compete with other regions, build team spirit have fun and build solid friendships
Total Event cost	\$9,250.00
Grant amount requested from Council	\$3,500.00
Amount recommended by assessment panel	\$1,100.00 (GST Inc)
Reason for panel's decision	Annual event in its 38 th year and has had solid funding for a number of years from Council. We believe this amount will assist towards infrastructure for their event

Applicant	Shepparton Swimming Club
Project Title	Shepparton Aqua Carnivale
Brief Project Description	Annual long course championships held in the 50m pool at Aquamoves
Project Activities	Wanting to hold a fun filled competition with a difference
Expected Outcomes	To be a thriving, vibrant, and respected Swimming Club
Total Event cost	\$5,000.00
Grant amount requested from Council	\$5,000.00
Amount recommended by assessment panel	\$2,000.00 (GST N/A)
Reason for panel's decision	A solid event that brings in 600+ competitors to our region from around Victoria

Applicant	Shepparton Malayalee Association (SHEMA)
Project Title	Shema Vishu Festival Celebration
Brief Project Description	Vishu is the astronomical New Year or the Hindus and is celebrated from people from Kerala, India
Project Activities	Feast of traditional spread of South Indian delicacies.
Expected Outcomes	Cultural event which will allow an exchange greetings with one another on the occasion of their New Year
Total Event cost	\$6,000.00
Grant amount requested from Council	\$2,000.00
Amount recommended by assessment panel	\$500.00 (GST N/A)
Reason for panel's decision	Council have supported this event in the past and the panel believe that this funding for a luncheon is acceptable

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

Applicant	Dookie & District Development Forum
Project Title	2019 Dookie Community Olde Time Ball
Brief Project Description	Community members from all areas are invited to experience an Olde Time Ball in the Dookie Memorial Hall
Project Activities	Dancing and communicating whilst enjoying a community supper. There will also be a children's disco as part of this event.
Expected Outcomes	A successful event creating community engagement outcomes.
Total Event cost	\$1,100.00
Grant amount requested from Council	\$1,100.00
Amount recommended by assessment panel	\$500 (GST Incl.)
Reason for panel's decision	This event caters for small towns and strengthens community spirit.

Applicant	Goulburn Valley Gamers Guild Inc
Project Title	ShepparCon 2019
Brief Project Description	Gaming conference for board enthusiasts
Project Activities	A plan to provide a friendly and inclusive environment where people who love board games or who have an interest in the gaming hobby can meet, interact and enjoy playing games together.
Expected Outcomes	To bring together gamers from across the state & nation
Total Event cost	\$5,177.37
Grant amount requested from Council	\$3,045.87
Amount recommended by assessment panel	\$500.00 (GST N/A)
Reason for panel's decision	Council wish to support the gaming event but budget was asking to purchase further games and gifts for attendees hence the amount agreed will be supportive of their event costs only. This is the second time Council has supported this event.

Applicant	G V Rail Club
Project Title	2019 Shepparton Model Rail Exhibition
Brief Project Description	An annual event where train enthusiasts gather to display our miniature and prototype rail collections
Project Activities	To showcase rail hobbies to the wider community
Expected Outcomes	To promote the GV Rail Club to the wider community whilst celebrating their 30 th year Anniversary
Total Event cost	\$9,200.00
Grant amount requested from Council	\$2,000.00
Amount recommended by assessment panel	\$550.00 (incl GST)
Reason for panel's decision	Supported a number of times through the grants round, they have good ticket sales and sponsorships and believe this is adequate for this event.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

Applicant	Victorian All Welsh Show
Project Title	Victorian All Welsh Show
Brief Project Description	The event is run over three days and offers lead performance and harness classes over the 3 days of competition
Project Activities	International judges from UK as well as Australian Judges to judge over 500 ponies
Expected Outcomes	To promote the versatility of the Welsh Breed to enthusiasts and the wider community
Total Event cost	\$56,100.00
Grant amount requested from Council	\$5,000.00
Amount recommended by assessment panel	\$1,100.00 (incl GST)
Reason for panel's decision	This event has been sponsored previously and officers believe this funding will cover first aid at the event.

Applicant	Shepparton Runners Club
Project Title	2019 Shepparton Running Festival
Brief Project Description	A premier marathon event in regional Victoria offering a range of distances for all competitors.
Project Activities	Marathon, half, 10 and 5km runs and also a community run/walk of 2km. Flat based course for those wishing to challenge themselves or commence running in an event
Expected Outcomes	To cement Shepparton Running Festival into Victoria's running calendar
Total Event cost	\$64,050.00
Grant amount requested from Council	\$3,500.00
Amount recommended by assessment panel	\$2,500.00 (GST N/A)
Reason for panel's decision	A solid event with approximately 750 participants for our region which Council has sponsored each year. Event is also continuing to grow with new ideas and benefits for the region.

Applicant	Victorian Futurity Cutting Club
Project Title	4CYTE Victorian Futurity Cutting Club
Brief Project Description	Cutting Horse event held at Tatura Park
Project Activities	The main aim is to bring together USA & Australia to compete in this International event.
Expected Outcomes	To grow the sport and support healthy competition.
Total Event cost	\$262,000.00
Grant amount requested from Council	\$2,000.00
Amount recommended by assessment panel	\$1,100.00 (incl GST)
Reason for panel's decision	A solid event that is held over 6 days at Tatura Park.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

Applicant	Military History Group Inc
Project Title	Dookie Military Rally 2019
Brief Project Description	Event is held annually and showcases vehicles, uniforms, army paraphernalia and likeminded people who all have a passion for military artefacts.
Project Activities	Military displays, marching, restored vehicles
Expected Outcomes	To bring together people from all over Victoria to showcase our collections and build relationships
Total Event cost	\$5,000.00
Grant amount requested from Council	\$5,000.00
Amount recommended by assessment panel	\$500 (GST N/A)
Reason for panel's decision	This event caters for the Dookie township and brings in visitors to the region.

Background

Greater Shepparton City Council has provided two types of events grant funding to community groups for over a decade. The event funding is only available to not-for-profit organisations or organisations that have successfully obtained an auspice. Organisations that have previously been funded by Council and failed to comply with their financial and acquittal requirements will not be funded under the current guidelines.

The Events Grants applications are assessed in two rounds annually.

A total of eleven applications were received in the Small and Large Events Grants Round 2 (2018/19).

A cross department assessment panel has been formed to ensure there is a variety of backgrounds and knowledge which improves the assessment of applications.

The community is encouraged to seek alternative streams of funding to ensure that events are sustainable and viable. Information sessions are hosted by Council each year to educate locals in regards to the funding opportunities that are available.

Small and Large Events Grant

The Large Events grant category applies to requests of \$2,000-\$5,000 for not-for-profit event organisers and community groups. The Small Event grant category applies to requests of \$500-\$2,000 for not-for-profit event organisers and community groups. Small and Large Event applications must address the following key selection criteria:

- Background of the organisation/club
- Background of the proposed event
- Event criteria
- Economic impact
- Social benefit
- Environmental impact
- Event budget
- Greater Shepparton City Council recognition
- Post event evaluation

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

Small and Large Events Grant Funding Objectives:

- Event stimulation: To increase visitation and event tourism to the Greater Shepparton area.
- Economic benefits: To maximise the economic benefits to our community from scheduled festivals, cultural events business events, major events and sporting activities.
- Event tourism to the region: To sustainably build the profile of events in the region to attract visitors from outside the local area and to sustainably build the volume and yield of the region's tourism products.
- Regional profile: To generate interest and to lift the profile, brand and reputation of Greater Shepparton throughout Victoria, Australia and internationally.
- Development and Enhancement of Events: To provide appropriate resources and advice to assist in the facilitation and enhancement of the region's events and create an environment for innovation and creation within the municipality.
- Education: To develop general public and community awareness and understanding in relation to the benefits of tourism and to create tourism opportunities in the region.
- Social Benefits: To build social relationships for our culturally diverse region by fostering and strengthening supportive inclusions between individuals and diverse groups.
- Wellbeing: Encourage groups/organisations to deliver events that contribute to the well-being of the Greater Shepparton community.
- Celebration: To encourage a diverse range of events to celebrate the tourism product strengths in the region.
- Capacity Building: Help develop event coordination skills of the Greater Shepparton Community.

Council Plan/Key Strategic Activity

Greater Shepparton City Council Plan 2017 – 2021:

Social Goals:

- Greater Shepparton is a welcoming, inclusive and safe place for all.
- Creativity and participation in arts and culture is nurtured and encouraged.
- Volunteering is promoted and encouraged along with other measures to improve community resilience.
- Greater Shepparton is valued for cultural celebrations, inclusion and engagement of our diverse communities.

Economic Goals:

- The Greater Shepparton economy is prosperous, high value and a focus of choice for business, investment and employment.
- Greater Shepparton is a major destination for events and tourism (e.g. progression of the business case for the Greater Victoria Commonwealth Games bid).
- Shepparton is the regional city centre supported by well-planned and designed existing and emerging commercial activity centres.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Financial – Insurance Claims	Unlikely	Low	Low	Ensure successful applicant has a current insurance policy/certificate

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
Strategic – Emergency / catastrophes	Rare	Low	Moderate	Ensure successful applicant has an Emergency Response Plan
Operations – OH&S	Possible	Medium	Moderate	Ensure a Risk Management Plan has been undertaken prior to each event
Operations – Infrastructure	Unlikely	Low	Moderate	Ensure all Council equipment and infrastructure has been checked and is in safe working order prior to distribution for event
Operations – Infrastructure	Unlikely	Low	Moderate	Ensure all Council equipment and infrastructure has been checked and is in safe working order prior to distribution for event
Other – Reputational Risk	Unlikely	Low	Moderate	Ensure the funding Agreement has been signed off by grant recipient

Policy Considerations

The assessment and recommendations have been made in line with the Grant Distribution Policy | 43.POL1.

Financial Implications

Events Grants have a total budget of \$45,000 plus GST annually. Following round 1 2018/2019 program there is \$26,500 remaining for round 2.

	Approved Budget Estimate for this proposal ¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive ² \$
Revenue				
Expense	\$26,500	\$10,500	(\$16,000)	\$11,200
Net Total	\$26,500	\$10,500	(\$16,000)	\$11,200

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

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

All events grants applicants must comply with planning, building and health legislative and statutory requirements prior to commencement of events and/or release of the Council's funds.

Environmental/Sustainability Impacts

The approval of the recommendation stated above will not have a negative impact on the environment.

Social Implications

Events sponsored by Council are aimed at increasing opportunities for the community to come together as a whole, fostering community pride and esteem.

Economic Impacts

Events funded by Council have in the past resulted in increased visitation and an increase in overnight stays with participants of the events, organisers, families spending more time in the Greater Shepparton region over the course of events. Retail stores, local speciality stores as well as cafes and restaurants have also reported a positive economic impact during these events

Consultation

The Grants Working Group have successfully organised community information evenings and workshops to educate and inform the public regarding what Council grants are available as well as how to write and submit an online application. There are a number of Grants Administrators throughout Council who are available to answer and meet with members of the community to discuss future applications and events

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep the community informed into how to apply for grants and alternative streams of funding	Grants Forum 2018
Consult	Consult and listen to the community regarding their expectations of the funding process	Grants Forum 2018
Involve	Work with the community	Grants Working Group (Internal)
Collaborate	Work alongside community groups to build a better Grants Program	Grants Forum 2018
Empower	We will provide the community with up to date information and service	Grants Forum 2018

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

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.1 Major and Minor Events Grants - Round Two 2018-2019 (continued)

Strategic Links

a) Greater Shepparton 2030 Strategy

2.3.2 Community Life

2.4.4 The Need to Grow

3.2 Supporting Principles

4.3.4 The Municipality is More Attractive

4.3.9 The Municipality is Culturally Active

b) Other strategic links

Council Plan 2017 – 2021

2.7 – Greater Shepparton is valued for cultural celebrations, inclusion and engagement of our diverse communities

3.3 – Greater Shepparton is a major destination for events and tourism

Conclusion

The applications for funding through the Minor and Major Events Funding Round Two 2018/2019 were reviewed by an internal Assessment Panel and it has been recommended that the above eleven applications be funded. The approved events meet eligibility requirements for Council's Grants Policy and the Events Grants Guidelines.

Attachments

Nil

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Greater Shepparton Business Centre Tenancy Policy

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

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

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

Council Officers involved in producing this report

Author: Business Development Coordinator

**Proof reader(s): Team Leader Business and Industry Development,
Manager Economic Development**

Approved by: Director Sustainable Development

Executive Summary

The Greater Shepparton Business Centre (GSBC) is committed to helping new and start-up businesses develop and grow within a supportive environment. The GSBC offers subsidised rental fees for office space and light industrial sheds, small business mentoring support and networking opportunities.

The GSBC also aims to facilitate business growth in the Greater Shepparton region by providing low cost workshops and training for small businesses in the municipality and casual hire meeting and conference room facilities.

Over the last 2-3 years the GSBC has witnessed remarkable growth in tenancy and casual hire activity. The GSBC is currently over 75% occupied with 4 businesses occupying the 6 available light commercial sheds, 13 businesses occupying the 16 available office suites and 8 virtual tenants. The tenancy mix currently comprises 53% incubator and 47% established tenants.

The proposed Tenancy Policy provides a broad overview of the tenancy options that are available at the Greater Shepparton Business Centre and outlines how an application for tenancy is assessed using consistent and transparent criteria. A set of Tenancy Guidelines have been developed to accompany the Tenancy Policy and provide further detail around Incubator, Established Businesses and Virtual tenancy as well as more general tenancy information, Rental Arrears, Related Policies, Directives and Legislation. The Tenancy Policy complies with strategies and actions outlined within the Council Plan 2017-2021 and the Economic Development, Tourism and Major Events Strategy 2017-2021. The GSBC operates as a highly effective facility that assists to grow and develop local businesses creating employment opportunities and helping to build a thriving resilient economy.

The Tenancy Policy has been developed and is now being presented to Council for endorsement.

RECOMMENDATION

That the Council adopt the Greater Shepparton Business Centre Tenancy Policy.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Greater Shepparton Business Centre Tenancy Policy (continued)

Background

The GSBC receives a wide range of applications from new and emerging businesses with aspirations of taking up tenancy at the GSBC. The policy provides clear direction on the entry criteria allowing the incubator function of the GSBC to be fulfilled without prejudice. The policy also provides the criteria for tenant entry and exit with guidelines for the various categories of tenancy.

The GSBC has been utilising a Tenancy Policy for many years however the document has never been adopted by Council. This document has now been updated and a set of guidelines have been developed to ensure that the centre conforms to industry best practice and supports the primary function of the GSBC as an incubator for new business start-ups.

As outlined in the Tenancy Policy the GSBC has three categories of tenancy that are described as follows:

- a) Incubator - available for up to 3 years, to assist new and emerging businesses to become established and profitable;
- b) Established - available for a 12 month period to assist an existing business whilst a local commercial property is sourced;
- c) Virtual - available to assist new, establishing and existing businesses requiring access to an office space once per week during office hours.

A set of guidelines have been developed to accompany the Tenancy Policy and include further information pertaining to tenancy fees, rental arrears and general tenancy information for each category of tenancy, including references to related policies, directives and legislation.

Council Plan/Key Strategic Activity

This policy supports the following actions in the Council Plan 2017-2020:

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

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

3.2 – Strong global, national and local business connections are developed and nurtured.

Risk Management

The endorsement of the Tenancy Policy will ensure consistency and transparency for businesses considering tenancy at the GSBC. Businesses will be able to utilise this document as well as the Tenancy Guidelines to determine eligibility criteria, to understand the types of tenancies available and the general terms and conditions around tenancy. Businesses will be asked to sign a licence agreement that clearly outlines the rental arrears procedure and their requirements as a tenant, resulting in a reduced risk to Council and a better long and short term planning tool for their business.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Business fails to pay their tenancy fees resulting in a financial loss to Council	Possible	Moderate	Medium	Council enforces the Rental Arrears Policy outlined in the Tenancy Guidelines and Licence Agreement which

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Greater Shepparton Business Centre Tenancy Policy (continued)

Risks	Likelihood	Consequence	Rating	Mitigation Action
				businesses sign prior to commencing tenancy Council Officers to monitor the payment of invoices closely.
A business refuses to vacate the GSBC at the end of the term of their agreement	Possible	Moderate	Medium	Council Officers can refer businesses to the terms of the Licence Agreement and Tenancy Guidelines. Established businesses will have their licence fees increased by 25% after the initial 12 month agreement to encourage the business to consider commercial options.
Business practices of tenants are not considered acceptable resulting in a bad reputation for Council	Possible	Moderate	Medium	Council Officers should discuss this with tenants immediately and if required utilise the Policy, Tenancy Guidelines or terms in the Licence Agreement to terminate the agreement.

Policy Considerations

Other policies, directives and legislation have been considered when developing this policy. The endorsement of the Tenancy Policy does not conflict with any other existing Council policies.

Financial Implications

Established Tenants will incur a 25% increase in fees each year if they are permitted to remain at the GSBC after the initial term of tenancy, which will improve the financial position of the GSBC and make it more sustainable. A rental arrears procedure has also been included in the Licence Agreement that businesses must sign prior to commencing tenancy.

Legal/Statutory Implications

The GSBC has been utilising a Tenancy Policy for many years however this document have never been adopted by Council. It has now been updated and a set of guidelines have been developed to ensure that the facility conforms to industry best practice and to support the primary function of the GSBC as an incubator for new business start-ups.

Environmental/Sustainability Impacts

Council will consider environmentally focused businesses favourably, and encourage environmentally sustainable practices

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.2 Greater Shepparton Business Centre Tenancy Policy (continued)

Social Implications

Endorsement of this policy will be a public demonstration of Council's support to fostering the needs of small business, particularly new start-up businesses as a priority of the GSBC.

Tenants will be provided with many opportunities to develop and grow their business skills and knowledge by participating in the workshops and seminars that are offered by the GSBC. All tenants are also provided with a free business mentoring session to assist with any issues that they might be experiencing with their business.

Economic Impacts

The Tenancy Policy is aimed at stimulating the growth and development of new business in the region and to fulfil one of Council's key strategic activities to build a thriving, resilient economy where Greater Shepparton is recognised as a competitive place to invest and grow business. As businesses grow so do the opportunities for job creation.

The changes that have been made to the licence fees for Established Tenants will encourage these businesses to vacate the facility after their initial 12 month term and to consider alternative commercial options within Greater Shepparton which will in turn aim to reduce the vacancy rate of commercial premises, particularly in the CBD.

Consultation

Consultation was undertaken with other business centres such as the Brunswick Business Incubator and the Ballarat Business Centre to determine best practice and to ensure that the criteria for entry into the GSBC were documented in a way that encourages consistency and transparency.

Internal departments such as Governance, Risk and Finance were also consulted when developing the Tenancy Policy and Licence Agreements.

Strategic Links

a) Council Plan 2017-2021

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

3.2 – Strong global, national and local business connections are developed and nurtured.

b) Economic Develop Tourism and Major Events Strategy 2017-2021

31 – Encourage better utilisation and awareness of the Greater Shepparton Business Centre as a location for entrepreneurs and start-up businesses.

Conclusion

The GSBC has been utilising a Tenancy Policy for many years however this document has never been adopted by Council. It has now been updated and a set of guidelines have been developed to ensure that the facility conforms to industry best practice and to support the primary function of the GSBC as an incubator for new business start-ups.

Attachments

Greater Shepparton Business Centre Tenancy Policy [↓](#) Page 216

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Greater Shepparton Heritage Advisory Committee Annual Report 2018

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

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

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

Council Officers involved in producing this report

Author: Graduate Strategic Planner Projects

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

Approved by: Director Sustainable Development

Other: Principal Strategic Planner

Executive Summary

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

The Committee has prepared an annual report to inform Council of its activities for the year ending 31 December 2018. At the Committee's monthly meeting held on 4 March 2019, the Committee agreed to present the *Greater Shepparton Heritage Advisory Committee Annual Report 2018* (the 2018 Annual Report) to Council, and for Council to receive and note the Report.

RECOMMENDATION

That the Council receive and note the Greater Shepparton Heritage Advisory Committee Annual Report 2018 for the year ended 31 December 2018.

Background

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

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

The Committee has prepared its seventh annual report to inform Council of its activities. At the Committee's monthly meeting held on 4 March 2019, the Committee agreed to present the 2018 Annual Report to Council, and for Council to receive and note the Report.

The Annual Report outlines the Committee's activities for the year ending 31 December 2018 (see Attachment 1: *Greater Shepparton Heritage Advisory Committee Annual Report 2018*). It tracks the Committee's membership, activities and achievements, advocacy and advice.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Greater Shepparton Heritage Advisory Committee Annual Report 2018 (continued)

Council Plan/Key Strategic Activity

The operation of the Heritage Advisory Committee is consistent with the following goals and objectives outlined in the *Greater Shepparton City Council Plan 2017-2021*:

Theme: Social

Objective 2.6:

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

Objective 2.7:

Greater Shepparton is valued for cultural celebrations, inclusion and engagement of our diverse communities.

Theme: Built:

Objective 4.3:

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

Risk Management

There are minimal risks associated with the consideration of the 2018 Annual Report.

Policy Considerations

The consideration of the 2018 Annual Report does not conflict with existing Council policies.

Financial Implications

There are no costs associated with the consideration of the 2018 Annual Report.

The Committee has an annual budget allocation of approximately \$2,000 to support its operation. A budget request for \$2,000 has been included in the 2019/2020 Draft Budget to meet the operating costs of the Committee in the 2019/2020 financial year.

Legal/Statutory Implications

The Heritage Advisory Committee is not a Section 86 Committee under the *Local Government Act 1989*.

There are no legal or statutory implications associated with the consideration of the 2018 Annual Report.

The preparation of the 2018 Annual Report accords with the *Victorian Charter of Human Rights and Responsibilities Act 2006* and *Local Government Act 1989*. No human rights were negatively impacted upon through the preparation of the 2018 Annual Report.

The consideration of the 2018 Annual Report is unlikely to impact upon the rights of all individuals and groups with regard to freedom of expression, the right to be heard, or entitlement to participate in public life and property rights.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts associated with the consideration of the 2018 Annual Report.

Social Implications

There are no direct social impacts associated with the consideration of the 2018 Annual Report.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.3 Greater Shepparton Heritage Advisory Committee Annual Report 2018 (continued)

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

Economic Impacts

There are no economic impacts associated with the consideration of the 2018 Annual Report.

Consultation

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

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

Strategic Links

a) Greater Shepparton 2030 Strategy 2006

The consideration of the 2018 Annual Report is consistent with the objectives, strategies and actions outlined in the Environment Section of the *Greater Shepparton 2030 Strategy 2006*.

b) Greater Shepparton Heritage Study Stage IIC 2017

The consideration of the 2018 Annual Report will continue to implement a key recommendation of the *Greater Shepparton Heritage Study Stage IIC 2017*.

Conclusion

It is recommended that Council receive and note the 2018 Annual Report.

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

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

Attachments

Heritage Advisory Committee - Annual Report 2018 [↓](#) Page 221

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.4 Community Sustainability Grant Round Two - 2018/2019

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

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

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

Council Officers involved in producing this report

Author: Sustainability and Environment Officer

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

Approved by: Director Sustainable Development

Executive Summary

The Community Sustainability Grants will support the development and implementation of sustainable projects and events, which will go towards achieving sustainability related actions within the Environmental Sustainability Strategy.

Greater Shepparton City Council launched the first round of the Community Sustainability Grants program in July 2016. The second round of the Sustainability Grant for 2018/2019 was opened to applications on Thursday 1 November 2018 and closed Monday 4 February 2019 with six applications received. All applications were assessed by an internal grant review panel and four applications were recommended for approval. The community Sustainability Grant has a total budget of \$20,000 for the 2018/2019 financial year.

The projects that were recommended not to be funded by the panel do not meet the objectives of the Community Sustainability Grant Guidelines. All projects recommended meet the objectives of the grant guidelines and the Environmental Sustainability Strategy.

RECOMMENDATION

That the Council adopt the recommendations of the Community Sustainability Grants Assessment Panel to fund the following four sustainability grants to the total value of \$7,980.00 (GST inclusive):

Organisation	Event/Project	Allocation Excluding GST	Allocation Including GST
Transition Tatura	Communities Shaping The Future: The Power of Youth	\$2,000	\$2,000
South Shepparton Community Centre	Save Money & the Environment	\$1,800	\$1,980
Filipino-Australian Friends Association Inc	Sustainable Green Garden	\$2,000	\$2,000
Kiwanis Club of Shepparton Sunrisers	Healthy Lifestyle Garden	\$2,000	\$2,000
	Total	\$7,800.00	\$7,980.00

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.4 Community Sustainability Grant Round Two - 2018/2019 (continued)

Background

The Sustainability Grants are designed to support the development and implementation of sustainable projects and events, which will contribute to achieving sustainability related actions within the Environmental Sustainability Strategy. For the 2018/2019 grants round the Sustainability and Environment team have partnered with the Waste team to fund sustainable or waste reduction projects. The Waste team are contributing \$5,000 to the grants program and Sustainability and Environment contributing \$15,000 making a total of \$20,000 available. Grants are available for up to \$2,000 per application

The intention of the funding is to facilitate projects which achieve some or all of the following objectives:

1. Encourage and support businesses, industry and the general community to reduce energy costs and greenhouse gas emissions to mitigate the impacts of climate change
2. Increase the energy efficiency of existing and new residential and commercial buildings across the municipality
3. Raise community awareness of the relevance of climate change, the impacts it will have on our environment and way of life, and the opportunities it will present
4. Encourage participation in sustainability activities and events
5. Enable community members to acquire or develop new skills in relation to Sustainability
6. Increase recycling at public events or community spaces
7. Divert waste from landfill
8. Increase community awareness on waste minimisation and correct waste disposal
9. Enable community members to acquire or develop new skills in relation to sustainability.

This round of Community Sustainability Grants has been promoted through the Council's external website, social media and a media release. In addition, eight Grants drop in sessions were held between November and January. The internal Grants Working Group facilitated by the Grants Coordinator continues to collaborate to improve access for community organisations across the different grant programs within Council.

The grant opened on 1 November 2018 and closed on 4 February 2019 with a total of six applications being received. Grants were submitted via the online application process, SmartyGrants. Six applications were received with a total value of \$11,700.00 excluding GST.

Through the assessment process the panel has recommended four projects be funded. The panel agree that these projects will be a worthy investment into the community to achieve the objectives, and assist the community in raising awareness about sustainability and climate change. All of the recommended projects meet eligibility requirements and all aim to implement sustainability projects within the community.

Two projects did not meet the grant objectives or eligibility requirements, the panel recommended they not be funded.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.4 Community Sustainability Grant Round Two - 2018/2019 (continued)

Organisation	Transition Tatura
Project	Communities Shaping the Future: The Power of Youth
Short project description	Transition Tatura will focus our 2019 program on "The Power of Youth": the visions and goals that children and young people have for the future and the challenges it will present us. The year's activities will culminate in our annual film festival, "Communities Shaping the Future" which will focus on the topic we have chosen for the year, The Power of Youth
Requested Council Contribution	\$2,000
Recommendation from the Assessment panel	Recommended to fund \$2,000

Organisation	South Shepparton Community Centre
Project	Save Money & the Environment
Short project description	The project has been developed to increase local residents' knowledge of ways they can actively participate in reducing their impact on the changing environment and save money at the same time. The project will be delivered over four weeks, in four, one and half hour workshops during which presenters will discuss nominated topics.
Requested Council Contribution	\$1,800
Recommendation from the Assessment panel	Recommended to fund \$1,800

Organisation	Filipino-Australian Friends Association Inc.
Project	Sustainable Green Garden
Short project description	Install a rainwater tank for the garden at the Philippine House Community Hub
Requested Council Contribution	\$2,000
Recommendation from the Assessment panel	Recommended to fund \$2,000

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.4 Community Sustainability Grant Round Two - 2018/2019 (continued)

Organisation	Kiwanis Club of Shepparton Sunrisers
Project	Healthy Lifestyle Garden
Short project description	To develop a disused community garden at the rear of KidsTown into a sustainable and interactive "Healthy Lifestyle Garden" to promote environmental awareness, physical activity, plant propagation and the benefits of a healthy diet and growing your own herbs and vegetables. The project involves upgrading a very basic watering system, repairing a poly-tunnel and some raised garden beds and installation of fun, colourful, information stations and signage.
Requested Council Contribution	\$2,000
Recommendation from the Assessment panel	Recommended to fund \$2,000

Organisation	Kialla Water Association Inc
Project	Dam Remodelling
Short project description	Our storage dam is currently very shallow, and we aim to dig the dam deeper, helping it to hold more water and become more sustainable through less evaporation and seepage.
Requested Council Contribution	\$1,900
Recommendation from the Assessment panel	Not recommended to fund - does not meet the objectives of the guidelines

Organisation	Murchison & District Historical Society Inc.
Project	Sustainable Merchandise
Short project description	Obtain commemorative merchandise to supply to visitors that are reusable products.
Requested Council Contribution	\$2,000
Recommendation from the Assessment panel	Not Recommended – the event has already received funding from Council

Council Plan/Key Strategic Activity

Council Plan 2017-2021

Social Objectives:

- 2.2 Our community is supported to achieve and sustain physical, emotional and spiritual health and wellbeing.
- 2.3 Lifelong learning is valued and fostered in our community.
- 2.6 Volunteering is promoted and encouraged along with other measures to improve community resilience.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.4 Community Sustainability Grant Round Two - 2018/2019 (continued)

- Environment Objectives:
- 5.3 Waste is managed in a sustainable way that is environmentally friendly, reliable and sustainable for future generations.
- 5.4 Council has positioned itself to be a leader in building Greater Shepparton's response to climate change issues, in partnership with key stakeholders.
- 5.5 Alternative energy sources with both environmental and economic gains are promoted and encouraged.

Risk Management

Insignificant to low risks have been identified and will be addressed at the operational level. All grantees will be required to consult fully with Council representatives prior to, and during their projects to identify any potential adverse consequences, and to devise a strategy to minimise any risks. Applicants have been asked to confirm that they have the necessary public liability insurances for projects where activities are being undertaken by the Grantees themselves. This will be confirmed prior to the release of any funds. The risk of conflict of interest to the Review panel members has been addressed with the inclusion of a Conflict of Interest Declaration on the Grant Assessment Form.

Policy Considerations

Approval of the Community Sustainability Grant recommendations supports existing Council policies.

Financial Implications

Council has committed \$20,000 for the 2018/2019 financial year for the community sustainability grant program. Round 1 of the 2018/2019 grant did not attract any applications. It is recommended that \$7,800 is approved for four projects in round two of the 2018/2019 program.

	Approved Budget Estimate for this proposal ¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive ² \$
Revenue	N/A	N/A	N/A	No revenue associated with the Community Sustainability Grant
Expense	2018/2019 Budget \$20,000 (\$15,000 S&E; \$5,000 Waste)	Round 2 \$7,800	Round 1 \$0 Round 2 \$7,800 Total: \$7,800	\$7,980 (\$180 GST)
Net Total	\$20,000	\$7,800	(\$12,200)	\$7,980

¹ Budgets are GST exclusive

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

Legal/Statutory Implications

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

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.4 Community Sustainability Grant Round Two - 2018/2019 (continued)

Environmental/Sustainability Impacts

The adoption of the recommendation stated above will support the implementation of the associated projects which will have a positive impact on the improvement of sustainability with the community.

Social Implications

The applications received this Round demonstrate the significant value of local volunteers and community organisations who contribute to the social connectedness of the Greater Shepparton community. There are projects that will engage the community to be involved in the projects and therefore have a positive social impact.

Economic Impacts

Grant allocations this round will contribute to community organisations being able to provide community events and opportunities. This will promote local business and have a positive effect on the local economy.

Consultation

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Ensure that the information about the application process was widespread	Media Release Website Social Media Radio interview Emailed to networks Information Sessions
Consult	Grant Drop in Sessions	Six sessions offered at the Council Offices during the day and evening.
Involve	Sustainability and Environment Officer provide assistance to community groups	Consultation on an individual basis during the application process
Collaborate	Successful community groups/members will be responsible for the implementation of their projects which will provide the opportunity for incorporating sustainability initiatives into the community	Successful applicants will drive their own community initiatives.
Empower	Whilst decision making regarding successful grant applications is made by Council, community groups will be responsible for the delivery of projects.	Community groups will drive the delivery of their projects

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Direction 2: Community Life

Direction 3: Environment

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.4 Community Sustainability Grant Round Two - 2018/2019 (continued)

b) Other strategic links

Environmental Sustainability Strategy 2014-2030

- 2. Healthy, productive and sustainable water resources
- 2.5 Partner with, support and empower our community to achieve healthy, productive and sustainable water resources.
- 3. Using our resources wisely – climate change and energy efficiency
- 3.1 Reduce council's greenhouse gas emissions and the financial costs of council's energy use.
- 3.2 Ensure that council is prepared for the impacts and opportunities presented by climate change.
- 3.4 Increase the energy efficiency of existing and new residential and commercial buildings across the municipality.
- 3.5 Council supports our businesses, industries, and residents to live more efficiently and sustainably.
- 3.7 Advocate and maximise partnership opportunities to reduce Council and community greenhouse gas emissions and respond to the opportunities and challenges of climate change.

Waste Management Strategy 2013-2023

- Education Programs
- Ensure there is a strong focus on community behaviour change and link this to initiatives that set a strong community recycling target
- Continue consulting with the community on its attitudes towards Council's waste minimisation
- Continue to engage in and encourage broader community and business participation in education programs facilitated by partner agencies such as Goulburn GV, Sustainability Victoria and the Victorian Litter Action Alliance
- Investigate opportunities to support or promote networks that connect the community and also businesses with each other that may support improved waste management outcomes (ie forums, business functions, swap meets etc)

Conclusion

The applications for funding through the Community Sustainability Grants 2018/2019 have been reviewed by an internal Grant Review Panel in line with Council's Grant Distribution Policy and have recommended four projects be funded. All of these projects meet eligibility requirements and all aim to build or strengthen sustainability in the Greater Shepparton community. Officers recommend these applications be adopted to ensure that Council takes advantage of the community's commitment to the projects listed.

Attachments

Nil

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.5 New Business Grant Applications

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

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

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

Council Officers involved in producing this report

Author: Team Leader Business and Industry Development

Proof reader(s): Manager Economic Development

Approved by: Director Sustainable Development

Other: Grants Coordinator

Executive Summary

Council's New Business Grant provides funding for infrastructure or initiatives that support the establishment of new businesses in Greater Shepparton.

Council have received and assessed two applications that are recommended for funding.

Council officers have recommended awarding funding to two projects to a total value of \$19,250 (Including GST).

The two recommended applicants are; Shepparton Brewery and Melrose Pty Ltd (Italian Restaurant). Both applicants have applied for funding for works associated with establishing restaurants within the Shepparton CBD.

RECOMMENDATION

That Council approves the grant assessment panel's recommendation to fund the following two projects under the New Business Grant Program:

1. Shepparton Brewery to receive \$11,000 (Including GST) and
2. Melrose Pty Ltd (Italian Restaurant) to receive \$8,250 (Including GST)

Background

In 2017 Council resolved to establish the New Business Grant as an initiative to assist in the establishment of new businesses within the municipality.

Council adopted a set of guidelines for the Grant that outlined the strategic purpose and functionality of the grant program. The guidelines outline that grant funding be used for infrastructure or property works that assist in the establishment of a new business.

The grant has a total annual budget of \$30,000 (GST exclusive) with applicants able to apply for a maximum of \$10,000 with a one-to-one dollar matching investment. The grant is open year-round and officers assess applications as they are received. Recently, officers have assessed two applications for funding from two local businesses, Shepparton Brewery and Melrose Pty Ltd (Italian Restaurant).

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.5 New Business Grant Applications (continued)

Through their assessment the internal panel made up of Council officers have recommended awarding grant funding to the two applicants for the following projects.

Organisation	Shepparton Brewery		
Project	Fit-Out – 15 Edward Street Shepparton		
Short project description	'This grant will help us to put in roller doors at the back and front of the building. The front will help with street appeal and the back will help with deliveries and open up to a beer garden out the back'		
Requested Council Contribution	\$10,000	Total Project Investment	\$300,000
Recommended Contribution	\$10,000 (excl GST)		
Recommendation from the Assessment panel	Based on the scale of works, suitability of business within local market, economic impact, tourism potential and the creation of jobs, it is recommended that Council proceed with issuing funds to support this investment.		

Organisation	Melrose Pty Ltd (Italian Restaurant)		
Project	Fit-Out – 13-15 Fraser St Shepparton		
Short project description	Grant will cover part of the costs associated with the construction of two bars within the restaurant		
Requested Council Contribution	\$10,000	Total Project Investment	\$280,000
Recommended Contribution	\$7,500 (excl GST)		
Recommendation from the Assessment panel	Based on the scale of works, suitability of business within local market, economic impact, tourism potential and the creation of jobs, it is recommended that Council proceed with issuing funds to support this investment.		

It should be noted that Council does not fund projects retrospectively and it is Council's understanding that the works outlined within the table above have not been carried out. If the works have been undertaken, funds will not be issued to the applicant.

In line with the guidelines for the New Business Grant the assessment process takes into account:

- the scale of the works proposed in the application
- the suitability of the business to the local market
- the economic impact of the investment
- new employment opportunities
- use of local suppliers
- lease tenure of applicant

The recommended funding amounts have been developed through the applicant's satisfaction of the above assessment criteria.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.5 New Business Grant Applications (continued)

If the above grants are approved, the grant program will have \$12,500 (Excluding GST) remaining within the budget for 2018/19.

Council Plan/Key Strategic Activity

3.1 Develop and implement a strategy which identifies resources needed to attract new business and industry to Greater Shepparton as well as retaining our existing business and industry.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Funding is used inappropriately	Unlikely	Minor	Low	Successful applicants must provide an itemised budget and enter into a funding agreement with Council. No funds are paid until satisfactory completion of activity. Applicants must also supply a full financial acquittal at the end of the project.
Works are non-compliant	Possible	Moderate	Moderate	All relevant planning and building approvals must be obtained and submitted prior to approval of grant application.
Grant funding does not achieve outcome	Possible	Moderate	Moderate	Applicants must supply a business plan and demonstrate the viability of their business. Applications will be assessed according to their capacity to deliver positive economic outcomes.

Policy Considerations

The New Business Grant is a recommended action within the Economic Development, Tourism and Major Events Strategy 2017-2021. This Strategy was adopted by Council in March 2017.

Financial Implications

The recommendation awards \$19,250 (GST incl.) in total for the two successful applications.

The total annual budget for the New Business Grant is \$30,000.

If the recommendation is approved there would be \$12,500 (excluding GST) remaining in the grant budget for the 2018/19 financial year.

10. SUSTAINABLE DEVELOPMENT DIRECTORATE

10.5 New Business Grant Applications (continued)

	Approved Budget Estimate for this proposal ¹ \$	This Proposal GST Exclusive \$	Variance to Approved Budget Estimate \$	This Proposal GST Inclusive ² \$
Revenue	0	0	0	0
Expense	30,000	17,500	0	19,250
Net Total	30,000	17,500	0	19,250

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

Successful projects must satisfy all legislative requirements and approvals prior to receiving funding.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts from this recommendation.

Social Implications

There are no social implications for this recommendation.

Economic Impacts

The assessment process has taken into account the economic impacts of each application.

The establishment of these two businesses will generate new employment opportunities and add to the market offering of the municipality.

Consultation

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

Strategic Links

a) Greater Shepparton 2030 Strategy

Direction 4: Promote economic growth, business development and diversification, with a focus on strengthening the agricultural industry.

Directions 5: The provision and restructure of urban and rural infrastructure to enhance the performance of the municipality and facilitate growth.

b) Other strategic links

Greater Shepparton Economic Development Tourism and Major Events Strategy 2017-2021 – Action 8.1 – *Establish a small business grant scheme aimed at supporting and attracting business to Greater Shepparton.*

Conclusion

An internal panel of Council officers have assessed the two applications for funding through the New Business Grant included within this report. The panel have recommended awarding funding based on the applicant's satisfaction of the assessment criteria in line with the grant's adopted guidelines.

Attachments

Nil

11. REPORTS FROM COUNCILLORS

Nil Received

12. REPORTS FROM SPECIAL AND ADVISORY COMMITTEES

Nil Received

13. NOTICE OF MOTION, AMENDMENT OR RESCISSION

Nil Received

14. DOCUMENTS FOR SIGNING AND SEALING

Nil Received

15. COUNCILLOR ACTIVITIES

15.1 Councillors Community Interaction and Briefing Program

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

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

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

Councillors' Community Interaction and Briefing Program

From 1 March 2019 to 31 March 2019, some or all of the Councillors have been involved in the following activities:

- Small Town Meeting | Dookie
- Australian Football League JLT Richmond v Melbourne | Reception
- Presentation of Scholarship Awards to Koori Students | Mooroopna Secondary College
- 'I Wish I'd Asked' Programme
- This Girl Can | Women Only Swimming
- Kaiela Arts | Fresh Water Fashion Show
- Mooroopna Anglican Church | Commissioning New Anglican Minister - Fr Simon Robinson
- Heritage Advisory Committee
- Shepparton Rotary Club and Swedish Rotarian's
- Soroptimist | International Women's Day Breakfast
- Verney Road School | Award School Captains Badges at School Assembly
- Greater Shepparton Women's Charter Advisory Committee | International Women's Day Celebration
- Shepparton High School | Leadership Assembly – Mayor
- Unveiling | Renaming of Welsford 1 & 2 Meeting Rooms
- Goulburn Valley Local Government Waste Forum Meeting
- Greater Shepparton Positive Ageing Advisory Committee Meeting
- Bunbartha Tennis Club | Centenary Celebrations
- Goulburn Valley Chinese Association | Thank You Afternoon Tea
- 'Look Over the Farm Gate' | Dairy Farmer Family Fun Event – Merrigum
- VACSAL Basketball Classic | Presentation to the Winning Teams
- Bouchier Street Primary School | Local Government presentation to Grade 3 Students
- Federal Announcement | Geoffrey Thompson
- Citizenship Ceremony
- GOTAFE Ministerial Visit | The Hon Gayle Tierney, Minister for Training and Skills
- Ms Lisa Chesters | Member for Bendigo & Shadow Assistant Minister for Rural & Regional Australia
- Tatura Public Gardens and Recreation Reserve Committee of Management | Mayor to Chair
- Sports Hall of Fame | Advisory Committee Meeting
- Disability Advisory Committee Meeting
- Shepparton Festival | Opening Night Celebrations
- "A Good Yarn" | 16th Contemporary Textile Exhibition
- Converge on the Goulburn 2019
- 'Look Over the Farm Gate' | Dairy Farmer Family Fun Event - Katandra West

15. COUNCILLOR ACTIVITIES

15.1 Councillors Community Interaction and Briefing Program (continued)

- Launch | Cultural Diversity Week
- "An Evening with Sir Bob Geldof" | Dinner
- "Worth Preserving - 100 Years of SPC" | Book Launch
- Australian Botanic Garden Special Committee Meeting
- Regional Cities Victoria Mayors Networking Meeting | Melbourne
- Honouring Our Stories Event | Shepparton Festival
- Prayer - Christchurch, New Zealand | Shepparton Mosque
- Launch | Multicultural Strategy 2019-2022
- Shepparton Greyhound Racing Club | 2019 Greyhound of the Year - Dinner & Dance
- 'Colliewobbles' | Social Dog Walking Group - First Walk for 2019
- Shepparton Albanian Society - Annual Harvest Festival
- Greater Shepparton Women's Charter Advisory Committee Meeting
- Shepparton Show Me Ordinary Committee Meeting
- Men's Group | Church of Christ - Mayor Guest Speaker
- Unpacking the Impact of Terrorism on Our Communities | Community Conversation
- Shepparton High School | Beacon Program Charter Signing
- Shepparton Chamber of Commerce | Business Breakfast
- Announcement | Sir Murray Bouchier & Lighthorse Brigade Funding - The Hon Darren Chester & The Hon Damian Drum
- 'Turning of the Sod' | Ardmona Primary School | The Hon James Merlino – Deputy Premier and Minister for Education
- Committee for Greater Shepparton Annual General Meeting
- Committee for Greater Shepparton Members Cocktail Function
- Harmony Day Assembly & Luncheon | McGuire College
- Twilight Stroll 2019 | KidsTown
- 'I Wish I'd Asked' | Shepparton Rotary Motor Show

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

RECOMMENDATION

That the summary of the Councillors' community interaction and briefing program be received, and record of Assemblies of Councillors be noted..

Attachments

- | | | |
|----|--|----------|
| 1. | Councillor Briefing Session - 5 March 2018 ↓ | Page 229 |
| 2. | Shepparton Saleyards Advisory Committee - 27 February 2019 ↓ | Page 230 |
| 3. | CEO and Councillor Catch Up - 12 March 2019 ↓ | Page 231 |
| 4. | Councillor Briefing Session - 19 March 2019 ↓ | Page 233 |
| 5. | CEO and Councillor Catch Up - 19 March 2019 ↓ | Page 234 |
| 6. | Councillor Briefing Session - 26 March 2019 ↓ | Page 235 |
| 7. | Heritage Advisory Committee Meeting - 1 April 2019 ↓ | Page 237 |

16. URGENT BUSINESS NOT INCLUDED ON THE AGENDA

17. CONFIDENTIAL MANAGEMENT REPORTS

17.1 Designation of Confidentiality of Information – Report Attachments

RECOMMENDATION

In accordance with section 77(2)(b) of the *Local Government Act 1989* (the Act) the Council designates as confidential all documents used to prepare the following agenda items and previously designated by the Chief Executive Officer in writing as confidential under section 77(2)(d) of the Act:

1. Report 7.3: Contract 1883 - Construction of Kialla Park Recreation Reserve - Main Oval Redevelopment.
2. Report 7.4: Contract 1864 Asphalt Services.
3. Report 7.5: Contract 1907 Provision of Cleaning Services for Aquamoves.
4. Report 7.6: Contract 1908 - Provision of Cleaning Services - Children and Youth Services and Community Hubs.
5. Report 7.7: Contract 1885 - Provision of Facility Cleaning Services - Council Key Operational, Recreational, Minor Operations Buildings.
6. Report 7.8: Contract 1917 Toolamba Bridge Refurbishments.

These documents relate to contractual matters, which are relevant grounds applying under section 89(2)(d) of the Act.