

MINUTES

ORDINARY MEETING OF COUNCIL

Tuesday, 15 April 2014

Held at
Swan Hill Town Hall
Council Chambers
McCallum Street, Swan Hill
Commenced at 5:00 PM

COUNCIL:

Cr LT McPhee – Mayor

Cr JN Katis

Cr GW Norton

Cr GI Cruickshank

Cr JA Kiley

Cr CM Adamson

Cr JB Crowe

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SECTION A – PROCEDURAL MATTERS

- **Open**

Mayor, Cr Les McPhee assumed the chair and declared the meeting open at 5:08pm.

- **Acknowledgement to Country**

Mayor, Cr Les McPhee read the Acknowledgement to Country.

- **Prayer**

Cr Norton read the prayer.

- **Apologies**

Nil

Due to unforeseen circumstances, Cr John Katis arrived at 6:06pm.

Recommendations

That the apologies be accepted.

- **Confirmation of Minutes**

- 1) Ordinary Meeting held on 18 March 2014
- 2) Extraordinary Council Meeting held on 1 April 2014

18/14 Motion

MOVED Cr Cruickshank

That the minutes be confirmed.

SECONDED Cr Kiley

The Motion was put and CARRIED

- **Declarations of Pecuniary Interest**

- **Receptions and Reading of Petitions, Memorials, Joint Letters and Deputations**

- **Public Question Time**

SECTION B – REPORTS

B.14.16 PLANNING SCHEME AMENDMENT REQUEST – C55 LAND – 6 QUIN DRIVE, SWAN HILL

Responsible Officer: Director Development and Planning
File Number: 73-02-121
Attachments: 1 Swan Hill 001zn Map1 Authorisation C55

Declarations of Interest: Officer

Brett Luxford - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

At its meeting of 19 November 2013, Council resolved to place the Amendment C55 on exhibition. This process is now complete and no objections were received. The Amendment can now proceed to the final stage in the process, which is for Council to adopt the amendment and forward the amendment to the Minister for approval and gazettal.

Discussion

Amendment C55 seeks to rezone land currently within a Public Use Zone – Service and Utility 1 (PUZ1) to an Industrial 1 Zone. VicRoads has declared the site surplus to operational requirements and aims to sell the land. In order to facilitate the disposal of this government land, the land must be rezoned from Public Use Zone to an appropriate zone. The Industrial 1 Zone has been identified as the appropriate underlying zone in this area. The site is located within an industrial area that is covered by the Industrial 1 Zone. The site is presently developed with a small office and a number of sheds.

Amendment C55 was placed on public exhibition for a period of one month. As there were no objections, the amendment does not need to go before an Independent Panel. The Planning amendment can be adopted by Council and may be submitted directly to the Minister for approval.

Consultation

Public exhibition was undertaken from 13 February 2014 to 17 March 2014. Notice of the amendment was sent to immediate owners and occupiers; a notice appeared in The Guardian, in the Government Gazette and at Council's website. Four submissions were received, these were from the Department of Environment and

Primary Industries (DEPI) the Environment Protection Authority (EPA) Lower Murray Water (LMW) and VicRoads. None of the authorities objected to the Amendment.

Financial Implications

There are no adverse financial implications. The proponent is required to pay the Planning Scheme Amendment fees.

Social Implications

Nil

Economic Implications

The rezoning is a desirable administrative change that will allow the land to be used in a manner consistent with its built form and location.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Creating population growth - We will actively seek to grow the Regional population (cross border).

Options

Council has two options when considering the amendment. These being:

- Council adopt the amendment and forward the amendment to the Minister for approval and gazettal.

or

- Abandon the amendment.

The Planning Scheme Amendment C55 has proceeded through the public exhibition process. There were no objections. Council has previously supported the amendment. There has been no change in material circumstances such that the Council approach to the rezoning should be changed.

Recommendations

That Council:

- 1. Formally adopt Amendment C55 to the Swan Hill Planning Scheme without change; and**
- 2. Forward the Amendment to the Minister for Planning for approval and gazettal.**

19/14 Motion

MOVED Cr Cruickshank

That Council:

- 1. Formally adopt Amendment C55 to the Swan Hill Planning Scheme without change; and**
- 2. Forward the Amendment to the Minister for Planning for approval and gazettal.**

SECONDED Cr Norton

The Motion was put and CARRIED

SWAN HILL PLANNING SCHEME LOCAL PROVISION



LEGEND

Part of Planning Scheme Map 39

IN1Z	Industrial 1 Zone
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AMENDMENT C55

| Planning Mapping Services |
 | Amendments Coordination Team |
 | Planning & Building Systems |
 | Planning, Building & Heritage |



Department of
 Transport, Planning and
 Local Infrastructure



001

B.14.17 ADOPTION OF DEVELOPMENT PLAN OVERLAY (SCHEDULE 3)
KARINIE STREET INDUSTRIAL AREA

Responsible Officer: Director Development and Planning
File Number: 73-18-02
Attachments: 1 Karinie Street North DPO

Declarations of Interest: Officer

Brett Luxford - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

This report summarises the preparation of a draft Development Plan (DP) for industrial land affected by the Development Plan Overlay (DPO) on the northern side of Karinie Street, Swan Hill and recommends that Council approve the attached Development Plan.

Discussion

Council has prepared a draft DP for the Karinie Street Industrial area. Within the Swan Hill Rural City Planning Scheme there is a DPO - Schedule 3 (DDO3) covering this area. Prior to the issue of any planning permits within this area, a DP must be prepared and approved. At present no such approved DP exists, and as such, Council does not have the ability to approve planning applications within the area affected by a DPO.

To rectify this situation Council commenced the preparation of a DP. The DP identifies future roads to link with established roads and promotes an even spacing of lots. The draft DP was sent to affected landowners, adjacent owners and relevant referral authorities seeking comment. Seven submissions were received. An assessment of these submissions has led to greater detail being included on the draft DP.

Council is now in a position to approve a DP for the DPO3 area on the northern side of Karinie Street. Approval of the plan will provide greater certainty for landowners and allow the processing of planning applications.

Consultation

The draft DP was sent to landowners and referral agencies on 15 January 2014 seeking comment. Public notification for a DP is not mandatory and is also different to that typically associated with a planning application, as there are no third party or appeal rights associated with the process.

Seven submissions were received, three from relevant authorities and four from landowners.

The three relevant authorities made the following submissions:

- Lower Murray Water: Provided technical information regarding the supply of water and sewer services for future development.
- Goulburn Murray Water: Supports the plan and requested a notation on the DP regarding a former ex-channel reserve. This is an appropriate change.
- VicTrack was notified as the authority owns land adjacent to the DPO area. VicTrack raised concern that a proposed open drain could adversely impact on VicTrack assets. The plan has been modified accordingly.

Issues raised by the landowners include:

- The land should be rezoned to Rural Living
- The draft plan does not include all existing buildings.
- The proposed road treatment could be altered, and
- Additional detail could be included relating to drainage.

The current zoning of the land is outside the scope of this consideration. A number of other changes sought by the submitters have however been included in a revised DP. The open drain shown on the draft DP has been removed and a note have been included to ensure appropriate drainage is to be provided by landowners during future permit assessment process. The revised Development Plan also includes notation indicating that the internal lot and street layout may be altered to facilitate future use and development. In this way the DP has a considerable degree of flexibility to allow for changing circumstances.

Financial Implications

Nil

Social Implications

Nil

Economic Implications

Approval of the DP will allow the processing of planning applications which will in turn lead to greater economic development.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Creating population growth - We will actively seek to grow the Regional population (cross border).

Options

Council can choose to approve or choose to not approve the DP. Should Council choose not to approve the DP Council will not be in a position to issue any planning permits within the area.

Recommendations

That Council:

- 1. Approve the Development Plan for the Development Plan Overlay (Schedule 3) - Karinie Street Industrial Area.**
- 2. Advise submitters of Council's decision.**

20/14 Motion

MOVED Cr Cruickshank

That Council:

- 1. Approve the Development Plan for the Development Plan Overlay (Schedule 3) - Karinie Street Industrial Area.**
- 2. Advise submitters of Council's decision.**

SECONDED Cr Kiley

The Motion was put and CARRIED

B.14.18 INTENTION TO DECLARE A SPECIAL RATE FOR THE SWAN HILL REGION – CONSIDERATIONS OF SUBMISSIONS

Responsible Officer: Director Development and Planning
File Number: 26-34-00
Attachments:
1 Declaration of a Special Rate for the Swan Hill Region
2 Special Rate Submissions

Declarations of Interest: Officer

Brett Luxford - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

Council resolved on 18 February 2014 to give notice of its intention to declare a Special Rate under Section 163 of the Local Government Act 1989 (the Act) on commercial, industrial and tourism properties for a period of five years commencing 1 July 2014 in accordance with the attached declaration. As part of the consultation process, comment on the proposed Special Rate was sought and submitters were given an opportunity to address Council in support of their submission at a Special Meeting of Council. Having received all submissions these must now be considered by Council.

Discussion

At its meeting on 18 February 2014 Council, at the request of Swan Hill Incorporated, resolved to give notice of its intention to declare a Special Rate for the purposes of defraying expenses in undertaking marketing programs associated with the encouragement of business and commerce in the Swan Hill region.

It is intended that the Special Rate scheme run for a period of five years commencing from 1 July 2014, with \$339,130 raised in the first year and the total raised increasing by CPI per annum thereafter. The marketing and business development programs involve activities associated with the promotion of the Swan Hill region as a place to live, work, shop, invest and visit.

In line with sub-sections 163 (1A), (1B) and (1C) of the Local Government Act the public notice was published in The Guardian newspaper on 21 February 2014 and provided details of how the Special Rate will be assessed and levied and invited members of the community to make a submission. The public notice was also forwarded on 24 February 2014 to the owners and occupiers of 747 properties covered by the Special Rate, alerting them to the availability of the proposed declaration (attached at Attachment A) and notifying persons wishing to object or make a submission in relation to the Special Rate (under sections 163A and 163B of

the Act) to do so by close of business on 21 March 2014. The notice also outlined that any person requesting to be heard in support of their written submission was entitled to appear before a meeting of Council on 1 April 2014 or be represented by a person acting on their behalf and, further, that Council will consider the submissions and declaration of the Special Rate on 15 April 2014.

A total of 381 submissions were received in relation to the proposed Special Rate. Many of the submitters simply returned the form provided and ticked whether or not they were in support of the Special Rate. Some submitters added additional comments while others provided a more detailed submission. Submissions closed on 21 March 2014. Of the 381 written submissions received 12 indicated they wished to address Council in support of their submission. Eleven presented at a Special Meeting of Council on 1 April, 2014 with one presenter withdrawing at the last minute. All Councillors were present at the meeting.

The 381 submissions received can be broken down as follows:

Liable to pay	318
Submissions	17
Multiples*	46
Total	381

(*In some cases multiple submissions were received from the one assessment. Only one submission per assessment was counted. In instances where the submissions differed, Council accepted the submission from the listed rate payer).

There are 747 properties that are liable to pay the Special Rate. During the consultation period Council heard from 43% of those affected by the Special Rate. The table below summarises the information received from those properties.

No Response	429	57%
Support	177	24%
Objections	141	19%
Total Rateable Properties	747	100%

Various issues were raised in the submissions regarding the Special Rate. These issues and relevant comments are provided below.

Discussion of Submissions in Support of the Special Rate

Submissions in support of the Special Rate generally agreed on the following:

- Swan Hill Incorporated is a strong organisation with a proven track record in marketing and developing the region.
- The rate was needed to continue to promote the region and drive business investment.

- The reach of Swan Hill Incorporated allowed businesses to advertise in markets that they wouldn't normally be able to access through their own resources.
- The scheme is the envy of many other regional centres.

Discussion of Submissions in Objection to the Special Rate

(a) Specific type of business will not benefit, or the property is vacant land.

A number of submissions stated that the particular nature of their business means that they will not benefit or that the property is vacant land.

Comment

The special benefit which accrues to the owner of the property through a better marketed region is an increase in the property value and associated rental. In considering appeals on similar cases, the Victorian Civil and Administrative Tribunal (VCAT) has determined that the current use of the premises is not a primary consideration in the assessment of this special benefit. However, it is considered that non-retail or non-tourism businesses do receive a secondary benefit through the Special Rate in that the marketing program lifts the image and profile of the region, which provides spin-off benefits to all businesses to take up vacant land or premises. An additional benefit for businesses is to maintain a level of customer expenditure even during times of downturn.

(b) The Special Rate only benefits the tourism industry.

A number of submissions claimed that the funds collected are only of value to tourism related businesses and as they are not a tourism business, they should not contribute or contribute voluntarily rather than through the Special Rate.

Comment

Funds are used for programs which involve activities associated with the promotion of the Swan Hill region as a place to live, work, shop, invest and visit. The Special Rate will therefore benefit all commercial, industrial and tourism businesses. The current structure of Swan Hill Incorporated, the body charged with implementing the marketing and business development program, includes sub committees that specifically take into account programs and activities that support the retail sector as well as the professional services and trades areas. It has been highlighted through this process that the structure and make up of Swan Hill Incorporated should be reviewed and potentially altered to ensure it is an efficient, productive and relevant organisation that communicates effectively with its members.

- (c) The Special Rate should not apply to residences where they are attached to businesses.

A number of motel operators submitted that the Special Rate should not apply to their private residence which is part of the property and that they should receive some compensation for this such as the write-off that is applied to commercial properties that are in common occupancy with a residence.

Comment

The write-off that applies to commercial properties that are in common occupancy with a residence was developed to cater for properties where the business makes up the minor part of the property. Residences attached to motels exist because it is the nature of the business that requires on-site managers or caretakers and in this instance the residence is usually a small portion of the overall property and in some cases is just a motel unit.

- (d) The entire community ie: private residences should contribute to the Special Rate, because the entire community benefits. This would also pick up home based businesses that currently don't current pay the Special Rate.

Some submissions suggested that the whole community benefits from the marketing of the region including the opportunities for employment and increased visitation to the region. They also argued that because of this everyone should contribute to the marketing of the region and that if every property contributed this would pick up the home based businesses who do not currently pay the Special Rate.

Comment

There is merit in the suggestion that increased visitation through marketing and promoting the region may result in increased employment opportunities and general benefits to the community. Section 163 (1) of the Local Government Act 1989 however highlights that "if Council considers that the performance of the function...will be of special benefit to the persons required to pay the special rate or special charge" it can declare the Special Rate.

The structuring of the Special Rate is designed to support and develop businesses as outlined in the attached declaration. This is determined by the Australian Valuation Property Classification Codes for each premise. Home based businesses would primarily be classified as a residential premise and are therefore not subject to the Special Rate.

Council could choose to increase the General Rate to raise sufficient funding to undertake the marketing and business development activities as proposed by this Special Rate declaration. If this were to happen the declaration of the Special Rate would need to be abandoned.

(e) Rates are too high.

A number of the submissions stated that they believed the municipal rates were already too high and that the Special Rate would add to this or that the removal of the Special Rate would be a small effort to reduce the impact on businesses.

Comment

The Special Rate has been in existence for 12 years and is therefore not going to be an additional 'cost' on those liable to pay the rate. Council will shortly consider its budget for the 2014/15 year where Council will consider the issue of rates. There has been significant public comment recently about the rating structure that Council has in place. The Special Rate is structured to ensure that the amount paid by each liable property is related to the benefit they are likely to receive.

(f) The cost of running a small business is high, businesses are doing it tough and don't need another cost.

Many submissions highlighted the current tough business climate and/or thought the Special Rate was new and would be an additional cost on their Council rates.

Comment

There is considerable comment across Australia around the challenges facing businesses in a changing business environment. Businesses in the retail sector are highlighted as doing it particularly tough as they compete with expanding world of online shopping. Unfortunately when businesses experience a decline in sales one of the first items they cut from their expenditure is marketing. It is at this time when undertaking activities that promote and market your business and give you the edge over other regions is important. It has to be acknowledged that there are currently vacant shops within the Swan Hill retail area. The nature of the businesses in the township is changing and new businesses are emerging as other close down.

The Special Rate has been in place since 2002 and was declared for a second time in 2007 for a period of seven years which concludes in June 2014. If declared beyond June 2014 the total amount raised in the first year will not alter and under the proposed declaration the remaining four years the rate is in place the annual figure will increase by CPI.

(g) Business is undertaking its own marketing.

Submissions from some businesses claimed that the Special Rate should not apply to them because they were undertaking their own marketing.

Comment

Many businesses within the region undertake marketing in some form as part of their normal operation. The purpose of the Special Rate is to provide for marketing of the whole region, which is considered to be an effective means of competing with the marketing programs of other regions and ensures that the Swan Hill region as a whole continues to grow and prosper. The Special Rate and the activities

undertaken by Swan Hill Incorporated allow businesses to buy into campaigns that extend their reach and allow them to advertise into markets that would normally be beyond their capacity.

(h) The small towns do not receive a benefit.

There were submissions received from some businesses in a number of the outlying towns such as Nyah and Nyah West that believe they do not receive any benefit from the Special Rate.

Comment

The Nyah and Nyah West regions and other small towns that are defined as part of the Swan Hill region and are marketed as part of the region. They are acknowledged as part of the Swan Hill Visitor Region Visitor Guide. Swan Hill Incorporated through the Special Rate have also funded a Visitor Guide and Business Directory for the Nyah and Nyah West area and have also undertaken marketing programs and other initiatives in small towns such as Lake Boga. It is also important to understand that businesses from these towns are encouraged to participate actively in Swan Hill Incorporated. They are also able to participate in any programs run by Swan Hill Incorporated.

(i) Robinvale businesses do not pay the Special Rate and they should.

Some submissions outlined that businesses in Robinvale do not pay the Special Rate and they felt that they should.

Comment

The Special Rate covers an area defined as the Swan Hill region which encompasses a numbers of towns and localities across the municipality; it does not however include Robinvale and as such Robinvale is not promoted as part of the Swan Hill region. The Robinvale community and its businesses do not receive a direct benefit as a result of the marketing that is undertaken using the funds raised by the Special Rate.

Consultation

Significant consultation has been undertaken including writing to all people liable to pay the Special Rate, public notices and information on the website. This has resulted in the submissions that have been received. The process undertaken, involving the seeking, receiving and hearing of submissions is integral to the consultation required by the Act.

Financial Implications

The consideration of the submissions in relation to the Special Rate has no financial implications for Council.

Social Implications

The consideration of the submissions in relation to the Special Rate has no social implications.

Economic Implications

The consideration of the submissions in relation to the Special Rate has no economic implications.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Attracting new business - We will encourage new business development and will provide support to attract new business investment and expansion in the community.

Options

Nil

Recommendations

That Council:

- 1. Notes that it has completed the consultation process in compliance with Section 223 of the Local Government Act 1989.**
- 2. Consider the submissions received in relation to the Special Rate.**
- 3. Communicate its consideration of submissions to the persons who made a submission to the Special Rate.**

21/14 Motion

MOVED Cr Kiley

That Council:

- 1. Notes that it has completed the consultation process in compliance with Section 223 of the Local Government Act 1989.**
- 2. Consider the submissions received in relation to the Special Rate.**
- 3. Communicate its consideration of submissions to the persons who made a submission to the Special Rate.**

SECONDED Cr Cruickshank

The Motion was put and CARRIED

Declaration of a Special Rate for the Swan Hill Region



Under Section 163 of the Local Government Act 1989 (the "Act") Swan Hill Rural City Council (the "Council") hereby declares a Special Rate for marketing and business development of the Swan Hill region ("region").

Council specifies:

- (a) The purpose of the Special Rate is to defray the expenses in relation to the performance of functions within the Swan Hill region, which Council considers are necessary and appropriate for the encouragement of business development and commerce through the promotion and development of the region as a place to live, work, invest, shop and visit.
- (b) The area for which the Special Rate is declared is all the rateable properties used for commercial, industrial and tourism and hospitality purposes within the following parishes and localities within the Swan Hill Rural City (as detailed on Map in Attachment One):

Benjeroop	Boga	Boga-Tresco Settlement
Castle Donnington	Chillingollah	Chinangin
Kooem	Koro-Ganeit	Kunat Kunat
Kunat-Tresco Settlement	Lake Boga	Meatian
Mumbel	Murnungin	Nowie
Nyah Township	Nyah West Township	Nyrraby
Piangil Township	Pental Island	Piangil Parish
Piangil West	Pira	Polisbet
Prooinga	Swan Hill	Turoar
Towan	Tyntynder	Tyntynder North
Tyntynder West	Ultima	Ultima Township
Waitchie	Wewin	Wood Wood Township
Woorinen	Woorinen South Township	

- (c) Council considers that the performance of the functions, as outlined in paragraph (a), will assist it in fulfilling the following facilitating objectives of Council which are set out in Section 3C(2) of the Local Government Act:
 - to promote the social, economic and environmental viability and sustainability of the municipal district.
 - to promote appropriate business and employment opportunities.
- (d) The total cost of the performance of the functions is:
 - (i) for the first year of the Special Rate - \$339,130 (including Council's contributing administrative costs of \$5,200);
 - (ii) for each of the subsequent four years the Special Rate remains in force - the previous year's total amount of the Special Rate plus Consumer Price Index (CPI)⁽¹⁾.
- (e) The total amount of the Special Rate to be levied is:
 - (i) for the first year of the Special Rate - \$339,130;
 - (ii) for each of the subsequent four years the Special Rate remains in force - the previous year's total amount to be levied plus CPI⁽¹⁾.

(1) Based upon the movement in the March quarter annual weighted average of the eight capital cities all groups index as published by the Australian Bureau of Statistics.

- (f) The land in relation to which the Special Rate is declared is all the rateable properties used for commercial, industrial and tourism and hospitality purposes in the parishes and localities within the Swan Hill Rural City listed in (b) above.
- (g) The manner in which the Special Rate is assessed (that is, the criteria to be used as the basis for levying the Special Rate) is:

For the first year of the Special Rate:

- for tourism and hospitality properties (based on Australian Valuation Property Classification Codes [AVPCC] as detailed in Attachment Two) a rate in the dollar of each property's Capital Improved Value (CIV), in order to raise a total of \$82,360 with a minimum rate per rateable property of \$50 and a maximum rate per rateable property of \$6,000.
- for commercial properties (based on AVPCC as detailed in attachment two) a rate in the dollar of each property's CIV, in order to raise \$218,380, after inclusion of providing a 50% write-off for properties in common occupancy with a residence, with a minimum rate per rateable property of \$50 and a maximum rate per rateable property of \$6,000.
- for industrial properties (based on AVPCC as detailed in attachment two) a rate in the dollar of each property's CIV, in order to raise a total of \$38,390 with a minimum rate per rateable property of \$50 and a maximum rate per rateable property of \$300.

For each of the subsequent four years the Special Rate remains in force, the rates in the dollar will be adjusted to be in accordance with the previous year's total amount of the Special Rate plus CPI⁽¹⁾ apportioned over the sectors as follows:

- for tourism and hospitality properties (based on assigned AVPCC) a rate in the dollar of each property's CIV, in order to raise the proportion of the Special Rate raised from the sector in the previous year adjusted for the relative movements in the proportion of the sector's CIV of the total CIV within the Special Rate area. A minimum rate per rateable property of \$50pa. and a maximum rate per rateable property to increase each year by 3% from the maximum set for the first year.
 - for commercial properties (based on assigned AVPCC) a rate in the dollar of each property's CIV, in order to raise the proportion of the Special Rate raised from the sector in the previous year adjusted for the relative movements in the proportion of the sector's CIV of the total CIV within the Special Rate area. A minimum rate per rateable property of \$50pa. and a maximum rate per rateable property to increase each year by 3% from the maximum set for the first year. A 50% write-off will apply to properties in common occupancy with a residence.
 - for industrial properties (based on assigned AVPCC) a rate in the dollar of each property's CIV, in order to raise the proportion of the Special Rate raised from the sector in the previous year adjusted for the relative movements in the proportion of the sector's CIV of the total CIV within the Special Rate area. A minimum rate per rateable property of \$50pa. and a maximum rate per rateable property to increase each year by 3% from the maximum set for the first year.
- (h) The Special Rate is levied by sending a notice in each year the Special Rate remains in force, to the persons liable to pay it, requiring that the Special Rate for that year be paid in four instalments by the dates which are specified in each respective notice.
 - (i) The Special Rate commences on 1 July 2014 and remains in force for a period of five years from that date, until 30 June 2019.

- (j) Should a property included in the Special Rate receive a supplementary valuation that changes its AVPCC to residential land or primary production that property will cease to be included in the Special Rate from the date the supplementary valuation for that property is returned to Council.
- (k) Should a property in the area covered by the Special Rate receive a supplementary or other valuation which includes it as a new or amended rateable property in the Special Rate, that property will be included in the appropriate AVPCC category of the Special Rate from the beginning of the financial year following the date the supplementary or other valuation for that property is returned to Council.
- (l) The Council considers that there will be a special benefit to persons required to pay the Special Rate in that there will be a special benefit over and above that available to persons not the subject of the Special Rate and directly and indirectly, the viability of the Swan Hill region as a commercial, industrial and tourism region will be enhanced through increased commerce and economic activity. Further, the value of the properties included in the scheme, their desirability as letting propositions (where applicable) and their general image and stature, both separately and severally in the context of the area generally, will be maintained or enhanced.
- (m) Council further considers, and formally determines for the purposes of sections 163(2)(a), (2A) and (2B) of the Act, that the estimated proportion of the total benefits of the Scheme to which the performance of the function and the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to all of the persons who are liable to pay the Special Rate is in a ratio of 1:1 (or 100%). This is on the basis that, in the opinion of Council, all of the services and activities to be provided from the expenditure of the proposed Special Rate are marketing, promotion and business development related and will accordingly only benefit the owners and occupiers of those properties and businesses included in the scheme.

Dean Miller
 Chief Executive Officer
 Swan Hill Rural City Council

Attachment One

Area of land covered by the Special Rate



Attachment Two

Australian Valuation Property Classification Codes

Tourism & Hospitality

<u>AVPCC</u>	<u>Description</u>
202	Commercial Land (with buildings that add no value)
210	Retail Premises (single occupancy)
230	Resident Hotel/Motel/Apartment Hotel
232	Serviced Apartments/Holiday Units
234	Tourist Park/Caravan Park/Camping Ground
240	Pub/Tavern/Licenced Club/Restaurant
241	Hotel-Gaming
243	Member Club Facility
245	National Company Restaurant
813	Outdoor Sports-Extended Area/Cross Country

Commercial

<u>AVPCC</u>	<u>Description</u>
100	Vacant Residential Home Site/Surveyed Lot
102	Vacant Englobo Residential Subdivisional Land
110	Detached Home
200	Commercial Development Site
202	Commercial Land (buildings add no value)
210	Retail Premises (single occupancy)
211	Retail Premises (multiple occupancies)
212	Mixed Use Occupation
214	National Company Retail
215	Fuel outlet/Garage/Service Station
217	Bottleshop/Liquor Licence Outlet
218	Licenced Retail Premises
220	Office Premises (single Occupancy)
221	Low Rise Office Building
222	Multi Level Office Building
235	Guest Lodge/Backpackers/Bunkhouse/Hostel
240	Pub/Tavern/Licenced Club/Restaurant
245	National Company Restaurant
246	Kiosk
270	Health Surgery
271	Health Clinic
273	Crematorium/Funeral Services
275	Veterinary Clinic
282	Individual Car Park Site

283	Car Wash
284	Vehicle Sales Centre
300	Industrial Development Site
303	Industrial Land (buildings add no value)
310	General Purpose Factory
320	General Purpose Warehouse
561	Vineyard
562	Plant/Tree Nursery
572	Native Hardwood (standing timber)
690	Post Offices
696	Television/Radio Station -Purpose Built
698	Telephone Exchange - Purpose Built
715	Day Care Centre For Children
813	Outdoor Sports-Extended Area/Cross Country
820	Indoor Sports Centre
830	Library/Archives

Industrial

<u>AVPCC</u>	<u>Description</u>
200	Commercial Development Site
202	Commercial Land (buildings add no value)
210	Retail Premises (single occupancy)
230	Residential Hotel/Motel/Apartment Hotel
284	Vehicle Sales Centre
300	Industrial Development Site
303	Industrial Land (buildings add no value)
310	General Purpose Factory
311	Food Processing Factory
320	General Purpose Warehouse
321	Open Storage Area
322	Bulk Grain Storage (Structures)
325	Coolstore/Coldstore
333	Rendering Plant
334	Oil Refinery
530	Mixed Farming & Grazing
562	Plant/Tree Nursery
623	Electricity Substation/Terminal
673	Airport Hanger Building
694	Telecommunication Towers & Aerials
698	Telephone Exchange - Purpose Built

Attachment 2

- Special Rate Submissions

B.14.19 DECLARATION OF A SPECIAL RATE FOR THE SWAN HILL REGION

Responsible Officer: Director Development and Planning
File Number: 26-34-00
Attachments: 1 Declaration of a Special Rate for the Swan Hill Region

Declarations of Interest: Officer

Brett Luxford - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

Council resolved on 18 February 2014 to give notice of its intention to declare a Special Rate under Section 163 of the Local Government Act 1989 (the Act) on commercial, industrial and tourism properties for a period of five years commencing 1 July 2014 in accordance with the attached declaration. This report recommends that Council declare the Special Rate.

Discussion

Council determined to commence the process of declaring a Special Rate for a period of five years at its Ordinary Meeting held on 18 February 2014.

All the legislative requirements as outlined in the Act for the attached Declaration of a Special Rate for the Swan Hill region have now been completed.

There were a large number of submissions in relation to the special rate. The table below summaries the responses from those properties liable to pay the Special Rate.

No Response	429	57%
Support	177	24%
Objections	141	19%
Total Rateable Properties	747	100%

Council has considered all submissions made relating to the declaration of the Special Rate. Under Section 163B(6) of the Act a "Council cannot make a declaration if the Council receives objections from persons who will be required to pay the special rate or special charge in respect of a majority of the rateable properties in respect of which the special rate or special charge would be imposed." As highlighted from the table above, objections were received from only 19% of such properties.

If Council decides to declare the Special Rate all affected properties will be issued with a letter outlining the declaration. In addition, all persons who made submissions regarding the Special Rate will be notified in writing of Council's decision.

The Special Rate, if declared, can be subject to appeal. Within one month of issue of the Special Rate letter by Council any persons liable to pay the Special Rate can appeal to the Victorian Civil and Administrative Tribunal (VCAT).

If the Special Rate is declared it is envisaged that reporting and accountability similar to that currently in place will continue and that Swan Hill Incorporated will be required to submit Strategic Plans and Annual Marketing Plans and Budgets for the approval of Council. The current agreement between Swan Hill Incorporated and Council will also be reviewed and a new agreement developed for the duration of the declaration.

Consultation

Significant consultation has been undertaken including writing to all people liable to pay the Special Rate, public notices and information on the Council website. The process undertaken, involving the seeking, receiving and hearing of submissions is integral to the consultation required by the Act.

Financial Implications

Council's administrative costs consist primarily of levying the Special Rate, collecting the contributions from property owners or businesses and forwarding the relevant amounts to Swan Hill Incorporated. It is estimated that these costs will total \$5,200 in the first year of the Special Rate and increase by approximately 5% per annum for the remaining four years.

Social Implications

It is anticipated that the activities supported by the Special Rate will increase visitor numbers, employment, residents, investment and new businesses to the region contributing to improved social outcomes for the community.

Economic Implications

It is anticipated that the activities supported by the Special Rate will increase visitor numbers, employment, residents, investment and new businesses to the region contributing to our local economy.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Creating population growth - We will actively seek to grow the Regional population (cross border).

Options

Council can choose to declare a Special Rate for the Swan Hill region or not.

Recommendations

That Council:

- 1. Declare a Special Rate for marketing and business development programs in the Swan Hill region as per the Declaration of Special Rate (Attachment 1).**
- 2. Notify all owners and occupiers of properties affected by the Special Rate and all persons who made submissions regarding the Special Rate in writing of Council's decision to declare a Special Rate.**

22/14 Motion

MOVED Cr Kiley

That Council:

- 1. Declare a Special Rate for marketing and business development programs in the Swan Hill region as per the Declaration of Special Rate (Attachment 1).**
- 2. Notify all owners and occupiers of properties affected by the Special Rate and all persons who made submissions regarding the Special Rate in writing of Council's decision to declare a Special Rate.**
- 3. That financial costs to Council are at a rate equivalent to CPI.**

SECONDED Cr Adamson

The Motion was put and CARRIED

Declaration of a Special Rate for the Swan Hill Region



Under Section 163 of the Local Government Act 1989 (the "Act") Swan Hill Rural City Council (the "Council") hereby declares a Special Rate for marketing and business development of the Swan Hill region ("region").

Council specifies:

- (a) The purpose of the Special Rate is to defray the expenses in relation to the performance of functions within the Swan Hill region, which Council considers are necessary and appropriate for the encouragement of business development and commerce through the promotion and development of the region as a place to live, work, invest, shop and visit.
- (b) The area for which the Special Rate is declared is all the rateable properties used for commercial, industrial and tourism and hospitality purposes within the following parishes and localities within the Swan Hill Rural City (as detailed on Map in Attachment One):

Benjeroop	Boga	Boga-Tresco Settlement
Castle Donnington	Chillingollah	Chinangin
Kooem	Koro-Ganeit	Kunat Kunat
Kunat-Tresco Settlement	Lake Boga	Meatian
Mumbel	Murnungin	Nowie
Nyah Township	Nyah West Township	Nyrraby
Piangil Township	Pental Island	Piangil Parish
Piangil West	Pira	Polisbet
Prooinga	Swan Hill	Turoar
Towan	Tyntynder	Tyntynder North
Tyntynder West	Ultima	Ultima Township
Waitchie	Wewin	Wood Wood Township
Woorinen	Woorinen South Township	

- (c) Council considers that the performance of the functions, as outlined in paragraph (a), will assist it in fulfilling the following facilitating objectives of Council which are set out in Section 3C(2) of the Local Government Act:
 - to promote the social, economic and environmental viability and sustainability of the municipal district.
 - to promote appropriate business and employment opportunities.
- (d) The total cost of the performance of the functions is:
 - (i) for the first year of the Special Rate - \$339,130 (including Council's contributing administrative costs of \$5,200);
 - (ii) for each of the subsequent four years the Special Rate remains in force - the previous year's total amount of the Special Rate plus Consumer Price Index (CPI)⁽¹⁾.
- (e) The total amount of the Special Rate to be levied is:
 - (i) for the first year of the Special Rate - \$339,130;
 - (ii) for each of the subsequent four years the Special Rate remains in force - the previous year's total amount to be levied plus CPI⁽¹⁾.

(1) Based upon the movement in the March quarter annual weighted average of the eight capital cities all groups index as published by the Australian Bureau of Statistics.

- (f) The land in relation to which the Special Rate is declared is all the rateable properties used for commercial, industrial and tourism and hospitality purposes in the parishes and localities within the Swan Hill Rural City listed in (b) above.
- (g) The manner in which the Special Rate is assessed (that is, the criteria to be used as the basis for levying the Special Rate) is:

For the first year of the Special Rate:

- for tourism and hospitality properties (based on Australian Valuation Property Classification Codes [AVPCC] as detailed in Attachment Two) a rate in the dollar of each property's Capital Improved Value (CIV), in order to raise a total of \$82,360 with a minimum rate per rateable property of \$50 and a maximum rate per rateable property of \$6,000.
- for commercial properties (based on AVPCC as detailed in attachment two) a rate in the dollar of each property's CIV, in order to raise \$218,380, after inclusion of providing a 50% write-off for properties in common occupancy with a residence, with a minimum rate per rateable property of \$50 and a maximum rate per rateable property of \$6,000.
- for industrial properties (based on AVPCC as detailed in attachment two) a rate in the dollar of each property's CIV, in order to raise a total of \$38,390 with a minimum rate per rateable property of \$50 and a maximum rate per rateable property of \$300.

For each of the subsequent four years the Special Rate remains in force, the rates in the dollar will be adjusted to be in accordance with the previous year's total amount of the Special Rate plus CPI⁽¹⁾ apportioned over the sectors as follows:

- for tourism and hospitality properties (based on assigned AVPCC) a rate in the dollar of each property's CIV, in order to raise the proportion of the Special Rate raised from the sector in the previous year adjusted for the relative movements in the proportion of the sector's CIV of the total CIV within the Special Rate area. A minimum rate per rateable property of \$50pa. and a maximum rate per rateable property to increase each year by 3% from the maximum set for the first year.
 - for commercial properties (based on assigned AVPCC) a rate in the dollar of each property's CIV, in order to raise the proportion of the Special Rate raised from the sector in the previous year adjusted for the relative movements in the proportion of the sector's CIV of the total CIV within the Special Rate area. A minimum rate per rateable property of \$50pa. and a maximum rate per rateable property to increase each year by 3% from the maximum set for the first year. A 50% write-off will apply to properties in common occupancy with a residence.
 - for industrial properties (based on assigned AVPCC) a rate in the dollar of each property's CIV, in order to raise the proportion of the Special Rate raised from the sector in the previous year adjusted for the relative movements in the proportion of the sector's CIV of the total CIV within the Special Rate area. A minimum rate per rateable property of \$50pa. and a maximum rate per rateable property to increase each year by 3% from the maximum set for the first year.
- (h) The Special Rate is levied by sending a notice in each year the Special Rate remains in force, to the persons liable to pay it, requiring that the Special Rate for that year be paid in four instalments by the dates which are specified in each respective notice.
- (i) The Special Rate commences on 1 July 2014 and remains in force for a period of five years from that date, until 30 June 2019.

- (j) Should a property included in the Special Rate receive a supplementary valuation that changes its AVPCC to residential land or primary production that property will cease to be included in the Special Rate from the date the supplementary valuation for that property is returned to Council.
- (k) Should a property in the area covered by the Special Rate receive a supplementary or other valuation which includes it as a new or amended rateable property in the Special Rate, that property will be included in the appropriate AVPCC category of the Special Rate from the beginning of the financial year following the date the supplementary or other valuation for that property is returned to Council.
- (l) The Council considers that there will be a special benefit to persons required to pay the Special Rate in that there will be a special benefit over and above that available to persons not the subject of the Special Rate and directly and indirectly, the viability of the Swan Hill region as a commercial, industrial and tourism region will be enhanced through increased commerce and economic activity. Further, the value of the properties included in the scheme, their desirability as letting propositions (where applicable) and their general image and stature, both separately and severally in the context of the area generally, will be maintained or enhanced.
- (m) Council further considers, and formally determines for the purposes of sections 163(2)(a), (2A) and (2B) of the Act, that the estimated proportion of the total benefits of the Scheme to which the performance of the function and the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to all of the persons who are liable to pay the Special Rate is in a ratio of 1:1 (or 100%). This is on the basis that, in the opinion of Council, all of the services and activities to be provided from the expenditure of the proposed Special Rate are marketing, promotion and business development related and will accordingly only benefit the owners and occupiers of those properties and businesses included in the scheme.

Dean Miller
Chief Executive Officer
Swan Hill Rural City Council

Attachment One

Area of land covered by the Special Rate



Attachment Two

Australian Valuation Property Classification Codes

Tourism & Hospitality

<u>AVPCC</u>	<u>Description</u>
202	Commercial Land (with buildings that add no value)
210	Retail Premises (single occupancy)
230	Resident Hotel/Motel/Apartment Hotel
232	Serviced Apartments/Holiday Units
234	Tourist Park/Caravan Park/Camping Ground
240	Pub/Tavern/Licenced Club/Restaurant
241	Hotel-Gaming
243	Member Club Facility
245	National Company Restaurant
813	Outdoor Sports-Extended Area/Cross Country

Commercial

<u>AVPCC</u>	<u>Description</u>
100	Vacant Residential Home Site/Surveyed Lot
102	Vacant Englobo Residential Subdivisional Land
110	Detached Home
200	Commercial Development Site
202	Commercial Land (buildings add no value)
210	Retail Premises (single occupancy)
211	Retail Premises (multiple occupancies)
212	Mixed Use Occupation
214	National Company Retail
215	Fuel outlet/Garage/Service Station
217	Bottleshop/Liquor Licence Outlet
218	Licenced Retail Premises
220	Office Premises (single Occupancy)
221	Low Rise Office Building
222	Multi Level Office Building
235	Guest Lodge/Backpackers/Bunkhouse/Hostel
240	Pub/Tavern/Licenced Club/Restaurant
245	National Company Restaurant
246	Kiosk
270	Health Surgery
271	Health Clinic
273	Crematorium/Funeral Services
275	Veterinary Clinic
282	Individual Car Park Site

283	Car Wash
284	Vehicle Sales Centre
300	Industrial Development Site
303	Industrial Land (buildings add no value)
310	General Purpose Factory
320	General Purpose Warehouse
561	Vineyard
562	Plant/Tree Nursery
572	Native Hardwood (standing timber)
690	Post Offices
696	Television/Radio Station -Purpose Built
698	Telephone Exchange - Purpose Built
715	Day Care Centre For Children
813	Outdoor Sports-Extended Area/Cross Country
820	Indoor Sports Centre
830	Library/Archives

Industrial

<u>AVPCC</u>	<u>Description</u>
200	Commercial Development Site
202	Commercial Land (buildings add no value)
210	Retail Premises (single occupancy)
230	Residential Hotel/Motel/Apartment Hotel
284	Vehicle Sales Centre
300	Industrial Development Site
303	Industrial Land (buildings add no value)
310	General Purpose Factory
311	Food Processing Factory
320	General Purpose Warehouse
321	Open Storage Area
322	Bulk Grain Storage (Structures)
325	Coolstore/Coldstore
333	Rendering Plant
334	Oil Refinery
530	Mixed Farming & Grazing
562	Plant/Tree Nursery
623	Electricity Substation/Terminal
673	Airport Hanger Building
694	Telecommunication Towers & Aerials
698	Telephone Exchange - Purpose Built

B.14.20 RISK MANAGEMENT POLICY

Responsible Officer: Director Corporate Services
File Number: 22-42-00
Attachments: 1 Risk Management Policy

Declarations of Interest: Officer

David Lenton - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The Risk Management Policy has been reviewed and is presented for the approval of Council.

Discussion

Council has a range of policies that guide how Council operates to deliver services and its dealings with the community. These policies are periodically reviewed to ensure that they are still applicable.

Council, in its role as a leader of the community, has a legal and ethical responsibility to residents and visitors of the municipality to achieve best practice in controlling all adverse risks to which Council is exposed, in a reasonable and practical manner.

This policy clearly documents Council's commitment to risk management principles and practices.

Consultation

No community consultation has been undertaken in relation to this policy. All members of the Executive Management Team and Risk Management Committee have reviewed the policy.

Financial Implications

Nil

Social Implications

Nil

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Council's risk register includes a risk of "failure to create, maintain and oversee appropriate and accurate policies". This risk is mitigated through regular review of Council policies and procedures.

Council Plan Strategy Addressed

Councillor and Staff accountability - We will represent the interests of our community and will conduct our affairs openly and with integrity, reflecting high levels of good governance.

Options

Council may approve the policy as recommended or make changes.

Recommendation

That Council adopt the reviewed Risk Management Policy.

23/14 Motion

MOVED Cr Adamson

That Council adopt the reviewed Risk Management Policy with the alteration to the scope that it reads "Undertaken by Council".

SECONDED Cr Norton

The Motion was put and CARRIED

POLICY TITLE RISK MANAGEMENT

POLICY NUMBER POL/CORP216

PURPOSE

The purpose of this policy is to clearly document Council’s commitment to risk management principles and practices.

SCOPE

This policy applies to all activities undertaken by Council.

POLICY

Council has a legal and ethical responsibility to ratepayers, residents, employees and visitors to minimise the likelihood and consequences of adverse risks and maximise Council’s potential to achieve its strategic objectives.

Risk management plans will be devised, implemented and regularly reviewed for improvement. This will involve risk identification and evaluation linked to practical, cost effective risk control measures.

All Councillors, management, employees, contractors, and volunteers have a responsibility to follow effective risk management practices and ensure Council is aware of risks associated with its operations.

RELATED POLICIES/DOCUMENTS

- Occupational Health and Safety Directive – DIR/STAFF107
- Fraud Control Policy – POL/CORP226
- Incident and Claims Handling and Analysis – DIR/CORP230
- Staff Code of Conduct – DIR/STAFF127
- Business Continuity and Disaster Recovery Directive – DIR/CORP233

RELATED LEGISLATION

- Australian/New Zealand Standard ISO 31000:2009 – Risk management – Principles and guidelines
- Occupational Health and Safety Act 2004
- Local Government Act 1989

Signed: _____ **Mayor** **Date:** _____

DIRECTIVE TITLE RISK MANAGEMENT**DIRECTIVE NUMBER DIR/CORP216****PURPOSE**

To implement effective risk management practices across Council to ensure that:

- Key risks to Council are well known and that plans are in place to minimise the impact of these risks.
- Risk management at Council is proactive, systematic and integrated into normal business.

SCOPE

This directive applies to all activities undertaken by Council.

DIRECTIVE

Council's approach to risk management will be structured and undertaken in accordance with the Risk Management Policy and associated plans and strategies.

RESPONSIBILITIES**Chief Executive Officer:**

- Ensure that Council's culture and strategies are consistent with the Risk Management Policy.
- Obtain commitment from Council to adequately resource risk management.
- Develop agreed and assessable success measures with all Directors and Councillors to support strategic objectives.
- Report risk management issues to the Internal Audit Committee.

Executive Management Team:

- Set strategic direction for the management of risk across directorates, ensuring a consistent approach across Council.
- Identify organisational level risks and implement actions to address them.
- Establish likelihood and consequences tolerance levels.
- Appoint employee relevant risk management groups and roles.
- Approve the Risk Management Plan and supporting documentation.
- Resource action plans for all extreme and high risks when required.
- Monitor and evaluate performance of employees against risk management responsibilities.
- Review the Council Risk Register.

Directors:

- Identify directorate level risks and implement actions to address them.
- Ensure a consistent approach to risk management across the directorate.
- Implementation of the Risk Management Policy, Directive and Procedure across their area of responsibility.
- Ensure employees are aware and have the capacity to meet their risk management responsibilities through adequate training, supervision and written procedures.

Risk Management Officer:

- Lead and promote risk management awareness with all stakeholders.
- Lead and facilitate development and implementation of an overall risk management plan and supporting plans and materials.
- Provide guidance and support to the development and implementation of risk action plans.
- Stay current with risk information within the industry and risk management issues across Council.
- Facilitate the development of the corporate and operational risk profile.
- Monitor and report changes to the Risk Register, particularly in regards to extreme and high risks.
- Advise on the adoption and use of risk management tools and systems.
- Assist all employees with the procedural aspects of risk management.
- Facilitate the operation of the Risk Management Committee.

Program Managers and Team Leaders:

- Systematically identify, manage, monitor, and review program level risks, and implement actions to address these risks within the resources provided.
- Set operational direction and tasks for risk management for employees, contractors, and volunteers within their responsibility.
- Allocate appropriate resources and responsibilities to manage identified risks.
- Monitor and evaluate performance of employees against risk management responsibilities.
- Inform employees about changes relating to risk management and Council's Risk Register.
- Report on the progress of risk management within their allocated area.

Event Co-ordinators and Project Managers/Supervisors

Undertake and document a formal risk assessment for all proposed events and projects, prior to the business case, funding or event being approved by EMT.

This assessment must:

- Be based on Council’s Risk Management Procedure.
- Consider known risks identified for similar events or projects.
- Identify unique risks associated with a particular event or project.
- Where possible, modify the design of the event or project to eliminate risk.
- Where risks cannot be eliminated, re-design or re-engineer proposed activities, or establish plans to minimise the risk to an acceptable level.

Risk Management Committee:

- Responsible for the delivery of an effective and efficient risk management program.
- Respond to risk management issues raised by Council, Audit Committee, internal and external auditors or EMT.
- Monitoring risk management compliance and performance, including monitoring Council’s Risk Register.

Risk Management Representative:

- Maintain a detailed understanding of the risk profile within their area of responsibility.
- Maintain the Risk Register in relation to their area of responsibility.

All employees, contractors and volunteers:

- Follow effective risk management practices.
- Identify and communicate Council risks to the relevant personnel for action.

RELATED POLICIES/DOCUMENTS

Occupational Health and Safety Directive – DIR/STAFF107

Fraud Control Policy – POL/CORP226

Incident and Claims Handling and Analysis – DIR/CORP230

Staff Code of Conduct – DIR/STAFF127

Business Continuity and Disaster Recovery Directive – DIR/CORP233

RELATED LEGISLATION

Australian/New Zealand Standard ISO 31000:2009 – Risk management – Principles and guidelines

Occupational Health and Safety Act 2004

Victorian Charter of Human Rights and Responsibilities Act 2006

Local Government Act 1989

Signed: _____ **CEO** **Date:** _____

PROCEDURE TITLE RISK MANAGEMENT

PROCEDURE NUMBER PRO/CORP216D

ENABLING POLICY/DIRECTIVE

RISK MANAGEMENT POLICY – DIR/CORP216

ENABLING LEGISLATION

Nil

PURPOSE

The purpose of this procedure is to describe the general process of risk management within Council.

SCOPE

This procedure applies to all activities undertaken by Council.

DEFINITIONS

Consequences - The outcome or impact of an event. Consequences can be positive or negative. There can be more than one consequence for an event.

Control - An existing process, policy, device, practice, or other action that acts to minimise negative risk or enhance positive opportunities.

Event - Occurrence of a particular set of circumstances.

Likelihood - Used as a general description of probability or frequency.

Risk - The chance of something occurring that will have an impact on the objectives. It is measured in terms of a combination of the likelihood of an event and its consequence.

Risk avoidance - An informed decision not to become involved in, or to withdraw from, a risk.

Risk analysis - A systematic process using available information to determine the nature of risk and to reduce the level of risk.

Risk assessment - The overall process of risk identification, risk analysis and risk evaluation.

Risk criteria - The term of reference by which the significance of risk is assessed.

Risk evaluation - The process of comparing the level of risk against risk criteria.

Risk identification - The process of determining the what, where, when, why and how something could happen that may impact on an organisations or individuals objectives.

Risk management - The culture, processes and structures that are directed toward realising the potential opportunities, while also managing adverse effects.

Risk appetite - The amount and type of risks an organisation is willing to accept in pursuit of its goals.

1. RISK MANGEMENT PRINCIPLES

The following principles apply for risk management to be effective.

Risk management:

- Creates and protects value; including the achievement and performance in objectives such as safety, legal and regulatory compliance, reputation, service delivery and environmental protection.
- Is an important part of all processes. It is not a stand-alone activity.
- Assists decision-makers to make informed choices.
- Considers uncertainty and how it can be addressed.
- Is systematic, structured and timely.
- Is based on the best available information, inputs such as historical data, feedback and observations and knowledge about the limitation to data are all important.
- Is tailored to the organisation.
- Is transparent and includes all stakeholders.
- Is dynamic and responsive to change.
- Facilitates continual improvement.

2. RISK MANGEMENT OBJECTIVES

The primary objectives for risk management at Council are to:

- Safeguard Council assets – people, financial, environmental, property and reputation.
- Support Council's values and ethics.
- Ensure resources and operational capabilities are used effectively and efficiently.
- Ensure Councillors, employees and volunteers have the capacity and capability to manage risks.
- Ensure that risks are managed in a proactive, consultative, transparent and responsible way.
- Alignment of risk management policies and procedures with AS/NZS ISO 31000:2009_ Risk management - Principles and guidelines.

3. RISK MANGEMENT REQUIREMENTS

To achieve the objectives outlined above, risk management at Council will incorporate the following requirements:

- Proactive risk management is the responsibility of all employees and volunteers.
- Council's risk appetite is the basis of risk management decisions.
- Significant decisions are to be subject to a risk assessment and control.
- Significant incidents should be analyzed in order to inform future risk assessments.
- Projects and events should have a risk assessment before they commence.
- Responsibility for the assessment and control of risks should be clearly assigned to appropriate manager/s.
- Council will maintain a Risk Register (Tickit) of strategic and operational risks.
- The Council Risk Register will be regularly reviewed by the Risk Management Committee.
- All employees will have the appropriate level of information, resources and training to have the capacity to undertake their risk management responsibilities.
- Risks will be systematically reported.

REPORT SCOPE	REPORT BY	REPORT TO	REPORT TYPE	REPORT FREQUENCY
Compliance and risk profile	CEO	Council and External Audit Committee	Progress Report	Annually
Risk Register	Risk Management Officer	Risk Management Committee.	Bi -Monthly progress report	Bi Monthly
Organisation-wide risk implications	Risk Management Officer	Executive Management Team	Specific Risk Report	As required
Extreme risk notification	Managers	Executive Management Team and Risk Management Officer.	Notification	Prompt report/advice to EMT.
Extreme and High risk notification	Risk Management Officer	Executive Management Team	Notification	Prompt report to EMT.
Internal audit results -	Internal Auditor.	Audit Committee.	Audit Review Report	Quarterly
External audit results –	Auditor / Insurance Auditors	EMT and Risk Management Committee.	Insert as a note in the Audit Report	As required

4. TYPES OF RISKS

- **Strategic Risk**

Risks associated with Council's achievement of high-level goals, aligned with and supporting Council Plan objectives.

- **Operational Risk**

Risks associated with ensuring effective and efficient use of Council's resources.

These risks arise directly from activities undertaken by Council and include but are not limited to the following activities.

1. Corporate governance
2. Community engagement
3. Managing and maintaining physical assets
4. Managing community services
5. Managing human resources
6. Information management and technology
7. Contracting and purchasing

- **Compliance Risk**

Risks that relate to resources used to meet requirements of relevant legislation and regulations. Council is subjected to legislation and regulations which range from issues such as general occupational health and safety to specific technical requirements.

- **Inherent Risk**

The risk that is present before any controls are put in place to manage the risk.

- **Residual Risk**

The risk the organisation will face after it has put in place any proposed controls. It might be necessary to say that the residual risk is too high, and that even with the proposed controls in place the activity or action is not acceptable for Council to undertake and should be avoided.

5. RISK MANAGEMENT PROCESS

Council has adopted the implementation of an organisational risk management program in accordance with the principles set out in the International Standard AS/NZS ISO 31000:2009.

The Risk Management Process (Figure 1) is an interactive process consisting of seven defined steps. Good decision-making is based on a clear understanding of risks, including possible outcomes.

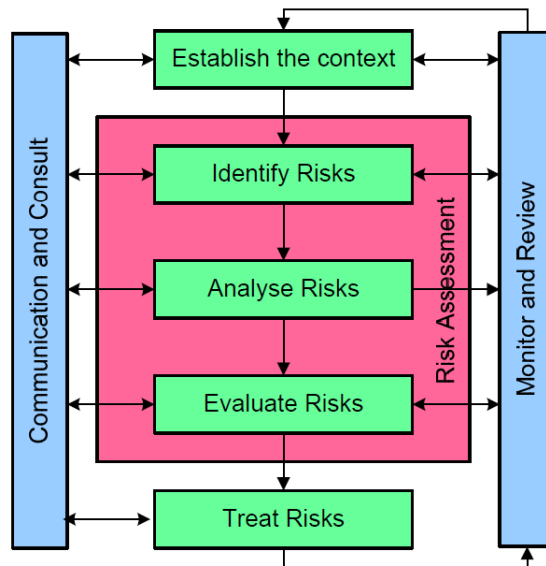


Figure 1 – Risk Management Process AS/NZ ISO 31000:2009

6. RISK ASSESSMENT

Identify risks

It is important to identify risks so that threats can be proactively addressed. Unidentified risks cannot be assessed or managed.

Council will use both a systematic and incidental approach to identify new hazards and risk, including:

- Brainstorming sessions with all stakeholders.
- Checklists and templates developed to suit events, activities or projects.
- Technically experienced professionals to review or assess specific events, activities or projects.
- Examination of previous experience.

Strategic risks will be identified during the strategic planning process. Operational risks are normally identified by the relevant responsible departments, programs and employees. All risks identified are to be recorded in Council’s Risk Register (Tickit).

Members of the public can advise Council of any risks through the customer request system, or via Council’s website.

Risk Register

Council has in place an electronic Risk Register (Tickit). This software system is managed and maintained by Risk Management employees.

Each program or department will maintain entry of the risks that have been identified for their area on this register. Effective controls and actions will be determined and entered

against the risk. The frequency of the review depends upon the level of risk that is present, with new emerging risks added to the register as required.

Analyse risks

This step is about determining the likelihood and consequence of each risk, in order to establish the level of risk.

Risk is the probability of an event which will have an impact on the activity's objectives as a function of both likelihood and consequence. The responsible manager will assess how likely it is that a risk might occur and how large the impact would be if it did occur, based on the Risk Matrix (Table 1).

Evaluate Risk

This step is about deciding whether risks found during the analysis process can be accepted (tolerated) or not. If a decision is made to accept a risk and no action is taken on that risk, Council accepts the risk as it is.

Identified risks will be considered and evaluated by the responsible employee and a preferred treatment determined. Assistance can be provided by the Risk Management Officer or members of the Risk Management Committee in this process.

The level of risk is then modified by taking into account any existing controls that are in place. The residual risk is then recorded in the risk register.

Treat Risks

The responsible manager will undertake a risk/cost benefit analysis when treating risks. Treating risks involves planning an action, placing a priority on the action, and implementing the agreed action.

Allocating priorities against these actions is necessary to ensure the most important risks are dealt with first, and any resources that are necessary are committed and available.

Risk may be treated with one of the following approaches.

1. Reduce the likelihood of the risk occurring by using appropriate controls to reduce the probability.
2. Mitigate the consequences or impact if the risk does occur.
3. Transfer or share the risk with a third party, such as a contractor or insurer.
4. Avoid the risk by not undertaking the activity.
5. Accept the risk.

Treatment of the risk by risk transfer may include a requirement that the contractor manages the risk and accepts liability, or Council obtains suitable insurance cover within its insurance program.

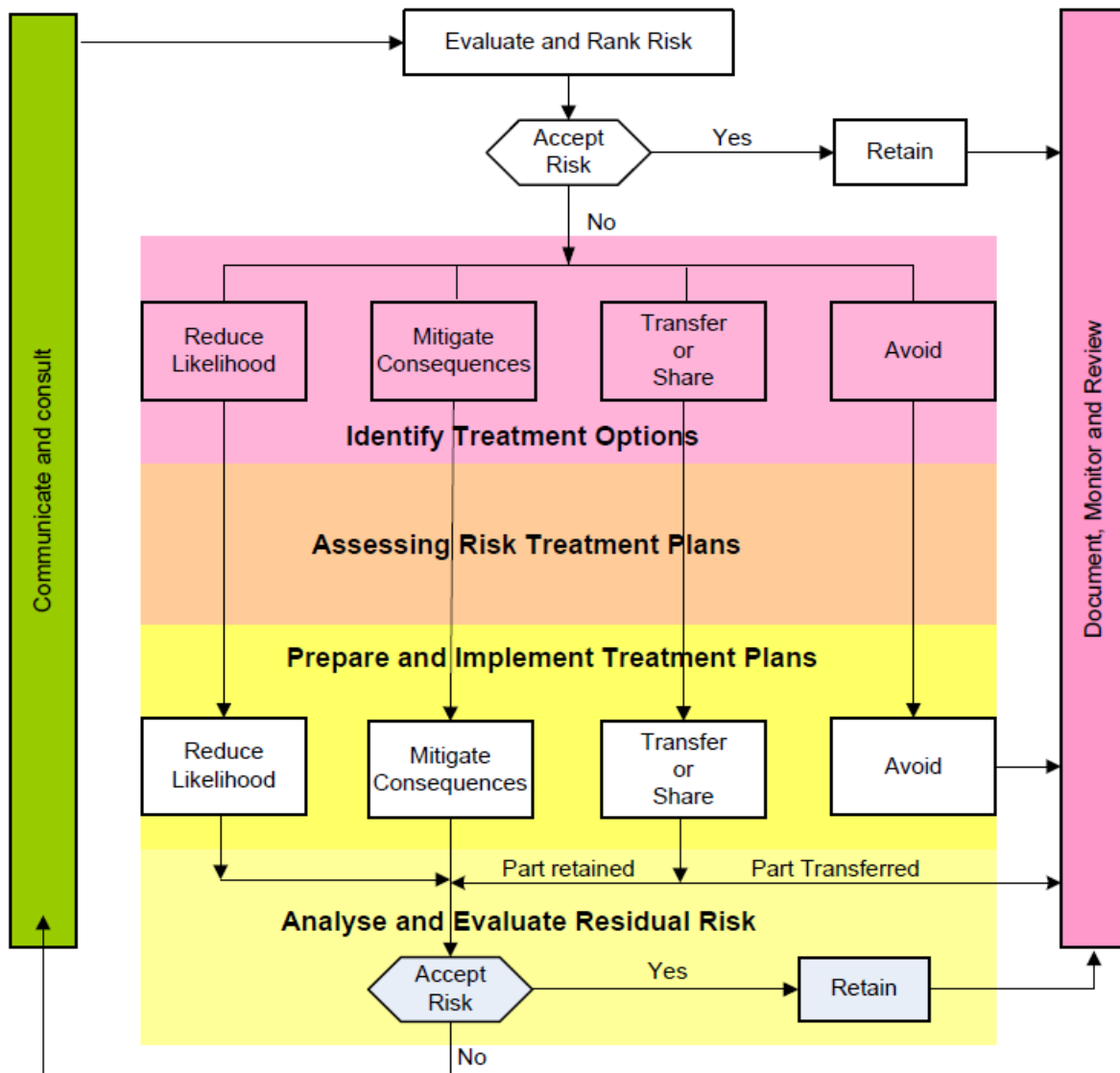


Figure 2 – Risk Treatment Flowchart

7. CONSULTATION AND COMMUNICATION

Consultation and communication play a major part in the risk management process. They are essential components to ensuring all risks are captured and allows ‘buy in’ to the overall process.

An effective process will engage widespread understanding and application of risk management. It involves the need to communicate and consult internally and externally with stakeholders as you go through the risk management process.

This involves communicating with key stakeholders such as Councillors, employees, contractors, government agencies, ratepayers, residents or the general public.

8. DOCUMENT, MONITOR AND REVIEW

This is an essential step in the process for managing risk and effectiveness of controls over time to ensure changing circumstances do not alter risk priorities or weaken the operation of controls. Few risks remain static.

Each stage of the risk management process must be recorded appropriately to allow better planning for the same or similar event, activity or project in the future.

The Risk Management Committee will be responsible for monitoring the performance and risk profile of Council.

The relevant managers will be responsible for the implementation and monitoring of Risk treatment plans to ensure that the agreed actions have been taken.

Once all actions have been completed the risk will be reassessed by the responsible manager/s. If the risk is considered to be unacceptable, a new treatment plan will be implemented to address the risk.

The risk review should be integrated into the corporate and business planning process to ensure it covers all risks; strategic, operational, compliance risks.

9. RISK APPETITE

Council is committed to ensuring risks are controlled in order to protect both internal and external stakeholders. Due to the varying risks Council programs and projects face, Council has put in place the following levels of risk that will be used to assess the acceptability of our risks:

Low Risk - Risks with a residual risk rating of **low** are acceptable and will be monitored by the routine procedures responsible officer. These must be reassessed at least every 2 years.

Moderate Risk - Risks with a residual risk rating of **moderate** are acceptable and will be monitored by the responsible manager. These must be reassessed at least every 12 months.

High Risk - Risks with a residual risk rating of **High** are acceptable when senior management clearly define the responsible officer's responsibilities. These must be reassessed at least every 6 months and reported to EMT when they are identified.

Extreme Risks - Risks with a residual risk of **Extreme** require authorisation by EMT. The activity must be important to achieving Council's objectives and all other options explored. EMT will closely monitor the activity with clearly defined responsibilities for the responsible manager. These must be reassessed at least every 3 months and reported to EMT when they are identified.

RISK CRITERIA**Table 1 Risk Matrix**

		CONSEQUENCE				
		1	2	3	4	5
LIKELIHOOD	A	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
	B	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	C	LOW	MEDIUM	HIGH	HIGH	HIGH
	D	LOW	LOW	MEDIUM	MEDIUM	HIGH
	E	LOW	LOW	MEDIUM	MEDIUM	HIGH

Table 2 Control Effectiveness Rating

Control Effectiveness	Description
1. Non existent	Not at all effective
2. Poor	Control does not operate as designed
3. Fair	Controls partly operate as designed.
4. Good	Control substantially operates as designed but could be improved
5. Excellent	Control operates as designed no improvement needed.

Table 3 Risk Likelihood Definitions

Likelihood	Category	Quantitative Frequency	Qualitative frequency
Almost certain	A	Is expected to occur.	<ul style="list-style-type: none"> frequent incidents strong likelihood of recurrence
Likely	B	Will probably occur in most circumstances	<ul style="list-style-type: none"> incidents recorded on a regular basis anecdotal evidence indicates medium frequency considerable opportunity to occur
Possible	C	Should occur at some time	<ul style="list-style-type: none"> incidents have occurred infrequently some opportunity to occur
Unlikely	D	Could occur at some time	<ul style="list-style-type: none"> very few recorded or known incidents some reasonable opportunity to occur
Rare	E	May only occur in exceptional circumstances	<ul style="list-style-type: none"> no recorded or known incidents little opportunity for occurrence

Table 4: Risk

Consequence Definitions

Risk Consequences Category	Description of Risks
Financial	Risks which have the potential to give rise to a financial loss.
Environmental	Risks of reduction in environmental amenity, either on Council owned or controlled sites or more broadly in the community. Environmental impact needs to be directly attributed to the actions of Council.
Health and safety	Risks related to the health and safety of staff, contractors and third parties, clients, tenants, volunteers, visitors and the community more broadly working on any Council owned or controlled site or impacted on by the direct actions of Council.
Reputation	Risks which would reduce the standing and reputation of Council in the local and broader community and with government.
Infrastructure, assets and systems	Damage to Council owned or Council controlled assets. Risks with the potential to limit or remove council services for a period of time.
Legal	Risks resulting from a failure to comply with legislative, contractual and regulatory requirements which apply to the operations of Council.

Table 5: Swan Hill Rural City Council Consequence Description (November 2013)

	Category	Financial	Environmental <i>(that can be directly attributed to the actions of COUNCIL)</i>	Health and safety	Reputation	Infrastructure, assets and systems	Legal liability
Catastrophic	5	Extensive financial loss \$5 Million+ (Approximately 10% of annual revenue)	Widespread irreversible environmental damage.	Multiple fatalities or extensive long term injury to a group.	State Government dissolves the municipality.	Extensive and total loss of functions across organization greater than 14 days. Long term loss of large facility including total damage to assets such as IT and data.	Regulatory or contract breaches causing very serious litigation, including major class action.
Major	4	Major financial loss (\$1 to 5 Million)	Long-term and wide spread environmental damage, taking 5 years or more to repair, and requiring significant restorative work.	Individual fatality or serious long term injury that would be unable to be rehabilitated.	Loss of support of the State Government and the removal of the Council. Potential national media attention.	Extensive and total loss of functions across organization for 7 - 14 days. Loss of critical functions across multiple areas of Council for more than 14 days. Short to mid-term loss of large facility or the loss of smaller facility. Significant damage/loss of assets including IT and data.	Major regulatory or contract breaches and litigation. Liability fine and implications for management.
Moderate	3	Significant financial loss (\$250,000 to 1 Million)	Significant environmental damage taking up to 5 years to repair. Requires moderate restorative work.	Significant injury involving treatment or hospitalization. Rehabilitation within 2 years.	Extensive or serious public or media outcry. Potential for broad media attention.	Significant downtime or outage in multiple areas of organisation up to 14 days. Substantial management required. Damage to one part of major facility. Moderate damage/loss of major assets including IT and data.	Regulatory or contract breaches causing investigation by a relevant authority. Moderate fines and prosecution.
Minor	2	Minor financial loss (\$20,000 to \$250,000)	Minor environmental or temporary environmental damage requiring minimal restorative work. Damage repaired within 3 months.	Minor medical treatment. Rehabilitation within 3 months.	Significant public criticism with or without media attention.	Minor downtime or outage in multiple areas. Service returned to normal within 7 days. Outage in single area for 7 days or more.	Minor regulatory or contract breaches causing minor fines and likely prosecution.
Insignificant	1	Minimal financial loss (less than \$20,000)	Brief, non hazardous temporary pollution or damage.	First Aid only required.	Matter resolved with day to day management (customer complaint level).	Less than 7 day outage of a single area.	Negligible impact. No fines or prosecution likely.

RELATED DOCUMENTS

- Risk Assessment Form
- Incident and Hazard Reporting Form
- Risk Management Committee Charter
- Risk Management Plan and supporting documents (when developed)

Signed: _____ **CEO** **Date:** _____

B.14.21 KEY STRATEGIC INITIATIVES FOR 2013/14 STATUS REPORT FOR THE THIRD QUARTER

Responsible Officer: Director Corporate Services
File Number: 22-23-08
Attachments: 1 KSI 2013/2014 third quarter report

Declarations of Interest: Officer

David Lenton - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

This is the third quarterly report identifying the status of the Key Strategic Initiatives from the Council Plan for 2013/14 to 2016/17 financial years.

Discussion

The Council Plan 2013/17 includes 77 initiatives and 235 actions, through which the achievement of the Council Plan may be measured over its four-year term.

There are 73 actions in total identified for the 2013/14 period and each action has a nominated responsible officer. In each case, the responsible officer is a member of the Executive Management Team, reflecting the importance placed on achieving targets.

Three actions were completed during the third quarter of the 2013/14 financial year. For the nine months until 31 March 2014 a total of 38 actions have been completed. There were 24 actions carried over from the previous Council Plan. Of these actions, 8 have been completed or are now ongoing, 12 have been included in the new Council Plan and 4 remain outstanding. The progress of all actions is outlined in the comments section of the attachment to this report.

Consultation

Council consulted the community during the development of the Council Plan 2013/17. The Council Plan was adopted at the June 2013 Council Meeting.

Financial Implications

The implementation of the 2013/14 Key Strategic Initiatives was included in the budget.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

Monitoring of Council's progress to implement the Council Plan helps to reduce risks associated with governance and reputation.

Council Plan Strategy Addressed

Councillor and Staff accountability - We will represent the interests of our community and will conduct our affairs openly and with integrity, reflecting high levels of good governance.

Options

Not applicable.

Recommendation

That Council approve the Key Strategic Initiatives status report for the third quarter 2013/2014.

24/14 Motion

MOVED Cr Kiley

That Council approve the Key Strategic Initiatives status report for the third quarter 2013/2014.

SECONDED Cr Norton

The Motion was put and CARRIED

Council Plan Worksheet

Area	Objective	Strategic Initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
Initiatives carried over from previous Council Plan								
EG	Housing	Facilitate development of the South West Precinct of Swan Hill	Complete the Planning Scheme Amendment for the South West Development Precinct.	2014-15	Amendment to the Minister of Planning for approval	DDP	DM	Swan Hill South West Development Precinct project is currently underway.
EG	Attracting new business	Begin implementation of the Central Business District Masterplans for Robinvale and Swan Hill including identifying links to Riverfronts	4. Determine and complete Year 3 of the Swan Hill CBD Masterplan	May-14	Stage 3 works complete.	DI	ESM	Works commenced with anticipated completion May 2014.
EG	Attracting new business	Development of a strategy to support the attraction of new business based on the regions comparative and competitive advantages as identified in the Economic Development Strategy	Develop and implement an Investment Attraction Strategy to streamline processes for business investment and to promote the regions comparative and competitive advantages	Jun-14	Strategy developed.	DDP	EDM	The Investment Attraction policy is in draft and is due to go to EMT in May 2014. Ongoing and will continue to be reported on
EG	Infrastructure	Conduct a review of Council operated aerodromes and implement both CASA requirements and Council recommendations	1. Renewal of current infrastructure	Dec-14	Works completed within available funds.	DDP DI	EDM	Committed funds will be spent in 2014. Ongoing and will continue to be reported on
EG	Infrastructure	Conduct a review of Council operated aerodromes and implement both CASA requirements and Council recommendations	4. Call for expressions of interest in potential operation of passenger air services from Swan Hill aerodrome	2014	Expressions of interest advertised if recommended by Business Case for Aerodrome.	DDP	EDM	Discussions with potential commercial operator has recently ceased due to changes in their commercial direction. Discussions will now be held with Councilors to determine a course of action. COMPLETED
EG	Infrastructure	Commence Program to identify works required on access roads to enable B Double access	1. Determine suitability of Council roads in accordance with the hierarchy	2014	Identify appropriate roads.	DDP	EDM	National Heavy Vehicle Regulator will determine access as part of national program. Council completed the pre-approval process to determine routes. COMPLETED
Governance and Leadership (15 Strategic Initiatives : 43 Actions)								
GL	1. Developing open community relationships	1.1 Review and implement actions from the Communication Strategy	1.1.1 Review of existing Communication Strategy	2014-15	Revised Communication Strategy adopted by Council	DCS	HRGM	Review in process
GL			1.1.2 Progressively implement actions from revised strategy	2015-17	Half yearly report of achievement of Strategy will be present to Council	DCS	HRGM	
GL		1.2 Review results of Community Satisfaction Surveys to identify and implement changes in service demand	1.2.1 Results of Surveys analysed by EMT and Council	2013-17	Annual report to Council presenting Survey results and recommendations	DCS	HRGM	1. State Government Community Satisfaction Survey completed and result presented to Council in July 2013. 2. Staff presentations to be made in February 2014. 3. SHRCC's community satisfaction survey due in August 2014.
GL			1.2.2 Service Level Changes Implemented where appropriate and funded	2014-17	Service Level changes identified and funded in the Budget	DCS	HRGM	
GL	Developing open community relationships	1.3 Produce and distribute a Community Newsletter three times a year	1.3.1 Produce and distribute a Community Newsletter three times a year	2013-17	Newsletter distributed in April, August and December	DCS	HRGM	August 2013 and December 2013 newsletters distributed.
GL	Developing open community relationships	1.4 Develop Council's systems and processes to improve Customer Service	1.4.1 Implement the I.T. Strategy within the available funds	2013-17	Annual report on completion of actions from I.T. Strategy presented to Council	DCS	ITM	Report is being prepared for a 2nd quarter (April-June 14) presentation to EMT and Councilors
GL	Developing open community relationships	1.5 Council will investigate and implement new technologies to better communicate with our community	1.5.1 Develop a Social Media Policy	2013-14	Policy adopted by Council	DCS	HRGM	Social Media Policy adopted in February 2013 COMPLETED
GL			1.5.2 Implement Social Media Policy within existing resources	2013-17	Social media "sites" established and maintained for Council and 4 selected areas of Council operations.	DCS	HRGM	Social Media sites (Facebook and Twitter) launched 1 October 2013. COMPLETED
GL			1.5.3 Launch new Council Website	2013-14	New Website live and active	DCS	ITM	Website launched 1 October 2013. COMPLETED
GL			1.5.4 Website content kept up to date	2013-17	Website page audit reports to prompt review and updating of old information	DCS	ITM	All web content now goes through a manual auditing process, the automated process will be introduced late 2014 as part of stage 2 of the web site redevelopment project.

Council Plan Worksheet

Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
GL	Developing open community relationships	1.6 Progressively develop "Easy Read" Council communication documents	1.6.1 Review and update Council publications and forms to ensure they are easy to read and understand 1.6.2 Easy Read training to be provided on an ongoing basis to appropriate staff	2013-17	All media releases and speeches, Annual Report, Council Plan, Policies due for review, new website information to be written in "easy read" format. Six Council forms to be reviewed and updated each year.	DCS	HRGM	Annual Report, Council Plan, reviewed policies and website content all written in easy read format. ONGOING
GL				2013-17	Training offered and undertaken	DCS	HRGM	13 staff completed at the end of 2012. To be rescheduled in 2014/15 ONGOING
GL	2. Councillor and staff accountability	2.1 Review the SHRCC Councillor and staff Codes of Conduct	2.1.1 Review existing Councillor Code of Conduct against DPCD guidelines and values statements in Council Plan. 2.1.2 Adopt revised Councillor Code of Conduct	2013-14	Existing Code reviewed, updated and presented at Councillor Assembly	DCS	HRGM	Councillor Code of Conduct reviewed and presented at Councillor Assembly in October 2013. COMPLETED
GL			2.1.3 Review existing Staff Code of Conduct against DPCD guidelines, current employment law and values statements in Council Plan. 2.1.4 Adopt revised Staff Code of Conduct	2013-14	Revised Code adopted by Council	DCS	HRGM	Revised Councillor Code of Conduct was approved at the November 2013 Statutory Council Meeting COMPLETED
GL			2.1.3 Review existing Staff Code of Conduct against DPCD guidelines, current employment law and values statements in Council Plan.	2014-15	Existing Code reviewed and presented to Consultative Committee meeting	DCS	HRGM	
GL			2.1.4 Adopt revised Staff Code of Conduct	2015-16	Revised Code adopted by EMT	DCS	HRGM	
GL	3. Responsible Management of Resources	3.1 Develop and review plans, policies, directives and procedures as required.	3.1.1 List of all relevant documents to be prepared including a review date 3.1.2 Documents reviewed and updated prior to expiry	2013-14	List finalised and approved by EMT	DCS	HRGM	Draft list has been collated.
GL			3.1.2 Documents reviewed and updated prior to expiry	2014-17	No expired documents	DCS	HRGM	
GL	Responsible Management of Resources	3.2 Pursue Strategic Land Acquisitions and review Council's existing land bank	3.2.1 Conduct a review to identify what type, size and location of land Council may require for its Strategic objectives over the next 10 years 3.2.2 Review Council's existing "Land Bank" against the above list 3.2.3 Prepare a disposal strategy for any surplus land 3.2.4 Implement the Disposal Strategy as appropriate 3.2.5 Pursue acquisition and/or control of land identified as being required	2013-14	Confidential list of the sort of land Council may require to be prepared	DCS	DCS	Review has commenced
GL			3.2.1 Conduct a review to identify what type, size and location of land Council may require for its Strategic objectives over the next 10 years	2013-14	Existing Land holdings to be identified as required or surplus to needs	DCS	DCS	Report to be prepared for Council in 4th quarter
GL			3.2.2 Review Council's existing "Land Bank" against the above list	2014-15	Strategy prepared and approved by Council	DCS	DCS	
GL			3.2.3 Prepare a disposal strategy for any surplus land	2014-15	Surplus land progressively disposed of	DCS	DCS	
GL			3.2.4 Implement the Disposal Strategy as appropriate	2014-17	Appropriate land progressively acquired	DCS	DCS	77 Bromley Road acquired.
GL			3.2.5 Pursue acquisition and/or control of land identified as being required	2014-17	Position determined	DCS	HRGM	Meeting scheduled each month from February- June 2014
GL	4. Valuing our staff	4.1 Negotiate of new EBA	4.1.1 Determine Council position on pay increases, work place flexibilities etc 4.1.2 Undertake negotiation with staff and unions and develop a draft agreement 4.1.3 Fair Work Australia Register the new EBA 4.1.4 Implement the terms and conditions of the new EBA	2013-14	Draft agreement prepared	DCS	HRGM	Negotiations to begin Feb 14.
GL			4.1.1 Determine Council position on pay increases, work place flexibilities etc	2013-14	EBA registered	DCS	HRGM	Anticipating June 2014.
GL			4.1.2 Undertake negotiation with staff and unions and develop a draft agreement	2013-14	Ongoing monitoring of EBA terms and conditions by all parties	DCS	HRGM	
GL			4.1.3 Fair Work Australia Register the new EBA	2014-17		DCS	HRGM	
GL			4.1.4 Implement the terms and conditions of the new EBA	2014-17		DCS	HRGM	
GL	Valuing our staff	4.2 Introduce measures to continually improve workplace safety and staff health and wellbeing	4.2.1 Review workcover claims, accident and injury reports and insurance claims to identify the top 5 causes of workplace injury, accidents and near misses. 4.2.2 Implement recommendations to address top issue identified in the report. 4.2.3 Implement recommendations to address 2nd and 3rd top issues identified in the report. 4.2.4 Implement recommendations to address 4th and 5th top issues identified in the report.	2013-14	Report with recommended improvement actions adopted by EMT	DCS	HRGM	1. WorkCover file reviews take place quarterly. 2. Accident and Injury Reports presented to OH&S Committee bi-monthly. 3. Report in progress.
GL			4.2.1 Review workcover claims, accident and injury reports and insurance claims to identify the top 5 causes of workplace injury, accidents and near misses.	2014-15	Recommended actions complete	DCS	HRGM	
GL			4.2.2 Implement recommendations to address top issue identified in the report.	2015-16	Recommended actions complete	DCS	HRGM	
GL			4.2.3 Implement recommendations to address 2nd and 3rd top issues identified in the report.	2016-17	Recommended actions complete	DCS	HRGM	
GL	5. Nurturing critical external relationships	5.1 Engage with community organisations to increase cooperation and avoid duplication of resources	5.1.1 Update register of community organisations	2013-17	Register is loaded onto a common network drive and a review period is implemented	DCS	CSRM CFM AM	Community Services Directory is now accessible through Customer Services Public site on Alfresco.

Council Plan Worksheet

Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
GL			5.1.2 Identify duplication of resources and services provided 5.1.3 Prioritise a program of meeting with various organisations to negotiate consolidating resources 5.1.4 Assess infrastructure consultation	2014-15 2015-16 2014-17	Duplications identified Program developed Program for rationalisation approved	DCS DCS DCS	CSRM CFM AM CSRM CFM AM CSRM CFM AM	
GL			5.1.5 Negotiate shared resourcing with organisations	2014-17	Outcomes of negotiations approved by Council	DCS	CSRM CFM AM	
GL	Nurturing critical external relationships	5.2 Identify opportunities to nominate Council for industry recognition	5.2.1 Report to EMT & Council as opportunities arise and seek endorsement 5.2.2 Maintain membership of professional and peak bodies	2013-17 2013-17	Nominations approved Nominations lodged with various industry organisations	DCS EMT	DCS EMT	Four projects nominated for LGPro Awards for Excellence of which three were successful. ONGOING 4 new memberships with LGPro and 1 membership with Australian Human Resource Institute ONGOING
GL	Nurturing critical external relationships	5.3 Encourage and support Council representatives to obtain positions on relevant boards	5.3.1 Identify opportunities that match the skill set of Councillors and Senior staff	2013-17	Board position opportunities discussed regularly at Council Assemblies	EMT	EMT	Council is well represented on boards and will continue to look for opportunities. Councillor representation on MAV Board (Cr Norton). ONGOING
GL	Nurturing critical external relationships	5.4 Ensure regular dialogue with neighbouring NSW municipalities to assist in reducing cross border issues	5.4.1 Schedule regular meetings / assemblies with Wakkool & Balmoral Shires 5.4.2 Maintain membership of Central Murray Regional Trans Forum & Murray Tourism Board 5.4.3 Facilitate discussions with Cross Border Commissioner (NSW) and Dept of Premier & Cabinet (Vic) 5.4.5 Industry based discussions held with Council staff and industry reps	2013-17 2013-15 2013-17 2013-17	Schedule is established and agreed to by all municipalities Councillor rep and Senior staff nominated to administer / participate Meetings scheduled Meetings scheduled	CEO CEO CEO CEO EMT	CEO CEO CEO CEO EMT	Joint tour of Murray Downs and Swan Hill with Wakkool Shire in January 2014. There will be a meeting of NSW Councils (RAMROC) and Murray River Group of Councils (MRGC) in June 2014. ONGOING Membership of, and participation in, both organisations has been maintained. ONGOING Determined that meeting should coincide with a quarterly meeting with Wakkool Shire. ONGOING
Community Health and Wellbeing (27 Strategic Initiatives, 88 Actions)								
CHW	6. Council seeks to connect members of our community to bring people together to find solutions to community problems	6.1 Assist with the review and implementation of community plans	6.1.1 Implementation of plans are an ongoing process. There are currently 11 community plans in place. 6.1.2 Every community plan is reviewed approximately every 18 months. Over a four year period approximately 5 plans are reviewed yearly.	2013-17 2013-17	Projects identified in the plans are completed and signed off on by relevant community. There will be projects that are investigated by community members and are seen not to be a priority. New community plans are published	DCS DI DCS DI	CPDO CPDO	26 projects completed. Plans continue to be implemented by individual communities. ONGOING Nyah District Beverford reviews completed, Lake Boga, Ullinna and Manangatang reviews commenced.
CHW	7. Building community capacity	7.1 Implement Youth Action Plan	7.1.1 Youth Strategy reviewed and Action Plan developed 7.1.2 Determine Council responsibilities and prioritise for resource allocation. 7.1.3 Implementation of Actions 7.1.4 Review of the Action Plan	2013-14 2013-14 2014-16 2016-17	Council adopts reviewed Youth Strategy. Council endorses Action Plan Council responsibilities and priorities determined, and resource allocation complete. Identified Actions are resourced and completed Process for continual review undertaken and agreed, resources allocated.	DCCS DCCS DCCS DCCS	FYCSM FYCSM FYCSM FYCSM	Provision for new Youth Strategy included in draft Major Projects Plan Projects referred to budget.
CHW	8. Building community capacity	8.1 Provide leadership/support to the community as issues of significance arise	8.1.1 Determine Council's role in our community addressing youth mental health and early intervention service gaps.	2013-14	Service gaps determined and Council's role defined	DCCS	FYCSM	Council participates actively in various working parties: Southern Mallee Youth Governance project steering committee, to establish a sub-regional governance structure.

Council Plan Worksheet

Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
CHW			8.1.2 (For example) Seek the establishment of a Headspace in Swan Hill. 8.1.3 Implement the agreed actions.	2014-15 2013-17	A Headspace is established Actions are implemented.	DCCS DCCS	FYCSM FYCSM	
CHW	Building community capacity	8.2 Provide leadership/support to the community as issues of significance arise	8.2.1 Determine Council's role in closing community mental health service gaps. 8.2.2 Implement the agreed actions which are Council responsibility. 8.2.3 Implement the agreed actions.	2013-14 2014-15 2013-17	Service gaps determined and Council's role defined Actions are implemented within budget and to agreed timelines Actions are implemented.	DCCS DCCS DCCS	FYCSM FYCSM FYCSM	Council's participates actively in various working parties, and provides venue for trial of integrated youth services.
CHW	9. Supporting people who need extra assistance	9.1 Investigate implications and opportunities through Council's role regarding the Community Based Aged Care reform	9.1.1 Review implications of aged care reform 9.1.2 Provide the community with a clear direction on what services Council could provide post-2015. 9.1.3 Identify opportunities for Council in undertaken community aged care 9.1.4 (Example) Council will use the Consortium model for regional delivery of community-based aged care services.	2013-14 2013-14 2014-15 2015-16	Full understanding of the reforms and their effects on local government are understood by EMT and Council Community is fully informed of the direction of Council, the implications for changes to services. Internal processes are finalised and assessed and adopted, delivery models are assessed and adopted. Service delivery is undertaken using the new regime and costs borne by Council equate those previously due to HACC system, or with reduced subsidy.	DCCS DCCS DCCS DCCS	CCSM CCSM CCSM CCSM	Financial modelling and software development for managing CDC for packaged care underway. Consortium meeting 12-13 December to examine staffing and financial models. Anticipated May 2014 Anticipated July 2015 Anticipate to be identified during 2015-16 budget preparation.
CHW	Supporting people who need extra assistance	9.2 Finalise, adopt and implement an Early Years Priority Plan	9.2.1 Early Years Plan completed 9.2.2 Identified actions for Council, and their outcomes to be undertaken 9.2.3 Action - to be identified 9.2.4 Funding sought for action/project 9.2.5 Completion of action/project	2013-14 2014-15 2014-15 2014-15 2015-17	Council has adopted the Plan and endorsed the Actions for referral to annual budget processes. Actions of Council responsibility are completed within budget and timelines and outcomes achieved by measurable data. Project is scoped, outcomes determined and community benefit measurable. Funding is sourced and received Action/project completed.	DCCS DCCS DCCS DCCS DCCS	FYCSM FYCSM FYCSM FYCSM FYCSM	Early Years Plan in draft form. EMT review scheduled for late March/April.
CHW	Supporting people who need extra assistance	9.3 Implement Disability Action Plan	9.3.1 Implement actions from Objective 1 - Services and facilities for the community 9.3.2 Implement actions from Objective 2 - Council Employment Services 9.3.3 Implement actions from Objective 3 - Inclusion and participation in the community 9.3.4 Implement actions from Objective 4 - Planning for attitudinal change in the community	2013-14 2013-14 2013-14 2013-14	All actions completed within time frame. All actions completed within time frame. All actions completed within time frame. All actions completed within time frame.	DI DI DI DI	RAC RAC RAC RAC	Of 20 actions, 17 have been addressed but some are ongoing, 3 yet to be actioned Of 5 actions, 2 have been addressed and are ongoing Of 4 actions, 4 have been addressed and are 3 of the 4 are ongoing Of 15 actions, 11 have been addressed and 6 are ongoing
CHW	10. Maintaining a safe community	10.1 Promote the development of a strategy to enable communication of emergency management plans and activities to CALD communities	10.1.1 Formulate a process during the development of the Diversity Plan 10.1.2 Implement the process following adoption of the Diversity Plan 10.1.3 Evaluation of effectiveness	2014-15 2015-17 2015-17	Diversity Plan is adopted, a clear process is developed and resourced for communication of emergency plans to CALD communities The communication process is implemented The process is evaluated and refined accordingly.	DI DCCS DI DCCS DI DCCS	DI DCCS DI DCCS DI DCCS	
CHW	Maintaining a safe community	10.2 Develop a Hazmat and Structural Fire Plan	10.2.1 Complete an Environmental Scan (including commodity flow survey) of hazardous materials 10.2.2 Complete an Environmental Scan Structures including completion of Structure Fire Plan	2013-14 2013-14	Completion of survey and Hazmat Plan presented to MEMPC Completion of Scan and Structure Fire Plan presented to MEMPC	DI DI	DI DI	Municipal Fire Management Plan has been updated to include information on structural and hazmat categories COMPLETED As above COMPLETED

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Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
CHW	Maintaining a safe community	10.3 Investigate a scheme to provide an incentive for undertaking responsible pet ownership training	10.3.1 This initiative will be included as a major focus in the Domestic Animal Management Plan. Plan to be adopted in 2013.	2013-14	Program will be implemented as part of the Domestic Animal Management Plan. A report on the progress of the program will be provided to Council.	DDP	DM	Domestic Animal Management Plan being re-drafted for presentation to Council in April 2014.
CHW	Maintaining a safe community	10.4 Pursue future funding opportunities to work with the community with regards to projects that provide safety for its members	10.4.1 Active membership of the Police Community Safety Committee	2013-17	Assisting, leading and facilitating initiatives that improve community safety	DI DCCS	DI DCCS	Applications for funding to assist with the installation(s) of CCTV in Swan Hill and Robinvale lodged in March 2014.
CHW			10.4.2 CLASP program outcomes	2013-17	CLASP program successfully completed and outcomes achieved	DI DCCS	DI DCCS	CLASP program expires 30 June 2014. All indications are that it has been a success.
CHW			10.4.3 Participate in initiatives and projects that enhance community safety.	2013-17	Initiatives and projects are completed in partnership with other agencies and provide significant community safety enhancements	DI DCCS	DI DCCS	As above
CHW	11. Facilitate and provide services for health and wellbeing	11.1 Continuous development and continue to identify other partners for Barry Steggall Reserve in partnership with Places Vic and Swan Hill Inc.	11.1.1 Develop specification for next stage of works (wetlands)	2013-14	Specification complete	DCS	N/A	No longer required. COMPLETED
CHW			11.1.2 Identify potential funding sources	2013-14	funding identified	DCS	N/A	No longer required. COMPLETED
CHW			11.1.3 Apply for funding	2013-14	application submitted	DCS	N/A	No longer required. COMPLETED
CHW			11.1.4 Secure funding	2013-14	funding secured	DCS	N/A	No longer required. COMPLETED
CHW			11.1.5 Tender for works	2014-15	Tender issued	DCS	N/A	No longer required. COMPLETED
CHW			11.1.6 Complete construction of wetlands	2015-16	Construction complete	DCS	N/A	No longer required. COMPLETED
CHW			11.1.7 Develop specification for next stage of works	2015-16	specification complete	DCS	DI ESM	
CHW			11.1.8 Identify potential funding sources	2015-16	funding identified	DCS	DI CFM	
CHW			11.1.9 Apply for funding	2016-17	application submitted	DCS	DI CFM	
CHW			11.1.10 Secure funding	2016-17	funding secured	DCS	DI CFM	
CHW			11.1.11 Tender for works	2016-17	Tender issued	DCS	DI CSM	
CHW	Facilitate and provide services for health and wellbeing	11.2 Develop the Swan Hill Riverfront Masterplan	11.2.1 Appoint consultants	2013-14	Master Plan developed and adopted by Council.	DI	CFM	Master Plan developed and adopted COMPLETED
CHW			11.2.2 Schedule internal committee meetings, stakeholder committee meetings and community consultations	2013-14	Meetings scheduled	DI	CFM	Meetings of all stakeholders conducted COMPLETED
CHW			11.2.3 Develop communications plan	2013-14	Communications Plan Developed	DI	CFM	Communications Plan Developed COMPLETED
CHW			11.2.4 Complete Master Plan and seek Council adoption	2013-14	Masterplan completed and adopted by Council	DI	CFM	Master Plan developed and adopted COMPLETED
CHW			11.3.1 Identify individual projects within Master Plan	2013-14	Implementation program developed.	DI	CFM	Projects identified COMPLETED
CHW			11.3.2 Allocate resources and schedule implementation of Master Plan	2013-14	Resources allocated and schedule developed	DI	CFM	Schedule developed COMPLETED
CHW			11.3.3 Update Major Projects plan in accordance with Implementation Plan	2013-14	Major Projects Plan updated	DI	CFM	Major Projects plan updated COMPLETED
CHW			11.4.1 Develop detailed designs and costings for projects	2013-14	Projects completed in accordance with timelines	DI	CFM	Designs and costings process commenced
CHW			11.4.2 Identify funding opportunities and submit applications in accordance with Implementation Plan and Major Projects Plan	2013-17	Funding Identified	DI	CFM	Application for Stage 1 works successful.
CHW			11.4.3 Consider funding allocations through Council's annual budgeting process	2013-17	Completion of annual budgeting process	DI	CFM	

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Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
C-HW	Facilitate and provide services for health and well being	11.5 Continue to implement actions within the Public Health and Wellbeing Plan	11.5.1 Action report template taken to Councilor Assembly quarterly	2013-17	Copies of completed quarterly report	DDP	PHSTL	Report currently being collated to distribute to Council in April.
C-HW	Facilitate and provide services for health and well being	11.6 Investigate options for the development of Chishelm Motor Sports Complex including the possibility of a drag racing facility	11.5.2 Continuous review/update of the Public Health and Wellbeing Plan	2013-17	Relevant updates included in the PHWP	DDP	PHSTL	PHWP presented and adopted by Council at November 2013 Council Meeting. A copy was also sent to Department Of Health in November 2013.
C-HW	Facilitate and provide services for health and well being	11.7 Investigate the options for bus shelters in Swan Hill	11.6.1 Consider the SGS Business Plan and the Essential Economics Business Case	2013-14	Council considered reports' recommendations	DI	CFM	Options considered COMPLETED
C-HW	Facilitate and provide services for health and well being	11.8 Engage with appropriate organisations to co-locate community facilities	11.7.1 Contact MAV and Public Transport Victoria (PTV) to determine responsibilities in regard to the installation and maintenance of bus shelters 11.7.2 Determine the standards of construction of bus shelters and the optimum locations within the municipality. 11.7.3 Obtain cost estimates and investigation of possible funding options	2013-14	Upon receipt of advice	DI	ESM	Agreement reached with Swan Hill Inc to construct two shelters and Council take responsibility of ownership
C-HW	Facilitate and provide services for health and well being	11.8 Engage with appropriate organisations to co-locate community facilities	11.8.1 Through the building asset Mgt group, identify co-location opportunities 11.8.2 Regular discussions with State Government authorities	2013-17	Information received	DI	ESM	As above
C-HW	Facilitate and provide services for health and well being	11.8 Engage with appropriate organisations to co-locate community facilities	11.8.1 Through the building asset Mgt group, identify co-location opportunities 11.8.2 Regular discussions with State Government authorities	2013-17	Information received	DI	ESM	Cost estimates being undertaken by SH Inc Industrial, Trade & Professional Services
C-HW	12. Celebrating our Identity	12.1 Pursue funding for the redevelopment of the Swan Hill Regional Art Gallery	12.1.1 Provide final designs and all costs and contingencies 12.1.2 Identify funding sources 12.1.3 Seek funding for development	2016-17	Final designs are approved and accurately costed	DDP	DDPM	
C-HW	Celebrating our Identity	12.2 Support for new citizens to the municipality to increase awareness of local customs and practices	12.2.1 Review existing services to address short-term options. 12.2.2 (Following Diversity Plan) Actions identified for ongoing assistance to new arrivals. 12.2.3 (Following Diversity Plan) Actions identified for ongoing assistance to new arrivals. TBD	2013-14	Funding sources are identified	DI	CFM	Research undertaken
C-HW	Celebrating our Identity	12.3 Encourage Community harmony, cultural understanding and tolerance	12.3.1 Support and develop Harmony Day as the central point for a larger festival of events 12.3.2 Harmony Day 2015 linked to other events 12.3.3 Harmony Day 2016 linked closer to Pioneer Settlement 50 year celebrations 12.3.4 Change perception of Harmony Day to illustrate iconic status for the region	2013-14	Funding is received for development to match Council Major Projects contribution	DI	CFM	No applications made to date
C-HW	Celebrating our Identity	12.3 Encourage Community harmony, cultural understanding and tolerance	12.3.1 Support and develop Harmony Day as the central point for a larger festival of events 12.3.2 Harmony Day 2015 linked to other events 12.3.3 Harmony Day 2016 linked closer to Pioneer Settlement 50 year celebrations 12.3.4 Change perception of Harmony Day to illustrate iconic status for the region	2013-14	Short-term options and actions are undertaken	DCCS	DCCS	Early Years Services under review, and Community Care responding to State Diversity Framework.
C-HW	Celebrating our Identity	12.3 Encourage Community harmony, cultural understanding and tolerance	12.3.1 Support and develop Harmony Day as the central point for a larger festival of events 12.3.2 Harmony Day 2015 linked to other events 12.3.3 Harmony Day 2016 linked closer to Pioneer Settlement 50 year celebrations 12.3.4 Change perception of Harmony Day to illustrate iconic status for the region	2013-14	Actions undertaken and reviewed for effectiveness	DCCS	DCCS	
C-HW	Celebrating our Identity	12.3 Encourage Community harmony, cultural understanding and tolerance	12.3.1 Support and develop Harmony Day as the central point for a larger festival of events 12.3.2 Harmony Day 2015 linked to other events 12.3.3 Harmony Day 2016 linked closer to Pioneer Settlement 50 year celebrations 12.3.4 Change perception of Harmony Day to illustrate iconic status for the region	2013-14	Actions undertaken and reviewed for effectiveness	DCCS	DCCS	
C-HW	Celebrating our Identity	12.3 Encourage Community harmony, cultural understanding and tolerance	12.3.1 Support and develop Harmony Day as the central point for a larger festival of events 12.3.2 Harmony Day 2015 linked to other events 12.3.3 Harmony Day 2016 linked closer to Pioneer Settlement 50 year celebrations 12.3.4 Change perception of Harmony Day to illustrate iconic status for the region	2013-14	Harmony Day is improved and annual commitment secured, greater service provider participation Harmony Day 2015 linked to Food and Wine Festival, greater local business participation 50 Year celebrations of Pioneer Settlement linked to range of events, including Harmony Day, indigenous celebration and cultural awareness through linking history and food, settlement of region. Harmony Day is imbedded as an iconic celebration for the region	DCCS	MCDL	Harmony Day 2014 held 22 March, huge success. Review will follow, and level of ongoing commitment determined.
C-HW	Celebrating our Identity	12.3 Encourage Community harmony, cultural understanding and tolerance	12.3.1 Support and develop Harmony Day as the central point for a larger festival of events 12.3.2 Harmony Day 2015 linked to other events 12.3.3 Harmony Day 2016 linked closer to Pioneer Settlement 50 year celebrations 12.3.4 Change perception of Harmony Day to illustrate iconic status for the region	2013-14	Harmony Day is improved and annual commitment secured, greater service provider participation Harmony Day 2015 linked to Food and Wine Festival, greater local business participation 50 Year celebrations of Pioneer Settlement linked to range of events, including Harmony Day, indigenous celebration and cultural awareness through linking history and food, settlement of region. Harmony Day is imbedded as an iconic celebration for the region	DCCS	MCDL	
C-HW	Celebrating our Identity	12.4 Pursue funding to develop a Diversity Plan and investigate the potential to develop a multicultural hub	12.4.1 Identify potential funding sources	2013-14	funding identified	DCCS	DCCS	Meetings held with Victorian Multicultural Commission in December 2013, some potential funding identified but not within timeframes to apply.
C-HW	Celebrating our Identity	12.4 Pursue funding to develop a Diversity Plan and investigate the potential to develop a multicultural hub	12.4.2 Develop project scope (consultants brief)	2013-14	project scope and brief approved	DCCS	DCCS	Draft brief completed. Awaiting funding.
C-HW	Celebrating our Identity	12.4 Pursue funding to develop a Diversity Plan and investigate the potential to develop a multicultural hub	12.4.3 Apply for funding	2013-14	application submitted	DCCS	DCCS	Funding not yet obtained.
C-HW	Celebrating our Identity	12.4 Pursue funding to develop a Diversity Plan and investigate the potential to develop a multicultural hub	12.4.4 Secure funding	2013-17	funding secured	DCCS	DCCS	

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Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
CHW			12.4.5 Develop plan (including consultation)	2013-17	plan is adopted by Council	DCCS	DCCS	
CHW			12.4.6 Draw on findings of plan to determine need and location of multicultural hub	2013-17	plan assesses requirement for multicultural hub	DCCS	DCCS	
CHW	Celebrating our identity	12.5 Develop and implement a Cultural Plan	12.5.1 Develop an understanding of the cultural experiences currently available in the municipality	2013-14	Conduct audit and gap analysis of the cultural assets and experiences available	DCCS	MCDL	A basic audit was carried out as part of the community consultation for the development of the Cultural Plan. A more detailed audit will be carried out within the next 12 months.
CHW			12.5.2 Development of Plan undertaken	2014-15	Community consultation, and prioritising of potential actions	DCCS	MCDL	Community consultation has been completed. Plan is currently in draft format.
CHW			12.5.3 Development continues	2014-16	Community consultation, and prioritising of potential actions	DCCS	MCDL	Ongoing
CHW			12.5.4 Cultural Plan is completed and adopted	2015-17	Adoption of Plan by Council and	DCCS	MCDL	Draft Cultural Plan has been presented to EMT. MCDL currently working on costings.
CHW	13. Aboriginal identity	13.1 Review and implement identified actions following the review of Aboriginal Partnership Plan	13.1.1 Upon completion of Aboriginal Community Planning process Review Aboriginal Partnership Plan	2014-17	Plan review completed to the satisfaction of Council and the Aboriginal community	DI	CFM	Aboriginal Planning Officer commenced review
CHW			13.1.2 Implement actions identified in Aboriginal Partnership Plan	2014-17	Actions completed	DI	CFM	
CHW	Aboriginal Identity	13.2 Continued involvement in Aboriginal Strategic Placement program	13.2.1 Assist contracted employment placement provider to place Aboriginal jobseekers into employment by providing advice on local Aboriginal issues; assist in completion of individual employment placement plans; assist with identification of employment opportunities; assist with post placement support; process payment of clothing and incidentals allowance	2014-16	Achievement of contracted employment placement and outcomes targets	DI	CFM	Contracted employment placement and outcomes targets achieved on rolling process ONGOING
CHW	Aboriginal Identity	13.3 Be and active participant in the Aboriginal Community Planning processes throughout the Municipality	13.3.1 Encourage Local Indigenous Networks(LIN) in Robinvale and Swan Hill to consider completion of Aboriginal Community Plans	2013-14	Commitment gained from LIN to complete Aboriginal Community Plans	DI	CFM	LIN commitment received COMPLETED
CHW			13.3.2 Advise and assist LIN with the process and methodology to complete community plans	2014-16	Completion of community plans in Robinvale and Swan Hill	DI	CFM	LIN Community Plans have been completed. These will be used as Community Plans COMPLETED
Economic Growth (29 Strategic Initiatives:91+ Actions)								
EG	14. Creating population growth	14.1 Support the key initiatives arising from the Northern Loddon Mallee Regional Strategic Plan	14.1.1 Align the Council Plan with the objectives of the Regional Strategic Plan	2013-17	Council Plan endorsed and communicated to State Government	DDP	DM	Council Plan currently reflects Regional Strategic Plan. During annual review of Council Plan, we will ensure it continues to align with RSP. The MSS review will highlight and provide strategic directions for this. ONGOING
			14.1.2 Participate in the review of the Strategic Plan	2013-14 2016-17	Councils input is included in reviewed plan	DDP	DM	Review not yet undertaken. Council has participated in forums relating to the Regional Strategic Plan and will participate in full review once it is commenced.
			14.1.3 Pursue a position on steering committees of key projects within the Strategy	2013-17	Council is granted positions on Committees (eg Natural Gas study committee)	DDP	DM	
EG	Creating population growth	14.2 Review of the Municipal Strategic Statement (MSS) with a view to encourage population growth	14.2.1 Commence MSS review	2014-17	MSS review report completed by end of 2015	DDP	DM	MSS Review to commence in April 2014. Council to be briefed on progress in April 2014
EG	Creating population growth	14.3 Investigate opportunities of accommodation and services being provided for displaced people	14.3 Liaise with key stakeholders to identify issues and possible actions.	2014-15	Results of investigation will be reported back to Council	DDP	DM	
EG	15. Housing	15.1 Develop Rural Land Use/Living Strategy	15.1.1 Scoping paper to be developed	2013-14	Scoping paper approved by EMT and presented at Councillor Assembly	DDP	DDP	Scoping paper draft commenced. To be considered by EMT and Council prior to end of financial year

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Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
EG	Housing	15.2 Adopt the Swan Hill Residential Housing Strategy and complete the planning scheme amendments	15.2.1 Respective Planning Scheme Amendments to be initiated	2014-15	Minister's authorisation for the amendment, public exhibition and subsequent processes. Approval of the Amendment	DDP	DDP	Swan Hill Residential Strategy adopted by Council at its Ordinary Meeting in March 2013. Large number of recommendations will be undertaken with the Development Plan for the SWDP.
EG	Housing	15.3 Review of the Municipal Strategic Statement (MSS) taking into consideration appropriate accommodation options	15.3.1 Commence MSS review	2014-15	Revised MSS referral to the Minister	DDP	DDP	MSS Review to be commenced in April 2014
EG	Housing	15.4 Investigate the connection of small towns to reticulated sewerage and potable water	15.4.1 Complete Rural Living/Land Use Strategy (including consultation)	2014-16	Rural Living/Land Use Strategy adopted by Council	DDP DI	DM	Rural Land Use Strategy brief commenced. Will be required to be reviewed by EMT and Council. Briefing EMT and Council in April 2014.
EG			15.4.2 Draw on findings to identify towns	2014-15	Council recommendations adopted	DDP DI	DM	
EG			15.4.3 Develop a project scope for feasibility study for identified towns.	2014-15	completed project scope approved by EMT in consultation with Councilors	DDP DI	DM	
EG			15.4.4 Complete feasibility study	2014-15	feasibility study adopted by Council	DDP DI	DM	CEO and DI met with Woodruff Progress Assoc to look into options of a feasibility study
EG			15.4.5 If feasible, proceed to community consultation	2015-16	completed consultation process for each town with evidence of input from all relevant sectors	DDP DI	DM	
EG			15.4.6 Establish priority towns (council decision in conjunction with relevant community)	2015-16	Council adopted list of priority towns	DDP DI	DM	
EG			15.4.7 Develop business case for preferred option for each town	2015-17	adopted business cases for each town	DDP DI	DM	As above
EG	16. Education/Skilling	16.1 Advocate for higher educational opportunities in our region	16.1.1 Engage with education providers and community representative bodies (MFC, School Boards, SunTate etc) to identify expansion opportunities 16.1.2 Gain community involvement to assist the process	2014-16 2015-16	Opportunities identified Community Planning working parties established	CEO EMT CEO EMT	CEO EMT CEO EMT	
EG	Education/skilling	16.2 Promote the availability of local University access	16.2.1 Utilise Councils media presence to cross promote University accessibility 16.2.2 Actively promote Councils cadetships, traineeships and apprenticeships	2013-17 2013-17	University media exposure increased Cadetships are linked to University opportunities available locally	DCS DCS	HRGM HRGM	Investigating cadetship funding through RDV
EG	Education/skilling	16.3 Provide access to a study common room and access to professionals for university students	Liaise with education providers and other stakeholders to identify opportunities.	2014-15	Opportunities are identified through discussions with local education providers	DDP	DDP	Discussions to be held with SunTate and other key stakeholders to consider opportunities
EG	17. Attracting new business	17.1 Investigate new opportunities to support new business development	17.1.1 Implement actions of Economic Development Strategies 17.1.2 Identify suitable land parcels for new business	2013-17 2015-17	Progress reports against various actions provided to Council Land use strategies are reviewed	DDP DDP	EDM EDM	Implementation of EDS continues, report to be presented to Council in April/May 2014. Planning continues to support and facilitate new business through planning process, and is a part of day to day planning function.
EG	Attracting new business	17.2 Encourage the establishment of value adding industries	17.2.1 Review Economic Development Incentives within strategies 17.2.2 Undertake industry forums / discussions 17.2.3 Prioritise industries with greatest return	2013-15 2014-16 2015-17	Incentives reviewed and altered where necessary Regular discussions take place Priorities established	DDP DDP DDP	EDM EDM EDM	In draft format to be presented to EMT in early 2014. A business event calendar for 2014 has been developed and is being promoted monthly through the EDU newsletter.
EG	Attracting new business	17.3 Conduct and Business Expansion Attraction and Retention survey	17.3.1 Establish criteria for survey	2014-16	Survey Completed	DDP	EDM	Survey was conducted during May & June, report presented to Council in October 2013.
EG	Attracting new business	17.4 Continue to investigate options for renewable energy for the municipality	17.4.1 Complete a Study that explores opportunities to source renewable energy for Council operations	2013-14	Study completed and adopted by Council	DDP	EDM	Prospectus completed

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Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
			17.4.2 Implement preferred renewable energy options for Council	2014-17	Renewable energies projects delivered	DDP	EDM	
EG	Attracting new business	17.5 Encourage organisations to joint tender for works and services	17.5.1 Work with regions Councils to combine contracts and services 17.5.2 Assist local business and tenderers to improve their tendering processes	2013-17 2013-15	Joint contracts established (eg road sealing, waste management) Increased success rate for local tenders	DDP DDP	EDM EDM	Business events topic for 2014.
EG	Attracting new business	17.6 Promote the benefits of the region as a place to live, work and invest.	17.6.1 Participate in regional Expos	2013-17	Regular bookings established	DDP	EDM	Attending Regional Victoria Living Expo in April 2014. ONGOING
			17.6.2 Support regional promotions of the municipality	2013-17	Advertising in regionally distributed publications continue, SH Inc television campaigns continue	DDP	EDM	Attending national events with the Murray Regional Tourism Board. ONGOING
			17.6.3 All Job Vacancies advertised with description on the regions benefits	2013-17	Standard template ad developed	DCS	HRGM	
EG	18. Existing Business Support	18.1 Assist local businesses to upskill and retain their workforce	18.1.1 Establish specific skill shortages in the region	2013-14	Shortages identified	DDP	EDM	Strategies identified in the Swan Hill Region Workforce Development Strategy adopted by Council November 2013. Implementation to commence in 2014. COMPLETED
			18.1.2 Support regional training opportunities	2013-17	Council staff participate in regional training	DDP	HRGM	
EG	Existing Business Support	18.2 Investigate opportunities arising from the Murray Darling Bush Plan	18.2.1 Support proposals that provide for economic infrastructure upgrades (natural gas)	2014-17	Regional funding applications lodged	DDP DI	DI DDP	
			18.2.2 Continue to work collaboratively with MRGoC on basin plan submissions	2013-17	MRGoC regular meetings with State and Federal Ministers	DDP DI	DI DDP	
EG	Existing Business Support	18.3 Review of Special rates and Levies to support marketing activities	18.3.1 Review effectiveness of existing Special Marketing Rate and determine whether to continue	2013-14	Council decision on continuation of Special Marketing Rate determined	DDP	EDM	Council declared its intention to declare a Special Rate for the Swan Hill region at its February meeting which commenced a 28 day consultation process that concluded on 21 March. Public hearing will be held in early April with the consideration of submissions and the declaration to be presented to the April meeting of Council.
EG			18.3.2 Review and update Deed between Council and Swan Hill Inc	2013-14	Deed reviewed and agreed by Council and Swan Hill Inc	DDP	EDM	To occur in 2014 if Special Rate is declared.
EG			18.3.3 Undertake Statutory Process to establish a Special Marketing Rate	2013-14	Statutory Process Complete	DDP	EDM	Currently underway (see above)
EG			18.3.4 New Special Marketing Rate in place	2013-14	Special marketing Rate included on Rate Notices	DCS	CSRM	To occur in 2014 if Special Rate is declared.
EG	Existing Business Support	18.4 Develop and implement a Workforce Development Strategy	18.4.1 Develop Steering Committee to manage strategy development	2013-14	Committee established	DDP	EDM	Steering committee established in early 2013. COMPLETED
			18.4.2 Appoint consultancy to facilitate strategy development	2013-14	Consultant appointed	DDP	EDM	Workforce Planning Australia appointed in March 2013. COMPLETED
			18.4.3 Undertake strategy development	2013-14	Strategy completed	DDP	EDM	Swan Hill Region Workforce Development Strategy adopted by Council November 2013 COMPLETED
EG	19. Infrastructure	19.1 Commence implementation of Swan Hill and Robinvale Riverfront Plans	19.1.1 Identify individual projects within Master Plan 19.1.2 Allocate resources and schedule implementation of Master Plan 19.1.3 Update Major Projects plan in accordance with Implementation Plan 19.1.4 Develop detailed designs and costings for projects 19.1.5 Identify funding opportunities and submit applications in accordance with Implementation Plan and Major Projects Plan	2013-14 2013-14 2013-14 2013-17 2013-17	Implementation program developed. Resources allocated and schedule developed Major Projects Plan updated Projects completed in accordance with timelines Funding identified	EMT EMT EMT EMT EMT	EMT EMT EMT EMT EMT	Funding for Swan Hill Riverfront projects applied for. Steering committee has been developed and priority projects to be reported to Council. This will occur during Major Projects Plan review.

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Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
EG	Infrastructure	19.2 Actively pursue suitable alternative opportunities arising from decommissioned irrigation infrastructure	19.2.1 Swan Hill modernisation plan approved by Federal Funding body 19.2.2 Identify parcels of land suitable for development as public space or residential development 19.2.3 If continuous length of land is available, complete a Masterplan for its complete development. 19.2.4 Engage with community on best use for community owned land. 19.2.5 Identified projects designed and included in Major Projects Plan	2013-17 2013-14 2013-15 2013-15 2014-16 2015-16	Completion of annual budgeting process Notification from GWM connections program and Federal Govt. Parcels of land and ownership of land identified Plan completed List of suitable options identified for costing Projects included in plan	EMT DI DI DI DI DI	EMT DI DI DI DI DI	Continued negotiations with GWM Connections Program.
EG	Infrastructure	19.3 Actively pursue opportunities for regional focused infrastructure	19.3.1 Secure support from regional bodies (MRGoC, NW municipalities, Murray Tourism Board, RMF, Cent Murray Transport Forum etc) 19.3.2 Identify regional projects within Northern Loddon Mallee Strategic Plan 19.3.3 Create partnerships within region 19.3.4 Identify funding sources 19.3.5 Utilise shared services agreements for infrastructure improvements 19.3.6 Complete business cases to justify regional investment	2013-17 2013-17 2013-17 2013-17 2016-17 2016-17	Written confirmation of support from various groups Projects promoted as key initiatives of the plan. Agreements in place Sources identified Agreements in place Value adding opportunities identified and prioritised	DI DI DI DI DI DI	DI DI DI DI DI DI	Regional rail improvements study commissioned by the Central Murray Regional Transport Forum Funds for Rail study received from DoT and RDV
EG	Infrastructure	19.4 Implement outcomes of the review of the Swan Hill Regional Livestock exchange	19.4.1 Council endorsement of Functional Design Plan for the Livestock Exchange 19.4.2 Subdivision and sale of surplus land 19.4.3 Identify and Apply for funding 19.4.4 Secure funding 19.4.5 Prioritise investment 19.4.6 Functional Design Plan Review of progress to date	2013-14 2013-14 2013-14 2013-15 2014-17 2016-17	Endorsement of Plan Land sold application submitted funding secured Priority projects commenced Review and re-prioritisation completed	DI DI DI DI DI DI	DI DI DI DI DI DI	Functional Design plan completed and received by Council, Feb 2013 COMPLETED Cultural Heritage Management Plan statutory obligations assessment complete. Commenced works to subdivide saleable land to assist in funding the redevelopment of the facility.
EG	Infrastructure	19.5 Investigate the possibilities for railhead and rail freight centres in the municipality	19.5.1 Develop project scope (consultants brief) 19.5.2 Apply for funding 19.5.3 Secure funding 19.5.4 Conduct a demand assessment (both current and future) that identifies types and destinations of freight 19.5.5 Conduct assessment of appropriate locations including associated road assets including costings	2013-14 2013-14 2013-15 2014-16 2015-17	project scope and brief approved application submitted funding secured demand assessment completed sites identified	DI DI DI DI DI	DI DI DI DI DI	Study being undertaken by Central Murray Regional Transport Forum Funding received from RDV and DoT As above. CMRTF study will identify investment opportunities.
EG	Infrastructure	19.6 Monitor opportunities for the potential of new Municipal Offices in Swan Hill and Robinvale as part of mixed use development	19.6.1 Monitor developments and land availability in Swan Hill and Robinvale for any opportunities that may arise	2013-17	Possible co-location and/or acquisition of land discussed with Council.	EMT	EMT	

Council Plan Worksheet

Area	Objective	Strategic Initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
EG	Infrastructure	19.7 Implement staged redevelopment of the Pioneer Settlement	19.7.1 Identify funding source and apply for funding for stage 1,2 works 19.7.2 Secure funding	2013-14 2013-14	application submitted funding secured	DDP DDP	GM GM	Funding opportunities being sourced. As above.
EG			19.7.3 Tender and construct stage 1,2 works(which includes new steam work shop, men's shed and workshops)	2013-14	Building completed	DDP	GM	Construction plans completed , awaiting funding prior to tendering . Note: buildings could be constructed in modules. Men's Shed has been completed by stabilising and fitting out an existing building on site.
EG			19.7.4 Identify funding source and apply for funding for New Evening Product (Replacement of old sound & Light show)	2013-15	application submitted	DDP	GM	Funding opportunities being sourced.
EG			19.7.5 Secure funding	2014-15	funding secured	DDP	GM	As above.
EG			19.7.6 Develop and install new Evening Product	2014-15	Installation complete	DDP	GM	
EG			19.7.7 Identify funding source and apply for funding for stage 2 works	2015-16	application submitted	DDP	GM	
EG			19.7.8 Secure funding	2016-17	funding secured	DDP	GM	
EG			19.7.9 Review Pioneer Settlement Master Plan and prioritise future works	2016-17	Council adopt reviewed plan.	DDP	GM	
EG	Infrastructure	19.8 Advance outcomes of Central Murray Regional Transport Study	19.8.1 Maintain membership of Forum group	2013-17	CEO and Councillor membership confirmed and commitment to provide technical expertise	DDP DI	DDP DI	Council currently chairs and provides adminin for forum. COMPLETED
EG			19.8.2 Prioritise projects according to regional industry need	2013-15	Agreement from regions transport sector on priorities	DDP DI	DDP DI	COMPLETED
EG			19.8.3 Working groups established to direct various projects	2013-15	Working groups established	DDP DI	DDP DI	Group established and meetings held in mid 2013. COMPLETED
EG			19.8.4 Lobby State(s) and Federal members for support of projects	2015-17	Support received	DDP DI	DDP DI	Funds received from Dept of Transport and RDV for Inter-modal study. COMPLETED
EG	Infrastructure	19.9 Pursue funding for a levee bank at Robinvale	19.9.1 Complete Cultural Heritage Management Plan 19.9.2 Complete detailed design 19.9.3 Develop applications to Federal Departments 19.9.4 Place project in Major projects Plan	2013-14 2013-14 2014-15 2015-16	Plan completed Design Completed Application lodged Project included	DI DI DI DI	DI DI DI DI	CHMP Plan completed July '13 and draft plans completed August '13 COMPLETED In draft form August '13
Environmental Management (6 Strategic Initiatives - 13 Actions)								
EM	Contributing to good environmental outcomes for the Natural Environment	20.1 Active involvement in external discussions that effect the Murray River, its tributaries and lake systems	20.1.1 Maintain membership of Murray Darling Association 20.1.2 Support regional submissions to Federal agencies via Murray River Group of Councils	2013-17 2013-17	Councillor nominated as representative Submissions lodged and reported to Council	CEO EMT CEO EMT	CEO EMT CEO EMT	Membership of Murray Darling Association has been maintained. Cr Norton is Council's current representative. ONGOING Examples include Loddon Mallee Regional Growth Plan, Loddon Mallee Regional Investment Prospectus. ONGOING
EM	Contributing to good environmental outcomes for the Natural Environment	20.2 Within available external funding, complete the restoration of the Lake Boga foreshore to pre-flood condition or better	20.2.1 Determine foreshore stabilisation works unfinished (if any) in 2012/13 financial year 20.2.2 Instruct contractor to complete works as soon as possible	2013-14 2013-14	Status of works assessment completed Works completed	DI DI	ESM ESM	All restoration works that were funded have been completed COMPLETED As above COMPLETED
EM	21. Regulation and management of the built environment	21.1 Implementation of Waste Management Plan	21.1.1 Review current Waste Management Plan; 1.Update Data inline with current practices and waste service contracts 2.community engagement	2013-15	EMT approval of Review	DI	MPWM	Current Waste Management Plan Reviewed with all Data Entry are updated

Council Plan Worksheet

Area	Objective	Strategic initiatives	Actions	When	How we will know we have achieved this	Directorate	Officer/s	Comments as at 31 March 2014
EM			21.1.2 Implementation of Capital Works/ Improvement Program; design & investigation approvals & Permits contracts & work programs construction. 21.1.3 Conduct Feasibility Study for the construction of Transfer station at Swan Hill Landfill	2013-17 2013-15	Capital Works/ improvements completed/ in place 1. Feasibility Study Completed	DI DI	MPWM MPWM	Distributed inline with needs to ensure constant increment in garbage collection rate on rate payers. ONGOING The construction of a transfer station is not warranted at this time. Hence, it would increase public safety and reduce risk. Design done. The construction is pending Government Funding. Stage 1A Capping has been completed. Stage 2A scheduled to commence by June 2014.
EM			21.1.4 Implementation of Progressive rehabilitation and aftercare program to Council's Landfill sites	2013-17	Ongoing Reporting on the completion of rehabilitation staging	DI	MPWM	
EM	Regulation and management of the built environment	21.2 Expand the Green waste collection Service	21.2.1 Conduct Investigation & Data collection; 1. Waste Volume / tonnage 2. Mulching Price 3. distance between source of collection and final destination 4. Identify alternative methods/means of collecting the green waste from small communities 21.2.2 Identify target locations and develop promotions, marketing, and education plan.	2013-14	Data Review/Collection	DI	MPWM	Green waste collection scheme has continued to grow. Approx 260 new customers since initial commencement.
EM			21.2.2 Identify target locations and develop promotions, marketing, and education plan.	2014-15	Increased demand for the service	DI	MPWM	Investigation will be launched around extending the service to Robinvale and Lake Boga.
EM	22. Promote and advocate sound environmental practices	22.1 Continue to lobby for a state-wide container deposit scheme	22.1.1 Contributes to Regulatory Impact Statements (RIS) via the MAV 22.1.2 Continue to provide waste data as requested to assist scheme development	2013-14 2013-16	Submissions to the RIS via MAV Data provided as requested	DI DI	DI DI	This activity will be undertaken via the Central Murray Regional Waste Management Group.
EM	Promote and advocate sound environmental practices	22.2 Complete Rural Land Use/Living Strategy that considers the potential impact or devetered land and a changing climate	22.2.1 Scoping paper to be developed.	2013-14	Scoping paper approved by EMT and Councilors through Councilor Assembly	DDP	DDP	Scoping paper draft commenced. To be considered by EMT and Council prior to end of financial year.

B.14.22 ASSET NAMING SUB-COMMITTEE UPDATE

Responsible Officer: Director Infrastructure
File Number: 42-28-06
Attachments: 1 Asset Naming Sub-Committee Minutes 19 November 2013
2 Asset Naming Sub-Committee Minutes 4 March 2014

Declarations of Interest: Officer

David Leahy - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The minutes of the Asset Naming Sub-Committee meetings, held on 19 November 2013 and 4 March 2014, are attached to this report and contain a number of recommendations for Council consideration.

Discussion

Correspondence is periodically received from residents and government representatives concerning the naming of roads and community assets. The Asset Naming Sub-Committee meets on an as-needs basis, depending on the number of outstanding requests. The Committee is chaired by the Deputy Mayor and also includes Councillor Katis, along with community representatives and a number of Council employees.

With respect to the recommendations contained in this report, all of the names have been verified by the Committee and have been suitably researched to enable Council to endorse the decision and implement the actions contained.

1. A submission received from Mr Bill Maher on behalf of the Nyah District Action Group, requested that Forrest Road, Vinifera be changed to Takasuka Road, in conjunction with the centenary of the first commercial rice crop sale. The Takasuka family name has a strong history within the Nyah/Vinifera area.
2. A request received from Councillor Katis and Graham Jarvie Technical Officer-Surveyor, advised of a section of road near Annuello to be named. There were no available names for the town Annuello on the Asset Naming Master List. Jan Guse from the Historical Society provided the name Arthur Thomas Drinkwater and historical relevance.

Consultation

The proposed changes have been advertised. No negative feedback has been received.

Financial Implications

There will be minimal costs associated with the purchase and installation of signs.

Social Implications

Nil

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Infrastructure - We seek to ensure appropriate infrastructure is available to continue our economic growth.

Options

1. Accept the recommendations of the Asset Naming Sub-Committee and implement them immediately.
2. Disagree with the recommendations of the Asset Naming Sub-Committee and reconvene the group to provide an alternative to Council.

Recommendations

That Council:

- 1. Accept the minutes of the Asset Naming Sub Committee from 19 November 2013 and 4 March 2014.**
- 2. Change the name of Forrest Road, Vinifera to Takasuka Road.**
- 3. Accept the unnamed section of road in Annuello be named Drinkwater Road.**

25/14 Motion

MOVED Cr Adamson

That Council:

- 1. Accept the minutes of the Asset Naming Sub Committee from 19 November 2013 and 4 March 2014.**
- 2. Change the name of Forrest Road, Vinifera to Takasuka Road.**
- 3. Accept the unnamed section of road in Annuello be named Drinkwater Road.**

SECONDED Cr Norton

The Motion was put and CARRIED



ASSET NAMING SUB-COMMITTEE

MINUTES

Tuesday, 19 November 2013
Video Conference Room
Swan Hill Rural City Council

Attendees:

Members of Committee: Councillor Greg Cruickshank (Chair Person)

In Attendance:

Sandy Guy, Revenue Officer
Graham jarvie, Technical officer - Survey
Morgan James, Planning Officer
Amy Lociato, Planning Officer
Des Martin, GIS Officer

Apologies

David Leahy, Director of Infrastructure
Mrs Jan Guse, Swan Hill Genealogical & Historical Society
Councillor John Katis

1. Welcome	
Discussion:	Greg Cruicshank declared the meeting open at 10.00am and welcomed everyone to the Asset Naming Sub- Committee Meeting for 19 November 2013.
2. Confirmation of Minutes – Tues, 09 July 2013	
Discussion:	Moved Sandy Guy Seconded Amy Lociato CARRIED
3 Confirmation of action taken from last meeting	
N/A	

4	Renaming Forest Rd Vinifera
Discussion:	Letter received from Mr Bill Maher requesting consideration to rename Forrest Rd, Vinifera to Takasuka Rd. This was the original idea for the road name but was objected to by a nearby property owner. Mr Takasuka and family have a strong history within the Nyah area.
Conclusion:	Sandy to organise correspondence to surrounding properties to advise of the intention to change the name. Then advertise the request to the public. Recommend to Council for confirmation and approval if no objections.
Moved:	Graham Jarvie
Seconded:	Morgan James
5	Request for Stutley family plaque to be placed at Riverwalk and querying Alcheringa signage.
Discussion:	Stutley still listed in the Asset Naming Master List will be used for appropriate naming of facilities or Council assets. Plaques not used on Riverwalk just yet. Alcheringa is responsible for any directional signage. They are a private entity not linked to Council.
Conclusion:	Sandy to reply to Margaret Kruger advising the name Stutley is still on the Asset Naming Master List and will be utilised for the appropriate naming of Council facilities.
Moved:	Morgan James
Seconded:	Amy Lociato
6	Boundary realignment-Robinvale/Robinvale Irrigation Districts
Discussion:	A Letter received from The Office of Geographic Names raising Council’s awareness of certain implications that this proposal may have, regarding safety and some duplicated road names, within the extended locality and the Swan Hill Municipality. Sandy and Graham confirmed that there are no duplications of road names within the realignment. Providing a Map of the Robinvale township as confirmation.
Conclusion:	Sandy to provide a letter of response summarising Councils awareness of using duplicated names, informing that these are spread across the municipality.
Moved:	Morgan James
Seconded:	Des Martin
7	Response to naming request in NES from Geographic Names Letter of exemption to be supplied. (Greenham Park, Gillian

Day Park and Gurnett Oval)

Discussion: Sandy has all relevant documentation supporting the chosen names and to write a letter of exemption.

Conclusion: A letter of exemption will be provided to the Registrar of Geographic Names outlining the reasons for proposing the names and seek the exemption.

Moved: Graham Jarvie

Seconded: Des Martin

8. Other Business

Amy Lociato replacing Morgan James on the Asset Naming Sub Committee
Review Asset Naming Policy for approval.
Cr Greg Cruickshank (Chair Person) to be replaced by Cr Michael Adamson

Meeting Closed at 11.25AM

Next Meeting –

TBA



ASSET NAMING SUB-COMMITTEE

MINUTES

Tuesday, 4 March 2014
Executive Meeting Room
Swan Hill Rural City Council

Attendees:

Members of Committee: Councillor Michael Adamson (Chair Person)
Councillor John Katis (Chair Person for this meeting)

In Attendance:

David Leahy, Director of Infrastructure
Amy Lociato, Planning Officer
Des Martin, GIS Officer
Mrs Jan Guse, Swan Hill Genealogical & Historical Society

Apologies

Graham jarvie, Technical officer - Survey

1. Welcome	
Discussion:	It was Michael Adamson’s first meeting so requested for John Katis to chair this Meeting on his behalf. John Katis declared the meeting open at 10.00am and welcomed everyone to the Asset Naming Sub- Committee Meeting for 4 March 2014.
2. Confirmation of Minutes – Tues, 19 November 2013	
Discussion:	Moved Des Martin Seconded Sandy Guy CARRIED
3 Confirmation of action taken from last meeting	
N/A	

4	Anzac Commemorative Project
Discussion:	The Office of Geographic Names are conducting the ANZAC Centenary Project, being part of the Victorian contribution to the national ANZAC Commemoration 2014-2018 encouraging all Victorian Councils to participate and support the project. Applications for grants have been offered to provide funding to support research into appropriate names for roads, suburbs and other geographic features and are to be submitted by 30 th April 2014.
Conclusion:	Sandy to register to participate and apply for the allocated grant by raising invoice and sending directly to The Office of Geographic Names. Reallocation of grant to be discussed in further detail once received.
Moved:	Michael Adamson
Seconded:	Jan Guse
5	Hayesdale Sign and Locality Signage Standards
Discussion:	Des Martin GIS Officer has requested a determination on the incorrect spelt sign located at The Hayesdale-Kooloonong road turnoff, needs to be removed or replaced. Simon Burge Technical Officer-Works has requested for it to be removed as it doesnt comply with Locality signage standards.
Conclusion:	Parish/Locality not gazetted. Incorrect Sign to be removed and standard road sign to be placed showing direction to Hayesdale-Kooloonong Road. Sandy to organise the removal of sign and order and request for Road sign to be placed when received.
Moved:	Des Martin
Seconded:	David Leahy
6	Other Business
	Graham Jarvie has been approached by a member of the public regarding Lehman Lane. They are wanting to know where the name came from, why it was called this how it came to be named this and what is the history behind the name.

Meeting Closed at 11.25AM

Next Meeting –

TBA

B.14.23 BOUNDARY BEND TRANSFER STATION CLOSURE

Responsible Officer: Director Infrastructure
File Number: 46.08.00
Attachments: 1 Boundary Bend Transfer Station attachment

Declarations of Interest: Officer

David Leahy - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The Waste Management Unit is recommending the immediate closure of the Boundary Bend transfer station as the minimal community use cannot justify its continued operation.

Discussion

Council operates (via a contract with Ellwaste) one licensed landfill at Swan Hill, one unlicensed site at Robinvale and four manned transfer stations at Manangatang, Piangil, Boundary Bend and Ultima – See attached map of site locations.

A review has been undertaken of the four manned transfer stations to establish the current use by the community. This review has shown that some of those sites are uneconomical to operate at the appropriate standards.

Usage for the twelve month period 1 July 2012 - June 2013 is listed below. The minimal use being made of the Boundary Bend transfer station (less than five vehicles per month) cannot justify its continued operation.

Boundary Bend is the only site run on private land not owned by Council. Historically, Council has not paid any rent to use the site. However, Council is discussing a new rental arrangement with the landowner.

Over recent years rural waste management has moved from numerous small unlicensed landfills and transfer stations to large centralised regional facilities. This has been actively encouraged by the Environment Protection Authority (EPA) and facilitated by strategic planning undertaken by Regional Waste Management Groups.

At its ordinary meeting on 15 March 2011, Council agreed on the concept of progressive closure of rural landfills that accept low volumes of waste when an effective alternative is found.

Rural sites usage

A review has been undertaken of current use by the community of the four small rural sites.

- **Boundary Bend** – Tuesday, Thursday and Sunday 9:00am – 12:00pm i.e. 9 hours per week.
 - 59 vehicles for the year averaging 1 vehicle every 9 hours.
- **Manangatang** – Tuesday 1:00pm – 4:00pm, Thursday 9:00am – 1:00pm, Sunday 9:00am – 12:00pm i.e. 10 hours per week.
 - 306 vehicles for the year averaging 1 vehicle / 1.6 hours.
- **Piangil** – Wednesday 9:00am – 3:00pm, Sunday 1:00pm- 4:00pm i.e. 9 hours per week.
 - 453 vehicles for the year averaging 1 vehicle/hour.
- **Ultima** – Wednesday and Sunday 9:00am – 1:00pm i.e. 8 hours per week.
 - 101 vehicles for the year averaging 1 vehicle / 4 hours.

As requested by Councillors on 25 February 2014, the following information has been investigated:

Research shows that the transfer station is mainly used for the disposal of recyclable items such as cardboard and bottles /cans, free of charge. These items are coming from two main sources – a Boundary Bend commercial premises and a local resident. If the local business was to engage a commercial cardboard service, Council would be left with a Transfer Station that only caters for three vehicles per month on average.

One of the regular users of the transfer station is Parks Victoria, which operates between Bendigo and Mildura with an office in Swan Hill. The disposing of the waste/recycling it collects could be done at any of Council's other sites such as Robinvale Landfill, Piangil Transfer Station or the Swan Hill Landfill.

Council has conducted an audit of the Boundary Bend Transfer Station and its results show a decline in usage over the last four years. (See Usage Summary as attached).

The Summary clearly shows for the year of 2012-13, there were only:

- 78 transactions / 60 registrations for the year, resulting in only 4.58 tonnes of waste.
- 51 transactions were for the disposal of recycled commingled waste.
- Total revenue raised for the year was only \$473.

For the seven months of operation for 2013-14, the Boundary Bend Transfer Station showed a significant drop in usage compared to the previous year.

- 37 transactions / 27 registrations for the 7 months of operation with only 1.66 tonnes of waste received.
- 26 transactions were recycled commingled waste.
- Revenue raised as of end of January 2014 = \$276.

Consultation

Councils Waste Management Unit conducted a survey of the resident's usage of the Boundary Bend Transfer Station. The results of the survey are attached.

Financial Implications

Closing the site would provide significant savings in the operational cost of running the rural sites (approximately \$9,000).

Social Implications

The minor impact on facility users residing at Boundary Bend should be counterbalanced by the ongoing kerbside collection and hard waste collection services provided for those areas. Local businesses have the option of engaging a commercial recycling service if required. Boundary Bend residents also have access to the Robinvale unlicensed landfill within 30mins drive.

There will be minor impact on Kooloonong and Kenley residents who use the facility, however travel times to Piangil Transfer Station instead of Boundary Bend are the same or shorter

Economic Implications

N/A

Environmental Implications

Moving from numerous small, unlicensed landfills to large centralised facilities has the following benefits:

- Applying best practice environmental management.
- Reducing the overall ecological footprint.
- Allowing for a staged progressive capping to take place.

Risk Management Implications

N/A

Council Plan Strategy Addressed

Promote and advocate sound environmental practices - We will advocate to ensure environmental issues that affect our region are considered on a triple bottom line basis, that other agencies fulfil their regulatory responsibilities and to inform and encourage our community to adopt sound environmental practices.

Options

1. Close Boundary Bend Transfer Station with the following alternatives:
 - Provide the Township with an annual rather than Bi-annual hard waste collection service.
 - Provide the Township with 12m³ manned skip bin for 2-3 hours every 3-6 months on an advertised date.
2. Leave the Boundary Bend Transfer Station open.

Recommendation

That Council:

Close the Boundary Bend Transfer Station immediately with one of the following alternatives:

1. **Provide Boundary Bend with an annual hard waste collection service instead of the existing bi-annual collection arrangement. The cost of this option (being the preferred one) would be around \$1,500 per annum.**

OR

2. **Send a Hook-Lift Truck and 12m³ bin to the township every 3-6 months (subject to annual review) at an advertised day. The bin would be manned by the driver for 2-3 hours. The cost of this option is approximately \$2,000 - \$4,000 per annum.**

Cr Katis entered the Chambers at 6:06pm.

26/14 Motion

MOVED Cr Cruickshank

That Council:

Close the Boundary Bend Transfer Station immediately and trial both alternatives listed below over the next 12 months:

- 1. Provide Boundary Bend with an annual hard waste collection service instead of the existing bi-annual collection arrangement. The cost of this option (being the preferred one) would be around \$1,500 per annum.**

AND

- 2. Send a Hook-Lift Truck and 12m³ bin to the township every 3-6 months (subject to annual review) at an advertised day. The bin would be manned by the driver for 2-3 hours. The cost of this option is approximately \$2,000 - \$4,000 per annum.**

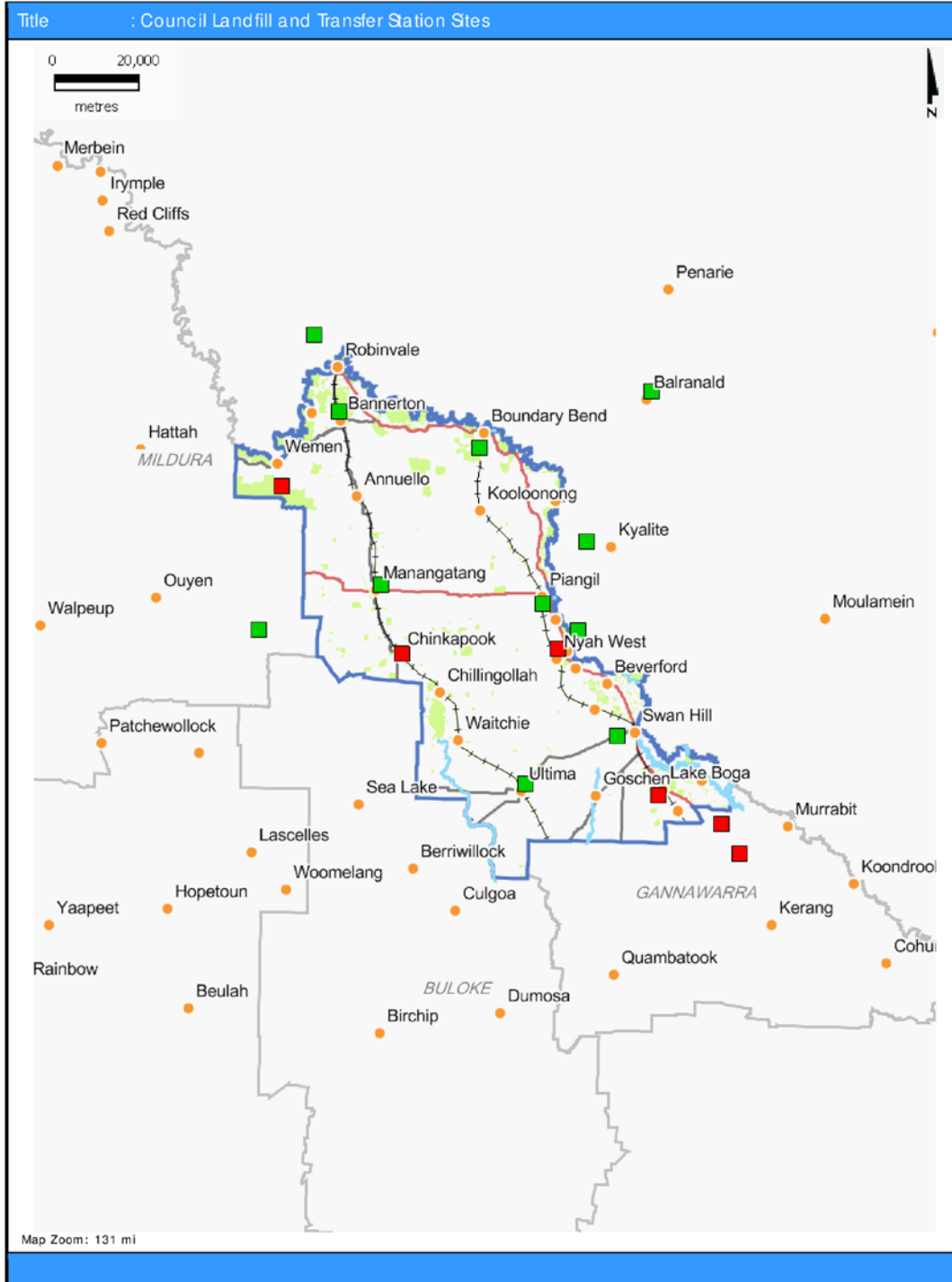
SECONDED Cr Adamson

The Motion was put and CARRIED

Created by projects on Tuesday, 1 April 2014



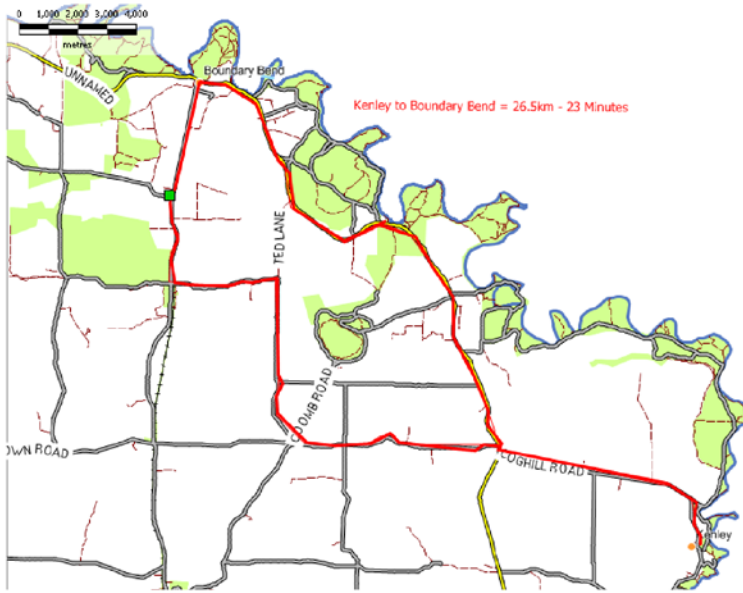
SWAN HILL RURAL CITY COUNCIL
PROPERTY MAP



Map of distances of Councils landfill sites from Kenley



Map showing Landfill sites ■



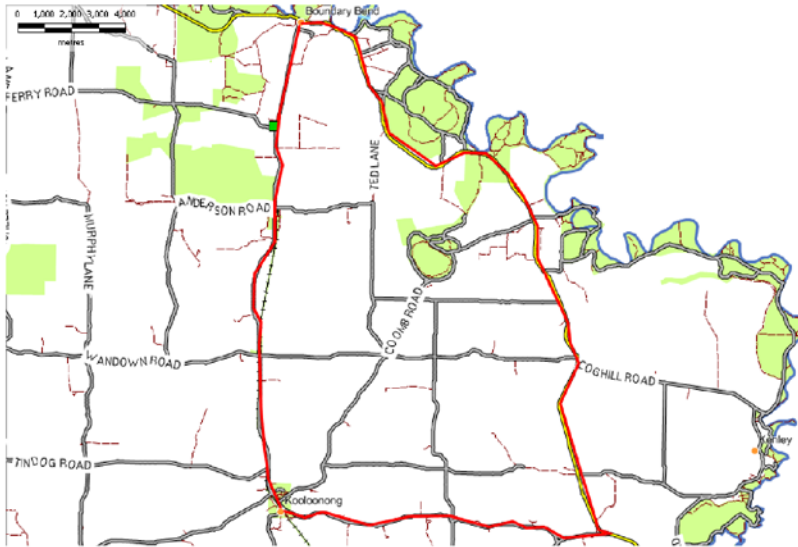
Kenley to Boundary Bend = 26km / 23 minutes

Map of distances of Councils landfill sites from Kenley



Kenley to Piangil = 28.2km / 25 minutes

Distance from Kooloonong to Boundary Bend / Kooloonong to Piangil



Kooloonong to Boundary Bend (Via Boundary Bend –Kooloonong RD) = 14.55km
Haysdale-Kooloonong Rd, via Murray Valley Hwy to Boundary Bend = 38.2 km, 37 mins



Haysdale-Kooloonong Rd, via Murray Valley Hwy to Piangil 34.8 km, 36 mins

Boundary Bend Transfer Station Summary of usage.

Council has conducted an audit of the Boundary Bend Transfer Station and its results show a decline in usage over the last four years.

The Summary clearly shows for the year of **2012/2013**, there was only:

- 78 Transactions / 60 Registrations for the year, resulting in only 4.58tonnes of waste.
- 51 transactions were for the disposal of recycled commingled waste.
- Total revenue raised for the year was only \$473.00.

For the seven months of operation for 2013/2014, the Boundary Bend Transfer Station usage has shown a significant drop in usage compared to the previous year.

- 37 Transactions / 27 Registrations for the 7 months of operation
- Only 1.66tonnes of waste received.
- 26 transactions were for the disposal of recycled commingled waste.
- Total revenue raised for the seven months, as of end of January 2014 = \$276

Usage for the eight months of 2013/2014 clearly shows a decline in transactions. (as per below)

Boundary Bend Transactions Report 2012-2013 FY - SUMMARY													
Year	TRANSACTION TOTALS	Rego Totals	Repeated Rego Totals	Garbage Totals	Commingled Recycling Totals	Hard Waste Items Totals			GREEN/EWASTE Totals/ Others	Total Visits Per opening days (52 per year)			Total Revenue
						Mats	Furn	Steel		Tues	Thur	Sun	
2010 - 2011	94	66	17	52	36	0	9	9	37	38	33	\$615	
2011 - 2012	118	85	17	45	59		10	9	56	51	38	\$956	
2012 - 2013	78	60	14	23	51	1	17	8	37	24	23	\$473	
2013 - 2014	37	27	6	12	26		2		11	15	10	\$276	

As per the table below, the amount of waste per tonne and the frequency of skip bin change over at the Transfer Station has decreased.

Onsite Skip Bin Pickup			
Year	Month skip bin changed & weight in tonne Per year	Total tonnes per year	Bin size
2010-2011	April = 1x1.66t	1.66t	15m ³
2011-2012	Jul = 1x1.26t, Sept = 1x1.74t, Dec = 1.38t, Feb = 1x1.86t	6.24t	15m ³
2012-2013	Jul = 1x2.58t, Jan = 1x 2t	4.58t	15m³
2013-2014	Jul = 1x1.66t	1.66t	15m ³

15m Skip Bin on site at the Transfer Station.



The conversion of Boundary Bend landfill site to a transfer station was announced in 2010. As with all Councils transfer stations, commercial waste/recycling is not accepted.

Research shows that the Boundary Bend Transfer Station is mainly used by the same residents/Business on regular bases. One of the main users is a local commercial premise which is delivering cardboard free of charge to the transfer station. If the proprietor of this business was to engage a contractor to collect their cardboard, there would be a significant drop in the usage of the transfer station.

3m Recycled Bins on site.



The graph below shows the visits per month of regular users.

Main Repeat Registrations using site for 2012/13:					Note:
Registrations	Owner	Type	Times visited Per Month		
2010/2011					
QQO042	Parks Vic	Recycle/Waste	17		
WVV058		Waste	5		
TNL991		Waste/Recycle	7		
RFG730		Waste/Recycle	5		
NMH448		Waste/Recycle	3		
2011/2012					
QQX616	LOCAL SHOP	Recycle	34		
YSV246	SHOP	Recycle	9		
QQO042	PARKS VIC	Recycle/Waste	13		
2012/2013					
QQX616	Local Shop	Recycle	25		Premises sold new owners
YSV246	Local Shop	Recycle	7		New owner
QQO042	Parks Vic	Recycle	6		
2013/2014					
TNF642	Local Shop	Recycle	9		New owner
YSV246	Local Shop	Recycle	3		
QQO042	Parks Vic	Waste/Recycle	2		
OUT204		Waste/Recycle	5		

Boundary Bend Community Consultation

Question 1: Numbered 1 to 5, what service have you used most in the last 12 months?

	Numbers	Ticks
Kerbside	4	5
Hard Waste	8	1
BB Transfer Station	7	9
Robinvale	8	1
Burying on farm	12	2
Did not answer		9

Question 2: What size bin do you currently have?

120L	5
240L	4
Service N/A	13
Did not answer	7

Question 3: How often have you used the BB Transfer Station in the last 12 months?

1	4
2	4
3 to 5	9
5+	1
Never	5

Question 4: What items have you disposed of at the BB Transfer Station in the last 12 months?

Household rubbish	14
Commercial waste	3
TVs/Computers	4
Recycling	7
Steel	6
Green Waste	6
Mattresses	1
Other: Tin, Metal, Rubber, Timber, sawdust	

Question 5: What items have you disposed of via the Hard Waste Service in the last 24 months?

TVs/Computers	6
Steel/Scrap Iron	1
Mattresses	3
Household Appliances/Whitegoods	2
Furniture	1
Electrical Appliances	3
Other: None as they don't pick up from outside of the 80km signs in the town x 2	

Question 6: If a service had to be discontinued, which service would you prefer to continue?

Hard Waste	8
Landfill	15

Question 7: If the BB Transfer Station was closed, would this directly affect you?

Yes	17
No	8
Unsure	1

If yes, how?

- 1 Landfill covers most disposal products for our household
- 2 The nearest waste collection is 35mins away in Robinvale
- 3 It is the nearest point to dispose of rubbish as there is no collection at Kenley
- 4 The nearest transfer station would be 1.5 hours in travel
- 5 We take all our recycling to BB Transfer Station. Swan Hill is 100KMS. Robinvale approximately 60KMS each way. Given the rates we pay, we would like to see BB stay open.
- 6 There would be no where for rubbish
- 7 No where close to Kenley to dispose of unwanted goods
- 8 I would have to take certain material to Robinvale. We don't go to Robinvale during the week.
- 9 It would not directly affect our household, but would affect the properties that do not receive hard waste collection services
- 10 An inconvenience as you have to drive 40km to Robinvale.
- 11 If it closed we would have to travel to Robinvale or to Swan Hill 75kms in either direction.
- 12 Currently an unoccupied bush block
- 13 There would be no where for rubbish, recycling or green waste
- 14 Our pension does not allow for travel to dispose of waste. We have had 1 collection in 12 years of living here of hard waste.
- 15 It will mean a 120km round trip to Robinvale with trailer to dispose of rubbish
- 16 We lived on the river with 4km of river frontage and without a permanent waste facility for waste disposal for campers, the rubbish left would probably increase ,especially at peak camping time (Christmas and Easter) creating environmental damages.
- 17 When having a hard rubbish day make it outside the town limits of Boundary Bend as I could not use the last one because of that.
- 18 We would have to travel well over 50km one way to another waste facility

Further comments or suggestions?

- 1 Takes waste back home to Cobram
- 2 Need something for all the rubbish around the way side stops (toilets) and in front of the caravan park. Locals use these areas to dump rubbish as well.
- 3 Happy with the current services provided
- 4 Don't close it
- 5 We pay 514,000 in rates per year to have a grader drive past sometimes? Please keep this service or it promotes roadside dumping and farmers making their own site.
- 6 Few services are available to us as rate payers in Kooloonong - we get our roads graded very occasionally and the BB transfer station is a serve we use and would like it to remain open.
- 7 We recycle what we can but have very little other waste
- 8 Keep the local tip open please
- 9 The rubbish at the toilet/rest centre, during holiday times, desperately needs addressing. This is a very popular camping area and the bins are overflowing frequently.
- 10 Pay for own kerbside service through Robinvale waste as SHRCC will not supply!
- 11 Boundary Bend Transfer Station is closest for us, within 20kms.
- 12 The travelling public and campers are lacking any place to put their garbage. That's they there is always a mess around the town.
- 13 Our property is not permanently occupied - holiday place only. We, and visitors, take our rubbish away each visit and dispose of it ourselves.
- 14 Just open one day a month and make it the same price as Robinvale tip.
- 15 This is all we get for our pension which is more costly than the Mornington Peninsula, so why retire to the country? We live and learn.
- 16 Keep the tip open on times it states on signs not when they feel like opening and be realistic with charges
- 17 We suggest a permanent skip with 7 days a week access for all, at the current transfer station location. The large corporate firms have their own pits for rubbish disposal so they will not suddenly put waste into facility. As rate payers we deserve access to this facility, as our distance from Swan Hill and Robinvale landfill at 45im and 95km means we are too far from these facilities. Our distance also means people from these towns would be unlikely to drive out for free rubbish disposal at our facility, due to the cost of fuel negating any savings with the "free rubbish disposal".
- 18 Rather than close the tip maybe the opening times could be reduced once a fortnight or even once a month. Another solution would be to subsidize the cost of a community skip for those outside the town area.

B.11.172 WASTE MANAGEMENT SERVICES

Source: Procedural
Department: Infrastructure
File Number: 46-08-00

Summary

Council operates the following facilities under contracts:

- one licensed landfill and five unlicensed landfill waste disposal sites
- recycling transfer station
- the municipal kerbside collection operation

Together with the waste service contracts renewal, a number of environmental, financial and statutory issues have arisen that require Council's consideration and/or resolution.

Council Plan Strategy Addressed

Managing the built and natural environment - Using environmentally sensitive practices, Council will seek to ensure the appropriate management and protection of our built and natural environment to meet the needs of our community

Recommendations

It is recommended that Council:

1. **Note the contents of the report.**
2. **Adopt the gate fees in line with suggested incremental EPA levy over the next five years for the Swan Hill and Rural Landfills.**
3. **Adopt the gate fees for the Robinvale Landfill Facility to ensure Best Environmental Practices are implemented.**
4. **Progressively close rural landfills that accept low volumes of waste.**
5. **Close ineffective Nightsoil Depots.**
6. **Implement an optional Green Waste Collection Service to the ratepayers within Council's declared waste collection zone. Subject to the minimum uptake of the service.**
7. **Reallocate items within the Waste Management budget to reflect the new contract and EPA requirements.**
8. **Note that an annual CPI increase will apply to all waste management contracts' lump sum (not the gate fee).**
9. **Note that Council's facility located at Gray Street, Swan Hill (former Visy Centre), has been and will continue to operate as a Transfer Station Facility rather than Material Recovery Centre.**
10. **Advertise the new gate fees and charges at the landfill facilities and the hours of operation of all sites.**

Policy Implications

Nil.

Financial and Resource Implications

Nil.

Triple Bottom Line Impact

Financial

The Cost saving to Council within the current budget allocation for the waste contract will ensure a self funded waste management program and help maintain a moderate increase in the waste collection rates.

Social

Will provide continued social benefit to the Municipality through the ongoing employment of local people and the ongoing placement of supported workers in positions within the waste facilities.

Environmental

The contracts will promote and advocate sound environmental practices, programs and techniques through education and superior infrastructure projects that will allow an increased rate of waste separation and reduce the amount of waste buried into the landfill; ultimately reducing our ecological footprints.

Background

General

The new 10 year waste management contracts were awarded to Ellwaste and commenced in October 2010.

Together with the Waste Service Contracts renewal, a number of environmental, financial and statutory issues have arisen that require Council's consideration and/or resolution.

1. Landfills**1.1 Swan Hill and Rural Landfills**

Over recent months there has been a significant evolution in EPA's regulation and requirements in respect to its Best Practice Guidelines, licence reform and the increase in levy on waste disposed to landfills.

Those changes were addressed in the new waste contracts' documents. An allocation of \$1.5 million was stipulated as a value of capital works/improvements required over the first seven years of the new contract to ensure compliance with EPA's requirements and to upgrade those facilities to the best practice.

The value for those capital works will be amortised by Council to the contractor on the basis of equal annual payments (\$215,000 plus interest), before those works become Council's assets at the end of year seven of the contract.

Under the new contract the following will apply:

- the construction of new cells and leachate pond
- the construction of new Transfer Station at Swan Hill Landfill
- the installation of boom gates, signs and chain mesh fence.

Apart from the capital works/improvements, the cost of the new contract is \$27,000 below the budgeted amount for the management of Swan Hill and Rural Landfills, with the expectation of future savings from:

1. anticipated reduction in Council's waste (recycling rebate)
2. cost recovery from the contractor's commercial activities
3. potential saving from the progressive closure of Rural Landfills

1.2 Robinvale Landfill

Although the Robinvale Landfill is serving a local area population of less than 5,000 people (officially), the site has been categorised as vulnerable to be licensed due to its geographical and particular properties.

Accordingly, Council has allocated \$850,000 in its Major Projects Plan for future works related to upgrading the site inline with licensed landfill requirements.

A number of capital works/improvements were implemented for the above purpose over the last two years:

1. Design, investigation and Geotechnical tests
2. Installation of new chain mesh fence
3. Progressive Capping (ongoing)
4. Crushing the existing concrete stockpile Stage-2 (Completed)

Elevating the contract standard for operating this site to EPA's Best Practice Guidelines resulted in quoting the contract \$40,000 above the budgeted amount of managing this site (capital works are not included).

Under the new contract the following will apply:

- the installation of a weighbridge, gate house and boom gate
- the green waste is to be mulched (allowed in the gate fee)
- the concrete to be crushed on-site (allowed in the gate fee)

It has been stipulated that the value of the capital works/improvements for this contract is \$150,000 over the first seven years of the contract.

The value for those capital works will be amortised by Council to the contractor on the basis of equal annual payments (\$21,500 plus interest), before those capital works become Council's assets at the end of year seven of the contract.

Attached is new fee structure for Robinvale Landfill, expressing the various waste streams and highlighting free of charge recyclables.

1.3 Gate Fees / Charges

The gate fee for the Swan Hill and Rural Landfills has been and will be increased inline with the following:

- EPA's levy and contract cost
- market requirement (processing/ treating televisions and tyres)
- charges at surrounding facilities / landfills (Gannawarra , Bendigo)

The whole structure for the Robinvale Landfill gate fee will be altered inline with the following factors:

- cost involved in applying best environmental practices (mulching green waste, crushing concrete, constructing cells and segregating waste)
- current market requirements (processing/treating televisions and tyres)
- gate fees at landfill facilities across the border (in particular Buronga Landfill)

Attached is information on the EPA's levy and current and suggested landfill gate fees and charges.

1.4 Rural Sites Usage

Apart from the Swan Hill and Robinvale landfills, Council operates four rural sites (via contract with TPI). Those landfills are: Piangil, Manangatang, Ultima and Boundary Bend.

Most of those rural landfill sites were established before the introduction of the Municipal Kerbside Collection Service and operating them has not been cost effective due to declined population and the consequent low volume of waste deposited at those sites.

In light of operating hours and the number of vehicles through the gates, a review will be undertaken for the current usage of those sites during the 2009-2010 financial year.

Final recommendations will then be made regarding the closure of some of those sites inline with both Council and the State-Wide Waste Management Strategy.

The possible closure of both the Boundary Bend and Ultima Landfills within one - three years from now has been highlighted in the new contract document.

2. Kerbside Collection and Transfer Station Facility

2.1 Transfer Station (Former Swan Hill Recycling Centre)

Due to the declined tonnage of recyclables received at the Swan Hill Recycling Facility over the last year, it had been determined to operate the facility in discussion as a Transfer Station rather than a Material Recovery Facility.

The fall in the recyclables tonnage is due to the withdrawal of both the Gannawarra and Wakool Shire from their original contract of sending their recycling to Swan Hill. Council's generated recycling tonnage should not be influenced by this change.

However, due to the contractual issues in this particular case, Council was not able to reduce the gate fee in line with the service alteration within the current contract.

It is anticipated that the facility in discussion will be relocated to the Swan Hill Landfill site once the Combined Waste/Recycling Transfer Station is completed within one - three years.

2.2 Kerbside Collection

Over the last two years, the Waste Management unit has been working on data gathering, auditing, and education on waste and following on waste contractors' commercial activities.

The above information enhanced the process of reviewing the current contract document and eliminating all irrelevancies and duplications.

This has resulted in well focused, consistent, cost effective and feasible contract specifications with significant savings, benefiting the whole waste management program.

Changes have been considered in the structure of the new contract document to ensure ultimate environmental, social and financial outcomes.

2.3 Combined Contract

Combining the management of both the kerbside collection and the transfer station services in one contract has provided noticeable savings due the anticipated synergy in running those services by one contractor.

Apart from the capital works/improvements, the quoted cost for this combined contract is approximately \$339,000 below the budgeted amount for the two service contracts.

3. Green Waste Collection Service

Provision for the green waste collection service has been made in the new contract documents for the kerbside collection contract.

While the management of this service is included in the lump sum cost for the whole contract, the collection rate for the green waste bins has been itemised in the structure of the monthly payment.

However, a minimum of 400 services in Swan Hill and Lake Boga townships is required to ensure a viable operation.

It is anticipated that the charge for a fortnightly collection of a 240 litre bin is in the vicinity of \$125 per annum. This will cover the cost of the delivery, maintenance and collection for those bins.

Should Council approve the concept, the waste management unit will then need to advertise the service, seeking interested residents from Swan Hill and Lake Boga townships as a start.

4. Successful Grants

Council was successful in its application for grants through the Central Murray Regional Waste Management Group. Those grants were part of Sustainability Victoria's Towards Zero Waste Program, aiming to reduce the amount of waste buried into the landfills and encourage recycling.

Following are infrastructure projects that resulted from those grants:

- installation of 35 Public Place Recycling bin units in Swan Hill's CBD (completed in two stages)
- the construction of two new reuse sale sheds at the Swan Hill Landfill (installation of second shed is planned for this financial year)

Considerations and stipulations were made in the new waste contracts' documents to manage the infrastructure/facilities by the successful contractor.

Issues

The following have been identified as areas where consideration is needed by Council:

- EPA's Landfill Levy (covered under the new gate fees)
- EPA's new Best Practice Guidelines (Covered under the contract specifications and capital works/improvements for both the Swan Hill and Robinvale Landfills)
- EPA's Audit and Risk Assessment requirements
- the introduction of a green waste collection service
- the progressive closure of rural landfills

Consultation

Not applicable

Options

Choose to adopt or not to adopt the new fee structure.

Conclusion

Council's rates for the residential bin collections has been increased to \$380 for the 240 MGB and to \$250 for the 120 MGB in order to cater for the new changes, requirements and EPA's levy increment within the waste industry.

This of course has been a matter of concern as increasing the charges for Council services on this rate will affect the ratepayers.

The following were concluded in light of short-listed tender applications for the Waste Management Contracts:

- the stipulated cost for the capital works/improvements for the waste contracts is approximately \$1,650,000
- the over-all cost saving from the new contracts is around \$2,200,000 over seven years of those contracts
- generated savings (\$315,000 per annum) from the contracts, together with available funds in the landfill reserve are sufficient enough to enable the capital works to proceed

- there will be a noticeable increase in the landfill gate fees next financial year, with a moderate increase over the following three years (in line with the EPA's levy increase)
- both the Robinvale and Swan Hill Landfills will be operated to the same standards
- significant improvement in Council's environmental practices
- significant improvement in the waste management infrastructure projects over the life of the new contracts
- maintaining the employment of supported workers within our waste facilities
- potential cost recovery to Council from the contractor's commercial activities
- potential saving from the progressive closure of rural landfills with low volumes of waste (\$15,000 per year)
- comprehensive site surveillance will be required to ensure that contractors are operating within EPA's best practice guidelines and stipulated contract conditions

Attachments

- 1 FEES AND CHARGES - ROBINVALE
- 2 FEES AND CHARGES - SWAN HILL

B.14.24 STATE COUNCIL MOTION REGARDING SES FUNDING

Responsible Officer: Chief Executive Officer
File Number: 36-02-00
Attachments: 1 State Council Motion

Declarations of Interest: Officer

Dean Miller - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

This report seeks Council endorsement of a proposed motion at the MAV state Council in May 2014 led by Campaspe Shire.

Discussion

Campaspe Shire seeks the support of the member Councils comprising the Murray River Group of Councils for the following motion to be moved at the MAV State Council in May 2014:

That in acknowledging the outstanding contribution of local SES units and volunteer members in the service of their respective communities, the MAV advocate for the SES to be self-sufficient so that it can fulfil its role as a lead agency in flood, storm and earthquake emergencies. This would involve the SES being fully funded by the State Government and not reliant on individual Councils across the state to support them with financial contributions or facilities.

The rationale for Campaspe Shire’s proposed motion is included in the attached MAV form.

Consultation

Not applicable

Financial Implications

Council currently contributes \$51,500 annually to the State Emergency Service.

Social Implications

Not applicable

Economic Implications

Not applicable

Environmental Implications

Not applicable

Risk Management Implications

Not applicable

Council Plan Strategy Addressed

Responsible management of resources - We will continually improve the management of our finances, assets, systems and technology to achieve and maintain Best Value in our operations.

Options

Council can either support Campaspe Shire's proposed motion or not support it.

Recommendation

That Council support the Shire of Campaspe's proposed motion at the May MAV State Council.

27/14 Motion

MOVED Cr Norton

That Council support the Shire of Campaspe's proposed motion at the May MAV State Council.

SECONDED Cr Kiley

The Motion was put and CARRIED

28/14 Recommendations

MOVED Cr Norton

That Council support the Horsham City Council's proposed motion at the May MAV State Council.

SECONDED Cr Katis

The Motion was put and CARRIED



FORM

MAV State Council Meeting – 16 May 2014

To submit a motion for consideration by State Council on 16 May 2014, please complete this form and email to [State Council](#), **no later than 18 April 2014**. Please note, deadlines are strictly observed.

MOTION STATE GOVERNMENT RESOURCING OF STATE EMERGENCY SERVICE (SES)
<p>Submitted by: , Shire of Campaspe and supported by the Murray River Group of Councils (comprising; Mildura Rural City, Swan Hill Rural City, Gannawarra Shire, Shire of Campaspe, Moira Shire and Loddon Shire)</p>
<p>MOTION: That in acknowledging the outstanding contribution of local SES units and volunteer members in the service of their respective community's, the MAV advocate for the SES to be self- sufficient so that it can fulfil its role as a lead agency in flood, storm and earthquake emergencies. This would involve the SES being fully funded by the State Government and not reliant on individual Councils across the state to support them with financial contributions or facilities.</p>
<p>RATIONALE: The SES undertakes a wide variety of roles including response to floods, severe storms, earthquakes, road accident rescue as well as search and rescue, and since 2005 has been recognised under the <i>Victoria State Emergency Service Act 2005</i> as a statutory authority. There has been a long standing agreement in relation to the funding of the SES, pre-dating its recognition as a statutory authority. This arrangement can be summarised as follows:</p> <ul style="list-style-type: none"> ▪ In 1989 the Municipal Association of Victoria (MAV) entered into an agreement with the State Government, on behalf of member Councils, to support local SES Units. ▪ The agreement was that the State would increase its funding level for each SES Unit from \$500 to \$2,500 if this was matched on a \$ for \$ basis by local government. ▪ There was no allowance for any annual increments or sunset clause within the agreement. Over time the amount of matching funds has increased. ▪ The MAV have indicated to Councils (30 August, 2013) that municipalities are not bound by the funding agreement following an increase in State funding in 2009 for the SES and that Councils are not expected to match as per the terms of the agreement. <p>It is fully recognised that the SES is currently under-resourced and has difficulty attracting funding to provide fundamental ongoing operations including equipment replacement, building maintenance and community education programs. To enable the authority to undertake education programs, it must seek specific grants to do so. In some cases SES units have some vehicles that are government owned and registered and other vehicles that are unit owned and registered. This approach is inconsistent, inefficient and confusing for the SES and its partners.</p> <p>Due to the uncertain nature of its operational funding, the SES believes it is not in a position to take on the responsibility of building maintenance on the infrastructure its units occupy and subsequently does not wish to own these assets. This position has meant that Local Government has had an expectation that it will own and maintain this infrastructure on behalf of a State based agency.</p> <p>There is a need to treat all emergency services equally, in view of all being recognised as response agencies under the Act. All are currently predominantly funded by the State without contribution from local government, except for the SES.</p>

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***

SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION

C.14.5 SIGN AND SEAL REPORT

Responsible Officer: Chief Executive Officer

Attachments: Nil.

Declarations of Interest: Officer

Dean Miller - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The following documents and agreements have been signed and sealed by the Councillors and the Chief Executive Officer on the respective dates. Those actions require the ratification of the Council.

Discussion

During the course of any month Council is required to sign and seal a range of documents arising from decisions made on a previous occasion(s). Examples include sale of land, entering into funding arrangements for Council programs etc.

As the decision to enter into these agreements has already been made, these documents are signed and sealed when received, with Council ratifying the signing and sealing at the next Council meeting.

Consultation

Nil

Financial Implications

Nil

Social Implications

Nil

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Nil

Issues

The following documents were signed and sealed since the last Council meeting:

No.	Document Type	Document Description	Date signed/sealed
587	Contract 14 3614 03 Lake Boga Ultima Road Reconstruction	Between <ul style="list-style-type: none"> Swan Hill Rural City Council Coburns Earthmoving 	19/03/14
588	Transfer of Land – Stage 7 Lot 257 Saltbush Dr Tower Hill	Between <ul style="list-style-type: none"> Swan Hill Rural City Council Rogers 	19/03/14
589	Occupancy Lease - Boundary Bend Public Hall	Between <ul style="list-style-type: none"> Swan Hill Rural City Council Boundary Bend Progress Association 	19/03/14
590	Transfer of Land – Stage 5 Lot 163 Acacia St Tower Hill	Between <ul style="list-style-type: none"> Swan Hill Rural City Council Hinton 	24/03/14
591	Transfer of Land – Stage 7 Lot 279 Stringybark Dr Tower Hill	Between <ul style="list-style-type: none"> Swan Hill Rural City Council Rovere 	02/14/14
592	Section 173 Agreement Stage 1:9 Lot subdivision and removal of water supply easement Williams Road Swan Hill	Between <ul style="list-style-type: none"> Swan Hill Rural City Council Metfold Industries Pty Ltd 	02/14/14
593	Land Exchange Agreement – Part of road off Cocamba- Miralie Rd	Between <ul style="list-style-type: none"> Swan Hill Rural City Council Agricultural Company of Australia Pty Ltd 	02/04/14
594	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 1	Between <ul style="list-style-type: none"> Swan Hill Rural City Council Walsh 	02/04/14
595	Transfer of Land – Robinvale Lane	Between <ul style="list-style-type: none"> Swan Hill Rural City 	02/04/14

	Closure, Vol 6609 Folio 739 Lot 2	Council • Uniting Church	
596	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 3	Between • Swan Hill Rural City Council • Grdunac	02/04/14
597	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 4	Between • Swan Hill Rural City Council • Thongdeenok	02/04/14
598	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 5	Between • Swan Hill Rural City Council • Truong	02/04/14
599	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 6	Between • Swan Hill Rural City Council • Katis	02/04/14
600	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 7	Between • Swan Hill Rural City Council • Fangaloka	02/04/14
601	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 8	Between • Swan Hill Rural City Council • Sazaklidis	02/04/14
602	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 9	Between • Swan Hill Rural City Council • Walsh	02/04/14
603	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 10	Between • Swan Hill Rural City Council • Khourn	02/04/14
604	Transfer of Land – Robinvale Lane Closure, Vol 6609 Folio 739 Lot 11	Between • Swan Hill Rural City Council • Martinussen	02/04/14

Conclusion

Council authorise the signing and sealing of the above documents.

Recommendation

That Council ratify the actions of signing and sealing the documents under delegation as scheduled.

29/14 Motion

MOVED Cr Adamson

That Council ratify the actions of signing and sealing the documents under delegation as scheduled.

SECONDED Cr Norton

The Motion was put and CARRIED

C.14.6 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS

Responsible Officer: Chief Executive Officer
File Number: 22-13-12
Attachments: 1 Councillor Assemblies - Record of Attendance and Agenda Items

Declarations of Interest: Officer

Dean Miller - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The Local Government Act 1989 requires that the details of Councillor Assemblies be reported to Council meetings on a monthly basis.

Discussion

The State Government has amended the Local Government Act 1989 which requires Council to report on Councillor Assemblies.

Whilst Minutes do not have to be recorded, Agenda items and those in attendance must be, and a report presented to Council.

An assembly of Councillors is defined as a meeting that is planned or scheduled at which at least half of the Council and one Officer are in attendance, and where the matters being considered that are intended or likely to be the subject of a Council decision.

No formal decisions can be made at an assembly but rather direction can be given that is likely to lead to a formal decision of Council.

Details of the most recent assemblies of Council are attached.

Consultation

Nil

Financial Implications

Nil

Social Implications

Nil

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Councillor and Staff accountability - We will represent the interests of our community and will conduct our affairs openly and with integrity, reflecting high levels of good governance.

Options

Council must comply with the requirements of the Local Government Act 1989.

Recommendation

That Council note the contents of the report.

30/14 Motion

MOVED Cr Kiley

That Council note the contents of the report.

SECONDED Cr Katis

The Motion was put and CARRIED

COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
25 March 2014 at 2.00pm
TOWN HALL (COUNCIL CHAMBERS), SWAN HILL

AGENDA ITEMS

- Possible child care facilities
- Management of Lake Boga Caravan Park
- Risk Management Policy
- Tower Hill Stage 9 update
- New tobacco bans at children's recreation areas
- The Long Ride (Prostrate Cancer Foundation of Australia)
- Karinie Street Development Plan overlay

ADDITIONAL ITEMS DISCUSSED

- LLEN presentation

ATTENDANCE

Councillors

- Cr Jessie Kiley
- Cr Michael Adamson (phone link up)
- Cr John Katis
- Cr Greg Cruickshank
- Cr Jim Crowe
- Cr Gary Norton

Apologies

- Cr Les McPhee

Officers

- Dean Miller, Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- David Lenton, Director Corporate Services
- Brett Luxford, Director of Development and Planning
- Ken Symons, Commercial Services Manager
- Melanie Bennett, Public Health Services Team Leader
- Vige Satkunrajah, Development Manager

Other

- Nil

CONFLICT OF INTEREST

Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
1 April 2014 at 3:50pm
TOWN HALL (COUNCIL CHAMBERS), SWAN HILL**

AGENDA ITEMS

- Country Tennis Week
- South West Development Precinct update

ADDITIONAL ITEMS DISCUSSED

- -

ATTENDANCE

Councillors

- Cr Jessie Kiley
- Cr Les McPhee
- Cr Michael Adamson
- Cr John Katis
- Cr Greg Cruickshank
- Cr Gary Norton
- Cr Jim Crowe

Apologies

- Nil

Officers

- Dean Miller, Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- David Lenton, Director Corporate Services
- David Leahy, Director Infrastructure
- Brett Luxford, Director of Development and Planning
- Steve Matthews, Community Facilitation Manager
- Vige Satkunarajah, Development Manager
- Mazen Aldaghstani, Manager Projects & Waste

Other

- Trevor Holt, Swan Hill Lawn Tennis Club
- John Brookshaw, Swan Hill Lawn Tennis Club
- Hayley Siddons, Swan Hill Lawn Tennis Club
- Bronwyn Hogan, Swan Hill Lawn Tennis Club

CONFLICT OF INTEREST

Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
8 April 2014 at 2pm
TOWN HALL (COUNCIL CHAMBERS), SWAN HILL**

AGENDA ITEMS

- Removal of Elm Trees
- Closure of Boundary Bend Station
- Planning Scheme Amendments C55
- Key Strategic Initiatives – 3rd Quarter report
- The Cockatoo Network membership
- Council representative on Loddon Mallee Local Government Waste Forum
- State Council Motion re: SES

ADDITIONAL ITEMS DISCUSSED

- -

ATTENDANCE

Councillors

- Cr Jessie Kiley
- Cr Michael Adamson
- Cr John Katis
- Cr Greg Cruickshank
- Cr Gary Norton
- Cr Jim Crowe

Apologies

- Cr Les McPhee

Officers

- Dean Miller, Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- Brett Luxford, Director of Development and Planning
- Steve Matthews, Community Facilitation Manager
- Mazen Aldaghstani, Manager Projects & Waste
- Andrew Bruggy, Manager Engineering Services
- Helen Morris, Human Resources Manager
- Natalie James, Environment Officer

CONFLICT OF INTEREST

Nil

SECTION D – NOTICES OF MOTION

D.14.1 BRIDGE OPTION

Having given due notice, **Cr Gary Norton MOVED:**

1. That Council endorse Option 4B or a 4B variation as its preferred bridge option.
2. That Council officers prepare a report outlining the process to be followed to put in place a planning overlay in relation to the 4B option, including an estimate of the costs involved.
3. That Council officers prepare a report outlining the process to be followed to remove the existing overlay in relation to the 9A option, including the costs involved.
4. That Council write to VicRoads, NSW Roads and Maritime Services, Wakool Shire, Victorian and NSW Ministers for Roads, local members of Parliament (State and Federal), and the Wamba Wamba community making them aware of Council's position.

Preamble

As seen through the election process, there seemed to be a strong resentment in the community to the 9A bridge position, and subsequently Council withdrew its support for 9A. As at this point I am advocating that Council must put forward an alternative option. I and many others are of the opinion after long deliberations that the 4B or 4B variation is the logical option. This option has wide community support on both sides of the river and it is also the preferred option of the Bridge Action Committee. This is the option that previous studies had as the preferred option, and as land has already been ear marked and titled for this route, it should also make it the most cost-effective.

SECONDED Cr Crowe

MOVED Cr Cruickshank

That an amendment be made to the motion, removing options 1 and 4.

SECONDED Cr Katis

Amendment DEFEATED

Cr Cruickshank called for a division.

For: Councillors Katis, Cruickshank and Kiley

Against: Councillors Norton, McPhee, Adamson and Crowe

31/14

MOVED Cr Norton

The original motion was put to the vote and CARRIED.

Cr Cruickshank called for a division.

For: Councillors Norton, McPhee, Adamson, Crowe and Kiley

Against: Councillors Katis and Cruickshank

SECTION E – URGENT ITEMS NOT INCLUDED IN AGENDA

Nil

SECTION F – TO CONSIDER & ORDER ON COUNCILLOR REPORTS

Cr Norton

Murray Darling Association meeting in Deniliquin
Opening of Harmony Day, Riverside Park
Rural Councils Summit in Nhill
MAV Board meeting
VFF meeting in Manangatang
Meeting with VicTrack
Nyah District Action Group

Cr Norton suggested writing a thank you letter to Ray Jones

Cr Katis

Street Tree Committee Meeting
Meeting with Campervan and Motor Home Committee
Conducted Citizenship Ceremony
Welcomed CMCA Rally to Robinvale on behalf of Mayor & Council
Attended meeting with Mrs Gormann and Play Group
Attended motorhome club event with CEO
Meeting with table grape growers

Cr Kiley

Yamagata Student Exchange Farewell Dinner
Swan Hill Show Society Presentation Dinner
Launch of Aussie Host program
Opening of the Caroline Ellis "I Wish" exhibition
Masonic Lodge Ceremony for the Unknown Soldier
Annual Vintage Rally & Tractor Pull
Novo Youth Awards

Cr Crowe

Swan Hill Show Society Presentation Dinner
Woorinen Vintage Rally & Tractor Pull
Novo Youth Awards

Cr Adamson

Community Safety committee
Aboriginal local district plan
Koori Court to be engaged
Multiple road trauma events causing stress on the emergency services.
Community BBQs
Basketball Stadium Meeting
Citizenship ceremony
Nova youth awards
Rail freight meeting to discuss movement of the railway in swan hill
Basketball stadium committee meeting to discuss new manager position.
Meeting to discuss CEO review

Cr Cruickshank

Chisholm Reserve Meeting
Novo Youth Awards

Cr McPhee

Minute with Mayor – ABC Radio
Ladies Bowls Championships
Yamagata Welcome
MFMPCC Meeting
Yamagata leaders meeting
Yamagata Civic Reception
Yamagata Club Dinner
3SH Radio interview
ABC Radio MWM Interview
Citizenship Ceremony
Mayor/CEO meeting
CEO Review meeting
Youth Awards preparation
ABC Radio MWM Interview
MRGC Dinner
MRGC Meeting & Loddon Mallee Prospectus Launch
Meeting with objectors of Yana St Childcare Centre
Freemasons service of Unknown Soldier & dinner
ABC Radio MWM interview
NOVO Youth Council Youth Awards
Regional Living Expo Melbourne
Regional Living Expo Melbourne
Mayor/CEO meeting
CEO Review

Cr McPhee noted the work involved with the NOVO Youth Awards and especially the work carried out by Gaby Jones.
Cr McPhee also congratulated David Leahy on work involved with the VicTrack meeting. VicTrack was impressed on how Council was represented at this meeting.

SECTION G – IN CAMERA ITEMS

Nil

There being no further business, Mayor Cr McPhee closed the meeting at 6:47pm.