



AGENDA

ORDINARY MEETING OF COUNCIL

Tuesday, 28 June 2016

To be held Swan Hill Town Hall,
Chambers
Commencing at 2pm

COUNCIL:

Cr LT McPhee – Mayor

Cr JN Katis

Cr GW Norton

Cr GI Cruickshank

Cr JA Kiley

Cr JB Crowe

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SECTION A – PROCEDURAL MATTERS

- **Open**

- **Acknowledgement to Country**

- **Prayer**

- **Apologies**

- **Confirmation of Minutes**
 - 1) Ordinary Meeting held on 17 May 2016
 - 2) Extraordinary Council Meeting held on 14 June 2016

- **Declarations of Conflict of Interest**

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

- **Public Question Time**

SECTION B – REPORTS

B.16.53 EXTRAORDINARY VACANCY CREATED BY THE RESIGNATION OF COUNCILLOR MICHAEL ADAMSON

Responsible Officer: Chief Executive Officer
File Number: S16-03-04
Attachments: Nil

Declarations of Interest:

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

Summary

This report seeks Councils direction as to whether to fill the extraordinary vacancy created by the resignation of Councillor Michael Adamson. Council has some discretion in this matter as the vacancy has occurred within six months before the scheduled General Election for the Swan Hill Rural City Council.

Discussion

Councillor Michael Adamson has tendered his resignation as a Councillor with the Swan Hill Rural City Council, effective 31 May 2016.

Division 6 of the Local Government Act 1989 and in particular clauses 37, 37A and 38 describe the way in which a Council is to deal with extraordinary vacancies.

If an extraordinary vacancy occurs within six months before a general election (as is the case in respect of Councillor Adamson's recent resignation) then the vacancy is not to be filled unless the Council decides to fill the vacancy.

With respect to multimember wards (as is the case with the Central Ward of Swan Hill Rural City Council) if a vacancy is to be filled then it must be filled by a count back, provided that eligible candidates from the preceding election are still available. If no eligible candidates are available then the vacancy must be filled by a by-election with voters going back to the polls. In either scenario the Victorian Electoral Commission will need to be engaged to manage any count back or by-election by voting to fill the extraordinary vacancy.

Should Council choose to fill this vacancy, it is anticipated a by-election could take a minimum of 8 weeks to complete. Council would be close to caretaker mode by the time this process is completed.

Council needs to decide whether to fill this vacancy or not. In coming of this decision, Council will have to consider the ability of remaining Councillors to govern

the Swan Hill Rural City Council in the absence of one Councillor, and also consider the workload placed upon each Councillor in exercising their responsibilities. Council will also need to consider whether the expense in relation to conducting an election for filling this vacancy is warranted and to balance this against any consideration about the effect on the governance of the Municipality through the loss of one sitting Councillor.

Consultation

There has been no public consultation in respect to this matter.

Financial Implications

The cost of conducting an election by count back will be approximately \$10,000 to \$15,000 and the cost of conducting an election if a by-election is required is estimated to be approximately \$50,000.

Social Implications

It is not expected that there is any measurable social implications of this decision.

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

The community may draw conclusions in respect of Councils prudent financial management and its commitment to effective governance depending on the decisions that Council makes in respect of this matter.

Council Plan Strategy Addressed

Governance and Leadership - Effective and efficient utilisation of resources.

Options

The options available to Council are to:

1. Decide to fill the extraordinary vacancy and to request the Victorian Electoral Commission to conduct an election; or
2. To decide not to fill the vacancy given the proximity of the next General Election of the Swan Hill Rural City Council which is scheduled for 22 October 2016.

Recommendations

That Council decide whether or not to fill the extraordinary vacancy created by the resignation of Councillor Michael Adamson, effective 31 May 2016.

B.16.54 ADOPTION OF 2016/17 BUDGET

Responsible Officer: Director Corporate Services
File Number: S15-06-07
Attachments: 1 2016/17 Annual Budget

Declarations of Interest:

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

Summary

Following the statutory advertising period, the 2016/17 Budget is ready for adoption. The Budget is the primary source of financial control across Council operations, and expresses the nature and level of Council's service and infrastructure provision in financial terms for the 2016/17 financial year.

Discussion

At the close of the statutory advertising period two submissions were received. The submissions were formally received and heard at the Special Council Meeting on 14 June 2016. A response to points raised in the submissions was provided at that meeting. Officers believe the points raised in the submissions do not require the Budget to be amended. Council is now in a position to adopt the Budget.

Councillors have been involved in the preparation of the Budget and are well informed as to its content, however highlights and significant issues are as follows:

1. Rating Strategy

No changes to the Differential Rate types applied in 2015/16 are proposed. The 2016/17 budget proposes an average increase on the 2015/16 rates of 2.5%. This follows last year's 2.38% increase in rate revenue. A 1% early payment discount will apply if rates installments are paid in full by 30 September 2016.

The proposed average rate rise is consistent with the State Government's Rate Cap.

2. Waste Management

The budget reflects increase Waste Management charges at landfill sites in line with State Government policy changes and general cost increases. The fee for a 120 litre garbage bin will be \$280 (an increase of \$5 and a 240 litre bin \$425 (an increase of \$7). The optional green waste charge remains the same at \$110.

3. Capital Works

The Budget proposes \$15.9 million capital works program focusing on infrastructure replacement and works to improve drainage and flood protection in Swan Hill and Robinvale. This is dependent on receiving \$7.2 million in external funding. Some of the major works to be undertaken include \$6.1 million for roadworks, \$2.6 million for

the implementation of the Swan Hill Riverfront Master Plan, \$0.6 million for Stage 1 of the Robinvale town levee, \$0.2 million to replace and improve footpaths, \$0.8 million to improve the drainage in Swan Hill's CBD, \$0.3 million for major maintenance to community buildings, \$0.3 million to improve the Catalina Museum and surrounds at Lake Boga and \$0.3 million to implement Community Planning Projects through smaller towns in the Municipality.

Council has yet to be formally advised, however we believe \$1.0 million of Council's Roads to Recovery funding may have been deferred until 2017/18. If this is the case the roadworks associated with the funding will also be deferred.

4. *Asset Management*

The Budget is clearly focused on asset management issues and the need to fund infrastructure replacement. \$9.2 million (subject to external funding) will be spent replacing Councils assets, primarily roads, footpaths and drains.

5. *Other Operational Initiatives*

The budget recognises further savings of \$0.02 million from the Conversion of street lights to LED's and \$0.02 million in electricity savings from solar panels to be installed on the roof of the Municipal office. Savings are also expected in home care services due to the progressive phasing in of the Federal Governments Aged Care reform. The new Hearbeat of the Murray Laser Light show is expected to improve the Pioneer Settlements result by \$0.08 million.

Operational efficiency will be further improved through continued investment in technology and internal process improvements.

An additional \$15,000 has been budgeted to help attract a new major event to the Municipality and an additional \$50,000 has been included for building maintenance.

6. *Financial Management*

The Budget predicts an operating surplus of \$6.8 million, an underlying surplus of \$2.9 million and a rates surplus of \$0.03 million. Net debt will decrease by \$0.3 million. Net assets are budgeted to increase by \$14 million due mainly to asset revaluations and capital expenditure. Cash and investments will decrease slightly to \$15.2 million.

Consultation

The Draft Budget was presented at community information sessions in Robinvale and Swan Hill.

A formal advertising and submission process has taken place. Two submissions were received. Suggestions for projects and programs from the community were received throughout the year and considered as part of the Budget preparation process.

Financial Implications

Adoption of the 2016/17 Budget authorises Council officers to expend Council funds and raise revenue to implement the budgeted programs and projects.

Social Implications

Council's budget covers all aspects of Council operations and therefore impacts economic, social and environmental outcomes.

Economic Implications

As above

Environmental Implications

As above

Risk Management Implications

Setting a budget is a vital control that enables the organisation to track financial performance.

Council Plan Strategy Addressed

Governance and Leadership - Effective and efficient utilisation of resources.

Options

1. Adopt the 2016/17 Budget as suggested.
2. Adopt the 2016/17 Budget with minor amendments.

Recommendations

That Council:

1. **Having considered the two submissions, adopt the budget as advertised.**
2. **Declare that \$22,566,415 be raised in rates for the 2016/17 financial year.**
3. **Declare a Differential Rate of 0.801268 cents in the dollar of Capital Improved Value for rateable Commercial properties within Residential 1, Business or Industrial zones of the Swan Hill Planning Scheme in the townships of Swan Hill and Robinvale.**

- 4. Declare a Differential Rate of 0.641015 cents in the dollar of Capital Improved Value for rateable Residential and Industrial properties within the drainage districts Swan Hill and Robinvale townships.**
- 5. Declare a Differential Rate of 1.282029 cents in the dollar of Capital Improved Value for rateable Vacant Residential land within the townships of Swan Hill and Robinvale that has remained as vacant land for a minimum of 5 years since it was last zoned as residential land or 3 years after its sale as a residential allotment, whichever is the latter.**
- 6. Declare a Differential Rate of 0.554724 cents in the dollar of Capital Improved Value for rateable farming properties without access to irrigation water infrastructure and which are primarily used for broad acre grain/sheep production and are allocated an Australian Valuation Property Classification Code of 510, 520, 523, 524 or 530.**
- 7. Declare a Differential Rate of 0.616360 cents in the dollar of Capital Improved Value for all other rateable land within the municipality.**
- 8. Declare a Garbage Service Charge of \$280 for a 120 litre bin service and \$425 for a 240 litre bin service for residential properties within the declared garbage service areas of the Municipality, for the year commencing 1 July 2016.**
- 9. Declare an optional Green Waste Garbage Service Charge of \$110 for a 240 litre bin service for Residential properties within the declared garbage service area of Swan Hill City (collection area number 20) for the year commencing 1 July 2016.**
- 10. Authorise borrowing of up to \$500,000 for capital works in 2016/17.**
- 11. Provide a payment equivalent to 50% of the applicable rates for Not-For-Profit recreational properties which would have been previously entitled to the lower Recreational Differential Rate.**
- 12. Provide a payment equivalent to 50% of the difference between the Commercial Rate and Urban Rate in Swan Hill and Robinvale for Commercial properties in Common Occupancy with a residence.**
- 13. Note that approximately \$1,000,000 in Roads to Recovery funding and the associated roadworks may be deferred until 2017/18.**
- 14. Write to the Federal Member for Mallee, Hon Mr Andrew Broad, seeking clarification on the amount of Roads to Recovery funding Council is entitled to receive in 2016/17.**

Attachment

- 2016/17 Annual Budget

B.16.55 COUNCILLOR APPOINTMENT TO COMMITTEES

Responsible Officer: Director Corporate Services
File Number: 22-20-00
Attachments: Nil

Declarations of Interest:

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

Summary

Owing to the resignation of Mr Michael Adamson as a Councillor of Swan Hill Rural City Council, a number of vacancies on Council Committees and other bodies exist.

This report seeks a Council resolution to appoint Councillors to replace Mr Adamson on those Committees and bodies.

Discussion

Mr Michael Adamson resigned as a Councillor of Swan Hill Rural City Council effective from 31 May 2016.

Mr Adamson represented Council on a number of Committees and other bodies. It is recommended that a replacement Councillor be appointed to the following Committees and bodies:-

1. Audit Committee – suggested that the Mayor Cr Mc Phee be appointed
2. Asset Naming Sub-Committee of Council – suggested that Cr Crowe be appointed
3. Swan Hill Leisure Centre Committee of Management – suggested that the existing sub-delegate, Cr Kiley, become the delegate
4. Rail Freight Alliance – suggested that Cr Norton become the sub-delegate
5. Central Murray Regional Transport Forum – suggested that Cr Norton become the sub-delegate

As the other Committees or bodies previously assigned to Mr Adamson are already assigned to other Councillors it is recommended that no replacement Councillor to these bodies is required. These are North West Municipalities Association (attended by Cr Norton), Bigger Better Beverford Group (able to attend by all Central Ward Councillors), Woorinen Progress Association (able to be attended by all Central Ward Councillors) and the Chisholm Reserve Motor Sports Development Group (attended by Crs Cruickshank and Crowe).

Consultation

This item has been discussed at the Councillor Assembly held on 31 May 2016. Public consultation is not required.

Financial Implications

Nil

Social Implications

Nil

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Councillor participation in the various Committees and groups results in better informed decision making and improved advocacy.

Council Plan Strategy Addressed

Governance and Leadership - Positive community engagement and inclusiveness.

Options

Councillors can choose whether and which Councillors to appoint to the positions left vacant by the resignation of Mr Adamson.

Recommendations

That Council:

- 1. Appoint the Mayor, Cr Mc Phee to Council's Audit Committee**
- 2. Appoint Cr Crowe to Council's Asset Naming Sub-Committee**
- 3. Elevate Cr Kiley from Sub-Delegate to Delegate of Council's Swan Hill Leisure Centre Committee of Management**
- 4. Appoint Cr Norton as Council's Sub-Delegate to the Rail Freight Alliance**
- 5. Appoint Cr Norton as Council's Sub-Delegate to the Central Murray Regional Transport Forum**

B.16.56 AUDIT COMMITTEE REPORT

Responsible Officer: Director Corporate Services
File Number: 42-02-03
Attachments: 1 Audit Committee Minutes 12-5-16

Declarations of Interest:

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

Summary

Council's Audit Committee met on 12 May 2016 and this report summarises the items that were discussed at the meeting.

Discussion

The Audit Committee met on 12 May 2016 and as well as the usual procedural items the agenda items included:

1. Presentation by Adam McSwain, Director Development & Planning on Service Planning Project.
2. VAGO Audit Strategy 2015-16 was presented by Crowe Horwath with no significant control issues being found.
3. VAGO Interim Management Letter was presented by Crowe Horwath.
4. Animal Control Internal Audit - most of the actions have been completed with further work to be reported to Audit Committee.
5. Corporate Credit Card Internal Audit actions have been completed.
6. Internal Audit Insight Report – Maternal & Child Health Services is complete.
7. Quarterly Review ending 31/3/16 was presented.
8. Beveridge St Drainage Project Risk Assessment & Management report given to Audit Committee.

The Audit Committee was satisfied with all of the reports and responses given by officers and to any questions that were raised during discussion.

Consultation

Not applicable.

Financial Implications

The sitting fees paid to independent members on the Audit Committees are adjusted annually by CPI. Sitting fees are included in Councils Budget.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

The Audit Committee helps to oversee Council's risk management practices. Internal and other audits are routinely done to reduce the risk to Council.

Council Plan Strategy Addressed

Governance and Leadership - Effective and efficient utilisation of resources.

Options

Not applicable.

Recommendation

That Council note the contents of this report.

Attachment

- Audit Committee Confidential Minutes
12 May 2016

B.16.57 COUNCIL LOAN SUPPORT POLICY

Responsible Officer: Director Corporate Services
File Number: 65-06-99
Attachments: 1 Council Loan Support Policy

Declarations of Interest:

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

Summary

The Council Loan Support Policy has been reviewed and is presented for the approval of Council. The policy outlines the requirements that should be followed when Council loan support is requested by Community Organisations.

Discussion

This policy provides outlines of the requirements for the provision of Council Loan Support to Community Organisations in the Swan Hill Rural City Council Municipality.

There is no change to the intent of this Policy, however the Policy has been made more specific by including statements from the Procedure into the Policy. The dollar limits have been increased due to the passage of time since the Policy was last reviewed.

Consultation

No community consultation has been undertaken in relation to this policy. All members of the Executive Leadership Team have reviewed the Policy. Councillors have also reviewed the draft policy at Councillor Assembly.

Financial Implications

These will vary dependent upon the extent to which the Policy is applied in practice.

Social Implications

The Policy will assist Community Organisations to improve facilities.

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Council will need to be prudent to ensure any funds loaned to Community Organisation are repaid.

Council Plan Strategy Addressed

Governance and Leadership - Effective and efficient utilisation of resources.

Options

Not applicable for this report.

Recommendation

That Council adopt the Council Loan Support Policy as presented.

Date Adopted March 2001
 Date current as at
 To be Reviewed

Fully compliant with Victorian
 Charter of Human Rights and
 Responsibilities Act 2006



POLICY TITLE COUNCIL LOAN SUPPORT

POLICY NUMBER POL/CORP202

PURPOSE

To provide a rationale for Council to selectively support organisations by way of direct loan finance.

SCOPE

This policy applies to all Councillors and employees of Council.

POLICY

Council may provide loan support for new facilities or facility upgrade to not for profit Community Organisations where clear economic, social or environmental benefits will accrue to a broad range of Council residents.

Council will develop a procedure to be used when considering if Council may provide loan funds to various organisations. The procedure will:-

- a. Require organisations to provide sufficient information to show they can repay the debt.
- b. Require a contribution from the organisation that at least matches the amount of the loan.
- c. Specify a maximum loan amount of \$100,000 and maximum term of the loan of seven years.
- d. Specify that organisations which have failed to honour past commitments will not be funded.

RELATED POLICIES/DOCUMENTS

Council Loan Support Procedure - PRO/CORP202P

RELATED LEGISLATION

Nil

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

B.16.58 PLANNING PERMIT APPLICATION FOR THE USE AND DEVELOPMENT OF A DWELLING IN THE FARMING ZONE

Responsible Officer: Director Development and Planning
File Number: 2016/5
Attachments: 1 Plans

Declarations of Interest:

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

Summary

his application seeks planning approval for the use and development of a dwelling on the land located at 97 Willox Road (Niemann Road), Murrawee (Crown Allotment 7, Section H, Parish of Tyntynder).

The subject land is 4.1 hectares in size and is irregular in shape. The land is currently vacant and appears to have previously been used for cropping. The southern section of the land contains a large amount of scrap metal and other materials that appear to be 'stored' on site.

The land has an existing access way from Niemann Road (sealed road).

The applicants submitted an assessment of the Swan Hill Planning Scheme and provided a land management plan detailing their agricultural intention of the land.

Officers are recommending that this planning application be refused.

Discussion

Location and existing conditions

The subject land is located in an agricultural area 5.5 kilometres to the north-west of the Swan Hill township. As stated above the site is currently vacant except for the scrap materials that have been stored on the southern section of the land. The site adjoins agricultural properties to the north, west and east and over Murrawee Road to the south.

A rail reserve is located to the south of the subject land running parallel with Niemann Road.

Please see the aerial image (Fig. 1) on page 2 for more details on the site and surrounds.

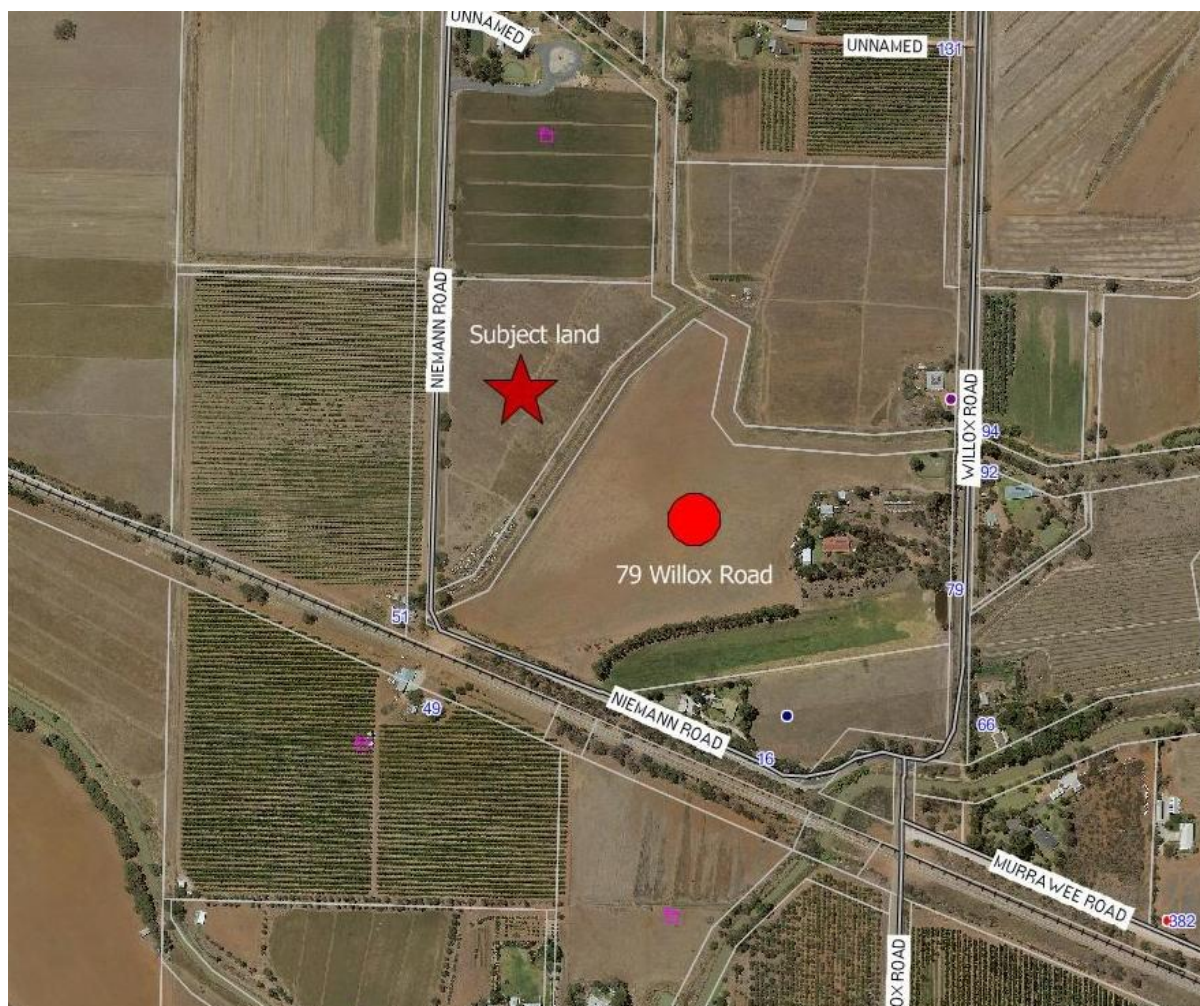


Fig. 1 Aerial image of site and surrounds

Proposal

The application proposes the development of a single storey four-bedroom dwelling. The applicant states that the dwelling will be used to oversee the workings of the future agricultural use of the land and the adjacent agricultural property at 79 Willox Road which is owned by the applicant's parents.

The applicant's currently reside in the dwelling at 79 Willox Road with their parents and have submitted the dwelling is now too small for their family. The applicant's wishing to live independently to their parents but remain close to assist them with the physical requirements of the existing farm including maintenance of stock and plantation.

The proposed dwelling will be required to use a septic system for disposal of effluent.

Purpose of the zone

The subject site is located within the Farming Zone (FZ). The purpose of the Farming Zone is as follows:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

A permit is required for the use and development of a dwelling on the land pursuant to Clauses 35.07-1 and 35.07-4 of the Farming Zone.

State Planning Policy Framework

Clause 11.05-3 Rural productivity

Objective: 'To manage land use change and development in rural areas to promote agriculture and rural production'.

The proposal in its current state does not promote agriculture and rural production as it proposes to create a lifestyle lot.

Key strategies of the above clause is to direct housing growth into existing settlements and to encourage consolidation of existing isolated small lots and to restructure old and inappropriate subdivisions to promote agriculture and rural production.

Clause 11.06-8 Agricultural productivity

Objective: To support long-term agricultural productivity.

The applicant has submitted the land is to be used as a 'small nursery and native seed orchard with a view to supplying farmers with native shrubs and trees for revegetation'. The proposed agricultural use is a Section 1 – Permit Not Required

Use at the Table to Clause 35.07-1 of the Farming Zone and if implemented supports agricultural productivity. As the use does not exist prior to this application being submitted to Council, Council does not have any control over requiring the proposed agricultural use. If the land is not used in the future for an agricultural use as submitted by the applicant, the granting of a permit would create a rural-lifestyle lot that contains a dwelling with no associated agricultural use which is discouraged.

Strategies

- *Support change and transition to maintain the viability and productivity of agricultural land.*
- *Support rural economies to grow and diversify and protect key agricultural assets from incompatible uses.*
- *Support the ongoing viability of agriculture by identifying land for primary production and agriculture, including intensive agriculture.*

Clause 14.01-1 Protection of agricultural land

Objective: To protect productive farmland which is of strategic significance in the local or regional context.

The proposal may or may not protect productive agricultural land as the proposal will create a rural-lifestyle allotment if the proposed agricultural use is not undertaken by the applicant in the future.

In considering a proposal to subdivide or develop agricultural land, the following factors must be considered:

- *The desirability and impacts of removing the land from primary production, given its agricultural productivity.*
- *The compatibility between the proposed or likely development and the existing uses of the surrounding land.*
- *Subdivision of productive agricultural land should not detract from the long-term productive capacity of the land.*
- *Where inappropriate subdivisions exist on productive agricultural land, priority should be given by planning authorities to their re-structure.*

In response to the above it is noted that:

- Agriculture is an important part of the municipality's economy and permanent removal of agricultural land for non-related agricultural purposes is strongly discouraged.
- Any proposed non-agricultural use and development may give rise to land use conflicts between the agriculture and non-agricultural use.

Local Planning Policy Framework (including the Municipal Strategic Statement)

Clause 21.02 – Key issues

Key issues in relation to Natural Resource Management:

- *The continued growth of the horticulture industry.*
- *The protection of horticultural land for agriculture.*
- *The need to support dry land agriculture.*
- *The significant potential for adding value to agricultural product including horticulture.*

Any proposal for a dwelling within the Farming Zone must consider this Clause. The Clause details the importance of the agricultural sector within the municipality and provides a framework for decision making regarding subdivision and development.

In this instance the proposal has addressed the key issues and submitted their intention to use the land for an agricultural use (plant nursery). Given any future use of the land for agriculture is a Section 1 – Permit Not Required Use in accordance with the Farming Zone, Council is unable to determine if the proposed dwelling will be associated with an agricultural use. Should approval be granted by Council for a dwelling and the proposed agricultural use is not implemented, the proposed dwelling and use of land will not support the ongoing agricultural industry in the municipality.

Clause 21.06-1 Rural areas

Overview:

The agricultural sector is a significant source of economic activity in the municipality. Subdivision and rural housing in rural areas that is not associated with dedicated rural and agricultural activities can potentially undermine the viability of the rural sector through land use conflict, loss of productive agricultural land, use of infrastructure and water that could be used for agricultural production, and land values exceeding agricultural value. Housing for lifestyle purposes in rural areas has the potential to create demand for community and physical infrastructure that may be more appropriately located in dedicated rural living areas.

Key issues

- *Recognising the importance of the agricultural sector to the local economy.*
- *Recognising the potential for subdivision and rural dwellings to undermine agriculture.*

Objective 2:

To ensure that new dwellings do not undermine the productive agricultural base of the municipality, particularly in irrigated horticultural areas.

The proposal to construct a dwelling on a small lot in the Farming Zone and the applicant has submitted the dwelling will be used in association with a proposed agricultural use (plant nursery).

Any dwelling proposal in the Farming Zone must also have regard to the following strategies:

Strategies:

- *Strategy 2.1 Ensure any new dwelling has a relationship with and is required to directly support the continuing operation of an existing rural use conducted on the land.*
- *Strategy 2.2 Ensure any new dwelling is compatible with and will not have an adverse impact on agricultural land and other rural land uses on the land, adjoining land and the general area.*
- *Strategy 2.3 Ensure new dwellings:*
 - *Are set back from neighbouring farm land and do not reduce the potential for agricultural production or other rural uses on surrounding farm land*
 - *Do not have an adverse effect on existing rural and irrigation infrastructure, and will not reduce the continuing use of this infrastructure for agricultural production.*
- *Strategy 2.4 Encourage the consolidation of land in the same ownership to support applications for new dwellings.*
- *Strategy 2.5 Discourage the construction of a dwelling on land at Tyntynder Flats, Pental Island and north west of Lake Boga as shown on Maps 1-6 on pages 8-13 if the lot is less than 40 hectares.*
- *Strategy 2.6 Discourage the construction of a dwelling on land to the east of Lake Boga and Lalbert Creek Floodplain as shown on Maps 6-8 on pages 13-15 if the lot is less than 100 hectares.*

Objective 3:

To avoid land use conflicts between agricultural and non agricultural land uses.

Strategies:

- *Strategy 3.1 Ensure there is an appropriate separation between agricultural and non agricultural land uses by using landscape buffers, orientation and siting of buildings.*
- *Strategy 3.2 Ensure that use and development in the municipality is not prejudicial to agricultural industries or the productive capacity of the land.*
- *Strategy 3.3 Discourage use and development of land that is incompatible with the use of land for agriculture.*

Policy guidelines:

When considering an application for dwelling in an irrigated horticultural area, consider the use of a Section 173 agreement that notes:

- *The area has intensive agricultural uses operating in it.*
- *The land and its occupants may experience off site rural activity effects, including noise, sprays and dust that may cause a loss of residential amenity.*
- *Existing agricultural and rural uses in the area have a 'right to farm' or right to legally continue the use.*

When deciding on applications for a rural dwelling the following matters will be considered, as appropriate:

- *The relationship between the dwelling and rural activities and agricultural production and whether the proposal meets an ongoing need for a dwelling to support these uses.*
- *Protection of existing and future productive potential and use of rural and agricultural land.*
- *How the proposal minimises any potential amenity impact on the proposed dwelling of rural activities and agricultural production on adjacent or nearby land.*
- *Maintenance and when possible enhancement of existing environmental features and values of the land.*
- *Whether a proposal for a dwelling in irrigated / horticultural areas can be substantiated by any 'whole farm plan' prepared in accordance with Department of Primary Industries guidelines and approved by the responsible authority.*
- *How the proposal can be adequately serviced for water (potable, stock and domestic and fire fighting supply), effluent disposal, power, telecommunications, drainage and all weather road access.*
- *The need to consolidate land or in the same ownership as part of a dwelling proposal in irrigated areas if it is considered that consolidation would protect the existing and future productive use of rural and agricultural land.*

Clause 21.06-2 Agriculture and horticulture

Agriculture is an important industry in the municipality and its protection and enhancement is linked to the environmental and economic well-being of the community.

Agricultural production is the cornerstone of the municipality's and regional economy. The Swan Hill region has one of the most productive and diverse agricultural sectors in Australia. Considerable opportunities have been identified for expansion and growth of the horticultural industry.

Key issues:

- *The continued growth of the horticulture industry.*
- *Protection of horticultural land for agriculture.*

The proposed application has submitted the applicant intends to use the land for an agricultural use but Council has no control over whether this will occur in the future. Should a dwelling be issued, Council cannot regulate an agricultural use on the land to ensure the dwelling is reasonably required to be used in accordance with an agricultural use.

Farming Zone

The proposal does not meet the purpose of the Farming Zone and is also not consistent with the State and Local Planning Policies.

Farming Zone – Decision Guidelines	Comments
General issues	
The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.	Considered above. The application is not supported by the State and Local Planning Policies detailed in this report. The proposal is not considered appropriate as it cannot be determined if the dwelling is reasonably required to support an agricultural use on the land.
Any Regional Catchment Strategy and associated plan applying to the land.	Not applicable to this application.
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	The application was referred to all relevant external and internal agencies. A Land Capability Assessment was not provided with the application but a waste water disposal area was shown. It is noted this can be conditional if a permit was approved. A septic tank permit would be required from Council prior to installation.
How the use or development relates to sustainable land management.	There is no evidence that the proposed dwelling will be associated with sustainable land management, given the reasons discussed earlier in the report.
Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.	The subject land is not suitable to be developed as proposed, as it is not considered supportive of relevant State and Local Planning Policies as there is no current associated agricultural use.

SECTION B - REPORTS

28 June 2016

Agricultural issues	
Whether the use or development will support and enhance agricultural production.	This cannot be determined as there is no existing agricultural use on the land.
Whether the use or development will remove land from agricultural production.	Yes.
The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.	The proposed dwelling has a potential to influence adjacent agricultural uses.
The capacity of the site to sustain the agricultural use.	An agricultural use is proposed and may be sustained.
The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.	The applicant submitted they intend to use the land for an agricultural use.
Any integrated land management plan prepared for the site.	A land management plan was submitted with the application to support the dwelling application. Council cannot regulate the use of the land for agriculture as no permit is required for agriculture in the Farming Zone.
Dwelling issues	
Whether the dwelling will result in the loss or fragmentation of productive agricultural land.	The construction of a dwelling on a small lot would not only remove land from agricultural production as the land could be consolidated with the adjacent farm, but may also set an unwanted precedent for all the other small lots in the Farming Zone.
Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.	The potential is there as the proposed dwelling will be located adjacent a farming property with a buffer of approximately 25-30m.
Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.	The potential is there that the proposed dwelling could undermine adjacent agricultural use.
The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.	Yes, approval of a dwelling without any associated agricultural use would set a precedent for such a proposal to occur again.

Environmental issues	
The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.	There is no expected negative impact on the physical features and resources of the area.
The impact of the use or development on the flora and fauna on the site and its surrounds.	Not applicable to this proposal, as the land is already cleared from native vegetation.
The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to re-vegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.	See above.
The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.	The applicant has shown the location of effluent disposal areas and that it will be wholly within the proposed dwelling lot boundaries. This could be conditional of a permit should approval be granted by Council.

Matters for Consideration

- Aboriginal Cultural Heritage

The subject land is not located within a culturally sensitive area.

- Purpose of the zone

The purpose of the zone cannot be met by this proposal as it proposes to take more land from agricultural production without an existing associated agricultural use.

- The potential for impact on the amenity of the area

The impact on the amenity of the area is likely to be unchanged.

- State and Local Planning Policy Frameworks

The above frameworks do not support the proposed dwelling as it is contrary to the main argument of protecting and enhancing agricultural land. The Natural Resource Management policy at Clause 21.06 strongly discourages this sort of development that does not promote agriculture.

- Suitability of the site for the proposal

The subject site is zoned for farming purposes and the proposed dwelling is permissible (subject to planning permit) under the zone. However, any new dwelling in the Farming Zone must meet the purpose of the zone that is, amongst others, to protect productive agricultural land.

- Compliance with the provisions of the planning scheme

The proposal is not considered to be compliant with the State and Local Planning Policies as previously addressed. However, it is noted that the application is permissible under the provisions of the Farming Zone in the planning scheme.

- Applicant's justification for the dwelling

The applicant is stating that the dwelling is required as it will be used to oversee the workings of the proposed agricultural use. A farm management site plan was submitted with the application.

In accordance with planning scheme and local planning policy, any new dwelling in the Farming Zone must show details of its relationship with the existing agricultural use conducted on the land which there is no existing agricultural use.

Consultation

Notice of the application

The application was not advertised to the surrounding property owners and occupiers as the Planning Department has recommended refusal of the application

Referrals

The application was referred internally and externally to GMW Water and Powercor. No objections were received subject to relevant conditions pertaining to a new dwelling.

Financial Implications

Nil

Social Implications

Nil

Economic Implications

Agriculture is an important part of the municipality's economy, and permanent removal of agricultural land for residential purposes would therefore have a negative economic impact.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Built and Natural Environment - Sound policies and practices that protect and enhance our natural and built environment.

Options

Council generally has two options when considering an application. These being:

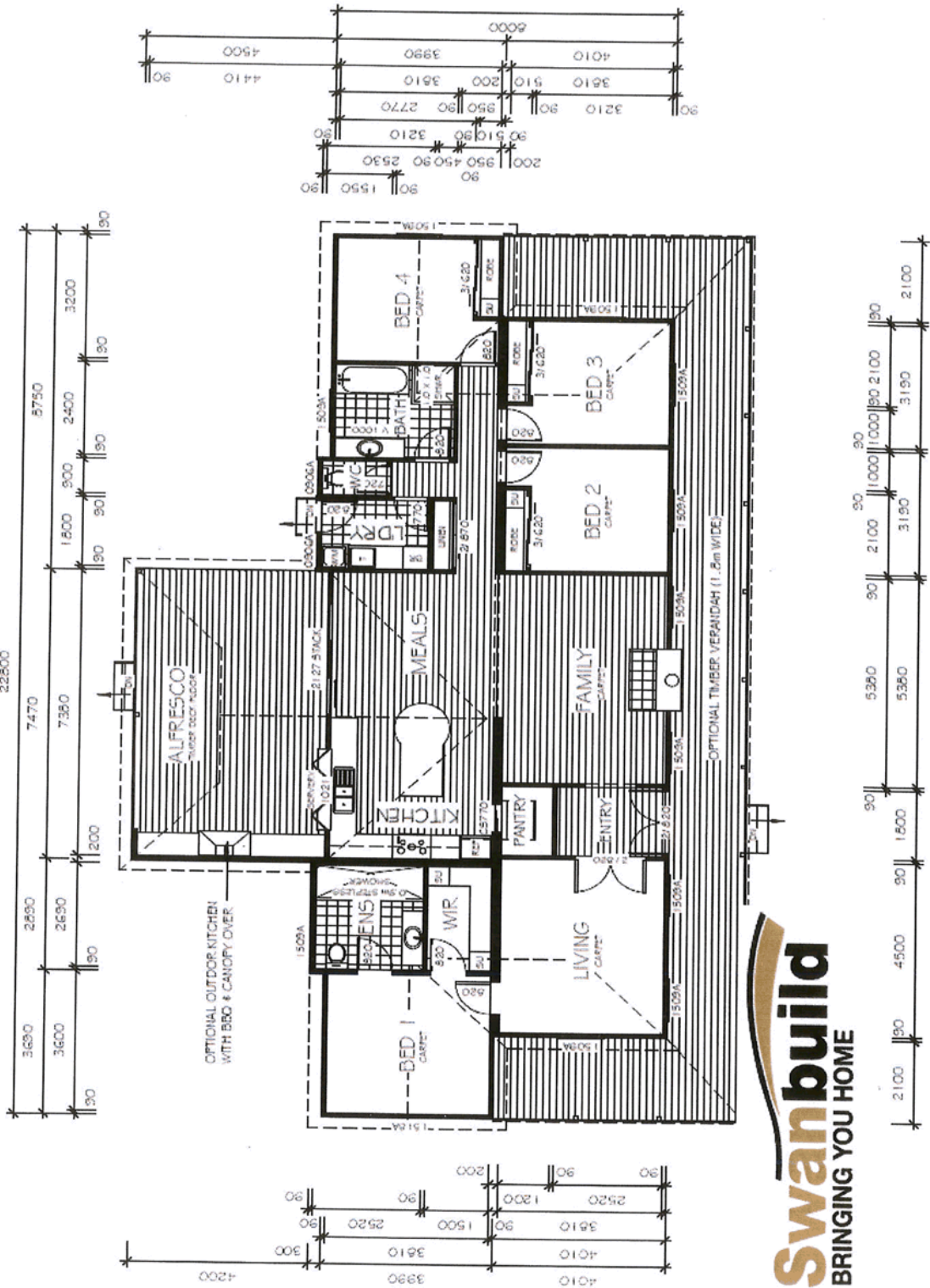
1. Issue a Planning Permit subject to conditions, or
2. Issue a Refusal to Grant a Planning Permit.

Recommendations

That Council issue a Refusal to Grant a Planning Permit based on the following grounds:

- **The proposed use and development of the land for a dwelling is contrary to the State and Local Planning Policies and in particular the following clause in the Swan Hill Planning Scheme:**
 - **Clause 11.05-3 – Rural Productivity**
 - **Clause 11.06-8 – Agricultural Productivity**
 - **Clause 14.01-1 – Protection of Agricultural Land**
 - **Clause 21.06 – Natural Resource Management**
- **The proposed use and development of the land for a dwelling is contrary to the purpose and decision guidelines of the Farming Zone.**





B.16.59 SWAN HILL CAR PARK MANAGEMENT STRATEGY

Responsible Officer: Director Development and Planning
File Number: S22-04-03-01
Attachments: 1 Swan Hill Car Parking Strategy

Declarations of Interest:

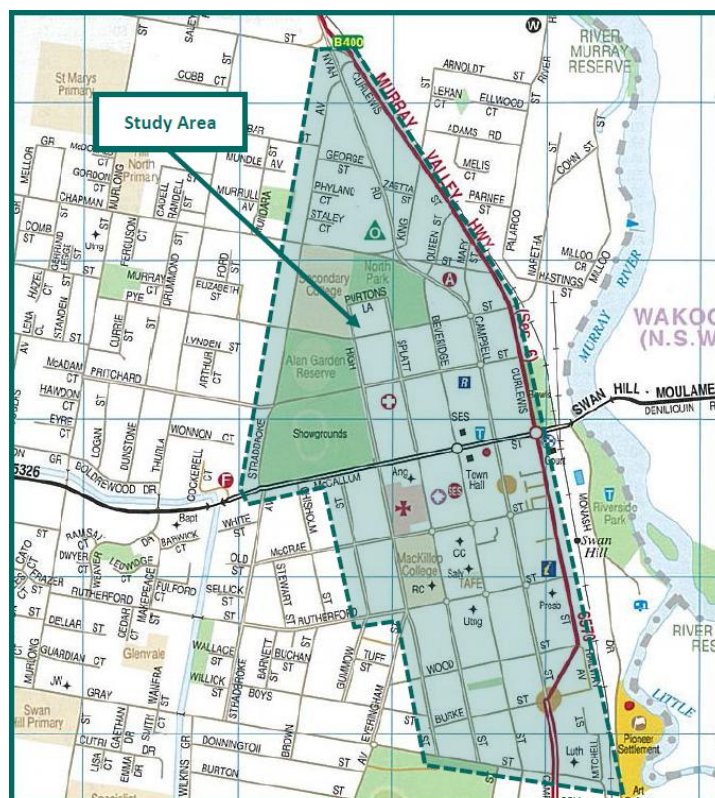
Adam McSwain - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The purpose of this report is for Council to adopt the Swan Hill Car Park Management Strategy.

Discussion

In May 2015 Council engaged Traffix Group to complete a Car Park Management Strategy (Strategy) for Swan Hill. Below is the study area that this strategy covers:



Reproduced with Permission of VicRoads Country Street Directory

Figure 1: Study Area

The objectives of this strategy are to:

- Review the current Swan Hill Parking Study 2007 and Car Park Management Plan
- Identify the existing car and other parking demand and supply within the study area
- Identify opportunities to provide additional car parking supply
- Identify the costs of providing additional car parking
- Prepare for inclusion into the Swan Hill Planning Scheme a Car Parking overlay for the Swan Hill CBD
- Review and recommend changes to the existing car parking local policy in the Swan Hill Planning Scheme

The Draft Strategy was brought to the March Council meeting where it was endorsed and put on display for public consultation. The Strategy was open for comment from 15 March until 13 May. Across this period the ability to provide comment on the Draft Strategy was advertised on Council's website and Facebook, via the Swan Hill Guardian and via mail-outs through Council and Swan Hill Inc. membership databases. A meeting was held with the Swan Hill Residents and Ratepayers Association, a community consultation session was held in Swan Hill on Thursday 28 April and a business consultation session was held at a Swan Hill Inc. Advocacy Forum on Monday 2 May.

Via the online portal for providing feedback four submissions were received. These submissions are outlined below:

Submission 1

In short I would make the following suggestions to the proposed strategy:

1) Consideration needs to be given to multi-purpose visitation when analysing the parking survey data. I believe it is far too simplistic to apply just a 1 visitation purpose per car parking space. It would rely on some statistical assumptions but I am certain a methodology could be determined. This would reduce the % effect which would be lower than presented in the existing document.

2) Greater emphasis on an overall car parking strategy should be included and communicated within this process. It should focus upon key points such as i) compliance and enforcement ii) education and longer term change management iii) transparency of process in the collection and allocation of funds (tonight's presentation was an important part of this process).

3) Provision of alternatives to future car parking needs. Whilst not as significant in Swan Hill, alternatives to car use such as bikes and potential future public transport should also be a factor.

4) The suggestion of the existing Vic Track land in Curlewis Street which is not being used and 1 block back from the main CBD activity centre would be a sensible and potentially more practical expanded free car parking area.

Submission 2

Continue with the free parking on a Saturday.
Have a consistent price on all parking metres.
More all day parking within walking distance for workers.
Maybe look at multi-storey parking at a reasonable rate.
It is dangerous to walk to our cars after dark and street lighting is not all that great

Submission 3

Provide whatever extra parking you think is required but stop hitting small business with another rate to pay for it!!!

Submission 4

Driving along Splatt Street looking for a park I noticed an elderly woman helping her husband out of the car and on to crutches just south of the Council offices.
After parking inappropriately and helping my wife into the Splatt Street Medical Clinic, I moved my car to a correct parking location then walked to the Medical Clinic. Upon my arrival at the clinic the elderly couple were just arriving at the clinic themselves.

I believe we can do better to help this age group and other injured people.

My suggestion is to make two of the parking spaces in front of the Medical Clinic into one space and marking it a drop-off and pick-up only zone. It might also be appropriate to re-model the curb to suit less mobile people and those in wheelchairs.

I acknowledge there is already Disabled Parking spaces but this does not necessarily account for those who are temporarily injured or that have an abled bodied person driving them. Also, there is no time limit to the Disabled Parking spaces. Maybe spaces could be trialled before structural adjustments are made to the curb.

In addition to the feedback above, at the Swan Hill Inc Advocacy Forum a summary of the feedback received is below:

- Concern that charging businesses for car parks they can't provide could hinder economic development and push away new business opportunities

- Comments that when we do collect car parking revenue from planning permits that we should be more transparent in informing the business how and where this revenue has been spent
- Comment that going forwards if we are collecting additional revenue from businesses for parking they can't provide, that this revenue should only be able to be spent on physical car parking and not on upgrading or installing new parking meter systems
- The idea of providing shade structures over existing car parks, as an incentive to get people to utilise parking further out from the CBD was supported
- There was a general agreement that existing car parking is usually adequate and that a double-storey car park is not required

At the Residents and Ratepayers meeting the following feedback was received:

- The idea of providing shade structures over existing car parks, as an incentive to get people to utilise parking further out from the CBD was supported
- Discussion on the need to seal some existing Council car parks e.g. the middle car park in Beveridge Street, was raised

In response to all of the feedback received the following changes have been made to the Final Draft Strategy presented to Council:

- The Northern side of Splatt Street has been added as an additional angle parking area
- The opportunity to improve lighting in the on and off-street parking in the Swan Hill CBD has been added
- The items below have been removed from the parking overlay section 4.0-2.
 - The introduction of ticket/meter parking
 - The realignment of the median on Campbell Street between Pritchard Street and Rutherford Street
- Given the area is private property the off-street car parking opportunity identified between 240-288 Campbell Street has been removed from the strategy
- The area for off-street parking around the 'Senior Citizens, Giant Cod and Railway car parks' was incorrectly shown on the map. This has been rectified.

In addition to the changes above, the following items while not being included in the Strategy (as they sit slightly outside that documents scope), will be enacted by Council officers:

- Council's overall internal car park management operations manual will be updated, this includes items such as parking enforcement, community education etc. A key focus of community education moving forwards will involve Officers engaging with Swan Hill CBD business to work on programs and facilities to ensure that staff needing all day parking park in suitable locations
- The suggestion for improving parking at the Medical Clinic will be investigated and if appropriate implemented by Councils engineering department

- The existing Vic Track land along Curlewis Street is listed as an opportunity within the Riverfront Masterplan. As a result Officers are currently in discussions with VicTrack about this parcel of land
- Free Saturday Car Parking has been initiated
- Through Council's Active Transport Strategy a variety of walking and cycling projects and amenity items are being installed. This has included a number of items to encourage more people to walk and cycle within the Swan Hill CBD and the Swan Hill Riverfront

Consultation

As outlined above

Financial Implications

The introduction of a Car Parking Overlay for the Swan Hill CBD will ensure there is an even split between Council and the Commercial sector for the provision of additional car parking.

Social Implications

The provision of adequate car parking helps to ensure the community have safe access to the Swan Hill CBD

Economic Implications

The provision of adequate car parking helps to assist economic development and supports local business. Additional costs when starting up a new business may be an impediment to some economic development.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Economic Growth - A prosperous, growing and diverse local and regional economy.

Options

Council can adopt the Swan Hill Car Park Management Strategy as presented, make changes to the Strategy or defer the Strategy.

Recommendation

That Council adopt the Swan Hill Car Park Management Strategy as presented.

Attachment

- Swan Hill Car Parking Strategy

B.16.60 BROMLEY ROAD MASTERPLAN

Responsible Officer: Director Development and Planning
File Number: C11347701
Attachments: 1 Bromley Road Masterplan

Declarations of Interest:

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

Summary

This report seeks to combine the previously endorsed Bromley Road Masterplan with new landscape concept plans and a new road design concept, to create one working document.

Discussion

Council endorsed the Bromley Road Streetscape Masterplan by consultant Urban Initiatives, in November 2013. Following Council's endorsement of the plan, a group called the "Friends of Bromley Road" (FOBR) formed and held a public meeting, requesting support from the community to further develop the Urban Initiatives plan.

The FOBR group met with Councillors and it was agreed that a committee would be formed to work through the community issues surrounding Bromley Road. This committee is called the Bromley Road Working Group and consists of members of the FOBR, Council officers, Cr John Katis and a member of the local Police.

The group has worked for some time to produce a new road design that is supported by the Robinvale community, identified adjustments to projects within the original masterplan (i.e. positioning of Tourist Information Centre, Playground, etc) and recently assisted with landscape concept designs to tie in with the new road design.

The new road design was a concept by the FOBR, initially combining an idea from the original Bromley Road Streetscape Masterplan with the groups local knowledge, to create a road plan they considered to be more practical and simplified. Council's engineering department then developed the plan through consultation with the working group and VicRoads, to ensure compliance with road safety requirements.

The landscape concept designs were developed through workshops held during the Robinvale Community Plan Review in October 2015. Jenny Donovan, consultant for Inclusive Designs, worked with the community in two sessions and compiled ideas from the feedback provided. These ideas were then developed into landscape concept plans that are proposed to guide landscape works for the new Bromley Road design in the future.

Through the work of the committee, Council and Inclusive Designs, the Robinvale community has been able to produce two new documents which better represent their needs and desires for Bromley Road.

It is recommended that the three documents (original Masterplan, new road design and new landscape concept designs) are combined to acknowledge the work undertaken and to fully understand the entirety of the process this project has been through.

Consultation

Initially, contractors Urban Initiatives, conducted consultation through public information sessions and surveys detailing two design options (distributed through post). 48 surveys were returned to the consultants and these results fed into the final Masterplan.

Following the changes to the plan, the community have been involved through the collection of signatures supporting the new road design, through the work of the Bromley Road Working Group and during the Robinvale community plan review process in October 2015.

The new road design and landscape concept plans have been on display at the Robinvale Resource Centre for two months, with copies made available to take home. A media release was distributed in May, encouraging any comments about the plans to be directed to the Economic Development Unit. Thus far there have not been any enquiries or comments made, and Resource Centre employees have reported only positive feedback from the community.

Financial Implications

Preliminary costings and staging of works in Bromley Road have been undertaken by Council's Infrastructure directorate, estimating that each of the four stages of construction will cost upwards of \$200,000.

Council's major projects plan has allocated \$100,000 in the 2016-17 financial year, \$200,000 in 2017-18 and \$260,000 in the 2020-21 budget.

Council officers will apply for additional funding through relevant State Government funding programs to leverage Councils contribution.

Social Implications

Bromley Road is the main thoroughfare of Robinvale and home to many community amenities, including the Rural Life Museum, Tourist Information Centre, public toilets, showers and playground.

As one of the main entrances to the municipality and the most frequented road in Robinvale, it is important that the road is well presented and is a public space that inspires community pride.

Economic Implications

As the main entrance to Robinvale, an upgraded Bromley Road will encourage visitors to stop and explore the township.

Plans for Bromley Road allow parking options for cars, trucks and caravans and encourage visitors to utilise facilities and spend money in the town.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Economic Growth - A prosperous, growing and diverse local and regional economy.

Options

Council can choose to adopt or not adopt the compilation of documents to guide works in Bromley Road.

Recommendation

That Council adopt the combination of the Bromley Road Streetscape Masterplan, new road design and landscape concept designs, as the new guide to future development in Bromley Road, Robinvale.

Attachment

- Bromley Road Masterplan

B.16.61 ENVIRONMENTAL MANAGEMENT POLICY

Responsible Officer: Director Development and Planning
File Number: S28-05-02
Attachments: 1 Environmental Management Policy

Declarations of Interest:

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

Summary

This report recommends the adoption of the updated Environmental Management Policy.

Discussion

The Environmental Management Policy (Policy) was first adopted by Council in April 2007. The Policy is now due for review.

The purpose of the Policy is to –

Provide Council with a strategic framework to undertake a range of activities in order to protect and enhance our local environment, including climate change adaptation and mitigation, the effective management of waste and water, the protection and enhancement of native vegetation, and the control of roadside weeds and pests.

This policy provides the context for the development of specific environmental strategies and management plans to enhance operational procedures and foster environmentally responsible behaviour within staff and contractors.

The scope of the Policy is –

This policy applies to all operations and assets of Council that the Council has direct responsibility for and control over. The application of the policy will at all times be consistent with triple bottom line principles.

This update of the policy has focused on four main areas to ensure strategic alignment with the Council Plan and Council operations. The four main areas identified are:

- *Provide for the protection, enhancement and rehabilitation of Swan Hill's natural environment on land and waters controlled by Council.*
- *Take into account the affects of climate change on council operations and undertake strategic actions that enable adaption and mitigation.*
- *Improve the management of Council's water use and disposal.*
- *Effectively manage our waste stream to reduce quantity of material entering land fill.*

Attached to this report is a copy of the final draft Policy.

Consultation

The policy has been discussed by the Executive Leadership Team, Councillor Assembly and across various Council departments including Engineering, Planning and Development.

Financial Implications

Avoid non-compliance costs for failure to meet Council's legislative responsibilities in relation to the protection of the environment.

Social Implications

Create a healthy natural environment for local communities.

Economic Implications

Stimulate economic growth in existing, new or emerging industries that rely heavily on a healthy environment.

Environmental Implications

Protect and enhance our environment for present and future generations.

Risk Management Implications

Ensures Council meets its legislative responsibilities in protecting the environment including soils, air, biodiversity and waterways of the region.

Council Plan Strategy Addressed

Built and Natural Environment - Sound policies and practices that protect and enhance our natural and built environment.

Options

Adopt the modified Policy or make further changes to it.

Recommendation

That Council adopt the Environmental Management Policy as presented.

Date Adopted	April 2007
Current as at	June 2016
To be Reviewed	June 2019

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



POLICY TITLE ENVIRONMENTAL MANAGEMENT POLICY

POLICY NUMBER POL/INFRA503

PURPOSE

Council's Environmental Management Policy will:

Provide Council with a strategic framework to undertake a range of activities in order to protect and enhance our local environment, including climate change adaptation and mitigation, the effective management of waste and water, the protection and enhancement of native vegetation, and the control of roadside weeds and pests.

This policy provides the context for the development of specific environmental strategies and management plans to enhance operational procedures and foster environmentally responsible behaviour within staff and contractors.

SCOPE

This policy applies to all operations and assets of Council that the Council has direct responsibility for and control over. The application of the policy will at all times be consistent with triple bottom line principles.

POLICY

The Environmental Management Policy will contribute towards Council's effective delivery of environmental management in the areas of compliance, sustainability and management of its own work practices to reduce the impact on the local environment's air, water, soil and biological systems. Specifically Council will:

- Provide for the protection, enhancement and rehabilitation of Swan Hill's natural environment on land and waters controlled by Council.
- Take into account the affects of climate change on council operations and undertake strategic actions that enable adaption and mitigation.
- Improve the management of Council's water use and disposal.
- Effectively manage our waste stream to reduce quantity of material entering land fill.

RELATED POLICIES/DOCUMENTS

To achieve significant environmental sustainability Council will continue to implement and devise a wide range of management strategies and action plans including but not limited to:

- Resilience Action Strategy 2012-15
- Roadside Management Plan 2009-13
- Sustainable Living Strategy 2010-14
- Sustainable Water Strategy 2011
- Sustainable Water Use Plan 2007-11
- Waste Management Strategy 2015-20
- IDM Guidelines – Design and Build New Developments.

Date Adopted April 2007
Current as at June 2016
To be Reviewed June 2019

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



RELATED LEGISLATION

- Aboriginal Heritage Act (2006)
- Biodiversity Act (2002)
- Catchment and Land protection Act (1994)
- Conservation Forest and Lands Act (1987)
- Environment Protection Act (1970)
- Environment Protection and Biodiversity Act (1999)
- Fisheries Act (1995)
- Flora and Fauna Guarantee Act (1998)
- Litter Act (1987)
- Local Government Act (1989)
- Planning and Environment Act (1987)
- State Environment Protection Policies (SEPPS)
- Water Act (1989)

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

B.16.62 INFRASTRUCTURE CONTRIBUTIONS POLICY

Responsible Officer: Director Development and Planning
File Number: 69-99-00
Attachments: 1 Infrastructure Contributions Policy

Declarations of Interest:

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

Summary

This report seeks to discuss with Council an updated Infrastructure Contributions Policy.

Discussion

The Infrastructure Contributions Policy (Policy) was first adopted by Council in April 2004. The Policy is now due for review.

Policy Purpose –

This Policy establishes guidelines to determine the best method for obtaining contributions from developers and landowners to offset the funds required for the provision of infrastructure to new, future or existing developments.

Development Contributions provide a means by which Council can allocate the additional cost to Council associated with development activity to those benefiting from the development.

Policy Scope –

This Policy applies wherever a development requires new or upgraded Council infrastructure. Because of the variation in circumstances of particular cases it is not possible to write a Policy to cover all possible situations. Therefore, a degree of flexibility will be allowed to officers interpreting this Policy. However, officers must ensure they comply with the general premise of the Policy at all times and adhere to all legislative requirements.

The Policy has been reviewed internally by the Executive Leadership Team and relevant officers in the planning and infrastructure areas. A copy of the modified Policy is attached. The main changes that have been included are:

- Stating that infrastructure works need to be in line with the Infrastructure Design Manual (IDM) and allowing for some flexibility in this area as long as it is approved by the Director of Infrastructure.
- Adding in links with Councils Investment Attraction Policy to ensure that developers are aware of this opportunity.
- Clarifying that any work Council may be required to fund will need to be referred to the next annual budget process, unless a specific Council resolution is obtained.

- Stating the inherent risks with Development Contributions Plans (DCP) and adding in a requirement that any proposal for a DCP must be brought to ELT for discussion.
- Clarifying that the total cost of works recovered can include items such as project management, financing, construction and legal costs.

Consultation

The policy has been discussed by the Executive Leadership Team, Councillors and across the planning and engineering teams.

Financial Implications

This Policy provides clear guidelines and procedures for how staff should work with developers to ensure the best outcomes for Council and the community whilst also being mindful of minimising red tape for developers.

Social Implications

This Policy helps to ensure that where development takes place there is suitable infrastructure provided for the community and residents.

Economic Implications

This Policy provides clarity for developers when working with Council.

Environmental Implications

This Policy helps to ensure that where development takes place there is suitable standards put in place.

Risk Management Implications

Nil

Council Plan Strategy Addressed

Economic Growth - A prosperous, growing and diverse local and regional economy.

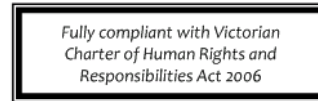
Options

Adopt the modified Policy or make further changes to it.

Recommendation

That Council adopt the Infrastructure Contributions Policy as presented.

Date Adopted	April 2004
Current as at	May 2016
To be Reviewed	May 2019



POLICY TITLE INFRASTRUCTURE CONTRIBUTIONS POLICY

POLICY NUMBER POL/INFRA502

PURPOSE

This Policy establishes guidelines to determine the best method for obtaining contributions from developers and landowners to offset the funds required for the provision of infrastructure to new, future or existing developments.

Development Contributions provide a means by which Council can allocate the additional cost to Council associated with development activity to those benefiting from the development.

SCOPE

This Policy applies wherever a development requires new or upgraded Council infrastructure. Because of the variation in circumstances of particular cases it is not possible to write a Policy to cover all possible situations. Therefore, a degree of flexibility will be allowed to officers interpreting this Policy. However, officers must ensure they comply with the general premise of the Policy at all times and adhere to all legislative requirements.

POLICY

Where appropriate and allowed by legislation, Council will levy contributions from developers and landowners to help fund new or upgraded Council maintained infrastructure required or requested by the developers or landowners. In so doing, Council officers will comply with the Infrastructure Contributions Procedure.

RELATED POLICIES/DOCUMENTS

Section 173 Agreements Procedure – PRO/INFRA502PA
 Special Rates and Charges Infrastructure Procedure – PRO/INFRA502PB
 Planning Permit Conditions Procedure – PRO/INFRA502PC
 Development Contributions Plan Procedure – PRO/INFRA502PD
 Investment Attraction Policy – POL/ECO1000

RELATED LEGISLATION

Victorian Charter of Human Rights and Responsibilities Act 2006
 Local Government Act 1989
 Section 163 – Special Charges
 Planning and Environment Act 1987
 Sections 173 – Agreements
 Sections 461 – Development Contributions
 Sections 61 (1) (b) – Planning Permit Conditions

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

B.16.63 PUBLIC HEALTH POLICY

Responsible Officer: Director Development and Planning
File Number: 69-00-99
Attachments: 1 Public Health Policy

Declarations of Interest:

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

Summary

The purpose of this report is for Council to adopt the Public Health Policy.

Discussion

The Public Health Policy has been developed by combining three policies (Public Health Enforcement, Public Health Complaints and Closure of a Food Premises) into one.

The purpose of the policy is to guide the consistent application of sanctions and penalties for registered premises that fail to comply with the Food Act 1984 and the Public Health and Wellbeing Act 2008.

This policy will ensure that the public health risk has been removed using Council's power in relation to investigation, seizure, written orders, closures and prosecutions.

Consultation

No community consultation has been undertaken in relation to this policy.

Financial Implications

Nil

Social Implications

This Policy supports the provision of safe food and health premises across the Swan Hill Rural City Council Municipality.

Economic Implications

This Policy supports food and health premises to operate in a safe manner.

Environmental Implications

Nil

Risk Management Implications

This Policy supports food and health premises to operate in a safe manner.

Council Plan Strategy Addressed

Community Wellbeing - A sense of belonging, ensuring that all people have a place in our community.

Options

Adopt Policy as presented or make further changes.

Recommendation

That Council adopt the Public Health Policy as presented.

Date Adopted	June 2016
Date Reviewed-current as at	June 2016
To be Reviewed	June 2019

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



POLICY TITLE PUBLIC HEALTH POLICY

POLICY NUMBER POL/ENVIRO1103

PURPOSE

The purpose of the policy is to guide the consistent application of sanctions and penalties for registered premises that fail to comply with the Food Act 1984 and the Public Health and Wellbeing Act 2008.

SCOPE

This policy applies to Council's Environmental Health Officers and registered premises.

POLICY

Council has an obligation under the provisions of the Public Health and Wellbeing Act 2008 and the Food Act 1984 to investigate all complaints relating to food or public health matters.

In the event of a non-compliance with the relevant legislation, Council will initiate appropriate action under the relevant legislation to ensure the public health risk has been removed.

RELATED POLICIES/DOCUMENTS

Nil

RELATED LEGISLATION

Food Act 1984
Australia New Zealand Food Standards Code
Public Health and Wellbeing Act 2008
Public Health and Wellbeing Regulations 2009
Residential Tenancies Act 1997
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
Tobacco Act 1987

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

B.16.64 MONTHLY PLANNING AND BUILDING FIGURES FOR MAY 2016

Responsible Officer: Director Development & Planning
File Number: 13-05-01
Attachments: Nil.

Declarations of Interest:

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

Summary

The purpose of this report is for Council to note the monthly planning and building figures for May 2016.

Discussion

Planning

Type	2016		2015	
	No. of April	No. Of YTD	No. Of April	No. Of YTD
Planning Permit Applications Received	19	65	18	80
Planning Permit Approvals	11	50	19	63
Notice of Decision to Grant a Planning Permit	0	1	0	0
Refusal to Grant a Planning Permit	0	0	0	2
Application Lapsed or Withdrawn	1	3	1	3

Building

May- Comparisons

TYPE	2016		2015	
	NO.OF	VALUE	NO.OF	VALUE
Dwelling	4	944,208	5	2,013,623
Dwelling additions	6	122,400	4	184,983
Unit Developments	0*(0)	0	0*(0)	0
Shops	3	121,000	0	0
Offices	1	144,711	1	290,000
Warehouses	1	15,000	0	0
Factories	1	4,000	0	0
Public Buildings	1	17,700	0	0
OutBuildings	8	107,495	15	295,985
Other	3	47,350	0	0
Total	28	\$1,523,864	25	\$2,784,591

*() denotes total number of Dwelling Units

Year to Date – Comparisons

TYPE	1/01/2016 to 31/05/2016		1/01/2015 to 31/05/2015	
	NO.OF	VALUE	NO.OF	VALUE
Dwelling ⁽¹⁾	25	8,248,496	19	6,321,657
Dwelling additions	36	1,502,728	28	1,198,610
Unit Developments	2*(9)	430,000	2*(2)	173,700
Shops ⁽²⁾	3	121,000	8	5,054,824
Offices	1	144,711	4	640,500
Warehouses ⁽³⁾	2	265,000	4	1,667,544
Factories ⁽⁴⁾	5	2,090,119	2	365,000
Public Buildings ⁽⁵⁾	5	884,654	7	11,400,615
OutBuildings	38	741,748	52	980,705
Other	19	379,036	21	510,875
Total	136	\$14,807,492	147	\$28,314,031

*() denotes total number of Dwelling Units

- (1) No. Of Dwellings for 2016 YTD are up by 6 and by approx. value of \$1.92M
- (2) The majority of the 2015 'Shops' amount relates to the Bunnings Store development valued at \$4.5M (Stage 3);
- (3) The majority of the 2015 'Warehouses' amount relates to Workshop at 18 Aerodrome Road, Swan Hill at \$1.5M;
- (4) The majority of the 2016 'Factories' amount relates to Kyndalyn Park Factory (Stage 1) at Bannerton valued at \$1.68M;
- (5) The majority of the 2015 'Public Buildings' amount relates to the Swan Hill Hospital Aged Care Facility valued at \$9.8M

Financial Implications

Not applicable.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

Not applicable.

Council Plan Strategy Addressed

Economic Growth - A prosperous, growing and diverse local and regional economy.

Recommendation

That Council note the Planning and Building figures for May and the Year to Date comparisons as reported.

B.16.65 MAJOR EVENTS SUPPORT SCHEME POLICY

Responsible Officer: Director Development and Planning
File Number: S17-25-02
Attachments: 1 Major Events Support Scheme Policy

Declarations of Interest:

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

Summary

The purpose of this report is for Council to adopt the updated Swan Hill Rural City Council's Major Event Support Scheme (MESS) Policy.

Discussion

The purpose of updating the policy is to articulate Council's responsibility and structure in supporting major events in the Swan Hill Rural City Council.

The policy extends to cover the administrative processes to facilitate the allocation of money set aside by Council in the annual budget under its Major Event Support Scheme (MESS) program.

This policy applies to any group or organisation that wishes to stage an event within the Swan Hill Rural City Council, and attract Council funding and/or sponsorship. Groups/organisations must be:

- Incorporated or have legal status, includes local community groups and sporting clubs;
- Provide access to Council residents either as members, participants, supporters or spectators;
- Have acquitted previous MESS funding.

Applications are assessed by the MESS committee, which is proposed to be made up of the Mayor, Director of Development & Planning, Economic and Community Development Manager and Community Recreation and Grants Officer.

Event types include, but are not restricted, to cultural, community, historical, artistic, sporting, culinary and environmental events. They can include markets, festivals, sporting events and shows. For the purpose of this policy, an event is defined as a planned public or social occasion. Ongoing seasonal sporting activities are not classified as an event.

Through rewriting this Policy, Officers have made a number of changes to the MESS program. This includes splitting up the funding that events can apply for into two categories, events can now apply under either the *Event Development Scheme* or *Event Sponsorship Support Program*.

The *Event Sponsorship Support Program* is intended to support on-going existing events that provide benefit to the Municipality and the broader region. Under this category events can apply for up to \$1,000 funding. Modifications to this category will mean that some on-going events will receive a decrease in the amount of funding they can receive from Council, on average this will be a decrease of between \$500 to \$1,000.

The *Event Development Scheme* is intended to support events to establish and grow and attract more visitors and greater economic benefit to the Municipality. Under the *Event Development Scheme*, it is proposed that MESS funding only be provided to:

- A new event (less than three years old) – with documentation to support this;
- For an existing event - Evidence must be provided to illustrate this funding allocation will go directly towards a new element or activity, which facilitates the growth and or enhancement of the event.

Under the Event Development Scheme, the following funding categories are proposed:

- Tier Four - Community Events – Are referred to Council's Community Support Fund where they can apply for up to \$500
- Tier Three – Regional Events - \$500 and up to \$2,000
- Tier Two – Regionally Significant Events - \$2,000 and up to \$5,000
- Tier One – Signature Events - \$5,000 and above

It is proposed that of the current \$50,500 MESS budget that \$10,500 is allocated towards the *Event Sponsorship Support Program*, \$20,000 is allocated towards tier two and three events under the *Event Development Scheme* and \$20,000 is allocated towards supporting tier one Signature events, with Memorandum of Understanding agreements put in place with these events.

In order to ease the impact on current events funded through the MESS, it is proposed that the policy be progressively implemented across the 2016/17 and 2017/18 financial years.

The purpose of the *Memorandum of Understanding – Signature Event* is to support potential signature events to get established in the Swan Hill Rural City Council Municipality. Events funded under this category would receive seed funding for a maximum of three to five years to enable them to become significant events within the region. The Memorandum of Understanding will clarify the roles and responsibilities of all parties concerned, so that a formalised and collaborative relationship can be formed. It is proposed that any Memorandum of Understanding agreement that is proposed and recommended by the MESS Committee must be taken to a Council meeting for Council approval prior to it being agreed to.

Consultation

The policy has been discussed by the Executive Leadership Team, Councillor Assembly and across various Council departments.

Financial Implications

Any funding allocated under the MESS Policy will fit within the annual budget provided by Council.

Social Implications

The MESS Policy helps to enhance the quality of life for our communities, promote a sense of community identity and pride, increased social cohesiveness and encourage wide community participation in events.

Economic Implications

The MESS Policy provides significant economic benefits including stimulating economic growth, encouraging best practice in the development and implementation of events and promoting the Swan Hill region as a tourist destination.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Economic Growth - A prosperous, growing and diverse local and regional economy.

Options

Councillors can adopt the Major Events Support Scheme Policy as presented.

Councillors can reject or request further information on the Major Event Support Scheme Policy.

Recommendation

That Council adopt the Major Events Support Scheme Policy as presented and progressively implement the Policy over the 2016/17 financial year.

Date Adopted	July 2011
Date Reviewed-current as at	May 2016
To be Reviewed	May 2020

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



POLICY TITLE MAJOR EVENTS SUPPORT SCHEME

POLICY NUMBER POL/COMM806

PURPOSE

Over 100 events take place in the Swan Hill region each year. These events are fundamental to our region's identity and prosperity, and as such form a critical role in shaping our community and civic way of life. These events also contribute significantly to the region's economy.

The purpose of this policy is to articulate Council's responsibility and structure for supporting major events in the Swan Hill Rural City Council.

SCOPE

This policy applies to any group or organisation that wishes to stage an event within the Swan Hill Rural City Council, and attract Council funding and/or sponsorship. This includes:

- Established and new events;
- One-off and recurring events;
- Not-for-profit and commercial events.

For the purpose of this policy, an event is defined as a planned public or social occasion. Event types include, but are not restricted, to cultural community, historical, artistic, sporting, culinary and environmental events. They can include markets, festivals, sporting events and shows. Ongoing seasonal sporting activities are not classified as an event under this Policy.

The policy extends to cover the administrative processes to facilitate the allocation of money set aside by Council in the annual budget under its Major Event Support Scheme (MESS) program. Under the MESS program, events will be categorised into either the Event Development Scheme or Event Sponsorship Support Program. The policy is limited to only those project proposals that are eligible for funding under these two programs' criteria.

Council aims to achieve the largest net benefit for residents and ratepayers from its investment in events across the municipality.

KEY PRINCIPLES

Council's role in supporting events is closely linked with the purpose of the event and its associated economic and social outcomes listed below.

- Enhance the quality of life for our communities.
- Promote a sense of community identity and pride.
- Stimulate economic growth within the community.
- Encourage best practice in the development and implementation of events.
- Encourage wider community participation in events.
- Promote the Swan Hill region as a tourist destination and encourage overnight stays.

Date Adopted July 2011
Date Reviewed-current as at May 2016
To be Reviewed May 2020

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



RELATED POLICIES/DOCUMENTS

Nil

RELATED LEGISLATION

Nil

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

B.16.66 75TH ANNIVERSARY OF THE LAKE BOGA FLYING BOAT BASE – MAJOR EVENTS SUPPORT SCHEME

Responsible Officer: Director Development and Planning
File Number: S17-01-04-03
Attachments:
1 MESS Application and Economic Assessment
2 Lake Boga Partnership Package

Declarations of Interest:

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

Summary

The purpose of this report is for Council to confirm the amount of funding to be provided to the Major Event Support Scheme (MESS) application for the 75th Anniversary of the Lake Boga Flying Boat Base.

Discussion

Officers have received a MESS application from the Lions Club of Lake Boga Inc. for the 75th Anniversary of the Lake Boga Flying Boat Base. A copy of the application along with the economic assessment of its impact is attached.

The application is seeking grant funding of \$15,000 to support the event.

For this funding Council will receive:

Naming rights as Prime Event Partner (Paul Bennett Airshow) and Platinum partnership. The initial proposal was to sponsor the Catalina fly in. Unfortunately, due to a significant price increase (expected cost now is up to \$50,000), the Catalina event was abandoned. In replacement of the Catalina fly in, the Paul Bennett Aerobatics show has been expanded to include WWII airplanes. The Paul Bennett show is now valued at \$22,000.

Please refer to the attached Partnership package document for details on what Council would receive. The Lions Club have indicated that they are prepared to negotiate a special package if required.

As per Council's Major Event Support Scheme Policy, events are assessed against a matrix and awarded a score that indicates the level of financial support that can be provided. Using this approach, the event would be eligible for a funding amount of up to \$2,500.

Given that the event is a 'once-off' 75th anniversary event and the funding requested was in excess of the amounts approved through the current Policy, Officers are

seeking a Council decision on the level of funding that should be provided to this event.

Consultation

Discussions have taken place with Lake Boga Inc. members and Catalina Museum staff.

Financial Implications

2016/2017 has \$50,500 for supporting the MESS. To date \$7,050 of funding has been committed. Although the events matrix indicates the event is only eligible for \$2,500, depending on Council's preferred approach there is scope within the existing budget to provide an additional level of support for this event.

An amount of \$5,000 has been requested from Lake Boga Inc and a decision will be made on this funding at their meeting on 27 June. If approved, these monies will come from Council's Community Planning allocation to Lake Boga Inc.

Social Implications

This event will support the Lake Boga community and the aviation enthusiasts in the wider region.

Economic Implications

The event has been assessed using REMPLAN with the economic impact attached.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Economic Growth - A prosperous, growing and diverse local and regional economy.

Options

1. Supports the event with funding of \$2,500 as calculated through the Major Events Support Scheme event matrix.

2. Supports the event with funding of up to \$5,000 as per some 'stable of stars' Tier Two events
3. Supports the event with funding of \$15,000 as requested by the Lake Boga Flying Club.

Recommendation

That a funding allocation of \$5,000 from the 2016/17 Major Event Support Scheme is provided.



PO Box 488, Swan Hill VIC 3585 | DX 30166
 45 Splatt Street, Swan Hill VIC 3585
 68-72 Herbert Street, Robinvale VIC 3549
 Tel: 03 5036 2333 | Fax: 03 5036 2340
 Email: council@swanhill.vic.gov.au

Major Events Support Scheme

Application Form 2015/16

Contact details	
Name of Event	75 th Anniversary of the Lake Boga Flying Boat Base
Date of Event	March 17 – 19, 2017
Name of Organisation	Lions Club of Lake Boga Inc.
Primary contact person	Ross Pfeiffer
Position	75 th Anniversary Subcommittee Chairman
Address	[REDACTED]
Contact details	[REDACTED] [REDACTED]
	Email: [REDACTED]
Grant Amount requested	\$15,000
Is your organisation incorporated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Incorporation Number	A0013208N
Status of event (please tick)	<input checked="" type="checkbox"/> Regional <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> National <input type="checkbox"/> International
Will this be an annual event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

About your Event - Anticipated

Event Attendance	
Anticipated overall number of people attending the event (locals, visitors, participants, spectators).	4000 - 5000
Anticipated number of visitors attending the event from outside the Swan Hill region?	2000 - 3000
Where are visitors from outside our region coming from?	All states of Australia



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Visitor Yield	
How many nights do you anticipate visitors will stay overnight to attend your event?	<input type="checkbox"/> Daytrip only <input checked="" type="checkbox"/> 2 nights <input type="checkbox"/> 4 nights <input type="checkbox"/> 6 nights <input type="checkbox"/> 1 night <input checked="" type="checkbox"/> 3 nights <input type="checkbox"/> 5 nights <input type="checkbox"/> 7+nights
What do you believe will be the expenditure per person per day in the region while they attend your event?	<input type="checkbox"/> Less than \$99 <input type="checkbox"/> \$250-\$399 <input checked="" type="checkbox"/> \$100-\$249 <input type="checkbox"/> Over \$400
Event Type	
How would you categorise your event type?	<input type="checkbox"/> Music, Art & Culture <input type="checkbox"/> Traditional sport, food & wine, motorsports <input checked="" type="checkbox"/> Other – See description <input checked="" type="checkbox"/> Draw people from neighbouring municipalities
Target Market	
Please identify your event target market.	<input checked="" type="checkbox"/> Young families <input checked="" type="checkbox"/> Midlife couples <input checked="" type="checkbox"/> 18-30 years <input checked="" type="checkbox"/> Older couples
Where will your attendees be travelling from?	<input checked="" type="checkbox"/> Regional <input checked="" type="checkbox"/> Melbourne <input checked="" type="checkbox"/> Local <input checked="" type="checkbox"/> International
Seasons	
Please indicate what time of year your event will be held.	<input type="checkbox"/> Winter (off peak) <input type="checkbox"/> Shoulder (May, Sept) <input checked="" type="checkbox"/> Remainder of the year
Recognition	
If funding is successful, outline the ways in which the Swan Hill Rural City Council will be recognised at your event?	
<ul style="list-style-type: none"> • Displaying the Swan Hill Rural City Council signs at the major venue for the duration of the event. • Acknowledge Council on all printed materials, programs and in any advertising undertaken in print • Acknowledgement of Council on all printed materials, programs and in any advertising undertaken in print, radio and television. • Acknowledgment on the Flying Boat Museum website event promotion - with a link to the SHRCC website. 	



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Other Funding Are you currently exploring further sponsorship opportunities? If yes, please advise details. If no, please advise why not.
Other funding currently being pursued:
1. – Corporate/Business sponsorship – local and state-wide.
2. – Dept. of Veteran Affairs grant
If this application is approved, you will be required to complete an evaluation form to claim funds. The evaluation form should contain actual data (not anticipated). How do you plan to obtain actual data on your event? Eg. How many people actually attended, how many nights did they stay, how much per day did they spend? (A sample survey of at least 10% of the total number of people that attended your event is recommended as a minimum). A sample survey is attached.
Event data will be collated from entry ticket numbers and by Lions members interviewing attendees using the sample survey as you have attached.
Please attach an overview/description of your event.
Please attach your budget for this event, or fill out the budget template attached.



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Name: Ross Pfeiffer **Position:** 75th Anniversary Subcommittee Chair
Signature: Ross S Pfeiffer **Date:** 27 April, 2016

If insufficient room on this form, please attached other supporting information.

Please return application form to:

Meagan Monk
Community Recreation and Grants Officer
Swan Hill Rural City Council
PO Box 488
SWAN HILL VIC 3585
Email: mmonk@swanhill.vic.gov.au

Checklist

- Read guidelines thoroughly
- Complete form and lodge with the Community Grants & Recreation Officer
- Include overview of the event
- Provide budget for the event
- Provide evidence to show an effort to obtain further financial support/sponsorship



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75th ANNIVERSARY OF THE No. 1 FLYING BOAT REPAIR DEPOT – LAKE BOGA



A Celebration of Lake Boga’s Involvement in World War 2

On the **17th, 18th and 19th of March 2017**, the Lions Club of Lake Boga is planning a major event at Catalina Park, Lake Boga to commemorate 75 years since the construction of the No1. Flying Boat Repair and Service Depot. Activities planned will include aerobatics, amphibian aircraft fly-in, entertainers, RAAF displays, country market, theatre Restaurant, outdoor theatre and much more. The major attraction for the weekend will be a touch down on the lake of one of the few remaining worldwide flying Catalina’s – only the second time in 70 years since the end of WW2.

We will be including all Lake Boga Community clubs and groups to assist us with this event in many ways as we are anticipating a crowd in excess of 5,000.

In planning for the event, we are targeting our promotion and marketing not only locally but regionally through radio and television advertising. Of the 5,000 expected attendance we believe as a result of this marketing strategy and the great interest created by the visiting Catalina aircraft, that more than 2,000 people will be travelling into and staying overnight in our region to attend the event. This will obviously be a great economic boost to local accommodation houses, restaurants and fuel outlets etc.

Any profit from the event will be used for Lions projects within the communities of the Swan Hill Rural City Council and in particular Lake Boga, regardless of the amount – the more we make – the more we can do for our communities.



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75th Anniversary of the Lake Boga Flying Boat Base		
Income Statement		
For: 19/03/2017		
Revenue:		
Event Entry		\$30,000.00
Theatre Ticket Sales		\$12,000.00
DVA Grant Funding		\$5,000.00
SHRCC Funding		\$15,000.00
Event Partners (Sponsors)		\$10,000.00
Market Stalls		\$400.00
Net Sales		\$72,400.00
Gross Profit (Loss)		
		\$72,400.00
Expenses:		
Advertising	\$6,500.00	
Advertising - Web	\$1,500.00	
Air Show	\$12,000.00	
Boat Demo Exp's	\$250.00	
Catalina Attendance Fee	\$16,000.00	
Caterers	\$6,000.00	
Contract Labor	\$1,000.00	
Entertainers	\$9,570.00	
Equip. Hire (Thtr Rest.)	\$1,500.00	
Insurance	\$0.00	(Lions Intl P/L Cover)
Guest Expenses	\$5,800.00	
Outdoor Theatre Hire	\$3,000.00	
PA Systems	\$1,000.00	
Permits and Licenses	\$0.00	
Printing & Postage	\$1,000.00	
Subsidies	\$2,000.00	
Unallocated Expenses	\$2,000.00	
Venue Hire	\$700.00	
Wages - Additional Staff	\$1,000.00	
Total Expenses		\$70,820.00
Net Income (Loss)		
		\$1,580.00



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EVENT SURVEY

75th ANNIVERSARY OF THE No. 1 FLYING BOAT REPAIR DEPOT – LAKE BOGA

1. What town/city are you from: _____
2. Please tick which applies:

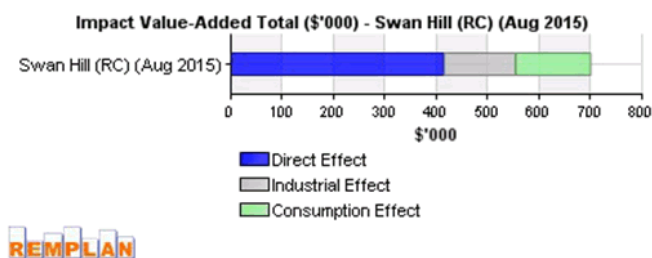
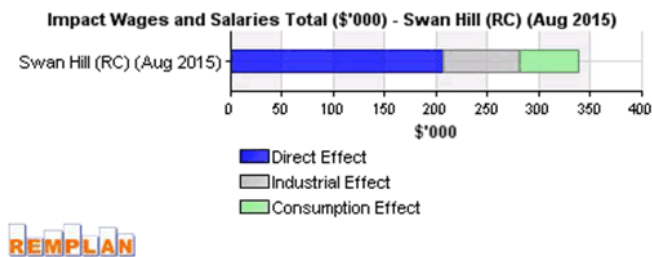
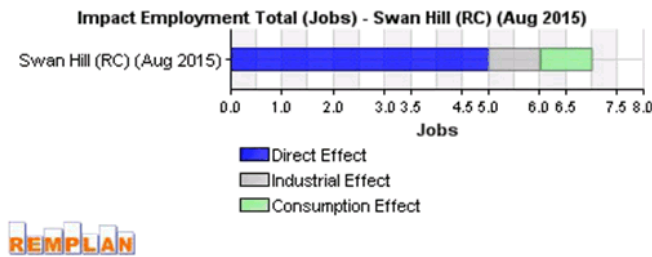
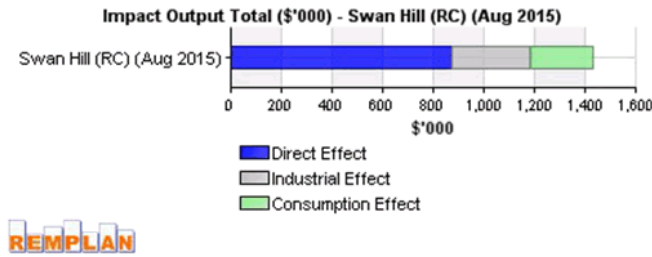
<input type="checkbox"/> Regional	<input type="checkbox"/> Local
<input type="checkbox"/> Melbourne	<input type="checkbox"/> International
<input type="checkbox"/> Other	
3. How many nights are you staying in the Swan Hill Region to attend this event? _____
4. What is your expenditure **per day** while attending this event?

<input type="checkbox"/> Less than \$99	<input type="checkbox"/> \$100-\$249
<input type="checkbox"/> \$250-\$399	<input type="checkbox"/> Over \$400
5. Please identify which target market you fall into.

<input type="checkbox"/> Young families	<input type="checkbox"/> 18-30 years
<input type="checkbox"/> Midlife couples	<input type="checkbox"/> Older couples
6. How did you find out about the event?

<input type="checkbox"/> TV Advert.	<input type="checkbox"/> Radio Advert.
<input type="checkbox"/> Museum Visit	<input type="checkbox"/> "Word of mouth"
<input type="checkbox"/> Web Advert.	<input type="checkbox"/> Flying Boat Museum Website.

Tourism Impact Summary Report for Swan Hill (RC) (Tourism Activity: 2 days)



Under this scenario Gross Region Product is estimated to increase by \$699.673 thousand (0.06 %) to \$1,092,995.336 thousand. Contributing to this is a direct increase in output of \$872.000 thousand, 5 additional jobs, \$206.431 thousand more in wages and salaries and a boost in value-added of \$414.916 thousand.

From this direct expansion in the economy, flow-on industrial effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$312.303 thousand, 1 more job, \$74.461 thousand more paid in wages and salaries, and a gain of \$138.985 thousand in terms of value-added.

These industrial effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.358
Employment	1.200
Wages and Salaries	1.361
Value-added	1.335

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$247.529 thousand, employment by 1 job, wages and salaries by \$57.556 thousand, and value-added by \$145.772 thousand.

Under this scenario, total output is expected to rise by \$1,431.832 thousand. Corresponding to this are anticipated increases in employment of 7 jobs, \$338.448 thousand wages and salaries, and \$699.673 thousand in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.642
Employment	1.400
Wages and Salaries	1.640
Value-added	1.686

Tourism Impact Summary (Tourism Activity: 2 days)

Impact	Direct Effect	Industrial Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$'000)	\$872.000	\$312.303	\$247.529	\$1,431.832	1.358	1.642
Long Term Employment (Jobs)	5	1	1	7	1.200	1.400
Wages and Salaries (\$'000)	\$206.431	\$74.461	\$57.556	\$338.448	1.361	1.640
Value-added (\$'000)	\$414.916	\$138.985	\$145.772	\$699.673	1.335	1.686



75th Anniversary

Lake Boga Flying Boat Repair Depot
17-19 March 2017

Partnership Package



www.flyingboat.org.au

Willakool Drive, Lake Boga, Victoria Tel: (03) 50372850



Celebrating The 75th Anniversary

On the 17th, 18th and 19th of March 2017, the Lions Club of Lake Boga is planning a major event to commemorate 75 years since the construction of the base. Activities will include aerobatics, amphibian aircraft fly-in, entertainers, RAAF displays, country market and much more.

The major attraction will be a touch down on the lake of one of the few remaining worldwide flying Catalina's, only the second time at Lake Boga in 70 years since the end of WW2.

We are anticipating a crowd in excess of 5,000 to attend the event.

History

Lake Boga was an integral part of allied defence during World War II, with a facility that helped to keep Australia safe - the No.1 Flying Boat Repair and Service Depot.

In 1942 it was decided to build Lake Boga and construction of the repair depot itself with workshops and hangars, a stores area, living quarters, sick quarters, first-aid and dental post, a radio transmitting station and a VHF transmitting station commenced.

During the Depot's 5 year wartime life, personnel undertook large volumes of work. 416 aircraft were serviced, repaired, restored, rebuilt or overhauled. These aircraft included Catalina, Dornier, Sikorsky KingFisher, Sunderland, Walrus and Martin Mariner. There were more than 1050 aircraft arrivals/departures and an estimated 800 test flights. In addition to RAAF aircraft, many allied flying boats used the Lake Boga Depot for repairs, including those of the United States of America and the Netherlands.

At peak operation 39 Officers, 802 Airmen and 102 WAAAF's staffed the depot.



Lions Club of Lake Boga Project

In 1983 members of the Lions Club of Lake Boga discussed the idea of building a memorial to the service men and women who had been stationed at the No.1 Flying Boat Repair Depot at Lake Boga during WW2.



A decision was made soon after and they immediately began construction of a museum in the underground communications bunker on the original base site and the restoration of a PBY 5 Catalina aircraft. From that humble beginning, they have now established a modern museum in the hangar that houses the Catalina, adjacent to the restored communications bunker (see our website at www.flyingboat.org.au).

The facility has now become the second largest tourist attraction in the Swan Hill Rural City Council; attracting around 17,000 visitors annually.

Partnership Opportunities

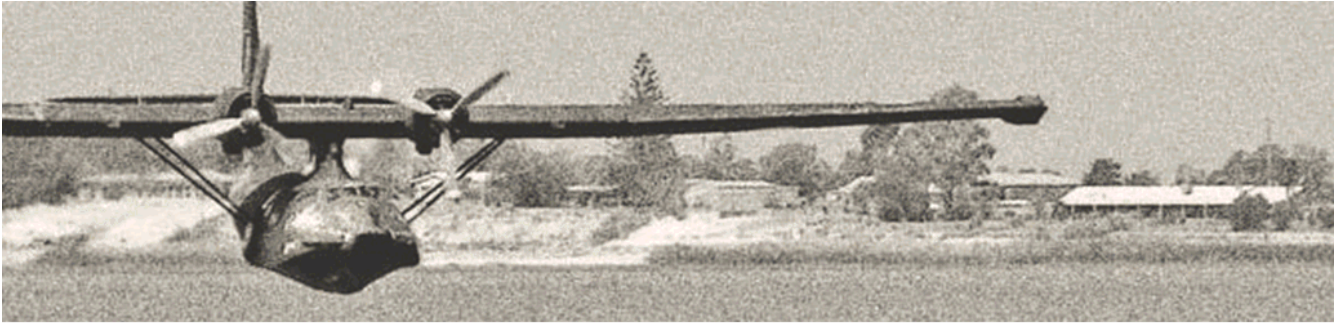
The 75th Anniversary celebration will enable our partners to demonstrate their commitment to those who gave us the “lucky country” we live in today and at the same time benefit from advertising exposure.

We look forward to discussing your partnering requirements as outlined overleaf. To secure your preferred package please contact the Lions Club of Lake Boga organising committee:

Ross Pfeiffer
 03 5037 2429
 0427 596 088
ross@rolypark.com.au

Daryl Allen
 03 5037 2850
 0488 577 872
daryl@flyingboat.org.au





**Prime
Event
Partner**

Sponsor a major attraction at the event and receive full acknowledgment as a Prime Event Partner.

- Catalina fly in - \$15,000.
- Paul Bennet Air Show - \$12,000.
- Michael Veitch performing “Flak” at the Theatre Restaurant dinner - \$6,000.
- Singers – “Pacific Belles” Saturday performance - \$3,000.
- On water displays - \$1,000.
- Alternate Aerobatics - \$1,000.

As a Prime Event Partner you will receive 10 passes to all events along with the Platinum Partnership package as outlined below.

**Platinum
Partnership
- \$3,000**

- Acknowledgment as a Partner in marketing material, Promotional literature and formal addresses.
- Joint naming rights to the Theatre Restaurant dinner.
- Two complimentary tickets to the Theatre Restaurant dinner.
- Acknowledgment as a Partner on the museum website with a link to your company website.
- Display of company signage throughout the event (Partner to supply)

**Gold
Partnership
- \$1,500**

- Acknowledgment as a Partner in marketing material, Promotional literature and formal addresses.
- One complimentary ticket to the Theatre Restaurant dinner.
- Acknowledgment on the museum website with a link to your company website.
- Display of company signage throughout the event (Partner to supply).

**Silver
Partnership
- \$1,000**

- Acknowledgment as a Partner in marketing material, Promotional literature and formal addresses.
- Acknowledgment on the museum website with a link to your company website.
- Display of company signage throughout the event (Partner to supply).

**Bronze
Partnership
- \$500**

- Acknowledgment as a Partner in marketing material, Promotional literature and formal addresses.
- Display of company signage throughout the event (Partner to supply).

B.16.67 CHISHOLM RESERVE PROPOSED GOVERNANCE FRAMEWORK

Responsible Officer: Director Development and Planning
File Number: 00-00-00
Attachments: 1 Governance Framework

Declarations of Interest:

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

Summary

The purpose of this report is for Council to approve the proposed governance arrangements for Chisholm Reserve, Swan Hill.

Discussion

Swan Hill Rural City Council (Council) is currently working with all of the Chisholm Reserve User Groups to develop a Masterplan for Chisholm Reserve, Swan Hill. While the overall Masterplan is still being finalised, the proposed governance arrangements for the Reserve have been agreed to by all of the user groups and are in a position to proceed.

The current governance arrangements for Chisholm Reserve are that each user group has a user agreement directly with Council. The issues with this approach are that there is no 'overarching' group that considers issues across the entire reserve, instead each user group focuses on their individual section.

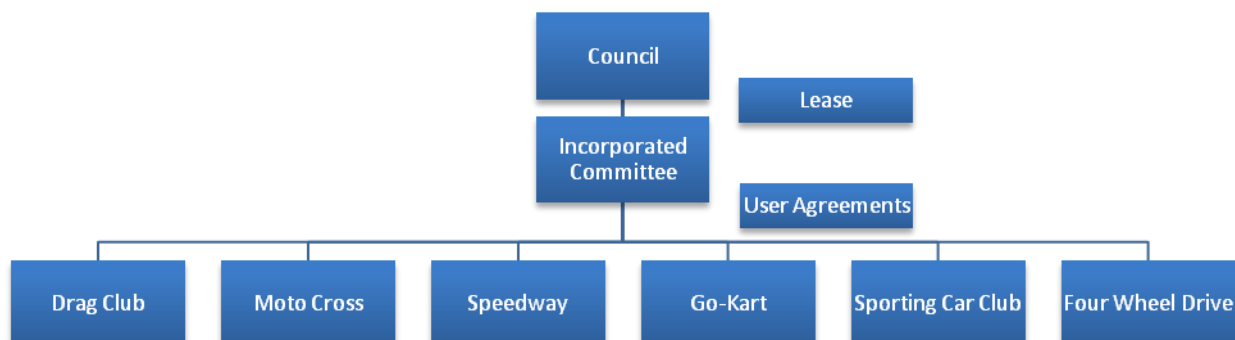
In order to shift this thinking and ensure there is a group that works together to implement the Masterplan and thinks about the Reserve at a more strategic level, a new governance model is recommended.

Attached to this Council Report is a proposed Governance Framework for Chisholm Reserve.

At a high level this new approach is outlined below:



Once this approach is implemented the governance model for Chisholm Reserve will be as per the diagram below:



This approach provides a number of positives for both Council and the user groups, these positives include:

- There is a structure in place to open up lines of communication between the user groups and assist them to work together
- The groups can think and work more strategically across the whole Reserve
- From a Council perspective we have a direct relationship with a single entity rather than having six separate user agreements
- It provides a greater level of control to ensure that buildings being constructed, events being held etc. are all passed through the overarching Lessee to ensure they meet with the Masterplan and relevant permits have been considered

While the Lease document that will be put in place with the Incorporated Committee has not yet been developed, an estimated split of responsibilities between Council and the Committee is outlined below:

The Incorporated Committee will be responsible for:

- Management and oversight of the entire Chisholm Reserve site
- All ground, building and equipment maintenance
- Risk management, insurance, utilities, waste collection etc.
- Implementing the Masterplan and overseeing planned development of the Reserve

Council will be responsible for:

- Assisting with funding for projects/strategies in line with Council's Ten Year Major Projects Plan
- Assisting with funding applications
- Assisting with Asset Management Plans
- Fire and Emergency exit requirements as per current agreements

The proposed make up of the Incorporated Committee is:

- One representative from each group and one proxy (each club gets one vote)
- One Councillor
- A maximum of three independent skills based community members (cannot be members of one of the clubs), with a focus on skills across finance/accounting, marketing, strategy etc.
- For the first 12 months while the group gets established one Council officer (Ex-Officio) to assist with Governance, Strategy etc.

If the proposed Governance Framework is adopted by Council, then the next steps and timeframes for implementation are:

- Using the 'Model Rules' as the base, develop Rules of Incorporation that fit the proposed structure – June 2016
- Call for applications for independent community members to be on the Committee – July 2016
- Call and hold an Annual General Meeting to incorporate the Committee – August/September 2016
- Develop a Lease document that will be brought to the August/September Council meeting for approval
- Implement the Governance arrangements from October/November 2016

Consultation

The Chisholm Reserve User Groups have been consulted with and agreed to the proposed framework.

Financial Implications

The proposed governance framework retains the existing split of responsibilities between Council and the reserve user groups. It is proposed that given the level of responsibility the Committee will have that there is no charge for the Lease agreement.

Social Implications

The coordinated provision of motorsport opportunities at Chisholm Reserve will benefit Swan Hill and the Region.

Economic Implications

An effectively governed and operated Chisholm Reserve has the ability to attract additional visitors and events to Swan Hill and the region.

Environmental Implications

Nil

Risk Management Implications

A key requirement of the Incorporated Committee will be to ensure that all user groups at Chisholm Reserve operate within an appropriate risk framework.

Council Plan Strategy Addressed

Economic Growth - A prosperous, growing and diverse local and regional economy.

Options

Council can adopt the Chisholm Reserve Governance Framework as presented or make changes.

Recommendation

That Council adopt the Chisholm Reserve Governance Framework as presented.



Chisholm Reserve Complex

Governance Framework

June 2016

Prepared by:
Swan Hill Rural City Council

Introduction

Chisholm Reserve is a multi-faceted Motor Sport facility that is located 13KM west of the City of Swan Hill in North West Victoria. With Motor Sport participation levels in North West Victoria considerably higher than the national average, Chisholm Reserve is well positioned to cater for a high number of the regions enthusiasts.

Currently on the site there is a Speedway circuit (Sonic Speedway), a Moto-X circuit, sealed go-cart circuit, dirt circuit (Swan Hill Sporting Car Club) and a newly developed Drag Racing facility. In addition to the current facilities, planning for a competitive 4WD track and a 4WD training facility on the site is well underway.

The combination of the various motor sports and the competing interests and requirements of the various sports, coupled with the ongoing development of the site will require a robust and structured governance model. This model needs to consist of a team of dedicated and skilled people to ensure that the needs of the participants, spectators and officials are met and the facility is financially sustainable and is operated in a professional manner.

It is intended that the Committee will operate as an Incorporated Association separate to Council. Council would then enter into a Lease with this Incorporated Association for the management of Chisholm Reserve.

The set of principles set out in the following pages of this document is designed to act as the standards by which the facility is managed and operated. It is also designed to ensure that it can continue to be developed and the individual sports grow.

Purpose

A functioning governance model is required for the Chisholm Reserve motor sports facility to provide confidence to various governing bodies of motor sport that the highest possible standards are being exercised. These standards are applicable to the day to day operations, management of public safety, event management and site development.

By establishing a robust governance system which involves all user groups, it creates a mechanism to establish and maintain an ethical culture and also enables a “self-regulatory” approach to be embraced in managing the site.

The governance model will require a management Committee to be installed which will be responsible for implementing the Chisholm Reserve Masterplan for the facility and coordinating the activity of the various user groups.

Financial management and sustainability will also be a function of the Committee. It will be necessary for the Committee to develop and implement strategies that will enable financial reserves to be built that will allow for the renewal of common assets and in some circumstances the full replacement of common assets.

Guiding Principles

To assist in the development of a suitable governance structure or model, the principles listed within the Motorsports NT “Good Governance in Territory Motor Sport” document were utilised and modified as required. Six guiding principles have been used and they are as follows;

1. Committee - composition, roles & powers
2. Committee – processes
3. Governance Systems
4. Committee – reporting and performance
5. Stakeholder – relationship and reporting
6. Ethical and Responsible decision making

Guiding Principle 1 (Committee composition, Roles and Powers)

1.1 The Committee will consist of a nominated delegate from each participating club at Chisholm Reserve, along with one proxy from each club. The nominated delegates will have full voting rights (1 vote per club) and are entitled to be committee members of their respective clubs.

The committee will include one Councillor from the Swan Hill Rural City Council and a maximum of three independent skills based members (independent of any club). The skills focused on will be finance/accounting, marketing, strategy etc. As these positions (including the Councillor) will be independent of any club, it is proposed that they make up the office bearer positions of;

- Chair/ President
- Deputy Chair / Vice President
- Secretary
- Treasurer / Finance Officer
- Executive Officer (if one is appointed and will have an ex-officio role)

For the initial 12 months that the Incorporated Committee is getting established a Council Officer will assist at meetings in an Executive Officer role that will focus on governance and strategy.

1.2 Incorporation

In order to ensure that the Committee is recognised as a legal entity, it is required to become incorporated under the “Associations Incorporations Act” 1981.

As an incorporated body, it will be required to develop and operate under an agreed constitution which will include the following;

- Details on membership and voting rights
- Committee meeting procedures
- Election of Committee members and appointment of executive officer (where necessary)
- Delegation of certain powers
- Document recording requirements and system
- Accounts and auditing

- Indemnity insurance for Committee members
- Winding up of the incorporated body

1.3 Election of Office Bearers

The initial election of office bearers will be conducted via a general meeting, which will publically advertised and chaired by the Swan Hill Rural City Council.

The positions will be filled in an alternating fashion to ensure that the Committee has a continuity of membership, e.g. Chair elected for initial 2 year term and Deputy Chair for 1 year with a subsequent 2 year term after that.

The election of office bearers beyond the initial “start up” process will be completed as part of the Annual General Meeting (AGM) and will be governed by the constitution.

Prior to incorporation the Committee should consider whether or not a maximum term for office holders is appropriate. A suggested approach is that after three terms (six years continuous) members can no longer be on the committee and a new representative be found.

1.4 Separation of Powers and Delegation

The executive officer (if appointed) will be a non-voting observer and administrative resource at Committee meetings.

A delegations manual/document will be developed to clearly articulate to the Committee members and employees the powers their various roles contain.

1.5 Functions of Committee

The following is the minimum requirements of the Committee members;

- Develop and implement the broad strategic direction of the committee
- Setting of fees for facility user groups
- Endorse and implement the Chisholm Reserve Masterplan
- Coordinate across user groups to take a hands on role in prioritising and implementing projects
- Attract funding to implement priority projects
- Ensure all conditions in the Lease are adhered to
- Implement suitable user agreements with all user groups
- Monitor and be accountable for the financial performance of the organisation
- Identify and manage risks – both financial and non financial
- Ensure compliance with relevant laws
- Implement and monitor internal controls
- Provide a forum for key stakeholder input into the strategic plan(s) of the organisation.
- Develop and approve policies.

1.5.1 Legal Duties of individual Committee members

- Always act in good faith
- Exercise due care and diligence
- Ensure that the organisation does not attempt to operate if it becomes insolvent
- Will always comply with various state and federal laws
- Will abide by an agreed code of conduct

Guiding Principle 2 (Committee meeting requirements)

2.1 The Committee meetings will require the following minimum requirements to be met;

- Decisions will be made by majority vote rather than consensus
- Each club has one vote
- Each Committee member will have one vote (except the executive officer if one is appointed)
- Committee business papers will be prepared and distributed prior to the meetings (at least 3 working days)
- The timely distribution of minutes will be provided to enable any actions listed to commence (circulated within two weeks)
- Agenda items to be listed will be approved by the Chairperson and agendas prepared by the secretary or executive officer.
- All agenda items are to be submitted in the same agreed format.

2.2 Strategic Planning

- The Committee will implement the actions of the Chisholm Reserve Masterplan
- The Committee will provide an annual works/operations plan that is drawn from the objectives of the Masterplan.
- An annual status report will be prepared on the progress of actions contained in the Masterplan and a report provided to Council by the end of August each year.

2.3 Sub Committees

Any sub committees that are formed to assist in managing the facility will be required to adhere to the following requirements;

- Operate with the constitution of the incorporated body.
- Provide regular reports to the Committee of the incorporated body in the agreed format.
- Have clear guidelines as to its purpose and not act on behalf of the Committee.
- When a sub-committee is formed to oversee or manage a specific project, it is to discontinue at the conclusion of the project.

- Membership of a sub-committee can include people who are not members of the Committee of the incorporated body.
- Examples of sub committees are; Audit Committee, Development Committee, Finance Committee or Program and Events Committees.

Guiding Principle 3 (Governance Systems)

3.1 Expectations

It is expected that Committee members are able to perform their duties and undergo a review of their performance by demonstrating the following;

- An ability to comprehend financial and non financial reports
- Provide advice or communicate with the executive officer (if appointed), in the appropriate manner (via the chairman/president or delegated Committee member).
- Actively participating in the strategic planning process.
- Possess an understanding of all motor sport activities that are undertaken at Chisholm Reserve.
- Ensure they are well informed and seek advice where necessary to improve knowledge of agenda topics.

3.2 Evaluation System

The Committee will implement an effective evaluation/monitoring system that can be utilised to assess the following;

- Event success (or otherwise)
 - Assessment criteria will include the long term financial sustainability of the event, volunteer skills, external funding opportunities, quality of competitors, support from governing body etc.
 - Assessment is only to undertaken of events that are sanctioned by and financially backed by the Committee
- Site development projects
- Financial management of the incorporated body and all of the participating clubs (individual clubs will be evaluated on a voluntary basis).
- Executive Officer performance (if appointed)
- Committee performance (measured against strategic plan)
- Annual review of the strategic plans effectiveness.

3.3 Risk Management

As the facility is operated on Council land, the risk management principles of the Swan Hill Rural City Council must be observed.

Each of the motor sports governing bodies will have a risk management framework that must be observed.

The risks that the incorporated body is exposed to will be reviewed annually and the progress of mitigation treatments will be reported on.

Risk management frameworks developed for Chisholm Reserve will also observe the standards set out in AS/NZS 31000 – 2009 (Guidelines for managing risk in sport and recreation organisations).

3.4 Compliance System

The Committee will ensure that a suitable compliance system is developed and implemented that will enable the following;

- All statutes and regulations are complied with for each motor sport at Chisholm Reserve.
- Strict financial controls to be adhered to.
- All developments at Chisholm Reserve to be undertaken in accordance with the Masterplan and other relevant facility plans.
- Developments will be managed by the delegated member(s) of the Committee.
- All appropriate permits to be obtained prior to development works commencing.
- Appropriate insurance to be in place for all Committee members.

Guiding Principle 4 (Reporting and Performance)

All members of the Committee will be formally inducted onto the committee. The induction will include at a minimum a briefing on the constitution and delegations documents.

4.1 Induction Process

Each new member will undertake the following familiarisation as part of their formal introduction to the Committee;

- Receive and sign a “position description” which will define their role.
- Receive a briefing on insurance cover provided to members to protect them.
- Sign a code of conduct document
- Receive information on the constitution.
- Be trained in delegations and how they operate.
- Receive information on conflict of interest.
- Be briefed on the Masterplan and other approved plans and on-going planning processes to be followed.

4.4 Financial Performance Management

To enable the ongoing financial management of the Committee to be measured and monitored, regular written reports will be provided to each member. The financial reports will contain the following information;

- Profit and loss statement
- Balance sheet

- Cash flow report
- Reports on variances
- Budget vs actual
- Outstanding debtors and creditors
- Bank reconciliation

In addition to the above, the Committee will be fully briefed on an annual basis by the external auditor on the financial position of the organisation.

Guiding Principle 5 (Stakeholder Relationship and Reporting)

The Committee will demonstrate appropriate leadership by exercising good judgement, exhibiting integrity and being accountable to its members (the participating clubs of Chisholm Reserve).

The Committee will actively seek opinion from member clubs both through their nominated delegates to the Committee and through regular dialogue between the Committee executive and the various club committees.

The Committee will build relationships with the private sector and relevant government bodies in order to attract funding for priority projects.

Guiding Principle 6 (Ethical and Responsible Decision Making)

To ensure that confidence in the organisations integrity is never brought into question, an agreed set of ethical standards will be used to operate under. These guidelines will take the form of a formal code of conduct, which each Committee member will abide by.

6.1 Code of Conduct

The agreed code of conduct that Committee will abide by will contain a set of standards on the various Committee functions such as;

- Ensuring a quality decision making process is in place
- Having the ability to verify that Committee members are people of the highest integrity and ethical standards.
- Prevent individuals from putting individual gains ahead of the organisation
- Will engender a sense of confidence in the organisation's integrity
- It will clearly spell out Committee members' responsibilities and accountabilities with respect to reporting unethical behaviour.

6.2 Decision Investigations

The Committee will ensure that all decisions are thoroughly investigated and researched to ensure that the organisations risk management framework is utilised as a tool to assess against.

6.3 Project Planning

The Committee will ensure that a business case is prepared for each major project that is to be undertaken. A similar business case will be developed for major events that are being undertaken by the organisation.

The business case will provide information on resource requirements, income projections, infrastructure requirements, external funding opportunities and a risk assessment. These are the minimum requirements for a business case and the full document will be developed by the Committee.

Summary

The information provided in the previous pages is not designed to be an impediment to further development of Chisholm Reserve but rather a guide to ensuring that cooperation between clubs and agencies will enable all of the motor sports to grow.

By creating an active Committee that will oversee activities at the site, the ongoing development will be undertaken in a uniform fashion. It is also intended that each club will benefit at different times from the unified approach, whether that be via infrastructure improvements or resources during events.

Joint projects across the site such as power and water upgrades are easier to achieve with all of the clubs combined efforts. It also assists when seeking external funds to have all participants working in same direction.

It is recommended that the aforementioned guidelines contained in this governance model are adopted by Council and the users of Chisholm Reserve as a way of continuing to develop Chisholm Reserve as a premier motor sport facility.

B.16.68 DRAINAGE PLAN FOR CHISHOLM RESERVE

Responsible Officer: Acting Director Infrastructure
File Number: AST-PR-36378
Attachments: 1 Chisholm Reserve Drainage Plan

Declarations of Interest:

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

Summary

Council received a number of complaints from the clubs at Chisholm Reserve about flooding problems as a result of recent rainfall. Council Officers have investigated the problems and in this report propose some works to rectify them.

Discussion

Drainage

Upon investigation of reported problem areas, Council Officers discovered that the flooding of the speedway was caused by the collapse of a culvert under the access road adjacent to the speedway (see 1 on attached Plan). The culvert collapsed as a result of poor initial construction and heavy loads imposed by construction traffic en route to the Drag Strip.

At the south –western end of the Reserve Officers found that the construction of the new Drag Strip had blocked the natural flow path for stormwater (from west to east) and diverted it towards the Swan Hill Sporting Car clubrooms causing flooding in that area (ie along the western edge of drag strip and then past point 8 and on toward point 6). It was found that the newly constructed drag strip was at risk of being damaged by uncontrolled stormwater.

To address the problems identified above for the long term an overall drainage plan for the whole reserve, involving all of the various clubs who utilise Chisholm Reserve is needed. In the short term some immediate works are required to rectify particular problem areas. Such a drainage plan has been developed and is attached to this report for Council's consideration.

Briefly the Drainage Plan proposes

- the construction of a number of dams to hold the stormwater for reuse by the clubs as there is no legal point of discharge for stormwater from Chisholm Reserve.
- a series of open channels and pipes to direct the stormwater safely into these storage dams.

The total estimated cost of the proposed drainage works is in the order of \$235,000.

Other Civil Works

During investigations it became obvious to officers that there are other civil engineering issues at Chisholm Reserve, not concerning drainage, that need to be addressed. This includes

1. Sealing of the main access road from Sea Lake Road.
2. Upgrading the intersection of Sea Lake Road and the access road to VicRoads standard (likely to require left turning lane and widening of the Sea Lake Road at the intersection).
3. Formalising carparking spaces within the reserve.

The total estimated cost for the above additional works (apart from the formation for the parking area) is in the order of \$260,000.

Consultation

Members of some of the motor sport clubs were consulted by Council Officers during their investigations however formal consultation with all clubs is required before finalising and implementing the attached drainage plan.

Financial Implications

The clubs at Chisholm Reserve have insufficient financial resources to undertake all of the works proposed in the report totalling \$235,000 and therefore a combination of funding sources will be required including club contributions, in kind support, rates and grants.

To implement the Drainage Projects 1 to 7 at an estimated cost of \$193,000 it is proposed to source funds from

- Swan Hill Community Plan (\$120,000)
- and the remainder from
 - 2015-16 end of year estimated surplus (\$20,000)
 - any in-kind support from the landfill contractor (some dam material utilised for landfill cover)

Social Implications

The ongoing success and growth of the various motor sports clubs at Chisholm Reserve is an indication of the importance of this facility to the general community.

Economic Implications

Financial returns from capital investments made at Chisholm Reserve are at risk because of a lack of drainage infrastructure.

Environmental Implications

The stormwater at Chisholm Reserve needs to be managed to prevent illegal discharge onto neighbouring land.

Risk Management Implications

Financial returns from capital investments made at Chisholm Reserve, are at risk because of a lack of drainage infrastructure.

The stormwater at Chisholm Reserve needs to be managed

- to prevent potential damage to a significant new asset, the Drag Strip; and
- to prevent illegal discharge onto neighbouring land.

The work proposed in the Drainage plan address both of these risks

Council Plan Strategy Addressed

Built and Natural Environment - Infrastructure that is provided and appropriately maintained in accordance with agreed standards.

Options

1. Allow the various clubs to develop and finance their own solutions to the drainage issues. **(Not Recommended)**
 - a. This has been the approach adopted by Council in the past and has resulted in the poor standard of construction of current drainage infrastructure and lack of co-ordination between clubs resulting in one club's solution being another club's problem.
2. Adopt and implement the attached Drainage Plan. **(Recommended)**
 - a. This will result in a co-ordinated approach to drainage across the whole site and a better standard of construction of drainage infrastructure,
 - b. There will, however, be a financial cost to Council as the clubs will need financial support to implement the proposed works.

Recommendations

That Council:

1. **Adopt, in principle, the attached Chisholm Reserve Drainage Plan subject to**
 - a. **further consultation with all of the Motor Sports Clubs at Chisholm Reserve;**
 - b. **the development of final designs; and**
 - c. **staging in line with funds availability.**

- 2. Agree in principle to fund Projects 1-7 as shown in the attached Draft Drainage Plan to the value of \$193,000 to be funded from**
 - a. Swan Hill Community Plan (\$120,000)**
 - b. 2015-16 end of year estimated surplus (\$20,000)**
 - c. Swan Hill Landfill Financial Assurance Reserve (\$53,000), if required.**

Chisholm Reserve Drainage Plan

Current Situation

Currently there is no overall drainage plan for the whole site. Some drainage infrastructure has been installed by and for individual clubs with no overall plan in mind, and sometimes to the detriment of neighbouring clubs. The installed infrastructure is generally of poor quality due to lack of funds, lack of expertise and lack of supervision by Council.

Specific Current Issues

A number of specific issues have arisen as a result of recent rainfall events

1. The speedway track was flooded by water trapped inside the speedway embankment. There is a drainage pipe under the speedway embankment leading to a culvert under the access road that passes by the speedway to the east. The road culvert recently collapsed partially due to poor initial construction and partially due to the heavy superimposed loads of construction vehicles accessing the new drag strip. The collapsed culvert prevented water from draining from the speedway.
2. Flooding around the Sporting Car Clubrooms. The newly constructed Drag Strip interrupted the normal west to east flow of water and diverted it to the north and towards the Sporting Car Clubrooms.
3. Although recent rainfall did not damage the drag strip it has become apparent that there is a need to drain stormwater away from the drag strip to prevent damage to the foundations by subsurface water in the future and to prevent the accumulation of silt on the surface of the strip.

Overall Drainage Strategy

Chisholm Reserve generally slopes from west to east and part of the property to the west drains into the reserve. The natural drainage path to the east flows into a neighbouring property, and there is no legal point of discharge therefore all drainage water must be retained on site.

It is proposed to utilise a number of existing dams and construct new dams to hold the stormwater runoff. Stormwater will be directed to these dams by means of open channels, underground pipes, and culverts as appropriate to the various circumstances. The water from the dams can be reused for irrigation and dust suppression by the various clubs. It is important that the clubs manage the reuse of the water so that the dams are kept nearly empty and ready to receive runoff when needed.

The dams and the main drains that service more than 1 club could be managed and maintained by the overall Chisholm Reserve Management Committee whilst branch drains that service only 1 club could be managed and maintained by that club.

Proposed Works

The proposed works are shown in the attached plan and listed here in priority order

Priority / Ref. No.	Description of Works	Justification	Estimated Cost
1.	Culvert under the main entrance road between the Speedway and the Motor cycle Club area consisting of a single 600mm or double 450mm diameter rubber ring jointed reinforced concrete pipe (RRJRCP) and headwalls	Required to reinstate the access road which is currently impassable and reinstate the drainage to the Speedway	\$9,380
2.	Culvert bored under the drag strip consisting of a single 450mm or double 300mm welded joint high density polyethylene (HDPE) pipe with grated or side entry pits	To protect the new drag Strip from damage by stormwater.	\$24,150
3.	Underground pipe under the Drag Racing pit area consisting of a single 450mm or double 300mm HDPE pipe with pit and headwall	To convey the water from 2 above towards the dam in 9 below and allow full use of the entire pit area uninterrupted by open drains	\$18,750
4.	Culvert under the access road to the 4WD club area and the Sporting Car Club track consisting of 600mm RRJRCP with driveable headwalls	To convey water from 2 and 3 above safely across the road and race track to the dam at 9 below	\$24,150
5.	Enlarge the existing dam in the Sporting Car Club area to a minimum capacity of 18,500 cum	The current dam is in a natural depression but has insufficient capacity to hold a 100 year ARI storm	\$49,570
6.	Install underground agricultural drainage pipe for the full length of the west side of the drag strip.	To drain subsurface water away from the foundations of the drag strip to prevent possible future subsidence	\$53,600
7.	Culvert under Drag Strip access road at the north end of the drag strip 375mm RRJRCP with headwalls	To replace existing PVC pipe with reinforced concrete pipe to prevent possible future failure of the pipe	\$13,400

Priority / Ref. No.	Description of Works	Justification	Estimated Cost
8.	Drain from the end of the culvert in 1 above through the Motor Cycle Club area to their dam consisting partly of open earth drain and partly underground pipe (600mm)	Culvert 1 currently discharges into the Motor Cycle Club area causing nuisance flooding	\$37,400
9.	Enlarge the existing dam in the Motor Cycle Club area to a minimum of 7,300 cum	The current dam has insufficient capacity to hold a 100 year ARI storm	\$19,560
10.	Replace the existing pipe under the speedway embankment with a single 450mm or double 300mm HDPE pipe	Existing pipe is thin walled steel, subject to corrosion and will fail in the medium term if not replaced.	\$24,120
	Total estimated cost		\$274,080

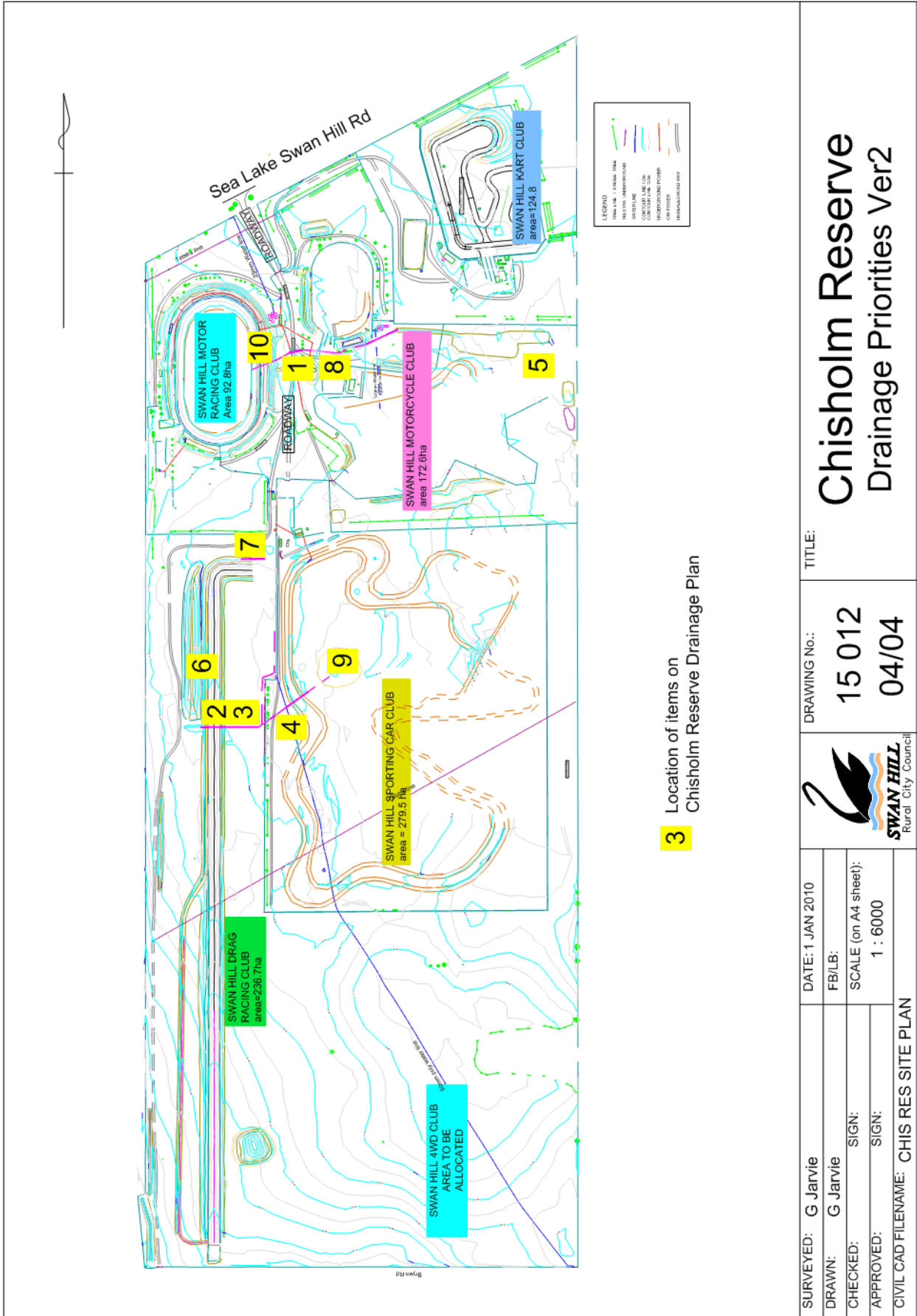
Items 1 to 4 at an estimated cost of \$76,430 are required immediately to rectify problems that arose with recent rainfall.

Items 5 to 7 at an estimated total cost of \$116,570 are required in the short term to mitigate the risk of subsidence of the drag strip and risk of damage to Sporting Car club assets.

Items 8 to 10 will be required in the medium term or when existing assets fail.

Please note that the above cost estimates include allowances for survey, design, supervision and a contingency.

Note also that some small projects that could be undertaken by individual clubs have not been included in the above list.



B.16.69 ASSET NAMING COMMITTEE MINUTES

Responsible Officer:	Acting Director Infrastructure
File Number:	11-01-01
Attachments:	1 Minutes 17 May 2016
	2 Caix Square Map
	3 Laneway Advertising 2005
	4 Proposed Lanes to be named
	5 Map of Proposed Swan Hill Lanes for Naming

Declarations of Interest:

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

Summary

The Asset Naming Committee Minutes including recommendations for Council are provided for Council's consideration.

Discussion

The Asset Naming Committee met in Swan Hill on 17 May to consider Council's response to its last report and other issues. The Minutes (Attachment 1) include a number of recommendations for Council's consideration.

- Following advice from Council that the proposed naming of Chalmers Lane could not proceed as the Lane has been previously named Maples Lane the Committee considered some alternative options. It has made a recommendation to recognise former Councillor Arthur P Chalmers by naming the memorial garden/centre plantation in the median behind Caix Square as Arthur Chalmers Park. A map of the relevant area is provided (Attachment 2).
- Council's previous attempt in 2005 to name un-named laneways in Swan Hill has been revisited. See advertisement from 2005 (Attachment 3), the process for which was never finalised. The summary table (Attachment 4) provides an update of the current status of these un-named laneways and a suggested way forward for each of them. See Attachment 5 for map of proposed Swan Hill lanes for naming.
 - Lack of names on these Lanes is at best inconvenient and at worst creating confusion for businesses, citizens and emergency services.
 - Consideration could be given to restarting the formal naming process by re-advertising the proposed names for the Swan Hill un-named lanes.
 - Only one submission was received in 2005 suggesting that the proposed Coburn Lane should be called Kennedy Lane instead.

The Asset Naming Policy is also to be revised to increase the number of members (noting that staff members attend but are not members of the Committee) and to re-define the quorum. The Asset Naming policy and procedure are also to be updated to include plaques and memorials, or if required a separate policy developed. These will be provided to Council separately.

Consultation

A community representative is a member of the Asset Naming Committee and the proposed naming of the lane is subject to public advertising and submission process.

Financial Implications

Nil

Social Implications

Recognition of the contribution of outstanding citizens via asset naming should have positive social benefits.

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Governance and Leadership - Effective and efficient utilisation of resources.


Options

Nil

Recommendations

That Council:

- 1. Note the draft minutes of the Asset Naming Committee of 17 May 2016.**
- 2. Agree to advertise the naming of the memorial garden median behind Caix Square, Robinvale as Arthur Chalmers Park.**
- 3. Agree to re-advertise the proposed naming of the list of Swan Hill Lanes, with adjustments as listed (Attachment 4) to complete the lane naming process commenced in 2005.**

	<p>ASSET NAMING SUB-COMMITTEE</p> <p>MINUTES</p> <p>Tuesday, 17 May 2016 Executive Meeting Room Swan Hill Rural City Council</p>
<p>Attendees:</p> <p>Members of Committee:</p> <p>In Attendance:</p>	<p>Cr John Katis Cr Michael Adamson (Chairperson for this meeting) Mrs Jan Guse, Swan Hill Genealogical & Historical Society</p> <p>Rosanne Kava, Acting Director Infrastructure David Murphy, GIS Officer Sandy Guy, Revenue Officer Graham Jarvie, Technical Officer Amy Lolicato, Planning Officer</p> <p>Gaye Cutajar, Technical Officer, joined the meeting for the discussion of the Swan Hill laneways</p> <p>Apologies</p>
<p>1. Welcome</p>	
<p>Michael Adamson declared the meeting open at 11.10am and welcomed everyone to the Asset Naming sub-committee meeting for 17 May 2016.</p>	
<p>2. Confirmation of Minutes – Tues, 22 March 2016</p>	
<p>Discussion:</p>	<p>Moved Jan Guse Seconded Michael Adamson CARRIED</p>

3	Naming of a feature after the Late Arthur P Chalmers
<p>The Committee was advised that Robinvale lane locality selected at the last meeting of the Committee to be named Chalmers Lane was not available as it had already been named 'Maples Lane'. The Committee considered the following options for recognising Arthur Chalmers through the naming of an asset in Robinvale :</p> <ol style="list-style-type: none"> 1. Memorial Garden/Centre Plantation, behind Caix Square Toilet block, George Street, Robinvale. 2. Ronald Street Playground 3. Robinvale Greyhound Track <p>The Committee discussed the merits of the three possible locations but was more drawn to Option 1 than the other proposed locations. The Committee was advised that Council staff previously involved in consultations with the Robinvale Community on the development of the centre plantations next to Caix Square, did not foresee any difficulties in naming the memorial garden after Mr Chalmers. It was noted that the centre plantation was considered by some as more an art work than a garden.</p> <p>Conclusion: The Committee recommends that the Centre plantation at the back of Caix Square shown in the attached map be named Arthur Chalmers Park.</p> <p>Moved: John Katis Seconded: Jan Guse CARRIED</p>	
4	Other Business
<p><u>Asset Naming Policy</u></p> <p>The need for review of this policy to update the existing information was discussed and a draft was considered. Some additional changes were suggested, including to extend the number of committee members. Director Infrastructure to present the amendments to Council for approval.</p> <p><u>Previous Advertising of Names for Un-named Lanes in Swan Hill</u></p> <p>Jan Guse has provided documentation from 2005 showing Council's decision to advertise the naming of a number of unnamed lanes in Swan Hill. After a thorough investigation including copies of the advertisement that appeared in the Guardian on , no evidence of completing the change of names process was found and neither were any objections to the advertised lane names.</p>	

The Committee supported, in principle, the completion of the naming process for the un-named lanes. However, given the extended timeframe since the laneways were proposed to be named, it was recognised that checks would need to be made on the status of the laneways and their proposed names. Council Officers were asked to complete this task and to provide further advice to the Asset Naming Committee, possibly out of session.

Follow-up from Council Meeting

Council has requested that a policy be prepared on the Use of Plaques and Memorials on Public Land, Buildings and Infrastructures. Director Infrastructure to investigate and prepare this for Council approval.

Revised Naming Rules

The Office of Geographic Names has provided the Committee with a draft of their Naming rules for places in Victoria-Statutory requirements for naming roads, features and localities 2016. This will replace current guidelines for Geographic Names in Victoria 2010. Council has been invited to provide feedback and comments over the next 6 weeks before the document is submitted for approval to the Minister for Planning and Governor in Council. Any Committee member or Council Officer wishing to comment has been invited to forward their suggestions to Sandy within this timeframe so that a submission can be prepared if required.

Meeting Closed at 12.15PM

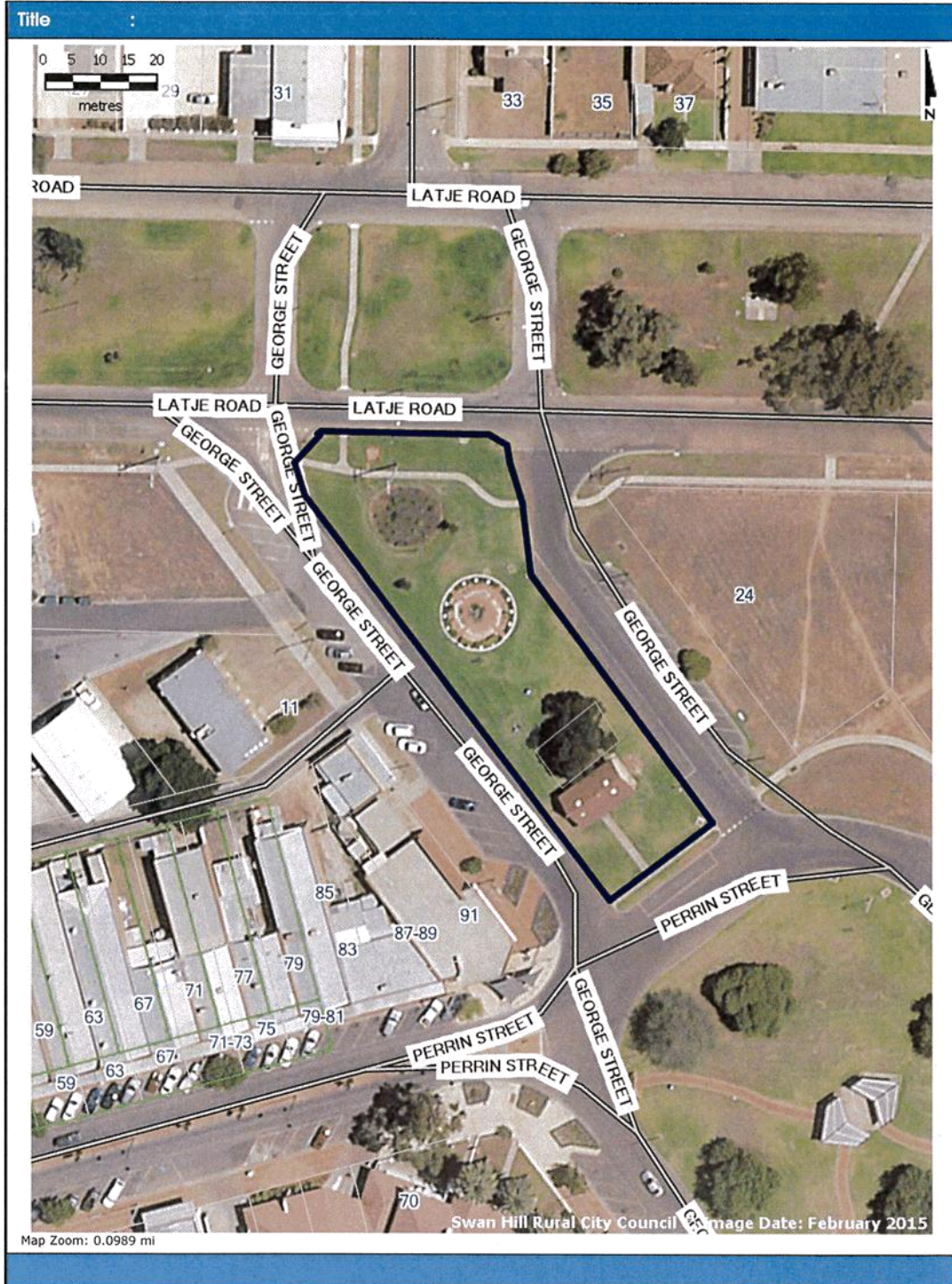
Next Meeting –

TBA

Created by SWANHILL\sguy on Wednesday, 8 June 2016



SWAN HILL RURAL CITY COUNCIL
PROPERTY MAP





SWAN HILL ROADS & LANEWAY NAMING

Swan Hill Rural City Council proposes to name some local roads and laneways within the Swan Hill township

ROAD NAME	LOCATION	PROPOSED NAME
LANEWAY (behind Town Hall)	Swan Hill	Bone Lane
LANEWAY (By 12 Rutherford St)	Swan Hill	McLeod Lane
LANEWAY (near 124 Curlewis St)	Swan Hill	Wendel Lane
LANEWAY (near 141 Stradbroke)	Swan Hill	Ikin Lane
LANEWAY (near 36 McCrae St)	Swan Hill	Cassim Lane
LANEWAY (near B Everingham St)	Swan Hill	Coburn Lane
LANEWAY (369 Campbell/152 Curlewis)	Swan Hill	Wills Lane
LANEWAY (back of Guardian)	Swan Hill	Holt Lane
LANEWAY (behind 40 Campbell St)	Swan Hill	Forrester Lane
LANEWAY (behind 481 Campbell St)	Swan Hill	Lowe Lane
LANEWAY (Dornington/Burton St)	Swan Hill	Wilkinson Lane
LANEWAY (next to RSL Club)	Swan Hill	Gibson Lane
LANEWAY (Randall/Thurla St)	Swan Hill	Scott Lane
LANEWAY (south of Clock Tower)	Swan Hill	Royal Lane
LANEWAY (ROMcCrae St)	Swan Hill	Brereton Lane
SH67	Swan Hill	Carmichael Rd

Locality plans of the roads and laneways and the historical basis for the proposed names are available for viewing at the Swan Hill Rural City Council Office, 45 Splatt Street, Swan Hill.

Public submissions are invited and should be lodged in writing at the Council Of 45 Splatt Street (PO Box 488) Swan Hill 3585 by 30th April 2005.

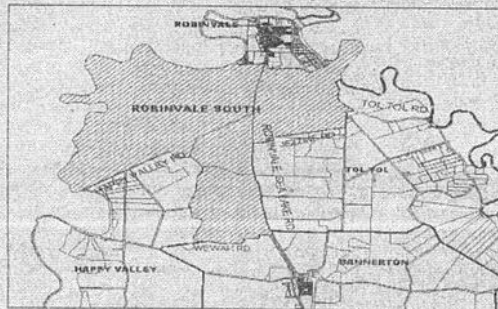
LOCALITY RENAMING

In response to a request from Australia Post to simplify and shorten the name of the Robinvale Irrigation Districts, Swan Hill Rural City Council proposes to rename the following localities as **Robinvale South**:

- Robinvale Irrigation District Section B
- Robinvale Irrigation District Section C
- Robinvale Irrigation District Section D
- Robinvale Irrigation District Section E

Locality plans are available for viewing at the Council offices in Robinvale and Swan Hill and at the Post Office at Robinvale.

Public submissions are invited and should be lodged in writing at the Council Office, 45 Splatt Street (PO Box 488) Swan Hill 3585 by 30th April, 2005.



TEMPORARY CLOSURE OF ROADS

Notice is hereby given under the provisions of schedule 11 of the Local Government Act 1989, that Council propose to close the following roads on Sunday 24 April 2005 from 9.00am - 4.00pm for an Airshow conducted by the Mid Murray Flying Club. Back Boga Road from 760m north of Aerodrome Road to Bryan Road, Bryan Road from Back Boga Road to Moar Road, Moar Road from Bryan Road to Dead Horse Lane, Aerodrome Road from Back Boga road to 400m east of Back Boga Road (Son Centre Christian School entrance). In conjunction with the Airshow there will be market stalls, food stalls and a display of vintage traction engines, old cars and bikes.

Ian Couper
Acting Manager Engineering Services

TEMPORARY CLOSURE OF STREETS

Notice is hereby given under the provisions of Schedule 11 of the Local Government Act 1989, that Council approves the Packard Automobile Club of Australia to display vehicles on the median strip opposite the Swan Hill Club in McCallum Street on Wednesday, 20 April 2005 from 12.30pm - 4.00pm. The cars will leave the Pioneer Settlement at 10.30am to McCallum Street via Campbell Street

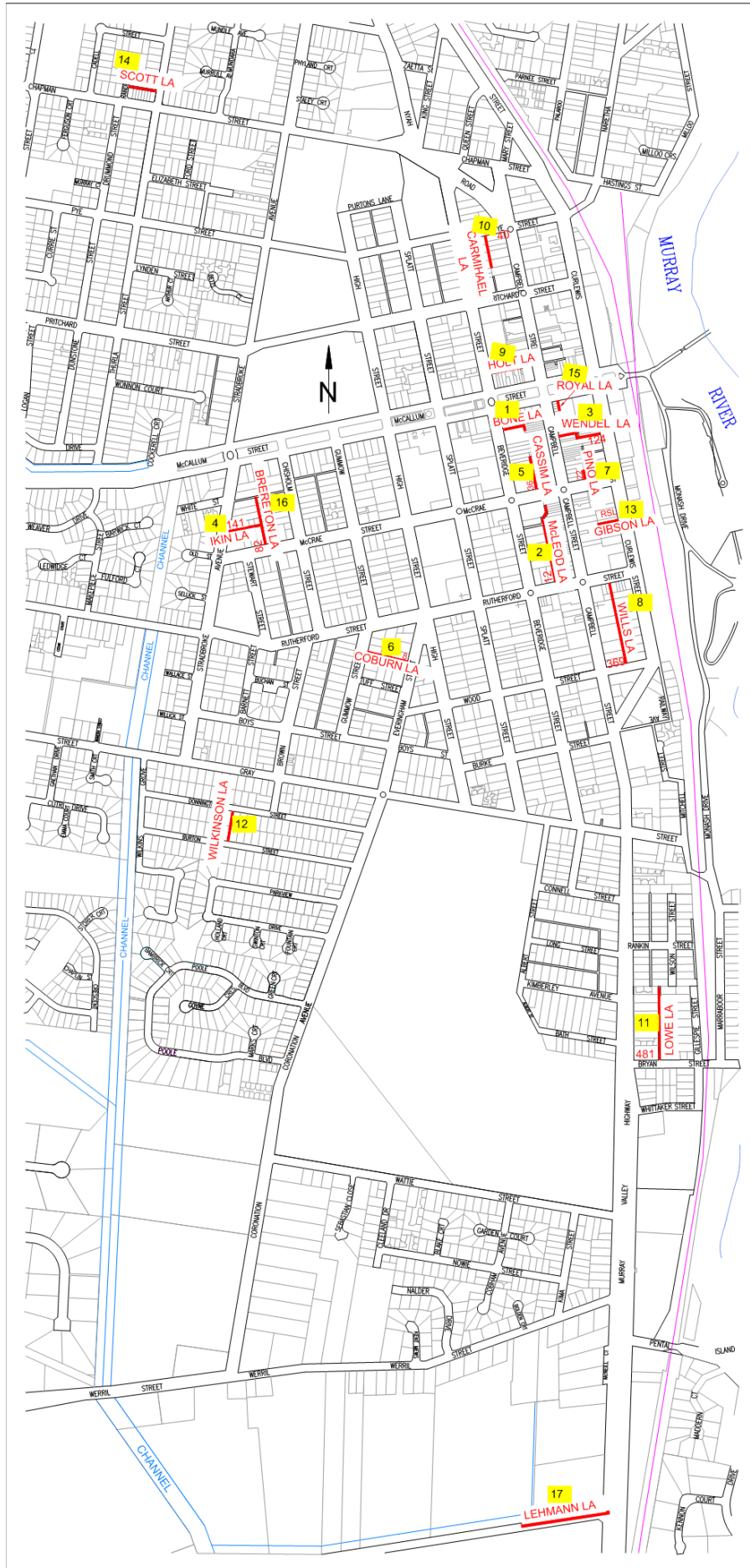
Swan Hill Roads & Laneway Naming

Swan Hill Rural City Council proposes to name some local roads and laneways within the Swan Hill township (as per the attached list).

Locality plans of the roads and laneways and the historical basis for the proposed names are available for viewing at the Swan Hill Rural City Council Office,
45 Splatt Street, Swan Hill.

Public submissions are invited and should be lodged in writing at the Council Office 45 Splatt Street (P O Box 488) Swan Hill 3585 by 30th April 2005.

No	ROAD NAME	ORIGINAL PROPOSED NAME	ADVERTISE AS
1	Laneway (behind Town Hall)	Bone Lane	Bone Lane
2	Laneway (by 12 Rutherford Street)	McLeod Lane	McLeod Lane
3	Laneway (near 124 Curlewis Street)	Wendel Lane	Wendel Lane
4	Laneway (near 141 Stradbroke Ave)	Ikin Lane	Ikin Lane
5	Laneway (near 36 McCrae Street)	Cassim Lane	Cassim Lane
6	Laneway (near 8 Everingham Street)	Coburn Lane One submission was received in 2005 proposing Kennedy Lane instead of Coburn Lane on the basis that the Kennedy Family were longer term residents in that part of town.	Coburn Lane
7	Laneway (near 22 McCrae Street)	Pino Lane	Already named and signed as Pino Lane
8	Laneway (369 Campbell Street)	Wills lane	Wills Lane
9	Laneway (back of the Guardian)	Holt Lane	Holt Lane
10	Laneway (behind 40 Campbell St)	Forrester Lane	Propose to advertise as Carmichael Lane, as Forrester Lane already exists.
11	Laneway (behind 481 Campbell St)	Lowe Lane	Lowe Lane
12	Laneway (Donnington/Burton St)	Wilkinson Lane	Wilkinson Lane
13	Laneway (next to the RSL)	Gibson Lane	Gibson Lane
14	Laneway (Randell and Thurla St)	Scott Lane	Scott Lane
15	Laneway (south of clock tower)	Royal Lane	Royal Lane
16	Laneway (82 McCrae St)	Brereton Lane	Brereton Lane
17	SH67	Carmichael Lane	Already named and signed Lehmann Lane.



SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION

C.16.8 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS

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

Declarations of Interest:

John McLinden - 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

Not applicable.

Financial Implications

Not applicable.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

Not applicable.

Council Plan Strategy Addressed

Governance and Leadership - Community leadership through effective strategic planning.

Options

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

Recommendation

That Council note the contents of the report.

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
24 May 2016 at 1.00pm
SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

AGENDA ITEMS

- Major Project Pipeline
- Pioneer Settlement Heartbeat Update
- Lower Murray Inn Expression of Interest
- Robinvale Levee Design Update
- Infrastructure Contributions Policy
- Council Loan Support Policy
- Major Events Policy
- Anniversary of Lake Boga Flying Boat MESS Application
- Environment Policy

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

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

Apologies

- Cr Jessie Kiley

Officers

- John McLinden, Chief Executive Officer
- Adam McSwain, Director Development and Planning
- Rosanne Kava, Acting Director Infrastructure
- Bruce Myers, Director Community and Cultural Services
- David Lenton, Director Corporate Services
- Sam Steele, Senior Environment Officer
- Tony Jenkins, General Manager, Pioneer Settlement

Other

- Nil

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
31 May 2016 at 1.00pm
SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

AGENDA ITEMS

- Car Parking Strategy
- Update on Native Vegetation Removal
- Proposed Event – Festival of Motorsport
- Chisholm Reserve Governance Arrangements
- Public Health Enforcement Policy
- Public Health Complaints Policy
- Food Premises Closure Policy
- Proposed Sale of Land
- Land for Farm Worker Accommodation in Robinvale
- Swan Hill Soccer Club
- Committees formally attended to by Cr Adamson

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Les McPhee
- Cr Greg Cruickshank
- Cr Jim Crowe
- Cr Gary Norton
- Cr John Katis

Apologies

- Cr Jessie Kiley
- Cr Michael Adamson

Officers

- John McLinden, Chief Executive Officer
- Adam McSwain, Director Development and Planning
- David Lenton, Director Corporate Services
- Stefan Louw, Development Manager
- Meagan Monk, Community Recreation and Grants Officer
- Trish Ficarra, Public Health and Regulatory Services Coordinator
- Muriel Scholz, Senior Economic Development Officer

Other

- Joe Lochery, Swan Hill Soccer Club
- Joseph Pino, Swan Hill Soccer Club
- Chris Leahy, Swan Hill Soccer Club

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
7 June 2016 at 1.00pm
SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

AGENDA ITEMS

- Draft Councillor Code of Conduct
- Lake Boga Free Camping
- Robinvale Caravan Park Extension
- Review of Planning Permit Fees
- Strategic Planning Work Program
- Roads to Recovery Funding Discussion
- Budget Submissions and next steps
- Community Satisfaction Survey 2016

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Les McPhee
- Cr Greg Cruickshank
- Cr Jim Crowe
- Cr Gary Norton
- Cr John Katis

Apologies

- Cr Jessie Kiley

Officers

- John McLinden, Chief Executive Officer
- Adam McSwain, Director Development and Planning
- David Lenton, Director Corporate Services
- Bruce Myers, Director Community and Cultural Services
- Stefan Louw, Development Manager
- Helen Morris, Organisational Development Manager

Other

- Nil

CONFLICT OF INTEREST

- Nil

COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA

14 June 2016 at 1.00pm

SWAN HILL TOWN HALL, COUNCIL CHAMBERS

AGENDA ITEMS

- Loddon Mallee Waste and Resource Recovery Implementation Plan
- Councillor Legal Fees
- Special Council Meeting to receive and hear budget submissions
- Refusal of planning applications for dwellings on small lots in Farming Zone
- Rural Land Use Strategy – Revisiting Investigation Areas
- Asset Naming Committee Minutes
-

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Les McPhee
- Cr Greg Cruickshank
- Cr Jim Crowe
- Cr Gary Norton
- Cr John Katis

Apologies

- Cr Jessie Kiley

Officers

- John McLinden, Chief Executive Officer
- Adam McSwain, Director Development and Planning
- David Lenton, Director Corporate Services
- Bruce Myers, Director Community and Cultural Services
- Rosanne Kave, Acting Director Infrastructure
- Stefan Louw, Development Manager
- Rachael Blandthorn, Planning Officer

Other

- Karen Fazzani, Central Murray Regional Waste Management Group

CONFLICT OF INTEREST

- Cr McPhee - Rural Land Use Strategy due to an indirect interest due to a close association.

C.16.9 SIGN & SEAL REPORT

Responsible Officer: Chief Executive Officer

Attachments: Nil.

Declarations of Interest:

John McLinden - 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

Not Applicable

Financial Implications

Not applicable

Social Implications

Not applicable

Economic Implications

Not applicable

Environmental Implications

Not applicable

Risk Management Implications

Not applicable

Background

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.

Issues

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

No.	Document Type	Document Description	Date signed/sealed
739	Transfer of Land Land Title R1 on PS7404634	Between K Barnes and SHRSS	12/5/2016
740	Transfer of Land Land Title R1 on PS740459	Between GL and BJ Plant PTY LTD and SHRCC	12/5/2016
741	Lease of Crown Land	Between SHRCC and Swan Hill Bowls Club Inc	19/5/2016
742	Section 173 Agreement Cottman Road, Beverford	Between SHRCC and M Mangiameli	25/5/2016
743	Transfer of Land Vol 11643 Folio 215	Between SHRCC and A Faraci and A Miliado	25/5/2016
744	Transfer of Land Vol 11643 Folio 216	Between L and J Faraci PTY LTD	25/5/2016
745	Deed	Confidentiality Deed	25/5/2016

Conclusion

Council authorise the signing and sealing of the above documents.

Recommendations

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

SECTION D – NOTICES OF MOTION

D.16.3 ROADSIDE RE-VEGETATION PROGRAM

Having given due notice, **Councillor John Katis MOVED that:**
Council commence a re-vegetation program of its roadside reserves throughout the municipality and protect the natural environment under its control.

Preamble

In the last two months I have seen the cutting down and burning of native trees, shrubs and grasses on Council road reserves. These reserves have been the home of native birds, animals and other creatures that use the reserve as corridors to travel to other parts of other reserves or forests to find food and to mate.

The destruction of the roadside reserve drains are also destroyed and rubbish is thrown on the roadsides and burnt instead of being taken to the local landfill.

I'm afraid to say that some of our landowners that are abutting the roadside reserves complain about the visual pride of our road reserves. Some, but not all, of them should look at the frontage of their property and say Council have stood by and let this happen over time.

The question I'm asking Council now is – do we allow this to continue? Or do we support this motion to re-vegetate and protect our natural environment from this sort of vandalism?

If we were to do nothing our road reserves will become weed infested and barren ground that would wash away with rain and wind resulting in a great loss to our environment and not reflect our statements within our Council plan to protect our natural environment for future generations.

SECTION E – URGENT ITEMS NOT INCLUDED IN AGENDA

SECTION F – TO CONSIDER & ORDER ON COUNCILLOR REPORTS

SECTION G – IN CAMERA ITEMS

Recommendation

That Council close the meeting to the public on the grounds that the following report(s) include contractual matters and is a resolution to close the meeting to members of the public

- B.16.70 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**
- B.16.71 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**