



# MINUTES

## ORDINARY MEETING OF COUNCIL

Tuesday, 19 April 2016

Held Swan Hill Town Hall,  
Council Chambers  
McCallum Street, Swan Hill  
Commencing at 2:00 PM

**COUNCIL:**

Cr LT McPhee – Mayor

Cr JN Katis

Cr CM Adamson

Cr GW Norton

Cr GI Cruickshank

Cr JA Kiley

Cr JB Crowe

Confirmed 17 May 2016

Chairperson.....

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SECTION A – PROCEDURAL MATTERS .....	3
SECTION B – REPORTS.....	4
B.16.24 HOME AND COMMUNITY CARE TRANSITION UPDATE .....	4
B.16.25 ASSET NAMING COMMITTEE .....	8
B.16.39 MURRAY BASIN RAIL PROJECT.....	15
B.16.26 MONTHLY BUILDING FIGURES FOR MARCH 2016.....	18
B.16.27 SAFE HAVEN ENTERPRISE VISA (SHEV).....	21
B.16.28 TOOLEYBUC BRIDGE PLANNING SCHEME AMENDMENT .....	30
B.16.29 DOMESTIC ANIMAL MANAGEMENT PLAN REVIEW - 2015 .....	35
B.16.30 COUNCIL SPECIAL COMMITTEES (SECTION 86) .....	51
B.16.31 COUNCIL PLAN 2013-17 (2015-16 REVIEW) .....	55
B.16.32 KEY STRATEGIC INITIATIVES FOR 2015/16 STATUS REPORT FOR THE THIRD QUARTER.....	58
B.16.33 APPOINTMENT OF PRINCIPAL CONDUCT OFFICER .....	62
B.16.34 CUSTOMER SERVICE STRATEGY 2016-2019 .....	64
B.16.35 COUNCILLOR ATTENDANCE AT FUNCTIONS.....	67
B.16.36 COUNCILLOR EXPENSE REIMBURSEMENT & SUPPORT .....	70
SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION .....	73
C.16.4 SIGN & SEAL REPORT .....	73
C.16.5 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS .....	76
SECTION D – NOTICES OF MOTION.....	83
SECTION E – URGENT ITEMS NOT INCLUDED IN AGENDA.....	83
SECTION F – TO CONSIDER & ORDER ON COUNCILLOR REPORTS .....	83
SECTION G – IN CAMERA ITEMS .....	85
B.16.37 PROPERTY PURCHASE SWAN HILL.....	85
B.16.38 PROPOSED RATE RECOVERY SALES .....	85

**SECTION A – PROCEDURAL MATTERS**

- **Open**

Mayor, Cr Les McPhee assumed the chair and declared the meeting open at 2.00pm.

- **Acknowledgement of Country**

Mayor, Cr Les McPhee read the Acknowledgement of Country.

- **Prayer**

Cr Katis read the prayer.

- **Apologies**

Cr Jessie Kiley – Requested Leave of Absence due to recent birth of first child.

**15/16 Motion**

**MOVED Cr Adamson**

**That Cr Kiley be granted a leave of absence for this meeting.**

**SECONDED Cr Cruickshank**

**The Motion was put and CARRIED**

- **Confirmation of Minutes**

- 1) Ordinary Meeting held on 15 March 2016

**16/16 Motion**

**MOVED Cr Katis**

**That the minutes be confirmed.**

**SECONDED Cr Norton**

**The Motion was put and CARRIED**

- **Declarations of Conflict of Interest**

Nil

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

Nil

- **Public Question Time**

Nil

## **SECTION B – REPORTS**

### **B.16.24 HOME AND COMMUNITY CARE TRANSITION UPDATE**

**Responsible Officer:** Director Community & Cultural Services  
**File Number:** 20-22-00  
**Attachments:** Nil

#### **Declarations of Interest:**

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

#### **Summary**

This report and accompanying presentation provide Council with a progress report on the changes being made to Council's Home and Community Care (HACC) services, in response to the aged care reforms, which were first announced in 2007.

#### **Discussion**

The aged care reforms are a response to the Productivity Commission's report, Caring for Older Australian's (August 2011), and came into full effect 1 July 2015.

The transition of the Victorian HACC program begins from 1 July 2016, with current funding to continue for three years until 30 June 2019.

The transition process splits funding arrangements for aged care in Victoria, which are the current HACC arrangements, between the Commonwealth and the State Government. State Government will be responsible for under 65's, with the Commonwealth responsible for over 65's.

The National Disability Insurance Scheme (NDIS) will not be rolled-out into this region until early 2019, and Council will have the opportunity to monitor the roll-out through neighbouring municipalities as they are scheduled earlier. This will enable Council to ascertain any future involvement in the NDIS locally.

In preparation for 1 July 2019, officers have been working since 2013 through a process to minimise client disquiet and potential community concern resulting from effects of the reforms on local services. This has included reviewing all programs Council provides and how they will transfer from HACC into the Commonwealth Home Support Program (CHSP) from 1 July 2016.

Significant changes have been in place for a full year, and the required reduction in Council contributions to various programs is being achieved. In effect, the process is intended to eliminate the gap between what is funded and what is delivered in

relation to service hours. Utilising alternative service models, such as waiting lists and prioritising clients need through re-assessment will reduce this gap.

The Domestic Assistance waiting list is now in place with wait times for new clients up to 8 to 10 weeks, and a second phase of reviews for high level service clients has been completed for existing clients.

Significant service hour reductions have been achieved to date, and these changes have been phased-in since early 2015 to soften the blow of sudden change and minimise the risk to Council's image. To this point, staff retirements have been sufficient to off-set the reduction in service hours. It is anticipated that during the 3-year transition period, further retirements and reduction in staffing hours will be required to continue the trend of providing only funded hours.

With the reforms, the current delivery method for home maintenance (lawn mowing) is no longer viable, therefore the introduction of a voucher system commenced on 1 April 2016. Following communication with existing clients and a tender process to provide Council with a 'panel' of preferred suppliers, the service will continue to 220 clients.

The change offers clients a choice of contractor, and when they receive services, clients will no longer pay a fee to Council. If clients only use the face value of vouchers they pay nothing for the service, otherwise they may choose to pay for extra services themselves.

Further reviews are underway to ascertain the impacts of these changes over the next three years, and this will be communicated to clients, staff and Council.

### **Consultation**

Since 2013, officers have been liaising with clients either via letter, direct contact or through re-assessment, to ensure all available information is being communicated and questions answered promptly. The Director and Coordinator have met with 12 formal groups, many more than once, and have ongoing engagement through various advisory groups.

Groups include: CWAs, two Probus clubs, residents of Swan Hill Village, Swan Hill District Health Community Advisory Group, Alcheringa Board, RSL and Veterans groups, Independent Retirees and senior citizens clubs.

Consultation with staff has also been regular and ongoing, as although the reductions in service hours are staged, there is understandable concern about any future impacts on staff hours.

## Financial Implications

The table below shows trends for net cost to rates for all HACC programs, since 2012-13:

Year	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Anticipated Actual	Draft 2016-17 Budget
Totals	\$528,510	\$495,389	\$412,927	\$398,702	\$332,835

The new procedures, relevant budgets and communication plans are continually being monitored and adjusted accordingly to ensure the financial challenges can be met.

## Social Implications

The provision of home-based aged care services is an important factor in allowing local residents to live longer in their own homes. Council is currently the major provider in this area, and the responses to the reforms are intended to ensure that services continue to be available to elderly residents during the period of transition, and potentially beyond.

Client concern with these changes is a major factor in carefully staging the process, and communication directly with clients and via the media and community groups will be crucial.

## Economic Implications

Opportunities exist to work within the aged care reforms guidelines to encourage new businesses that address the need to allow elderly residents to remain in their homes.

Council's work towards the development of a low- or no-cost model is more likely to assist in this encouragement.

## Environmental Implications

Not applicable.

## Risk Management Implications

This report relates to the ability to provide services within changing guidelines, and the main risks identified are client dissatisfaction, staff impacts, damage to Council reputation and financial loss. Every step of the process has used these implications as guiding principles.

**Council Plan Strategy Addressed**

***Community Wellbeing*** - Community services that are efficient and responsive to needs.

**Options**

Nil.

**Recommendations**

**That Council note the contents of this report.**

**17/16 Motion**

**MOVED Cr Cruickshank**

**That Council note the contents of this report.**

**SECONDED Cr Norton**

**The Motion was put and CARRIED**

## **B.16.25 ASSET NAMING COMMITTEE**

**Responsible Officer:** Acting Director Infrastructure  
**File Number:** 11-01-01  
**Attachments:** 1 Asset Naming Committee Minutes

### **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 met on 22 March 2016. The Minutes including recommendations for Council are provided for Council's consideration.

### **Discussion**

The Asset Naming Committee is a Sub-Committee of Council comprising two Councillors and a community member from the Swan Hill Genealogical and Historical Society and relevant Council Officers. The Committee held its first meeting since 2 September 2014 on 22 March 2016 and considered a number of requests for names to be used in the naming of assets in Robinvale and Swan Hill and a number of other administrative matters.

The attached Minutes detail the discussion held and include a number of recommendations for Council's consideration.

The Committee proposes the names 'Pragt' and 'Chick' be added to the Asset Name Mater List in recognition of the contributions made by these families in Robinvale and Swan Hill respectively.

A proposal has been made by the Committee in response to the request from Ms Robina Benbow to recognize former Councillor Arthur P Chalmers. The name 'Chalmers' has been on the Asset Naming Master List for some years. The Committee proposed to name a lane in the business area of Robinvale as Chalmers Lane. Unfortunately a check of the Robinvale street names list after the meeting revealed that the preferred lane is already named, although it has no street sign installed. Advice will be provided to the Asset Naming Committee so that options for an alternative location can be discussed at their meeting on 10 May 2016.

The request for recognition of the late Mr Greg McKerrow via a plaque along the Swan Hill riverfront was favourably received by the Asset Naming Committee, although a policy will be required to define how Council will administer such requests before it can be finalised.



## **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**

Minor costs in relation to spending the \$1,000 grant received for the Anzac Commemorative Project and advertising of proposed name of lane in Robinvale.

## **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**

Risk management will need to be taken into account in the material, design and location of any plaques.

## **Council Plan Strategy Addressed**

***Governance and Leadership*** - Effective and efficient utilisation of resources.

## **Options**

Nil

## **Recommendations**

**That Council:**

- 1. Note the Minutes of the Asset Naming Committee**
- 2. Endorse the proposed use of the Anzac Commemorative Project funds to add the emblem to the road signs in the Soldiers Settlement area of Robinvale**
- 3. Agree that the names 'Pragt' and 'Chick' be added to the Asset Naming Master List**
- 4. Request Council Officers to prepare a Policy for the Use of Plaques and Memorials on Public Land, Buildings and other Infrastructure.**

**18/16 Motion**


**MOVED Cr Katis**

**That Council:**

- 1. Note the Minutes of the Asset Naming Committee**
- 2. Endorse the proposed use of the Anzac Commemorative Project funds to add the emblem to the road signs in the Soldiers Settlement area of Robinvale**
- 3. Agree that the names 'Pragt' and 'Chick' be added to the Asset Naming Master List**
- 4. Request Council Officers to prepare a Policy for the Use of Plaques and Memorials on Public Land, Buildings and other Infrastructure.**

**SECONDED Cr Adamson**

**The Motion was put and CARRIED**

 <p><b>SWAN HILL</b> Rural City Council</p>	<h2 style="text-align: center;">ASSET NAMING COMMITTEE MINUTES</h2> <p style="text-align: right;">Tuesday, 22 March 2016 Executive Meeting Room Swan Hill Rural City Council</p>
<p><b>Attendees:</b></p> <p><b>Members of Committee:</b></p> <p><b>In Attendance:</b></p>	<p>Cr John Katis (Chairperson) Cr Michael Adamson Mrs Jan Guse, Swan Hill Genealogical &amp; Historical Society</p> <p>Rosanne Kava, Acting Director of Infrastructure David Murphy, GIS Officer Sandy Guy, Revenue Officer</p> <p><b>Apologies</b> Graham Jarvie, Technical officer - Survey Amy Lolicato, Planning Officer</p>
<p><b>1. Welcome</b></p>	
<p><b>Discussion:</b> John Katis declared the meeting open at 11.40am and welcomed everyone to the Asset Naming Committee meeting for 22 March 2016.</p>	
<p><b>2. Confirmation of Minutes – Tues, 2 September 2014</b></p>	
<p><b>Discussion</b></p> <p><b>Moved</b> Michael Adamson</p> <p><b>Seconded</b> Jan Guse</p> <p><b>CARRIED</b></p>	

<b>3</b>	<b>Anzac Commemorative Project</b>
<p><b>Discussion:</b> The Office of Geographic Names conducted the ANZAC Centenary Project, being part of the Victorian contribution to the national ANZAC Commemoration 2014-2018. Council registered to participate and received a \$1000 grant. There was a decision in the Asset Naming Meeting, held 2 September 2014 to utilise this grant in Robinvale. The meeting confirmed that the road signs located in 'Soldier Settlement' Robinvale, with names significant to war battles Australians have served in over the years should be incorporated with the memorial emblem.</p> <p><b>Conclusion:</b> The committee recommended that:</p> <ul style="list-style-type: none"> <li>• Street signs in the 'Soldier Settlement' area be updated with the ANZAC commemorative emblem transfers to the value of the grant (\$1,000).</li> </ul> <p><b>Moved</b> Michael Adamson</p> <p><b>Seconded</b> John Katis</p> <p><b>CARRIED</b></p>	
<b>4</b>	<b>The late Arthur P Chalmers</b>
<p><b>Discussion:</b> Submissions and history were submitted in 1989 to the Shire of Swan Hill. A letter of acknowledgement was sent advising that Mr Arthur P Chalmers would be recognised when a suitable project arises. Mr Arthur P Chalmers has been on the Asset Naming Master List since 2004. Mrs Benbow's submission of 15 April 2015 again provided the history of her grandfather and his commitment and contribution to the Robinvale community, and expressed her disappointment that his name has not yet been recognised.</p> <p>Cr Katis advised he had spoken with Mrs Benbow on a provisional basis and suggested the possibility of naming the un-named lane between Warlena Avenue and George Street Robinvale as Chalmers Lane. Cr Katis advised that Mrs Benbow had responded favourably.</p> <p><b>Conclusion:</b> The committee recommended that:</p> <ul style="list-style-type: none"> <li>• The lane between Warlena Avenue and George Street Robinvale be named Chalmers Lane</li> <li>• The proposed naming of Chalmers Lane proceed to public advertising as required by Council's Asset Naming Policy and that any submissions be considered by Council.</li> </ul> <p><b>Moved:</b> John Katis</p> <p><b>Seconded:</b> Jan Guse</p> <p><b>CARRIED</b></p>	
<b>5</b>	<b>Pragt Family to added to Asset Master List. Name requested to be used in Robinvale Township</b>
<p><b>Discussion:</b> Letter received from Lynn Tolley requesting to have the Pragt family added to the Asset Naming Master List, with consideration of a road or infrastructure within the Robinvale township be named in their honour. Cr Katis</p>	

confirmed of their strong connections and contribution to the community of Robinvale.

**Conclusion:**

The committee recommended that:

- The name 'Pragt' and the family history be added to the Asset Naming Master List.
- A response to be sent thanking Ms Lynn Tolley advising of this action.

**Moved**

Michael Adamson

**Seconded**

Jan Guse

**CARRIED**

**6**

**Request from McKerrow Family**

**Discussion:**

Gloria McKerrow submitted a request with regard to her husband, Greg McKerrow, a local resident who passed away in March 2014. Mrs McKerrow would like to have her husband's memory honoured with a gesture that recognises Greg's contribution to the community. It has been suggested that with the implementation of the Riverfront Masterplan there may be opportunities where a plaque could be placed on a tree, a gym station, park bench even a drinking fountain. It was noted it might be appropriate to acknowledge his memory through something reflecting health and wellbeing as he was an advocate for health.

**Conclusion:**

The committee:

- Noted that a memorial plaque in recognition of Mr Greg McKerrow might be an appropriate reflection of his contribution to the Swan Hill community.
- Suggested that a plaque might be placed on one of the outdoor gym stations along the riverfront, subject to any relevant Council policy.

**Moved**

Michael Adamson

**Seconded**

John Katis

**CARRIED**

**7**

**Chick Family Name requested to be utilised for a potential new road, corner of Butterworth Street and Williams Road Swan Hill**

**Discussion:**

A submission from Dr King has been received requesting to have the Chick family name be utilised if a new road is required for a possible subdivision on the corner of Butterworth Street and Williams Road, Swan Hill. The name is currently not on the Asset Naming Master List. The history of the Chick family has been provided with the submission.

**Conclusion:**

The committee recommended that:

- The 'Chick' name and family history be added to the Asset Naming Master List.
- A letter be sent to Dr King advising him of this action.

<p><b>Moved</b> Jan Guse</p> <p><b>Seconded</b> Michael Adamson</p> <p><b>CARRIED</b></p>
<p><b>8 Other Business</b></p> <p>Realignment of the Robinvale Irrigation District has been finalised and confirmed by correspondence from John Tulloch, Registrar of Geographic Names. It was Gazetted on 3 December 2015. Vicmap updates have been completed and reflect the locality as Robinvale. Rates database reflects the locality change. Customers have been notified.</p> <p><b>Next meeting</b></p> <ul style="list-style-type: none"><li>• A report will be provided at the next Asset Naming Committee Meeting showing all unnamed locations in Robinvale. Jan Guse indicated her willingness to provide previous documentation showing unnamed lanes in Swan Hill. Maps will also be provided showing unnamed roads in municipality.</li><li>• The Asset Naming Policy is to be reviewed at the next meeting.</li></ul>

**Meeting Closed at 12.30PM**

**Next Meeting –**

**Tuesday 10 May 2016**

### **B.16.39 MURRAY BASIN RAIL PROJECT**

**Responsible Officer:** Acting Director Infrastructure  
**File Number:** 11-01-01  
**Attachments:** Nil

#### **Declarations of Interest:**

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

#### **Summary**

On Friday 8 April the Federal Government announced \$220 million toward the \$416 million Murray Basin Rail Project to upgrade the rail network in north and north-west Victoria to standard gauge and to get produce to ports faster. These funds will match the previously announced \$220 million committed by the Victorian Government to the project. The Basin Rail Project is expected to have benefits for agricultural producers in the Swan Hill Rural City Council area and should reduce impacts on our road system through increased use of rail.

#### **Discussion**

The Murray Basin Infrastructure Study was completed in 2014 and looked at all aspects of rail and road infrastructure serving north west Victoria and the transport of the region's grain, mineral sands, containers and general freight. The study included extensive consultation including with local government. The resultant Murray Basin Project, costed at \$416 million, provided for a 21 tonne axle loading, networked and standardised rail system.

The Study recognized that the freight rail system in the north-west of Victoria was in poor condition, with slow train speeds due to temporary speed restrictions associated with level crossings.

The project will create a fit-for rail-system that will more adequately service the mineral sands industry and agriculture – particularly the grains industry. This, in turn, should take some of the pressure of our roads system with fewer trucks needed.

The Central Murray Regional Transport Forum which includes eight Councils in south-west NSW and north-west Victoria, has strongly advocated for some time for the State and Federal governments to support this project, mindful of the benefits across the region.

The CEO, on behalf of Council, has written to Federal Government representatives to congratulate them on this announcement.

## **Consultation**

Regional councils, including Swan Hill Rural City Council, have advocated for the Commonwealth to join the Victorian Government in funding the remaining costs of the project.

## **Financial Implications**

Over time there should be a reduction in larger mass vehicles on State and local roads in the north-west region, which would result in lower road maintenance costs than would otherwise have been the case.

## **Social Implications**

Nil

## **Economic Implications**

The upgraded network will reduce the cost of rail freight for producers and significantly reduce the turn-around time to port. This should provide an improved economic outcome for local producers.

## **Environmental Implications**

Once implemented the project should result in a reduction in the number of trucks on our roads with consequent benefits in terms of carbon dioxide emissions.

## **Risk Management Implications**

Nil

## **Council Plan Strategy Addressed**

***Governance and Leadership*** - Effective and efficient utilisation of resources.

## **Options**

Nil

## **Recommendations**

**That Council:**

- 1 Note and welcome the announcement by the Federal Government to contribute \$220 million toward the Murray Basin Rail Project.**
- 2 Join with other members of the Central Murray Transport Forum to congratulate the Federal Government on this decision.**



**19/16 Motion**

**MOVED Cr Norton**

**That Council:**

- 1 Note and welcome the announcement by the Federal Government to contribute \$220 million toward the Murray Basin Rail Project.**
- 2 Join with other members of the Central Murray Transport Forum to congratulate the Federal Government on this decision.**
- 3 That Council write to the State Government congratulating them for their leadership in providing the initial commitment of \$220 Million for the Murray Basin Rail Project and noting that with the Federal Government now also contributing a matching amount that Council looks forward to the State implementing this project with haste so that the Victorian Community can reap the benefits of this investment.**

**SECONDED Cr Cruickshank**

**The Motion was put and CARRIED**

## **B.16.26 MONTHLY BUILDING FIGURES FOR MARCH 2016**

**Responsible Officer:** Director Development and 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 March 2016.

### **Discussion**

#### **Planning**

<b>Type</b>	<b>2015</b>		<b>2016</b>	
	<b>No. of March</b>	<b>No. Of YTD</b>	<b>No. Of March</b>	<b>No. Of YTD</b>
Planning Permit Applications Received	12	44	8	32
Planning Permit Approvals	10	42	2	17
Notice of Decision to Grant a Planning Permit	1	1	0	0
Refusal to Grant a Planning Permit	0	0	0	0
Application Lapsed or Withdrawn	1	1	0	0

## Building

### March - Comparisons

TYPE	2015		2016	
	NO.OF	VALUE	NO.OF	VALUE
Dwelling	7	1,636,582	8	2,225,802
Dwelling additions	5	104,375	11	255,800
Unit Developments	1*(1)	9,800	1*(7)	20,000
Shops	1	350	0	0
Offices	1	3,500	0	0
Warehouses	2	1,585,000	0	0
Factories	1	105,000	2	224,600
Public Buildings	2**	9,869,093	0	0
Out Buildings	12	274,589	9	206,594
Other	5	143,950	4	136,120
<b>Total</b>	<b>37</b>	<b>\$13,732,239</b>	<b>35</b>	<b>\$3,068,916</b>

\*( ) denotes total number of Dwelling Units

\*\* The majority of this public buildings amount relates to the Swan Hill Hospital Aged Care Facility, valued at \$9.8 million

### Year to Date – Comparisons

TYPE	1/01/2015 to 31/3/2015		1/01/2016 to 31/3/2016	
	NO.OF	VALUE	NO.OF	VALUE
Dwelling	13	4,036,220	16	5,864,065
Dwelling additions	15	384,543	20	878,240
Unit Developments	2*(2)	173,700	2*(9)	430,000
Shops	8	5,054,824	0	0
Offices	3	350,500	0	0
Warehouses	2	1,585,000	0	0
Factories	2	365,000	3	1,910,900
Public Buildings	3	10,032,883	4	866,954
Out Buildings	29	561,267	20	377,389
Other	18	442,285	15	320,686
<b>Total</b>	<b>95</b>	<b>\$22,986,222</b>	<b>80</b>	<b>\$10,648,234</b>

\*( ) denotes total number of Dwelling Units

### **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 Building figures for March and the Year to Date comparisons as reported.**

### **20/16 Motion**

#### **MOVED Cr Katis**

**That Council note the Building figures for March and the Year to Date comparisons as reported.**

#### **SECONDED Cr Adamson**

**The Motion was put and CARRIED**

## **B.16.27 SAFE HAVEN ENTERPRISE VISA (SHEV)**

**Responsible Officer:** Director Development and Planning  
**File Number:** 03-01-01  
**Attachments:** 1 Safe Haven Enterprise Visa (SHEV)

### **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 consider 'opting in' the Swan Hill Rural City Council municipality to the Safe Haven Enterprise Visa program.

### **Discussion**

In 2015 Council received a request from the Municipal Association of Victoria (MAV) to provide input into a new category of Visa, Safe Haven Enterprise Visa (SHEV), which may impact rural and regional areas. The SHEV has been introduced as an alternative to the Temporary Protection Visa (TPV) and requires the holder to work and/or study in a regional area. In addition to the SHEV holder working and/or studying in a regional area they need to be in an area that has 'opted-in' to the SHEV program. By 'opting in' there is a greater chance of SHEV holders moving to the Swan Hill Rural City Council area to work or study. Attached to this report is a copy of the Department of Immigration and Border Protection 'Safe Haven Enterprise Visa Fact Sheet'.

In April 2015, Council provided in-principle support to opt in as a designated region under the SHEV program. Unfortunately this decision was never ratified at a formal Council meeting and to date Swan Hill Rural City Council has not been included as a designated region in Victoria.

Following requests from employers, Council officers have investigated the possibility of now being included in the program. This request was given a favourable response by the Department of Immigration.

In order to 'opt in' to the program Council need to decide whether to submit all postcodes or only selected ones. Following discussions with Mallee Family Care to understand the level of social support available across the entire municipality it is recommended that an opt-in approach for the whole Swan Hill Rural City Council municipality is preferable.

### **Consultation**

Discussions have been held with Mallee Family Care who provided strong support for the Swan Hill Rural City Council municipality to be part of the SHEV program. Mallee Family Care has previously delivered the Settlement Grant Program in partnership with Council and delivered the Integrated Human Settlement Service on behalf of the Australian Government Department of Immigration and Citizenship.

### **Financial Implications**

The SHEV program does not include funding for services from the Commonwealth at this stage. However the bulk of the responsibilities for refugees' assistance would fall under Mallee Family Care who have expertise and community links in these areas.

Council's primary role is to nominate to accept refugees. By doing this, Council will not be making any financial or resource allocations.

### **Social Implications**

Entering into the SHEV program will provide a positive community statement that the Swan Hill Rural City Council is a welcoming and inclusive municipality.

### **Economic Implications**

Entering into the SHEV program will provide an additional avenue for local businesses to attract employees.

### **Environmental Implications**

Nil

### **Risk Management Implications**

If Council chooses to 'opt-in' at this stage, there is the option to reverse that decision at a later date.

### **Council Plan Strategy Addressed**

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

### **Options**

Council may choose to:

- 1 'Opt-in' the whole Swan Hill Rural City Council municipality into the Safe Haven Enterprise Visa program
- 2 'Opt-in' selected postcodes within the Swan Hill Rural City Council municipality into the Safe Haven Enterprise Visa program
- 3 Choose to 'opt-out' and not become a designated area for the Safe Haven Enterprise Visa program

### **Recommendations**

**That the Swan Hill Rural City Council municipality opt-in to the Safe Haven Enterprise Visa program.**

### **21/16 Motion**

**MOVED Cr Adamson**

**That the Swan Hill Rural City Council municipality opt-in to the Safe Haven Enterprise Visa program.**

**SECONDED Cr Cruickshank**

**The Motion was put and CARRIED**



**Australian Government**  
**Department of Immigration**  
**and Border Protection**

## Safe Haven Enterprise visas

### Information for people who arrived illegally and are seeking Australia's protection

The Australian Government is committed to not granting permanent Protection visas to people who arrived in Australia illegally. There are two types of protection visas available for people who arrived in Australia illegally: Temporary Protection visas (TPVs) and Safe Haven Enterprise visas (SHEVs). You could be eligible for a SHEV if:

- you arrived in Australia illegally
- you are invited to apply for a SHEV and lodge a valid application
- at least one member of your family unit declares an intention to work and/or study in regional Australia
- you are assessed as engaging Australia's protection obligations, and
- you meet other requirements, such as health, security and character checks.

For more information on what it means to engage Australia's protection obligations, read the Protection Application Information and Guides (PAIG) at [www.border.gov.au/paig](http://www.border.gov.au/paig).

If you are found not to engage Australia's protection obligations, you will be expected to return home or to another country where you have right of entry.

#### What will a SHEV allow me to do?

A SHEV will allow you to stay in Australia for five years.

A SHEV will allow you to work and have access to Medicare, social security benefits (Centrelink), job matching and short-term counselling for torture or trauma where required. Adult SHEV holders will have access to the Adult Migrant English Programme and children will be able to go to school.

#### Conditions on a SHEV

As a SHEV holder, you can ask for approval to travel outside Australia and then re-enter Australia on your SHEV. International travel will only be approved if you can demonstrate compassionate or compelling circumstances that justify the travel. You must get approval in writing from us before you travel. You must not, under any circumstances, travel to the country from which you, or the



primary applicant on your SHEV application, were found to engage Australia's protection obligations. You must request approval to travel every time you wish to depart Australia. If you depart Australia without written approval, your SHEV could be cancelled.

You can request written approval for international travel by completing *form 1454—Request for approval to travel under condition 8570 (Restricted Travel)* and send an electronic copy of this form to [travel.request@border.gov.au](mailto:travel.request@border.gov.au). Further information and *form 1454* are available on our website at [www.border.gov.au](http://www.border.gov.au).

If you are granted a SHEV, you **cannot** sponsor family members for a visa through the Australian Humanitarian or Family Migration Programmes.

You must tell us if you change your residential address, within 28 days of moving. You can do this by filling out *form 929—Change of address and/or passport details*.

You will not be eligible for another visa, other than a TPV or another SHEV, while you remain in Australia, unless you meet the SHEV pathway requirements.

### The SHEV pathway requirements

One benefit of the SHEV is that you might be eligible to apply for other substantive visas later on (but not a permanent Protection visa) if we assess that you meet the SHEV pathway requirements. You will meet these requirements if, for at least three and a half years while on a SHEV, you have been:

- employed in regional Australia and not receiving certain social security benefits
- enrolled in full-time study in regional Australia, or
- a combination of the above.

The visas you might be able to apply for if you meet these requirements are listed in PAIG: Visa options for illegal arrivals seeking protection, available at [www.border.gov.au/paig](http://www.border.gov.au/paig).

Only one visa holder in your family unit needs to meet these requirements for all of the members of your family unit who were included on your SHEV application to meet the SHEV pathway requirements.

As soon as you think you meet these requirements, you can provide evidence of this to us. If we assess that you have met the SHEV pathway requirements, you will no longer be barred from applying for a range of onshore visas.

You can apply for another type of visa as soon as we advise you that you meet the SHEV pathway requirements. You do not have to wait for your SHEV to expire.

If you apply for another type of visa and your SHEV expires before a decision is made on that application, you will be granted a bridging visa while your application is being processed.

If you apply for another type of visa after you meet the SHEV pathway requirements, you will not need to be found to engage Australia's protection obligation as part of that visa application. You will, however, need to meet all of the criteria for that visa.

Keep in mind that different visas have different definitions of who is a member of a family unit. You should check the definition for the onshore visa you want to apply for.

If, when your SHEV ceases, you have not met the SHEV pathway requirements, you can apply for another SHEV or a TPV before your current visa expires.

Although a SHEV usually lasts for five years, if you have already made a valid application for another SHEV or a TPV by that expiry date, your current SHEV will remain in effect until your new application is decided or withdrawn.

If you are granted another SHEV, your periods of employment and/or study over the course of both SHEVs will count towards meeting the SHEV pathway requirements.

To be granted another SHEV or a TPV, you will need to meet the criteria for the visa, including being found to engage Australia's protection obligations.

Whether you meet the SHEV pathway requirements or not, you should apply for another visa before your SHEV expires. If you do not, you will become unlawful in Australia and risk being taken into immigration detention.

### Regional Australia

The areas that are considered part of regional Australia for the SHEV pathway requirements are available at [www.border.gov.au/ima](http://www.border.gov.au/ima).

If you are unable to get, or maintain, employment or study in a regional area, this will not affect your ability to hold a SHEV. You will still be eligible to apply for another SHEV or a TPV before your current SHEV expires. However, you will not meet the SHEV pathway requirements.

You do not have to live in a regional area to be eligible for a SHEV or to continue holding a SHEV.

### Work

To meet the SHEV pathway requirements, work must be:

- lawful
- paid
- in a regional area that is included in the SHEV programme, and
- full-time, part-time, temporary, casual, seasonal or a combination of these.

The work does not have to be continuous. If you have breaks between periods of work (such as doing seasonal work), each calendar month that you work will count towards the SHEV pathway requirements. It is your responsibility as a SHEV holder to find employment in a regional area that is part of the SHEV programme if you want to meet the SHEV pathway requirements.

### Study

To meet the SHEV pathway requirements, study must be:

- physically attending a course of study accredited by the Australian Qualifications Framework, including a maximum of one course leading to a Certificate I and any courses leading to a Certificate II or above; and
- full time, either
  - at the campus of an education provider located in a regional area included in the SHEV programme, or
  - attending primary, high school or college in regional Australia for a minimum of 161 weeks (consistent with 3.5 standard academic years) of full-time registered study.

### Social security benefits

While holding a SHEV, it is open to you to access **any** social security benefits that you are eligible for.

However, to meet the SHEV pathway work requirements, you need to work for 42 months without accessing social security, Special Benefit payments (including any Special Benefits ancillary payments).

The benefits that you **can** receive for the full duration of your SHEV and still meet the SHEV pathway requirements are:

- Family Tax Benefit A and B
- Single Income Family Supplement
- Double Orphan Pension
- Parental Leave Pay (work test requirements)
- Dad and Partner Pay (work test requirements)
- Health Care Card (Family Tax Benefit)
- Child Care Benefit/Child Care Rebate
- School Kids Bonus
- Child Dental Benefits Schedule
- Jobs, Education and Training Child Care Fee Assistance
- Stillborn Baby Payment
- Low Income Health Care Card.

### How do I apply for a SHEV?

#### If you have not yet lodged a valid application for a protection visa

When it is your turn to have your claims assessed, we will ask the Minister to allow you to apply for a TPV or SHEV. It may take some time before this happens. If the Minister agrees, we will send you a letter to tell you that the bar has been lifted and let you know when you should apply.

The letter will include information on how to lodge a valid TPV or SHEV application and what information you need to give us with your application. If you want to apply for a SHEV, you will then need to complete and lodge the SHEV application form (*form 790—Application for a Safe Haven Enterprise visa*). Do not lodge a TPV application form (*form 866—Application for a protection visa*) if you want a SHEV.

If you were invited to apply for a TPV before SHEVs were available, and you have not yet lodged an application for a TPV, you will also be invited to apply for a SHEV. We will ask the Minister for Immigration and Border Protection to consider lifting any application bars preventing you from lodging a valid SHEV application.

Do not lodge applications for both a SHEV and a TPV. If you do, the TPV application will be invalid and only the SHEV application will be processed.

Be patient as it may be some time before you are invited to apply for a visa. It is important that you keep us informed of your current contact details, including your postal address, email address and phone number. To update your contact details, call **1300 728 662** with your name, date of birth, boat identification number, home address and contact phone number.

You can prepare for when we start processing your case by making sure you have original and genuine documents as evidence of your identity, nationality and citizenship ready for when we ask for them. These documents need to be from your country of origin or other countries you travelled through or lived in before you arrived in Australia.

You can also gather evidence to support your claims for protection. When we invite you to apply for a protection visa, it is important to give us your protection claims **early and in full**. If you do not give us all of your protection claims and we refuse your application, you might not have another chance to provide these claims.

For general information about applying for protection visas, read the PAIG. They are available at [www.border.gov.au/paig](http://www.border.gov.au/paig).

### If you have already been granted a TPV

If you have already been granted a TPV, but you want a SHEV, you should fill in and lodge a form 790—*Application for a Safe Haven Enterprise visa (SHEV)*. When we receive your application form, we will ask the Minister for Immigration and Border Protection to lift any application bars preventing you from applying for a SHEV. If the Minister agrees to allow you to apply, we will start processing your application.

Holding a TPV does not mean you will be automatically granted a SHEV. As it is a new visa application, we must assess whether you engage Australia's protection obligations and meet all other requirements, such as health, identity, security and character requirements. If the health, character and security checks you obtained through your TPV application are still valid, we will be able to use them for the purposes of your SHEV application, to process your SHEV application as quickly as possible.

### If you currently have a TPV application being processed

If you currently have a TPV application being processed, you should wait for a decision on that application. If your TPV application is granted, and if you then want to apply for a SHEV, fill in and lodge a form 790—*Application for a Safe Haven Enterprise visa (SHEV)*. We will then ask the Minister for Immigration and Border Protection to lift any application bars preventing you from lodging a valid SHEV application. If the Minister agrees to lift any application bars to allow you to apply, we will start processing your application.

If the health, character and security checks you obtained through your TPV application are still valid, we will be able to use them for the purposes of your SHEV application, to process your SHEV application as quickly as possible.

If you are considering applying for a SHEV **before** your TPV application is decided, be aware that:

- the Minister is not obliged to lift any application bars to allow you to apply for a SHEV
- this process will result in delays to you receiving a visa decision.

If you withdraw your TPV application **before** you apply for a SHEV, the bridging visa you were granted in association with your TPV application will cease approximately 28 days after you withdraw your TPV application. If you do not apply for another visa during that 28 day period and your bridging visa ceases, your immigration status will become unlawful.

For more information on choosing between a TPV and a SHEV, read the Protection Application Information and Guides (PAIG). They are available at [www.border.gov.au/paig](http://www.border.gov.au/paig).

### Can I still apply for a permanent Protection visa?

No. The Government is committed to not granting permanent Protection visas to people who arrived illegally and engage Australia's protection obligations. If you arrived in Australia illegally, you can only apply for a SHEV or a TPV.

Under new legislation, any valid application for a permanent Protection visa lodged by a person who arrived in Australia illegally that was not finalised by 16 December 2014 has been converted into a TPV application.

### What review rights do I have if my visa application is refused?

That depends on when you arrived and the process your claims are assessed under. You will be told about your review right when a decision is made on your application.

## **B.16.28 TOOLEYBUC BRIDGE PLANNING SCHEME AMENDMENT**

**Responsible Officer:** Director Development and Planning  
**File Number:** 22-03-01-10  
**Attachments:** 1 Tooleybuc Bridge Image

### **Declarations of Interest:**

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

### **Summary**

This report seeks a Council resolution to provide formal agreement for VicRoads to act as the Planning Authority for the Tooleybuc Bridge Planning Scheme Amendment to the Swan Hill Planning Scheme.

### **Discussion**

Roads and Maritime Services (RMS) are the lead agency with regard to the Tooleybuc Bridge project which proposes to replace the existing single lane timber truss bridge with lift span with a new high level bridge. The new bridge will have reduced maintenance costs and fewer interruptions due to maintenance. The new bridge is to accommodate Higher Mass Limit freight vehicles and over dimensional loads while the existing bridge is limited to only General Mass Limit vehicles. The attached image shows the proposed alignment.

VicRoads has submitted a request for Council to provide formal agreement that VicRoads acts as the Planning Authority for the proposed Tooleybuc Bridge Planning Scheme Amendment.

Roads and Maritime Services (RMS), in partnership with VicRoads, is currently undertaking the necessary environmental assessments in order to support the Planning Scheme Amendment documentation. It is proposed that the planning requirements for the project be implemented through an amendment to the Swan Hill Planning Scheme for the proposed replacement bridge.

Through the Planning Scheme Amendment VicRoads is proposing to make the following changes to the Swan Hill Planning Scheme:

Amend the schedule to Clause 36.03 to the Public Conservation and Resource Zone to provide that land along part of the southern bank of the Murray River may be used and developed to the minimum extent necessary by or on behalf of Roads Corporation in the construction of the Tooleybuc Bridge replacement project and associated works.

Amend Clause 42.01 Schedule 1 (3.0) to the Environmental Significance Overlay so that it allows:

- Buildings and works to the minimum extent necessary for actions undertaken by or on behalf of Roads Corporation in the construction of the Tooleybuc Bridge replacement project and associated works.
- Removal, destruction or lopping of any vegetation, including dead vegetation to the minimum extent necessary for actions undertaken by or on behalf of Roads Corporation in the construction of the Tooleybuc Bridge replacement project and associated works.

Amend Clause 42.02 Schedule 1 (3.0) to the Vegetation Protection Overlay so that it allows:

- Buildings and works to the minimum extent necessary for actions undertaken by or on behalf of Roads Corporation for the construction of the Tooleybuc Bridge replacement project and associated works.
- Removal, destruction or lopping of any native vegetation, including dead vegetation to the minimum extent necessary for actions undertaken by or on behalf of Roads Corporation for the construction of the Tooleybuc Bridge replacement project and associated works.

Amend 43.01 Schedule to the Heritage Overlay to delete the listing of HO215.  
Amend Heritage Overlay Map 18HO to remove HO215.

Amend the Schedule to Clause 44.04, Land Subject to Inundation Overlay so that a permit is not required to:

- Construct or carry out buildings and works to the minimum extent necessary for actions undertaken by or on behalf of Roads Corporation in the construction of the Tooleybuc Bridge replacement project and associated works.

Amend the Schedule to Clause 52.17, Native Vegetation so that it allows the removal, destruction or lopping of native vegetation to the minimum extent necessary for actions undertaken by or on behalf of Roads Corporation in the construction of the Tooleybuc Bridge replacement project and associated works.

If Council provides formal agreement then VicRoads intends to exhibit the Planning Scheme Amendment in mid 2016 for a period of four weeks.

### **Consultation**

RMS and VicRoads have undertaken a detailed consultation process to date for the proposed replacement bridge. As part of any planning scheme amendment process a statutory advertising period is required. VicRoads has indicated it would advertise the proposed planning scheme amendments for a period of four weeks.

If Council provide formal agreement for VicRoads to act as the planning authority then it will be responsible for overseeing the entire planning scheme amendment process including a planning panel if one is required.

### **Financial Implications**

If Council provide formal agreement for VicRoads to act as the planning authority then it will be responsible for all costs associated with the planning scheme amendment process.

### **Social Implications**

Not applicable

### **Economic Implications**

The planning scheme amendment process is an important step in progressing the replacement of the Tooleybuc bridge. The bridge is an important freight route connecting NSW and Victoria.

### **Environmental Implications**

RMS and VicRoads are undertaking all of the environmental and cultural assessments required as part of the bridge replacement.

### **Risk Management Implications**

Council will work closely with VicRoads to ensure that the best outcome for residents of the Swan Hill Rural City Council municipality is achieved.



### **Council Plan Strategy Addressed**

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

### **Options**

Council can choose to:

- 1 Provide formal agreement for VicRoads to act as the Planning Authority for the proposed Tooleybuc Bridge planning scheme amendment to the Swan Hill Planning Scheme.
- 2 Reject the request from VicRoads and retain Council as the Planning Authority for the proposed Tooleybuc Bridge planning scheme amendment process. This option will require Council officers to conduct the entire planning scheme amendment process. This option would have significant cost and resource implications for Council.

### **Recommendations**

**That Council agrees that VicRoads act as the Planning Authority for the proposed Tooleybuc Bridge planning scheme amendment to the Swan Hill Planning Scheme.**

### **22/16 Motion**

**MOVED Cr Katis**

**That Council agrees that VicRoads act as the Planning Authority for the proposed Tooleybuc Bridge planning scheme amendment to the Swan Hill Planning Scheme.**

**SECONDED Cr Adamson**

**The Motion was put and CARRIED**



## **B.16.29 DOMESTIC ANIMAL MANAGEMENT PLAN REVIEW - 2015**

**Responsible Officer:** Director Development and Planning  
**File Number:** 24-24-01  
**Attachments:** 1 Domestic Animal Management Plan Review

### **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 Domestic Animal Management Plan 2015 annual review.

### **Discussion**

The Domestic Animal Management Plan was developed in 2014 as per section 68A of the Domestic Animal Management Act 1994. Council is required under the Act to annually review its Domestic Animal Management Plan. Attached is a copy of the Domestic Animal Management Plan 2015 Annual Review.

Following the 2015 annual review the Domestic Animal Management Plan 2014-2016 is now entering the final year of the plan, Council officers will undertake a major review and prepare a new Plan in 2017 in accordance with the Domestic Animal Management Act.

The Domestic Animal Management Plan 2015 annual review details what has been completed and outlines the next steps to be undertaken in 2016 for the completion of the plan. The development of the new plan will coincide with the re-write of Councils Local Law No. 2 where priority areas such as the introduction of a cat curfew, the possibility of the mandatory de-sexing of cats and the introduction of on leash and off leash areas will be investigated and addressed.

### **Consultation**

As required, community consultation on actions included in the Domestic Animal Management Plan has been undertaken. This has included community surveys, direct engagement with stakeholders and public meetings.

### **Financial Implications**

Administration of the Domestic Animal Management Plan is completed within existing resources. Specific proposals/projects that require financial support will be brought to Council for consideration as they are developed.

### **Social Implications**

The safe management of animals is an important aspect of providing safe and attractive townships for Swan Hill Rural City Council residents and visitors.

### **Economic Implications**

Nil

### **Environmental Implications**

Nil

### **Risk Management Implications**

The annual review of the Domestic Animal Management Plan has highlighted the on-going importance of developing additional processes and procedures within the Regulatory Services team to minimise animal management related risks.

### **Council Plan Strategy Addressed**

*Community Wellbeing* - Community services that are efficient and responsive to needs.

### **Options**

Nil

### **Recommendations**

**That Council note the Domestic Animal Management Plan 2015 Annual Review.**

### **23/16 Motion**

**MOVED Cr Katis**

**That Council note the Domestic Animal Management Plan 2015 Annual Review.**

**SECONDED Cr Norton**

**The Motion was put and CARRIED**

**Domestic Animal Management Plan Review 2015**

**Objective 2.1:** To develop and maintain the animal management competency of Council's Authorised Officers.

Activity	When	Evaluation	Comments	Next Step
<p>Continually identify training requirements by consultation with industry leaders, management and staff.</p> <p>Include in annual training plan for individual staff members.</p>	<p>Current and Ongoing</p>	<p>Training needs are identified and included in the training plan.</p> <p>All planned training is completed and officer competency increased.</p>	<p>In 2015 the Regulatory Services Department undertook a range of training courses to ensure officers are skilled and appropriately trained to deliver Council services and programs.</p> <p><b>2015 Training</b></p> <ul style="list-style-type: none"> <li>• Court Procedure and Prosecution 5 Day Course: completed by 1 Authorised Officer.</li> <li>• Animal Behaviour Training Course: completed by 2 Authorised Officers.</li> <li>• Dealing with difficult Customers Training: completed by 2 Authorised Officers.</li> <li>• Negotiation and Crisis Intervention Course: completed by 2 Authorised Officers.</li> <li>• Client Interaction and Conflict Management Peace Training: completed by 5 Authorised Officers.</li> </ul>	<p>Professional development of Authorised Officers will continue in 2016. The proposed training will include:</p> <p><b>2016 Training</b></p> <ul style="list-style-type: none"> <li>• Court Procedure and Prosecution 5 Day Course</li> <li>• Animal Behaviour Training Course</li> <li>• Safe Handling of Firearms</li> <li>• Conflict Resolution Training</li> </ul>

**Objective 2.2:** To conduct a review of internal processes with relevant staff, to ensure processes for investigation, compliance and enforcement are applied consistently.

Activity	When	Evaluation	Comments	Next Step
<p>Review internal policies and procedures relating to investigation, compliance and enforcement processes to accommodate legal and other changes and ensure consistent application by Authorised Officers.</p> <p>Train officers in new or changed approaches.</p>	<p>Annually</p>	<p>Procedures and other related documents are updated and approved, officers are trained and competent.</p> <p>Officers are applying a range of education and enforcement techniques in order to achieve compliance.</p>	<p>Regulatory Services Policies and Procedures reviewed on annual basis and are amended when required for legislative updates.</p> <p>Council utilises a program called RIAMS (Regulatory Information and Management System) This program contains procedures, documents (forms, letters and notices) guidance, publications, legislation and State/National policy in relation to animal management to ensure SHRCC remains up to date with legislative requirements.</p> <p>Training provided by DEDJTR when changes are made to animal management regulations and legislation.</p>	<p>A Procedure Manual for Regulatory Services will be developed to ensure that all Local Laws and relevant statutory Acts are enforced in an appropriate and consistent manner. This will be developed and implemented by December 2016.</p>

**Objective 3.1:** To improve the accuracy of Council's registration database by cross-referencing with microchip registry data.

Activity	When	Evaluation	Comments	Next Step
<p>Complete a review of newly microchipped animals in the municipality by contacting microchip registries. Check all animals are also listed on Council's pet registration database, and follow up those that are not.</p>	<p>Annually</p>	<p>Demonstrate Council's pet registration database can be accurately cross referenced with microchip registries.</p>	<p>All animals that are released from Council's pound facility must be microchipped and registered before they are to be re-homed.</p> <p>Council runs an adoption program where all animals that are that are released from Council's pound facility must be microchipped and registered before they are to be re-homed. The animals that are given to rescue groups and animal adoptions agencies are required under Section 13 of Domestic Animals Act to notify Council of purchase of an animal. This ensures that all the animals that are adopted through Council's adoptions program are microchipped and registered to the new owner.</p>	<p>Animal registrations are annually due on 10 April. Once registrations have been received in 2016, a cross reference will be conducted with the microchipping agencies to ensure animals that have been microchipped in the municipality are also registered.</p>

**Objective 3.2:** To increase dog and cat registration numbers that is reflective of the population growth of the municipality each year.

Activity	When	Evaluation	Comments	Next Step
Ensure all seized and impounded animals are registered to their owner prior to release.	Prior to every release	Review annual increase in registration numbers. Review number of dogs and cats being seized and impounded that are not registered to their owner.	<p>The online Pound Register was developed by Council's I.T Services in April 2014. Previous to April 2014 animal data was not able to be acutely captured.</p> <p>In 2015 animal registrations increased by 4.2% for dogs and 4.4% for cats in the municipality.</p> <p>From April to December 2014, 216 dogs were impounded, of that 93.5% were adopted or released to the owner</p> <p>In 2015, 323 dogs were impounded, of that 86.4% were adopted or released to the owner. A33.1% increase in dogs in the pound in 2015 compared to 2014.</p>	<p>In 2016 Regulatory Services have introduced a new process when an owner of an unregistered animal receives a dog at large fine where the animal has not been admitted to the pound. When this happens they must have the animal registered along with paying a fine. If this is not completed, Council will take legal action to get the animal registered as it is required to under the Domestic Animal Act.</p> <p>Following the registration of animals in April a comparison between registration numbers for 2016 with 2015 will be able to be completed.</p> <p>Regulatory Services will aim to increase the amount of animals chipped and registered through the program through advertising on social media.</p>
Continue to provide at least one annual free micro-chipping day.	Annually for life of plan	Undertake a cost benefit analysis to ascertain if the income generated is reflective of the cost output.	In 2015, Swan Hill and Robinvale ran free microchipping days. A total of 42 microchips were implanted and animals were registered.	
Targeted door knocking in	Annually	Review annual	Authorised Officers conducted over 100 door knocks in	A new function will be added to



<p>areas believed to have high numbers of unregistered animals in the municipality each year to check for unregistered and un-identified dogs and cats</p>	<p>for life of plan</p>	<p>increase in registration numbers. Review number of dogs and cats being seized and impounded who are not registered to their owner.</p>	<p>the municipality in 2015 to ensure animals that had not been re-registered were followed up to determine if the animal is still living there and required registration. 119 cats and dogs were released back to their owners after they had been impounded in 2015. 8 animals were registered when picked up by Authorised Officers. All animals impounded are registered before released back to owners.</p>	<p>the pound register to easily review the number of dogs and cats who are unregistered when they enter the pound.</p>
<p>Investigate the introduction of free animal registrations for animals under 6 months of age.</p>	<p>2016</p>	<p>Report provided to Councillor Assembly.</p>	<p>Under the Domestic Animal Act all animals over 3 months over of age must be registered.</p>	<p>Regulatory Services are currently working with vets to develop an information pack to encourage new pet owners to register their animals when the microchip is implanted into young animals. A Council report will be developed in November 2016 exploring the benefits/cost implications of offering free registrations to animals 6 months and under.</p>

**Objective 3.3:** To promote community understanding of Responsible Pet Ownership.

Activity	When	Evaluation	Comments	Next Step
<p>Improve the use of existing community networks to distribute and share information.</p>	<p>Annually</p>	<p>List of networks identified, contacted and engaged.</p>	<p>A mailing list has been developed to efficiently distribute and share information in relation to animal management.</p>	<p>Further improve communication by using different forms of social media to gain greater access to community networks.</p>
<p>Increase the distribution of information on Responsible Pet Ownership through media releases, social media and availability of pamphlets at key locations throughout the municipality.</p>	<p>Ongoing</p>	<p>Community feedback. Number of media releases. Information distribution locations listed.</p>	<p>Regulatory Services works closely with the Media department to actively promote Responsible pet ownership through social media platforms, media releases and information on Council's website.  In 2015, Council provided responsible pet ownership brochures and booklets to be included in the show bags for the RSPCA Million paws walk fundraising Day.</p>	<p>From May 2016 Council's Authorised Officers will collaborate with the Department of Economic Development, Jobs, Transport and Resources to provide Responsible Pet Education Program in 5 pre-schools and 2 primary schools in the municipality.</p>

**Objective 4.1:** To reduce the number of cat nuisance complaints.

Activity	When	Evaluation	Comments	Next Step
Investigate the introduction of a cat curfew for the municipality between sunset and sunrise.	2015	<p>Report provided to Councillor Assembly.</p> <p>Number of cat nuisance complaints received.</p>	<p>A Community Survey conducted in 2015 found 63.5% of people want Council to introduce a cat curfew that requires cats to be confined to their owner's property from dusk til dawn.</p> <p>Currently cats must be confined to properties at all times under the Domestic Animal Act.</p> <p>In 2015, Council received 344 cat nuisance complaints. These complaints vary from cat trap requests, wandering cats, stray cats/kittens, excess cats and deceased cats found on roadsides.</p>	<p>A report to Council will be developed in July 2016 exploring the introduction of a cat curfew. The outcome of the report will form part of the new Local Law No.2.</p> <p>If a cat curfew is introduced, this will ensure cat owners are made aware of the need to keep their cats confined during the hours as specified between dusk and dawn.</p>
Investigate the introduction of mandatory de-sexing of cats.	2014/15	<p>Report provided to Councillor Assembly.</p> <p>Number of cat nuisance complaints received.</p>	<p>The Community Survey conducted in 2015 revealed community support for mandatory de-sexing of cats.</p>	<p>A report to Council will be developed in July 2016 exploring the introduction of mandatory de-sexing of cats. The outcome of the report will form part of the new Local Law No.2.</p> <p>The mandatory de-sexing of cats could be achieved and encouraged by subsidising the cost of desexing. This has the potential to increase cat registration numbers significantly.</p>

<p>2016.</p>	<p>Information will be posted out in the 2016 Animal registration renewals.</p>	<p>Information can be accessed on Council's website and is sent out on request.</p>	<p>Increase community awareness of cat trap program through promotion on Council's website and social media.</p>
<p>Provide education material about cat enclosures and nuisance issues to cat owners in registration renewals each year.</p>	<p>Ongoing</p>	<p>Number of registered cat owners supplied with information.</p>	<p>Information can be accessed on Council's website and is sent out on request.</p>
<p>Continue to assist residents with managing cat trespass/nuisance problems through the cat trap hire program and proactively setting cat traps.</p>	<p>Ongoing</p>	<p>Number of traps hired out. Number of cats impounded.</p>	<p><b>2015</b>                  -216 cat traps were hired out to community members                  -29 cats were impounded                  -199 feral cats were euthanised                  -16 cats released back to owners                  -75 cats adopted</p>

**Objective 4.2:** To reduce the number of dog nuisance complaints.

Activity	When	Evaluation	Comments	Next Step
Increase patrols at all popular walk locations to enforce Local Laws regarding the collection of dog faeces and dogs under effective control.	Ongoing	Number of warnings/fines issued.	<p>Authorised Officers have increased patrols in the river front area. This includes from the wetlands through to the Pioneer Settlement.</p> <p><b>2015 Fines Issued:</b>            -4 dogs rushing            -30 dogs at large daytime            -1 dogs at large night time</p>	Authorised Officers will continue to patrol popular walking locations and promote the message of responsible pet ownership.
Review and update educational material regarding Dog nuisance issues on Council's website.	Annually	Material to be reviewed and updated annually.	The website is regularly updated when new information is available.	Continue to update website.
Investigate the introduction of on leash and off leash areas throughout the municipality.	2015	Report provided to Councillor Assembly.	The Community Survey conducted in 2015 revealed 70% of people agreed that dogs should be on a lead at all times, except in a designated area.	Details of a suitable location for on and off leash areas will be investigated through the development of Local Law No' 2 across 2016/2017. This will include investigating the need for a specific dog park.
Investigate potential additional sites to provide dog faeces disposal bins and bag dispensers in parks.	2015	Locations identified and dispensers installed where funding permits.	Two additional dog bag dispensers have been installed. One at the entry to the wetlands and the other near the boat ramp in Milloo street. This is a popular location for people who walk their dogs.	In 2016 sites will be introduced to recreation and park areas in Robinvale.

## Objective 5.1: To encourage the community to report dog attacks.

Activity	When	Evaluation	Comments	Next Step
Promote public awareness of dog attacks, dog rushing and reporting of wandering animals.	Ongoing	Monitor the number of complaints received. Number of media releases.	In 2015, 3 media releases were distributed. It is common practice for Authorised Officers to encourage people to report any dog attacks, rushing and wandering. <b>2015 Complaints received:</b> 31 Dog Rushing 53 Dog Attack 158 Animal Roaming 167 Stray Animal	In order to continue to promote public awareness additional media platforms will be utilised.
Increase awareness of the possible penalties and legal actions that may result in the event of a dog attack.	Ongoing	Include additional questions when interviewing owners of dogs that have attacked to gauge prior awareness.	Owners of dogs that have attacked are now voice recorded and cautioned when interviewed. Owners are made aware of the possibility that they may be prosecuted and fined.	Continue to raise awareness and work with owners of dogs who have attacked to improve their knowledge and prevent further issues arising.
Report outcomes of major dog attacks prosecutions to local media to raise awareness in the community of the need to report dog attacks and Council's action in relation to attacks.	Ongoing	Number of prosecutions and media releases published.	Council has a strong working relationship with Victoria Police as number of matters has been taken to Court by the Police Prosecutor. Media release published following Victoria Police prosecutions.	In March 2016, Council successfully prosecuted two animal owners for attacks on livestock. The owners were found guilty with conviction, fined and ordered to pay compensation costs to the farmers. Media releases to follow on the outcomes of these cases to promote awareness of responsible pet ownership.

**Objective 5.2:** To minimise the incidents of dog attacks in the community

Activity	When	Evaluation	Comments	Next Step
Publicise key dog attack prevention messages (e.g. confinement of dogs to property, using a leash) through media and updated website information.	Ongoing	Number of media articles published.	In 2015, 3 media releases were distributed and Council's website was regularly updated.	Continue to provide updates on Council's website and through media releases.
Increase targeted public awareness programs on dog attacks.	Ongoing	Publicise key incidents in media.	Ongoing through media releases.	Use different media channels including social media to promote public awareness.

**Objective 6.1:** To continue to obtain a high level of compliance from the owners of dangerous, menacing or restricted breed dogs.

Activity	When	Evaluation	Comments	Next Step
Undertake inspections of all dangerous, menacing and restricted breed dogs with zero tolerance for non-compliance as detailed in the Domestic Animals Regulations 2005.	Annually	All properties audited and owners comply with the requirements.	Properties are audited every year in line with Domestic Animals Regulations 2005 by Authorised Officers. Currently Council has 7 Dangerous dogs and 5 menacing dogs declared through the Domestic Animal Act.	Improve internal processes to ensure all information relating to dangerous, menacing and restricted breed dogs is retained in the one place.

**Objective 7.1:** To continue encouraging de-sexing of animals within the municipality.

Activity	When	Evaluation	Comments	Next Step
Discount registration fees for cats and dogs that are both de-sexed and micro-chipped.	Ongoing	Number of new animals registered in this category yearly.	Discount registration fees are currently being offered to all pet owners that have their animals desexed and microchipped.  <b>Desexed and Microchipped Cats/Dogs</b> 2014 – 1488 2015 – 1574	<b>Desexed and Microchipped Cats/Dogs</b> 2016 – 1719 (current as of March 2016)  Currently that is an 8.4% increase on 2015. Regulatory Services will aim to increase the percentage by providing community awareness through social media.
Media campaigns promoting the benefits of de-sexing.	Ongoing	Number of media releases.	In 2015, 2 media releases were distributed and Council's website was regularly updated.	Continue to provide information via Council's website.

**Objective 8.1:** To identify and register all Domestic Animal Businesses (DAB) identified within the municipality.

Activity	When	Evaluation	Comments	Next Step
Identify all businesses that should be registered DABs in the municipality, using yellow pages (or similar, including online sites).	Annually	Compare number of registered DABs before and after activity.	A review was undertaken to determine if any new businesses were operating. No additional businesses have been identified.  Council currently has 5 Domestic Animal Businesses (DAB) registered.	Continue to monitor DABs in the Municipality and ensure any newly opened businesses are registered.



**Objective 8.2:** To annually inspect and audit all registered domestic animal businesses within the municipality.

Activity	When	Evaluation	Comments	Next Step
Conduct an annual inspection of each registered DAB for compliance.	Annually	100% of all DABs inspected prior to renewal and action taken for any non-compliance.	All Domestic Animal Businesses have been assessed.	Undertake 2016 audit of all DABs.

**Objective 9.1:** To ensure that the new Swan Hill pound services meet the needs of the municipality into the future.

Activity	When	Evaluation	Comments	Next Step
Explore partnerships or other models for improving the animal management operations at the Swan Hill pound facility.	2015/16	Consultations carried out with other like Councils and other key stakeholders. Study carried out, costings investigated and external funding sourced.	The new Swan Hill pound facility has been constructed in accordance with the Code of Practice for the Management of Dogs and Cat in shelters and Pounds. Council has a strong working relationship with the local veterinary clinics to ensure the welfare of all animals is of the highest priority.	Grassed areas have been constructed at the rear of the pound. Trees and irrigation to follow. This will not only enhance the look, but improve the socialisation of the impounded animals. Discussions will be held with surrounding Councils and interested stakeholders to understand opportunities for partnership models

**Objective 9.2:** To develop and implement a plan for the management of animals during emergencies.

Activity	When	Evaluation	Comments	Next Step
Provide website links to assist pet owners in the event of an emergency.	Ongoing	Information provided and regularly updated.	Links are provided on Councils website to the Municipal Emergency Management Plan which provides information on what people need to do in case of an emergency.	Ensure information is current and up to date.
Develop and implement an emergency management plan for companion animals in conjunction with the Municipal Emergency Management Planning Committee (MEMPC).	2015	Plan completed and reference to plan included into Municipal Emergency Management Plan (MEMP).	There is currently no emergency management plan for companion animals.	Make a recommendation to the Municipal Emergency Management Planning Committee (MEMPC) for information to be added in the Municipal Emergency Management Plan that covers off on this requirement.

**Objective 10.1:** To achieve compliance pursuant to Sec 68(A) 3 of the Domestic Animals Act 1994.

Activity	When	Evaluation	Comments	Next Step
Conduct an annual review of Domestic Animal Management Plan.	Annually for life of plan	Ensure content of plan is accurate and meets the current needs of the community and legislative requirement.	This review complies with this requirement for the 2015 review.	
Update the Plan if required.	Annually for life of plan	Provide DEPI with amendments and completed actions.	Not recommended that the plan is updated for 2016. After 2016 a new plan will need to be completed.	
Incorporate the annual evaluation in the annual report.	Annually for life of plan		This review will form the basis for information to be included in the Annual Report.	

### **B.16.30 COUNCIL SPECIAL COMMITTEES (SECTION 86)**

**Responsible Officer:** Director Development and Planning  
**File Number:** 09-23-01  
**Attachments:** 1 Special Committees Confidential Minutes

#### **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 minutes and recommendations from Council's Special Committees (Section 86).

#### **Discussion**

Council has three Special Committees. These Committees are:

- Swan Hill Leisure Centre Special Committee
- Alan Garden Netball Centre Special Committee
- Swan Hill Indoor Sport and Recreation Centre Special Committee

Listed below and attached under separate cover, are the minutes of these Special Committees:

- Minutes from the Swan Hill Leisure Centre Special Committee – 1/2/2016
- Minutes from the Alan Garden Netball Centre Special Committee – 8/2/2016 and 8/3/2016
- Minutes from the Swan Hill Indoor Sport and Recreation Centre Special Committee – 5/2/2016

A summary of the Special Committee meetings is below:

The Swan Hill Leisure Centre Special Committee met on 5 February 2016 and in addition to the Manager providing the two monthly report other items discussed were:

- A quote for a changeover to LED lighting has been received from Belgravia Leisure
- The new slip resistant Monotek flooring has been installed in the pool hall and has received positive feedback
- Belgravia Leisure intends to replace the fence surrounding the toddlers pool
- Funding has been applied for to allow independent assessment of the merits of using biomass as an alternative fuel source for the boiler

Recent meetings of the Alan Garden Netball Centre Special Committee were held on 8 February and 8 March 2016. Discussion occurred regarding:

- Council is to install a disabled car park adjacent to the main entrance
- Discussion regarding provision of shade structures
- Canteen Manager appointed
- Review of court hire fees

The Swan Hill Indoor Sport and Recreation Centre Special Committee met on 5 February 2016, the main items discussed were:

- The Review of Operations of the Stadium. Larry Sengstock of SGL Consulting attended and discussed the need to set a reduced court hire fee to encourage greater use of the Stadium. Discussion also occurred regarding additional activities that could be run at the Stadium and the Manager undertook to organise a winter basketball competition.

### **Consultation**

Members of the community and user groups are represented on each of the Special Committees.

### **Financial Implications**

Nil

### **Social Implications**

Each of the Special Committees oversee the management and operation of important Council and community recreation facilities.

### **Economic Implications**

Nil

### **Environmental Implications**

Nil

### **Risk Management Implications**

Nil

### **Council Plan Strategy Addressed**

***Community Wellbeing*** - Community services that are efficient and responsive to needs.

### **Options**

Nil

### **Recommendations**

**That Council notes the minutes of the Swan Hill Leisure Centre Special Committee, Alan Garden Netball Centre Special Committee and the Swan Hill Indoor Sport and Recreation Centre Special Committee.**

**24/16 Motion**

**MOVED Cr Norton**

**That Council notes the minutes of the Swan Hill Leisure Centre Special Committee, Alan Garden Netball Centre Special Committee and the Swan Hill Indoor Sport and Recreation Centre Special Committee.**

**SECONDED Cr Katis**

**The Motion was put and CARRIED**

## **Attachment**

Confidential Minutes for:

- Swan Hill Leisure Centre Special Committee
- Alan Garden Netball Centre Special Committee
- Swan Hill Indoor Sport and Recreation Centre Special Committee

### **B.16.31 COUNCIL PLAN 2013-17 (2015-16 REVIEW)**

**Responsible Officer:** Director Corporate Services  
**File Number:** 69-99-00  
**Attachments:** 1 Council Plan 2013-17 (2014/2015 Update)

#### **Declarations of Interest:**

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

#### **Summary**

Under section 125(7) of the Local Government Act, at least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

#### **Discussion**

The Council Plan review was discussed by Councillors at the Assembly on 23 February 2016. Councillors indicated their preference to continue with the Strategic Objectives and associated actions within the current Council Plan. There are no recommendations for adjustments in respect to the remaining period of the Council Plan. If Council supports this recommendation, then no public submission process will be required.

#### **Consultation**

All members of the Executive Leadership Team have reviewed the Plan. Councillors reviewed the Plan at a Councillor Assembly in February 2016.

#### **Financial Implications**

Initiatives in the Council Plan will be referred to the annual Budget process.

#### **Social Implications**

The Council Plan will impact on the social, economic and environment aspects of our municipality, as set out in the Council Plan.

#### **Economic Implications**

As above.

#### **Environmental Implications**

As above.

### **Risk Management Implications**

Nil

### **Council Plan Strategy Addressed**

***Governance and Leadership*** - Community leadership through effective strategic planning.

### **Options**

Nil

### **Recommendations**

**That Council having reviewed the current Council Plan 2013-17 resolve to make no changes.**

### **25/16 Motion**

**MOVED Cr Norton**

**That Council having reviewed the current Council Plan 2013-17 resolve to make no changes.**

**SECONDED Cr Adamson**

**The Motion was put and CARRIED**



## **Attachment**

- Council Plan 2013-17 (2014/2015 Update)

## **B.16.32 KEY STRATEGIC INITIATIVES FOR 2015/16 STATUS REPORT FOR THE THIRD QUARTER**

**Responsible Officer:** Director Corporate Services  
**File Number:** 22-23-08  
**Attachments:** 1 KSI Third Quarter

### **Declarations of Interest:**

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

### **Summary**

This is the third quarterly report identifying the status of the Key Strategic Initiatives from the Council Plan for the 2015/16 financial year. This report also provides updates for any actions that were carried over from previous years.

### **Discussion**

The Council Plan 2013-17 includes 78 initiatives and 248 actions through which the achievement of the Council Plan may be measured over its four-year term. Each action has a nominated responsible officer who is a member of the Leadership Team, reflecting the importance placed on achieving targets.

There are 16 actions in total identified for the 2015/16 period. 6 actions have been completed up until the 3<sup>rd</sup> quarter with 9 actions outstanding and 1 action which is no longer applicable.

The following five actions were completed during the second quarter of the 2015/16 financial year:

- **Previous Council Plan** – Facilitate development of the South West Precinct of Swan Hill. All documentation has now submitted to the Minister for approval.
- **10.4.3 - Participate in initiatives and projects that enhance community safety.** Ongoing work with the Police Community Safety Committee to develop various initiatives, such as a Department of Justice grant in August 2015, which was successful for lighting. The 2016 Police Community safety priorities are being reviewed on an ongoing basis.
- **12.3.3 - Harmony Day 2016 linked closer to Pioneer Settlement 50 year celebrations.** It has been determined that Harmony Day cannot happen at a time suitable for linking the Pioneer Settlement and Art Gallery celebrations.
- **12.3.4 - Change perception of Harmony Day to illustrate iconic status for the region.** With a record number of stalls and very successful seventh event being held in 2016, it is believed this has been achieved.

- **19.3.2 - Identify regional projects within Northern Loddon Mallee Strategic Plan.** Three projects have been nominated and included in the Regional Investment Prospectus including the Livestock Exchange upgrade, Art Gallery Development, and the Acquisition of GrainCorp and Victrack Land in the Riverfront. Also involved are rail projects contained in the prospectus.

As some actions span over a number of years they cannot be marked as completed until the end of the plan. These actions are reported on as completed or ongoing (CO). Five actions have been marked as completed or ongoing in this quarter.

Since the adoption of the Council Plan in 2013, six actions have been deemed as no longer applicable.

The progress of all actions is outlined in the table below and the comments section of the attachment to this report.

Year	No. of Actions	Total completed	No longer applicable	Complete/Ongoing	Outstanding	Completed this ¼
Rolled over from previous Council Plan	6	6	-	-	0	<b>1</b>
2013/14	76	66	4	-	6	
2014/15	27	17	1	1	8	
2015/16	16	6	1	-	9	<b>1</b>
Future years	123	28	-	39	56	<b>3</b>
<b>Total</b>	<b>248</b>	<b>123</b>	<b>6</b>	<b>40</b>	<b>79</b>	<b>Total - 5</b>

### Consultation

Council consulted the community during the development of the Council Plan 2013/17. Public submissions were also called for during the 2014 Council Plan review.

The Council Plan was first adopted at the June 2013 Council Meeting. The reviewed Council Plan was adopted at the April 2015 Council Meeting.

### Financial Implications

The implementation of most 2015/16 Key Strategic Initiatives was included in the budget.

### **Social Implications**

Nil

### **Economic Implications**

Nil

### **Environmental Implications**

Nil

### **Risk Management Implications**

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

### **Council Plan Strategy Addressed**

***Governance and Leadership*** - Community leadership through effective strategic planning.

### **Options**

Nil

### **Recommendations**

**That Council notes the Key Strategic Initiatives third quarter status report for 2015/16.**

### **26/16 Motion**

**MOVED Cr Cruickshank**

**That Council notes the Key Strategic Initiatives third quarter status report for 2015/16.**

**SECONDED Cr Adamson**

**The Motion was put and CARRIED**

# **Attachment**

- KSI Third Quarter

### **B.16.33 APPOINTMENT OF PRINCIPAL CONDUCT OFFICER**

**Responsible Officer:** Director Corporate Services  
**File Number:** S16-04-06  
**Attachments:** Nil

#### **Declarations of Interest:**

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

#### **Summary**

Recent changes to the Local Government Act (1989) require Council to appoint a Principal Conduct Officer.

#### **Discussion**

The role of the Principal Conduct Officer is to assist the Council, and the State Government appointed Principal Councillor Conduct Register, should an internal dispute resolution process, or a Councillor Code of Conduct Panel be required.

The role is essentially an administrative position that will obtain, copy, collate and record documents, arrange meetings, and ensure any costs and fees are paid.

The Executive Leadership Team consider Mr Anthony Duffin, Council's Information Co-Ordinator, to be appropriate for the role of Principal Conduct officer. Mr Duffin has diplomas in Business (Record Keeping) and Business (Frontline Management). Mr Duffin is also Council's Protected Disclosure Officer and Freedom of Information Officer. Mr Duffin's role gives him access to all files held by Council and he has vast experience in researching collating and cataloguing documents. Mr Duffin has experience in dealing the FOI Commissioner's Office, Protected Disclosure Commissioners office and VCAT. Mr Duffin has been with Council for over ten years and is a trusted and respected employee.

#### **Consultation**

Not applicable for this item.

#### **Financial Implications**

Nil

#### **Social Implications**

Nil

### **Economic Implications**

Nil

### **Environmental Implications**

Nil

### **Risk Management Implications**

Appointing a Principal Conduct Officer is required by the Local Government Act.

### **Council Plan Strategy Addressed**

***Governance and Leadership*** - Positive community engagement and inclusiveness.

### **Options**

Council can choose to appoint Mr Duffin as a Principal Conduct Officer or nominate a different, suitably qualified officer.

### **Recommendations**

**That Council appoint Mr Anthony Duffin as the Principal Conduct Officer.**

### **27/16 Motion**

**MOVED Cr Katis**

**That Council appoint Mr Anthony Duffin as the Principal Conduct Officer.**

**SECONDED Cr Cruickshank**

**The Motion was put and CARRIED**

## **B.16.34 CUSTOMER SERVICE STRATEGY 2016-2019**

**Responsible Officer:** Director Corporate Services  
**File Number:** 00-00-00  
**Attachments:** 1 Customer Service Strategy 2016-2019

### **Declarations of Interest:**

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

### **Summary**

The purpose of the Customer Service Strategy is to set out the Council's commitment to customer service excellence, both for external and internal customers and outline the key actions that we will take to help achieve our Strategic Objectives as set out in our Council Plan. The Strategy sets out a vision that can be expected and provides a focus for the whole organisation to improve our performance in order to meet the community's expectations. The action plan details how we plan to achieve this.

### **Discussion**

Putting the focus on the customer and reviewing and redesigning our internal processes to improve efficiency will ensure sustainable success. Using a continuous improvement model and working with people, process and technology will move Council from being a good organisation towards an excellent one.

### **Consultation**

The Executive Leadership Team, Leadership Team and Councillors have had the opportunity to contribute to the strategy.

### **Financial Implications**

Actions and initiatives will come from existing budgets and resources. Process improvements are expected to generate efficiencies that will be re-invested in further improvement.

### **Social Implications**

Nil

### **Economic Implications**

Nil



### **Environmental Implications**

Nil

### **Risk Management Implications**

Improving Customer Service and internal processes will reduce operational risks.

### **Council Plan Strategy Addressed**

*Governance and Leadership* - Effective and efficient utilisation of resources.

### **Options**

Nil

### **Recommendations**

**That Council adopt the Customer Services Strategy 2016-2019.**

### **28/16 Motion**

**MOVED Cr Adamson**

**That Council adopt the Customer Services Strategy 2016-2019.**

**SECONDED Cr Katis**

**The Motion was put and CARRIED**

## **Attachment**

- Customer Service Strategy 2016-2019

### **B.16.35 COUNCILLOR ATTENDANCE AT FUNCTIONS**

**Responsible Officer:** Chief Executive Officer  
**File Number:** 22-42-00  
**Attachments:** 1 Councillor Attendance at Functions Policy

#### **Declarations of Interest:**

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

#### **Summary**

The Councillor Attendance at Functions Policy has been reviewed and is presented for the approval of Council. The policy details the guidelines for Councillor Attendance at Functions.

#### **Discussion**

This policy provides guidance to Councillors on representing Council at official functions, community meetings or events. It applies to all Councillors including the Mayor and Deputy Mayor. It does not apply to meetings or functions open to all members of the public and where a Councillor attends in a private rather than in an official capacity.

There is no change to the intent of this policy.

#### **Consultation**

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

#### **Financial Implications**

Nil

#### **Social Implications**

Nil

#### **Economic Implications**

Nil

#### **Environmental Implications**

Nil

### **Risk Management Implications**

Adoption of clear policy in relation to Councillors' attendance at functions strengthens transparency and should build confidence in Council's governance processes.

### **Council Plan Strategy Addressed**

*Governance and Leadership* - Positive community engagement and inclusiveness.

### **Options**

Nil

### **Recommendations**

**That Council adopt the Councillor Attendance at Functions Policy as presented.**

### **29/16 Motion**

**MOVED Cr Cruickshank**

**That Council adopt the Councillor Attendance at Functions Policy as presented.**

**SECONDED Cr Norton**

**The Motion was put and CARRIED**

Date Adopted	August 2006
Date current as at	April 2016
To be Reviewed	April 2019

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



**POLICY TITLE**                    **COUNCILLOR ATTENDANCE AT FUNCTIONS**

**POLICY NUMBER**            **POL/GOV009**

### **PURPOSE**

This policy provides guidance to Councillors on representing Council at official functions or community meetings or events.

### **SCOPE**

This policy applies to all Councillors including the Mayor and Deputy Mayor.

This policy does not apply to meetings or functions open to all members of the public and where a Councillor attends in a private rather than in an official capacity.

### **POLICY**

As the elected chair of Council, the Mayor is the principal representative of Council. All Councillors support the Mayor in representing Council at public occasions. Where the Mayor is unable to attend as the principal representative, he/she shall nominate a Councillor to represent Council, as per the procedure.

If a speech is required by the Councillor representative, the Councillor will comply with the requirement to acknowledge traditional, indigenous land owners in accordance with the Aboriginal Partnership Plan.

### **RELATED POLICIES**

Deputy Mayor Position Policy – POL/GOV006  
Councillor Expense Reimbursement Policy – POL/GOV004  
Media Policy POL/GOV003  
Aboriginal Partnership Plan

### **RELATED LEGISLATION**

Victorian Charter of Human Rights and Responsibilities Act 2006

**Signed:** \_\_\_\_\_ **Mayor**                    **Date:** \_\_\_\_\_

## **B.16.36 COUNCILLOR EXPENSE REIMBURSEMENT & SUPPORT**

**Responsible Officer:** Chief Executive Officer  
**File Number:** 22-42-00  
**Attachments:** 1 Councillor Expense Reimbursement and Support Policy

### **Declarations of Interest:**

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

### **Summary**

The Councillor Expense Reimbursement and Support Policy has been reviewed and is presented for the approval of Council. The policy details the guidelines for Councillor Expense Reimbursement.

### **Discussion**

The purpose of this policy is to outline the conditions under which expenses incurred by Councillors while performing their civic, statutory and policy-making duties are reimbursed or paid by Council.

The review process resulted in the following minor changes:

- The removal of computer disc and PDA and replaced with USB Stick and iPad
- Addition of accommodation and meal costs table as per the Australian Taxation Office tax determination TD2014-19

### **Consultation**

All members of the Executive Leadership Team have reviewed the policy.

### **Financial Implications**

Nil

### **Social Implications**

Nil

### **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 adopt the Councillor Expense Reimbursement and Support Policy.**

### **30/16 Motion**

**MOVED Cr Cruickshank**

**That Council adopt the Councillor Expense Reimbursement and Support Policy.**

**SECONDED Cr Norton**

**The Motion was put and CARRIED**

Date Adopted	March 2001
Date Reviewed-current as at	March 2015
To be Reviewed	March 2018

<p>Fully compliant with Victorian Charter of Human Rights and Responsibilities Act 2006</p>
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**POLICY TITLE      COUNCILLOR EXPENSE REIMBURSEMENT AND SUPPORT**

**POLICY NUMBER    POL/GOV004**

**PURPOSE**

The purpose of this policy is to outline the conditions under which expenses incurred by Councillors while performing their civic, statutory and policy making duties, are reimbursed or paid by Council.

**SCOPE**

The Policy applies to all Councillors of Swan Hill Rural City Council.

The reimbursement of expenses should provide a reduction of barriers to effective participation in local government by members of the community, by providing support to reduce costs associated with civic leadership.

**POLICY**

Council will develop, maintain and apply a Councillor Expense Reimbursement and Support Procedure in compliance with the Local Government Act 1989 and reduce barriers to becoming a Councillor.

**RELATED POLICIES**

- Councillor Code of Conduct
- Travel by Councillors Policy POL/GOV013
- Information Technology Acceptable Use Directive DIR/COR218

**RELATED LEGISLATION**

Local Government Act 1989

**Signed:** \_\_\_\_\_ **Mayor**                      **Date:** \_\_\_\_\_



## **SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION**

### **C.16.4 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

**DECISIONS WHICH NEED ACTION/RATIFICATION**

19 April 2016

**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
725	Transfer of Land	Between MCH & Carroll & Smith	17/3/16
726	S5 Delegations	SHRCC to CEO	18/3/16
727	S6 Delegations	SHRCC to Members of Council Staff	18/3/16
728	Section 173 Agreement	Between A/L Almond Trust, Curran Pty Ltd & SHRCC	24/3/16
729	Contract –reconstruction of Pental Island road	SHRCC & Coburns Earthmoving	24/3/16
730	Transfer of Land	Between Laughlin, O’Halloran & SHRCC	6/4/16
731	Transfer of Land Volume 11643 Folio 228	Between SHRCC & Columbro & Lusty	11/4/16
732	Transfer of Land Volume 11643 Folio 231	Between SHRCC & Cadd	11/4/16

**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.**

**DECISIONS WHICH NEED ACTION/RATIFICATION**

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19 April 2016

**31/16 Motion**

**MOVED Cr Katis**

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

**SECONDED Cr Norton**

**The Motion was put and CARRIED**

## **C.16.5 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS**

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

### **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.**

**32/16 Motion**

**MOVED Cr Cruickshank**

**That Council note the contents of the report, with amendments to 29 March 2016 and 5 April 2016.**

**SECONDED Cr Katis**

**The Motion was put and CARRIED**

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

**AGENDA ITEMS**

- Budget discussions

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

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

Apologies

- Nil

Officers

- Ian Couper, Acting CEO
- Adam McSwain, Director Development and Planning
- Bruce Myers, Director Community and Cultural Services
- Rosanne Kava, Acting Director Infrastructure
- David Lenton, Director Corporate Services

Other

- Nil

**CONFLICT OF INTEREST**

- Nil

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

**AGENDA ITEMS**

- Waste and Resource Recovery Implementation Plan
- Councillor Determination on Budget
- Child Safe Standards
- Domestic Animal Management Plan Review
- Community Plan Review and Robinvale Community Plan
- Planning Reports – Planning Scheme Amendment C67 and Development Plan for Butterworth Street

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

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

Apologies

- Cr Gary Norton

Officers

- John McLinden, Chief Executive Officer
- Adam McSwain, Director Development and Planning
- Bruce Myers, Director Community and Cultural Services
- Rosanne Kava, Acting Director Infrastructure
- David Lenton, Director Corporate Services
- Trish Ficarra, Public Health and Regulatory Services Coordinator
- Mazen Aldaghstani, Engineering Projects and Assets Manager
- Helen Morris, Organisational Development Manager
- Kimmy Johnston, Project Officer
- Amanda Young, Economic Development Officer
- Stefan Louw, Development Manager

Other

- Karen Fazzani, CMRWMG

**CONFLICT OF INTEREST**

- Nil

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

**AGENDA ITEMS**

- Planning Report – Discussion on Werril Street Development Plan Options
- Councillor Expense Reimbursement and Support Policy
- Councillor Attendance at Functions
- Customer Service Strategy
- Swan Hill Visitor and Community Comfort Centre
- Rate Recovery Sale
- Election Process
- Town Hill Retirement Village

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

- Cr Les McPhee
- Cr Jessie Kiley
- Cr John Katis
- Cr Greg Cruickshank
- Cr Jim Crowe

Apologies

- Cr Gary Norton
- Cr Michael Adamson

Officers

- John McLinden, Chief Executive Officer
- Adam McSwain, Director Development and Planning
- Bruce Myers, Director Community and Cultural Services
- Rosanne Kava, Acting Director Infrastructure
- David Lenton, Director Corporate Services
- Helen Morris, Organisational Development Manager
- Tony Heffer, Customer Service and Revenue Coordinator

Other

- Nil

**CONFLICT OF INTEREST**

- Nil



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

**AGENDA ITEMS**

- Swan Hill Indoor Stadium Review of Operations
- Planning Reports – Butterworth Street Revised Development Plan
- KSI Third Quarter
- Virtual Renewable Power Station
- Asset Naming Report
- Fruit Fly Update
- Tooleybuc Bridge

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

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

Apologies

- Cr Michael Adamson

Officers

- John McLinden, Chief Executive Officer
- Adam McSwain, Director Development and Planning
- Bruce Myers, Director Community and Cultural Services
- Rosanne Kava, Acting Director Infrastructure
- David Lenton, Director Corporate Services
- Helen Morris, Organisational Development Manager
- Samuel Steele, Senior Environment Officer
- Muriel Scholz, Senior Economic Development Officer
- Steve Matthews, Economic and Community Development Manager

Other

- Dr Penny Measham, Qfly Area Wide Management Coordinator
- Dan Ryan, Horticulture Innovation Australia
- Mal Kirsting, VicRoads
- Len Hall, VicRoads
- Tim Wilson, RMS

**CONFLICT OF INTEREST**

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA**  
**12 April 2016 at 10.00am**  
**SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

**AGENDA ITEMS**

- Pioneer Settlement Presentation
- Youth Work Plan

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

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

Apologies

- Cr Les McPhee
- Cr Jim Crowe

Officers

- John McLinden, Chief Executive Officer
- Adam McSwain, Director Development and Planning
- Bruce Myers, Director Community and Cultural Services
- Rosanne Kava, Acting Director Infrastructure
- David Lenton, Director Corporate Services

Other

- Salli Hirst, Consultant

**CONFLICT OF INTEREST**

- Nil

**SECTION D – NOTICES OF MOTION**

Nil

**SECTION E – URGENT ITEMS NOT INCLUDED IN AGENDA**

**NIL**

**SECTION F – TO CONSIDER & ORDER ON COUNCILLOR REPORTS**

**Cr Cruickshank**

Attended River Road Upgrade Community Meeting at Town Hall  
Agribusiness Advisory Committee  
Central Murray Transport Committee  
Future Farming Expo  
Murray Mallee Local Learning and Employment Network AGM  
Harmony Day

**Cr Norton**

MAV Board Meeting  
Manangatang VFF – Rural Land Use Strategy  
Nyah District Action Group  
Bus Tour – Kilter Farms  
Piangil Progress Association  
MAC Metro's Forum

**Cr Adamson**

Asset Naming Committee Meeting

**Cr Katis**

Robinvale CEO and Mayor Meeting  
Asset Naming Meeting  
Meeting at RDH with Mr Glenn Stewart  
Conducted Citizenship Ceremony  
Bus Tour – Kilter Farms  
Bromley Road Project Meeting  
Rural Land Use Strategy meeting at Wemen

**Cr Crowe**

Nil

**Cr McPhee**

ABC Radio Interview  
Monthly Guardian Meeting  
Opening SuniTafe Campus Redevelopment  
District 18 Rural CFA Championships  
Black Dog Ride – Welcome Riders  
Welcome and Introduce new CEO – John McLinden  
Harmony Week morning tea at Pioneer Settlement  
Yamagata Leaders visit to Council Offices  
Yamagata Exchange Dinner and Photos at Lower Murray Inn  
Mayor/CEO Meeting  
Farewell Morning Tea for Ian Couper  
Presentation of Plaque from Linda Beilharz for SHRCC supporting Prevention of Violence Against Women  
Ultima Progress Association Meeting  
ABC Radio Interview  
Robinvale visit with CEO  
Yamagata Exchange Farewell Party  
Lake Boga Yacht Club Regatta presentation to winners  
3SH Radio Interview  
Mayor/CEO Meeting  
ABC Radio Interview  
Citizenship Ceremony  
Western Region Division 6 Police Medal Presentations  
Art Gallery Advisory Committee Meeting  
Mayor/CEO Meeting  
Know Your Neighbour Meeting  
ABC Radio Interview  
Women’s Regional Sides Bowls Championship Opening at Murray Downs  
Harmony Day  
Vision of the Region Dinner – Bendigo  
Lake Boga Inc Meeting  
Meeting with John Forrest and David Quayle  
Mayor/CEO Meeting

**MOVED Cr Adamson**

**That Council close the meeting to the public on the grounds that the report(s) include contractual matters and personal hardship of any resident or ratepayer**

**SECONDED Cr Katis**

**The Motion was put and CARRIED**

Officers and public members left the room at 3.26pm for the In Camera item.

## **SECTION G – IN CAMERA ITEMS**

### **B.16.37 PROPERTY PURCHASE SWAN HILL**

**33/16 Motion**

**MOVED Cr Norton**

**That Council authorises officers to negotiate and purchase the property at 123 Curlewis Street up to a value of \$75,000.**

**SECONDED Cr Katis**

**The Motion was put and CARRIED**

### **B.16.38 PROPOSED RATE RECOVERY SALES**

**34/16 Motion**

**MOVED Cr Norton**

**That Council, under Section 181 of the Local Government Act 1989, sells the land as listed in Attachment No.1 “Proposed Rate Recovery Sales Listing 2015/2016”, or cause the land to be transferred to itself, for an amount equal to or more than the estimated value of the land as set out in a written valuation of the land.**

**SECONDED Cr Cruickshank**

**The Motion was put and CARRIED**

**35/16 Motion**

**MOVED Cr Norton**

**That the meeting move out of closed session and reopen the meeting to the public.**

**SECONDED Cr Katis**

**The Motion was put and CARRIED**

There being no further business Cr McPhee declared the meeting closed at 3.45pm