



MINUTES

ORDINARY MEETING OF COUNCIL

Tuesday, 18 April 2017

Held at the Swan Hill Town Hall,
Council Chambers
53-57 McCallum Street, Swan Hill
Commencing at 4pm

COUNCIL:

Cr LT McPhee – Mayor

Cr JN Katis
Cr GW Norton
Cr C Jeffery
Cr L Johnson
Cr B Moar
Cr A Young

Confirmed 16 May 2017

Chairperson.....

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SECTION A – PROCEDURAL MATTERS

- **Open**

Mayor, Cr Les McPhee assumed the chair and declared the meeting open at 4pm.

- **Acknowledgement of Country**

Mayor, Cr Les McPhee read the Acknowledgement of Country.

- **Prayer**

Cr Ann Young read the prayer.

- **Apologies**

Nil

Recommendations

That the apologies be accepted.

- **Confirmation of Minutes**

- 1) Ordinary Meeting held on 21 March 2017
- 2) Extraordinary Council Meeting held on 11 April 2017

29/17 Motion

MOVED Cr Jeffery

That the minutes be confirmed.

SECONDED Cr Katis

The Motion was put and CARRIED

- **Declarations of Conflict of Interest**

Nil

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

Nil

30/17 Motion

MOVED Cr Norton

That standing orders be suspended.

SECONDED Cr Johnson

The Motion was put and CARRIED

• **Public Question Time**

Ms Bronwyn Leschke

Question One: In light of the unresolved issues of dogs in “effective control” in public areas, my question to Council members: If anyone is bitten, attacked by a dog in “effective control” while on Council land, would it be fair to say Swan Hill Rural City Council can be sued in the event of this happening to them?

Answer: The Chief Executive Officer, Mr John McLinden replied: “The issues aren’t unresolved. As we sit here today Council’s Local Law No.2 the old local law is still in effect, which requires all owners of dogs to have their dog under “effective control”. The meaning of effective control is described as and understood to be under voice control. So if a dog were to attack someone in a public place or on private land for that matter, but for the sake of this question a public place controlled by Council, either the dog wasn’t under “effective control” or if it was the owner that swelled the dog onto the other person or animal to bite it. Either way that person is guilty of an offence and it would be very unlikely that Council could be successfully sued. In respect to our review of Local Law No.2 that’s currently alive, Council will be considering submissions and we have received some submissions to that Local Law No.2. We will be considering them in the coming weeks and that process will take its course.”

Ms Bronwyn Leschke

Question Two: The garden on Council land at 14-18 Village Way Tower Hill, established by VicUrban 10 years ago. Plaque with description of plants growing and bench seat provided. A small “no parking sign” is erected between 14-16 Village Way which seems to keep drivers off the garden. “Renters” moved in at 18 Village Way and have driven over the top of the garden, down to bare dirt. Council bylaws officer has been notified and reports it’s a Police issue. Police notified and report it as a Council issue. Some clarity would be appreciated here and the garden re-established to its former glory.

Answer: The Chief Executive Officer, Mr John McLinden replied: “This is something Council’s Parks and Gardens Unit should take a look at, repair the garden and install some bollards. I’m sitting here designing the solution but we should go on site to have a look, but to put bollards or some other measure in place to physically prevent vehicles from driving over our garden. So we will pass this onto our parks and garden team.

31/17 Motion

MOVED Cr Jeffery

That Standing Orders be resumed.

SECONDED Cr Moar

The Motion was put and CARRIED

SECTION B – REPORTS

B.17.32 2018 GENERAL REVALUATION

Responsible Officer: Director Corporate Services
File Number: S29-06-02-02
Attachments: Nil

Declarations of Interest:

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

Summary

Council is required, under the Valuation of Land Act 1960, to cause a General Revaluation of land within its municipality every two years. The next revaluation date is 1 January 2018.

Discussion

Council has responsibility, under the Valuation of Land Act 1960, for causing valuations to be made on all property within its Municipal District. Each General Revaluation occurs every two years, with the next revaluation due to be made as at the valuation date of 1 January 2018.

Council has a contract in place for the provision of valuation services. Council staff supervise the contract. Contractual payments are made to the contractor following approval of each stage by the Valuer General Victoria.

The current contractor is Preston Rowe Patterson Horsham & Wimmera Pty Ltd. The principal of the contractor is Mr Ben Sawyer.

Consultation

This is a statutory requirement of Council and as such consultation is not part of the process.

Financial Implications

The 2018 General Revaluation is a five stage process, over a 15 month time frame. The budget for Stage one of the 2018 General Revaluation has been approved and expended as part of Council's adopted budget for 2016/2017.

The budget for the remaining four stages of the 2018 General Revaluation is currently being considered as part of Council's 2017/2018 budget deliberations.

Social Implications

As Council's Contract Valuer is required, as part of the General Revaluation process, to re-inspect at least one third of all properties, many residents will be visited by the Contract Valuer over the next several months. These visitations often provide residents with the opportunity to clarify valuation issues with the Contract Valuer.

Economic Implications

The 2018 General Revaluation will provide Council with current valuation data for rates modeling and subsequent rates raising purposes.

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Governance and Leadership - Effective and efficient utilisation of resources.

Options

Not applicable to this report due to Council's statutory obligation to cause a General Revaluation every two years.

Recommendation

That Council cause a General Revaluation of all land within its municipal district as at 1 January 2018.

32/17 Motion

MOVED Cr Norton

That Council cause a General Revaluation of all land within its municipal district as at 1 January 2018.

SECONDED Cr Katis

The Motion was put and CARRIED

B.17.33 AUDIT COMMITTEE

Responsible Officer: Director Corporate Services
File Number: 42-02-03
Attachments: 1 Confidential Minutes 30-3-17

Declarations of Interest:

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

Summary

Council's Audit Committee met on 30 March, 2017 and this report summarises the items that were discussed at the meeting.

Discussion

The Audit Committee met on 30 March 2017 and as well as the usual procedural items the agenda items included:

1. A presentation on the current status of Chisholm Reserve Drag Strip was given to Audit Committee members.
2. Insight Report by RSM Bird Cameron on the Drag Racing and Motor Sports Facility Governance Model was presented, with the main focus being on the Management of the facility.
3. 2016/17 Audit Strategy as presented by Nick Walker from Crowe Horwath. The Interim Management Letter will go to the 29 June Audit Committee meeting and is due in to VAGO by 31 May 2017.
4. Quarterly Financial Performance and Position to 31 December 2016 was presented noting that overall Council is tracking well.
5. CEO gave an update on Legislative changes affecting Council.

Consultation

Not applicable.

Financial Implications

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

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

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

Council Plan Strategy Addressed

Governance and Leadership - Effective and efficient utilisation of resources.

Options

Not applicable.

Recommendation

That Council note the contents of this report.

33/17 Motion

MOVED Cr Katis

That Council note the contents of this report.

SECONDED Cr Jeffery

The Motion was put and CARRIED

Attachment

- Audit Committee Confidential Minutes
30 March 2017

B.17.34 2017 ROAD MANAGEMENT PLAN REVIEW

Responsible Officer:	Director Infrastructure
File Number:	S32-24-03
Attachments:	1 Draft Road Management Plan 2 Schedule of Changes

Declarations of Interest:

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

Summary

Each incoming municipal Council must review its Road Management Plan (RMP) during the same period as it is preparing its Council Plan under the Local Government Act 1989.

This report seeks a Council resolution to approve the draft RMP for community consultation as required by Section 54 of the Road Management Act 2004.

Discussion

Council is required to review its RMP under the Road Management Act 2004. The RMP is a plan that details the inspection regime, defect intervention levels and defect repair response times for all nominated road related assets under Council's management.

The plan ensures that the community is informed about how Council manages its road assets and enables the community to comment to Council about the level of service Council offers in terms of intervention associated with roads.

In conducting a review of its plan, Council must ensure that the standards in relation to, and the priorities to be given to, the inspection, maintenance and repair of the roads and classes of road to which the plan applies are appropriate.

Compliance with the plan limits Council's public liability to legal action from claims for damages for incidents with these assets.

The RMP was initially adopted by Council on 19 October 2004. It has subsequently been reviewed and amended by Council in 2007, 2009 & 2013.

The process of reviewing the RMP will be as follows:

1. Seek Council resolution to approve the draft RMP for community consultation.
2. Advertise Council's intention to adopt the draft RMP and allow 28 days for the community to make submissions.

3. Revise the RMP if submissions received and make changes if necessary and merited.
4. Bring the amended RMP back to Council for adoption.
5. Advertise the new RMP in the Government Gazette, Council's website and social media outlets.

2017 Review

Council officers have been carrying out a detailed review of the plan for the past few months. This review process has taken the format of meetings between officers that would have a direct interest in how Council's road assets are managed. The changes that have been made can be found in Attachment 1.

Council officers have also reviewed RMP's completed by other councils to identify current industry practice.

Consultation

Section 54 of the Road Management Act 2004 outlines the procedure for making or amending an RMP. As part of this process, Council must give a notice stating:

- The purpose and general purport of the proposed RMP
- Where a copy of the proposed RMP can be obtained or inspected
- That any person may make a submission on the proposed RMP to the road authority (in this case Council) within the period specified in the notice.

The Act also outlines that a road authority must allow at least 28 days for public submissions.

The community must have the opportunity to review the draft plan prior to adoption. The community has the ability to make submissions which must be dealt with by Council. It is important that community submissions are considered, and if appropriate, incorporated into the plan. Each submission will be investigated to determine its impact on the budget and Council resources against any change in the plan.

Financial Implications

As part of the review process of the RMP, Council and the community must be aware of the impacts that "setting the bar to high for intervention levels" would have on Council resources and operational budget.

As part of the review process Council officers consider firstly when an asset has reached a level where the defect would constitute a risk to the public well being. This would be considered the minimum standard for when intervention works should take place on roads and road related infrastructure.

Should Council decide to “raise the bar” and have a higher standard of intervention for defects identified as part of the RMP, this will have an impact on the Council resources available to do this work and to operational budgets to fund these repairs.

Social Implications

Well maintained roads and road related infrastructure are critical for the benefit and enjoyment of all community members to enable them to access services that they rely on, on a daily basis.

Economic Implications

Accessible roads are critical for industry and agriculture business. It is essential that food producers can access this market as efficiently and quickly as possible.

Environmental Implications

Nil

Risk Management Implications

Amendments have been made to response times for certain defect intervention levels, to limit the risk of litigation against Council in the future.

Council Plan Strategy Addressed

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

Recommendations

That Council:

- 1. Adopt the draft Road Management Plan & Schedule of Changes (attachment 1 & 2).**
- 2. Affirm the publication of a public notice under Section 223 of the Local Government Act 1989, informing the community of Council’s intention to amend its current Road Management Plan in:**
 - a) Daily newspapers generally circulating in the area in which the roads to which the Road Management Plan applies are situated; and**

b) Council's website and social media outlets.

- 3. Review submissions about the proposed Road Management plan in accordance with Section 223 of the Local Government Act 1989, subsequent to the statutory submission period.**

34/17 Motion

MOVED Cr Moar

That Council:

- 1. Adopt the draft Road Management Plan & Schedule of Changes (attachment 1 & 2).**
- 2. Affirm the publication of a public notice under Section 223 of the Local Government Act 1989, informing the community of Council's intention to amend its current Road Management Plan in:**
 - a) Daily newspapers generally circulating in the area in which the roads to which the Road Management Plan applies are situated; and**
 - b) Council's website and social media outlets.**
- 3. Review submissions about the proposed Road Management plan in accordance with Section 223 of the Local Government Act 1989, subsequent to the statutory submission period.**

SECONDED Cr Norton

The Motion was put and CARRIED



Road Management Plan Version 5



Adopted:
Gazetted:
Commenced:



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Version Control

Revision Number	Prepared by	Date	Checked By	Comment	Adopted
1	Assets Manager	13/08/2004	Executive Management Team	Plan prepared following public consultation	19 October 2004
2	Assets Manager	1/11/2007	Executive Management Team	Plan amended to divide current document into RMP and RAMP; alter standards for inspection and maintenance; changes relating to Council's policies and practices; and drought restrictions	18 December 2007
3	Assets Manager	2/07/2009	Executive Management Team	Plan reviewed as per RMA General Regulations requirements. The RMP was amended to alter standards for inspection and maintenance; alter road hierarchy for inspections and maintenance; and changes relating to Council's policies and practices.	20 October 2009
4	Assets Manager	01/05/2013	Assets Manager	Plan reviewed as per:- <ul style="list-style-type: none"> • RMA General Regulations 2005 requirements • Liability Mutual insurance's Risk Assessment • Amendments relating to Council's policies and practices highlighted in review of plan 	28 May 2013
5	Assets Coordinator	24/02/2017	Director of Infrastructure	Each incoming municipal Council must review its Road Management Plan (RMP) during the same period as it is preparing its Council Plan under the Local Government Act 1989.	

Signed: _____ Mayor Date: _____

1. Introduction

1.1 Background Information

The Road Management Act 2004 (RMA) was introduced to improve the management and coordination of road infrastructure (including road-related infrastructure). The purpose of the Act is to establish a coordinated management system that will promote safe and efficient road networks at state and local level to enable the responsible use of road users.

The Road Management Plan (RMP) sets the management standards and the policy in relation to the discharge of Council's duties as the Road Authority; this relates to all municipal roads and roads related infrastructure covered by the Plan across the municipality. Implementation and management of the RMP is consistent with Council's strategies and policies. Compliance with the RMP is evidence that Council has discharged its statutory duty to inspect, repair and maintain public roads and any common-law duty of care owed to road users.

1.2 Purpose and effect of the plan

In accordance with Section 50 of the RMA, the purposes of a road management plan are:

- a. To establish a management system for the road management functions of a road authority (Council) which is based on policy and operational objectives and available resources; and
- b. To set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

The Plan is, and remains, a stand-alone and all-encompassing policy document of Council (for the inspection, repair and maintenance of public roads, pathways and road infrastructure (and road-related infrastructure) within the municipality of the Rural City of Swan Hill) without recourse to another policy, practice or procedure of Council in relation to the performance of Council's road management functions.

To the extent of any other policy, practice or procedure of Council requires (or purports to require) any act, matter or thing to be done by or on behalf of Council in relation to the performance of Council's public road, pathway and road infrastructure (including road-related infrastructure) management functions by reference to a requirement or standard which is in conflict, or inconsistent, with the requirements or standards specified by or in this Plan (**other requirements or standards**), the requirements and standards specified by or in this Plan prevail over the other requirements or standards and the other requirements or standards are of no force or effect.

This Plan is otherwise (in relation to the construction, inspection, maintenance and repair of those public roads within the municipal district of the Rural City of Swan Hill for which the Council is the road authority (including in relation to suitable prioritisations for the maintenance and repair of road infrastructure (including road-related infrastructure on public roads)) a policy document of Council and is based substantially on financial, economic, political, social or environmental considerations.

Council formally records that the funding which it has provided to implement this Plan and its road management responsibilities under the RMA has been substantially influenced by decisions of Council which relate to (and Council has expressly taken into account) budgetary allocations and the constraints which those decisions have entailed in terms of the allocation of scarce Council resources.

The RMP is prepared in accordance with Division 5, Section 49-55 of the RMA.

1.3 Scope of this plan

The provisions of this Plan apply to Municipal roads and road infrastructure (including road-related infrastructure) for which Council is the responsible road authority.

Municipal roads that are not registered as Public Roads are still Council's discretionary responsibility under the Local Government Act 1989 but under the RMA Council has no obligation to inspect, repair or maintain them and they are not subject to this RMP.

Municipal roads that Council has deemed are "reasonably required for general public use" or declared to be a public highway under section 204(1) of the Local Government Act 1989 or a municipal road under section 14(1) of the RMA have been registered as Public Roads and are listed in Council's Register of Public Roads.

In determining Public Roads, Council considers a range of relevant matters, including the usage and construction standard of the roads. Public Roads and road infrastructure (including road-related infrastructure) identified in the Plan are inspected and maintained by Council under the RMA and in accordance with this RMP road classification, which will determine the inspection frequency and Council's response time has also been determined based on road usage and construction standard. The inspection frequency and response times take into account operational objectives and available resources as set out in Section 50 of the RMA.

This Plan also provides for the management of road related infrastructure (including road-related infrastructure) within Public Roads managed by Council, including:

- Footpaths
- Shared pathways
- Bicycle paths
- Road signs
- Line marking
- Traffic control devices
- Kerb and channel
- Bridges and major culverts

The RMP does not cover other Council non-road infrastructure that may be located within a Public Road, such as underground drainage, street trees, street furniture and buildings. Non-Council owned or controlled road infrastructure (including road-related infrastructure) such as bridges and culverts at channel crossings are not included in this Plan as they are the responsibility of the relevant Water Authority.

The Swan Hill Municipality has a total road length of more than 3400kms of which 2624km are registered as public roads. The municipality also has a total footpath length of 134km.

1.4 Exceptional circumstances

Council will make every effort to meet its commitments under its Road Management Plan.

There may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. These include, but are not limited to, natural disasters such as fires, floods, or storm; or a prolonged labour or resource shortage, due to a need to commit or redeploy council staff and/or equipment elsewhere.

In the event that Council's Chief Executive Officer (CEO) has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the RMP cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will write to Council's Officer in charge of its Plan and inform them that some, or all, of the timeframes and responses in Council's RMP are to be suspended.

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's officer responsible for the RMP, to determine which parts of council's Plan are to be reactivated and when.

1.5 Key stakeholders

Stake holders of this Plan including customers, other interested parties and responsible authorities and include:

1. Residents and businesses using the road network;
2. Pedestrians, including those with disabilities and the elderly with restricted mobility;
3. Users of a range of miscellaneous smaller, lightweight vehicles such as cyclists, mobility scooters, wheel chairs, prams, etc.;
4. Vehicle users such as trucks, buses, commercial vehicles, cars and motor cycles;
5. Emergency authorities (Police, Fire, Ambulance, SES);
6. Utility agencies that use the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications);
7. Council as the responsible road authority;
8. VicRoads as Coordinating Road Authority for state arterial roads and standards compliance authority.
9. State and Federal Government that periodically provide support funding to assist with management of the network.

1.5.1 VicRoads

VicRoads is the manager of all **Arterial Roads** throughout the state. In Swan Hill, the arterial roads managed by VicRoads are:

- Murray Valley Highway
- Mallee Highway
- Sea Lake Swan Hill Road
- Donald Swan Hill Road
- Robinvale Sea Lake Road and
- Hattah Robinvale Road.
- Tooleybuc Road

In urban areas these roads may also be known by their local road name.

VicRoads is the coordinating road authority for all State Roads, classified in Section 2.1 as Freeways, Highways or Arterial Roads. These roads have the coordinating road authority designated as "VicRoads – Highway or Main Road" in Council's Register for Public Roads.

The Code of Practice – Operational Responsibility for Public Roads, defines the boundary between roads managed by Council and roads managed by VicRoads or other State road authorities. The Code has delegated management responsibility from VicRoads to Council for nature strips and certain parking areas along arterial roads within urban areas.

State road authorities other than VicRoads also manage some roads within the municipality. These are roads located on crown land other than road reserves, such as the roads within national parks, state forests and river frontage.

Council is responsible for Council owned or controlled assets within road reserves where VicRoads is the Coordinating Road Authority, for example Council footpaths on a Vicroads arterial road. Likewise, VicRoads responsibility can extend into adjoining roads where Council is the coordinating road authority. The demarcation between Council and VicRoad's responsibilities is detailed in "RMA 2004 Code of Practice-Operational Responsibility for Public Roads".

1.5.2 Department Environment, Land, Water and Planning (DELWP) / Parks Victoria

A number of roads and tracks exist on Crown land (other than road reserves) where Council is not the Committee of Management, e.g. national and regional parks. DELWP and/or Parks Victoria have management responsibility of these roads. These roads have the coordinating road authority designated as "Non Council – Road or Track" in Council's Register for Public Roads.

1.5.3 VicTrack

VicTrack is responsible for maintaining railway level crossings which include the area in the immediate vicinity of the railway line. Council is responsible for maintaining the approaches to the rail lane and approach signage on the municipal road network. VicTrack is also responsible for road and pedestrian bridges over rail and rail over road bridges within the municipality, unless there is an individual agreement stating otherwise.

2. Register of public roads

As a Road Authority, Council must keep a register of public roads in accordance with the RMA.

Schedule 1 of the RMA outlines the items that must, or may be, included in a register of public roads.

The register must include:

- The name of each public road or if unnamed a description to enable the road to be easily identifiable
- The date on which the road became a public road
- If a public road ceases to be a public road the date on which the road ceased to be a public road
- The classification if any of the public road
- The reference to any plan or instrument that fixes or varies the boundary of a public road
- Any ancillary area
- A reference to any arrangement under which road management functions are transferred to or from another road authority.

3. Road and footpath classification/hierarchy

At its June 2004 meeting, Council established its Register of Public Roads and adopted procedures that allow a Council Officer to add roads to the register but require a Council resolution to remove roads from the register. Under this procedure, Council officers routinely add to the register all new roads constructed by developers in new subdivisions, subject to the delegated officer being satisfied that the road is reasonably required for general public use or has been declared to be a public highway under section 204(1) of the Local Government Act 1989 or is a municipal road under section 14(1) of the RMA.

Council's Register of Public Roads as a public document is available via Council's web site or over the counter at any Council office.

For purposes of this Road Management Plan, Public Roads have been classified into 3 classes - **Collector** and **Access** and **Secondary** access.

- **Collector** roads provide the connection between Access roads and the state arterial road network, other collector roads or population centers. These roads will either have an identifiable origin and destination or have a high proportion of through traffic in conjunction with access for properties abutting the road.
- **Access** roads provide direct access for houses and connect properties to other roads in the network. These roads will normally have little to no through traffic.
- **Secondary access** roads are low use/low volume roads. Roads that will provide seasonal access to properties. Roads that provide a link to access roads.

All roads have been assessed and classified according to a range of relevant considerations as determined by Council including the type, road usage and volume of traffic using the road. This assessment includes consideration of the following items:

- Traffic volumes are measured as Average Annual Daily Traffic (AADT)
- Bus route – a road that carries a regular bus service
- Truck route – a road that carries at least 10% heavy vehicles. Heavy vehicle being a class 3 to class 12 vehicles as defined in the Austroads Vehicle Classification System.

Classifications on a 1 to 4 scale have been determined for each public road taking into account the above, and are used to define the level of inspection frequency and maintenance response times. In summary for all assets the classifications are:

1. Very High – High traffic volume collector roads and bus/truck routes
2. High – High traffic access roads or moderate traffic collector roads
3. Standard – Moderate traffic access roads or low traffic roads
4. Low – Secondary access roads

Road

Road assigned classification is based on the above mentioned criteria and is summarised in Table 1 below. Generally, where the road classification would vary along the length of a particular road, because of varying traffic conditions, the lowest numbered classification has been adopted for the whole length of the road.

Footpath

Footpath maintenance standards are based on levels of use where a very high maintenance standard coincides with high use of a footpath.

The same maintenance categories used for roads are also used for footpaths. Location of footpaths is used to identify level of use and hence maintenance category as listed in Table 1.

Road Classification	Traffic Volume (Annual average daily traffic)		
	>1000	100 – 1000	0 - 100
All Collectors, and Access routes that are also Bus / Truck Routes	1	2	3
Access Routes	2	3	3
Secondary Access	N/A	N/A	4
Footpath Classification Hierarchy by Use (By Location)	Maintenance Categories		
Footpaths in the Central Business District (CBD) of Swan Hill and Robinvale,	1 (Very High)		
Footpaths in CBD of other towns and satellite business areas of Swan Hill, around schools hospitals and elderly accommodation.	2 (High)		
Residential areas and Industrial areas and all shared pathways	3 (Standard)		
Not applicable	4 (Low)		

Table 1 – Road, Footpaths, Shared Pathways Classifications

Shared footpaths are included within all other footpath Classification and are Maintenance Category Standard (3).

4. Inspections

4.1 Background

In compliance with Section 40 of the RMA 2004, Council will inspect all Public Roads in accordance with this Road Management Plan. To ensure that Public Roads are inspected at the appropriate frequencies, a formal inspection system has been adopted (refer to Tables 2 & 3). The system differentiates between road and footpath inspections, depending in frequency and extent. Response times commence from the date of the inspection.

4.2 Inspections

There are 3 types of inspections undertaken on Council's roads and footpaths. These are Reactive, Programmed and Asset Condition inspections.

1. Programmed Inspections

Programmed inspections assess the road and footpath network to identify defects that have reached the intervention level as defined in Council's Road Management Plan. All defects identified are actioned in line with the timeframes as set out within the RMP.

2. Reactive Inspections

Reactive inspections are undertaken following notification to Council of defects and safety issues by the community or stakeholders. The inspection involves an assessment of the reported defect to determine if it has reached intervention level to determine whether a maintenance response is required. Reactive inspections are completed within a maximum of 2 weeks of the notification of the defect. The defects are inspected in line with criteria set out within the RMP. Any defects at intervention are responded to within the timeframes as set out within the RMP.

3. Asset Condition Inspections

Asset condition inspections are conducted to assess the life of the road, road related infrastructure (including road-related infrastructure) and all assets managed by Council.

Asset condition inspections identify the condition of the asset and are used to determine if works are required to renew the asset to ensure it meets its service requirements. These inspections are used to develop Councils Capital Renewal Program.

4.3 Inspection frequency

Roads

Road Maintenance Category	Day proactive Inspection frequency	Night proactive Inspection frequency
1 – Very High	4 per calendar year	1 per calendar year
2 – High	2 per calendar year	1 per calendar year
3 – Standard	1 per calendar year	1 per 2 calendar years
4 – Low	1 per 2 calendar years	1 per 2 calendar years

Table 2 – Periods between Routine Inspections (Roads)

Footpaths

Day proactive inspection frequency		
Footpath Maintenance Category	Frequency of Inspections	Inspection Window (Between)
1 – Very High	2 per calendar year	No.1: 1 Jan – 30 June No.2: 1 July – 31 Dec
2 – High	1 per calendar year	No.1: 1 Jan – 30 June
3 – Standard	1 per calendar year	No.1: 1 July – 31 Dec

Table 3 – Periods between Routine Inspections (Footpaths)

4.4 Inspection types

The type of defects to be observed and recorded by the inspector will vary depending on the type of inspection and the nature of the asset being inspected as detailed in Table 4 below:

Type of Inspection	Items to be included in inspections
Night inspection of sealed roads	Visibility of signage, line-marking, guideposts, and raised reflective pavement markers (RRPM's).
Night inspection of unsealed roads	Visibility of signage and guideposts.
Daytime inspection of sealed roads	Potholes, edge breaks, major cracks, shoulder drop-off, stripping of seals, excessive loose stones, signage, line-marking, guideposts, RRPM's, table drains, culverts, bridges, kerb and channel and vegetation clearance.
Daytime inspection of unsealed roads	Potholes, loose material, pavement failures, signage, guideposts, table drains culverts, bridges and vegetation clearance.
Footpaths	Trips defects, pit lids, mounds or depressions and vegetation clearance
Reactive Inspections	Defects as listed above but triggered via a notification of a defect

Table 4 – Inspection Types

5. Defect intervention levels and response time

Levels and response times for various types of defects, including sealed roads, footpaths, etc are listed in the table. The following table outlines the assets classifications that are being inspected.

For each asset classification it lists the defect type and when that defect is deemed to have reached a condition where it requires intervention. The maximum response time is outlined within the table for each asset class and relative classification and usage.

The defects that are inspected for each asset class listed is Table 5 are:

Sealed Roads

- Pothole size
- Deformations either parallel or perpendicular to vehicle carriage way
- Loose debris
- Edge breaks
- Edge drop offs

Unsealed Roads

- Corrugations
- Wheel ruts, shoves or potholes
- Drainage issues
- Site visibility obstructions to roads or carriageways

Structures

- Damaged or missing drainage pit lids or surrounds to pedestrian areas
- Damage to bridge, major culverts or other structures creating safety issues.

Road Furniture

- Missing, illegible or damage regulatory signage.
- Missing, illegible or damage warning signage.
- Damaged or defective guardrails at critical locations.
- Replacement of missing or damaged guideposts.

Footpath

- Lips or step defects >30mm in height.
- Moulds or depressions >100mm under a 1.2m straightedge.

Shared Footpath

- Footpath Lips and step defects >30mm in height.
- Moulds or depressions >100mm under a 1.2m straightedge.
- Longitudinal cracks greater than 20mm in width.
- Drop off from path edger greater than 50mm over 1m length.

Kerb

- Kerb adjacent to traffic lane with horizontal deviation from alignment >250mm.

Intervention level	MAXIMUM - Response Time by Usage			
	1 - Very High (high level usage)	2 - High (high usage)	3 - Standard (standard usage)	4 - Low (low usage)
Sealed roads				
Potholes greater than 300mm diameter and 50mm deep	2 Weeks	1 Month	2 Months	4 Months
Deformations in the traffic lane greater than 100mm in depth and under a 3m straight edge	1 Month	2 Months	4 Months	6 Months
Edge break exceeds 150mm laterally over at least a 1m length from the nominal edge of seal	2 Weeks	1 Month	3 Months	6 Months
Drop off from edge of seal to unsealed shoulder greater than 100mm over >1m length	1 Month	2 Months	4 Months	6 Months
Line markings missing or illegible at a critical location*** rendering them substantially ineffective.	3 Months	6 Months	12 Months	12 Months
Accumulation of aggregate or sand in a traffic lane exceeding 50mm and > 5m long	2 Weeks	2 Months	4 Months	12 Months
Unsealed roads				
Corrugations greater than 25mm in depth for a length >500m or total road length	N/A	3 Months	6 Months	12 Months
Wheel ruts, shoves or potholes >500mm diameter and >150 mm depth measured with 3m straight edge, across the road	N/A	3 Months	6 Months	12 Months
Traffic defects				
Ponding of water >300mm in depth and/or across 50% of the traffic lane width	2 Days	3 Days	5 Days	1 week
Fallen tree or other obstruction blocking a traffic lane	2 Days	3 Days	1 week	1 month
Grass that is greater in height of 900mm that is obstructing visibility of regulatory or warning signs.	1 month	4 Months	When resources reasonably come available and subject to any policy direction from Council	When resources reasonably come available and subject to any policy direction from Council
Structures				
Drainage pit lid or surround missing or at a height differential >50mm in traffic lanes	2 Days	3 Days	1 week	1 month

Description of Defect	1 - Very High (high level usage)	2 - High (high usage)	3 - Standard (standard usage)	4 - Low (low usage)
Damage to a bridge or major culverts i.e. <ul style="list-style-type: none"> Missing or damaged planks Structural damage (voids or holes) Missing or damaged railings 	2 Days	3 Days	1 week	1 month
Damage to smaller culverts i.e. <ul style="list-style-type: none"> Structural damage (voids or holes) 	1 week	2 weeks	1 month	3 months
Road furniture				
Existing Regulatory signs missing, illegible or damaged, making them substantially ineffective.	1 Week	1 Month	2 Months	3 Months
Existing Warning and hazard signs missing, illegible or damaged, making them substantially ineffective.	1 Month	3 Months	4 Months	12 Months
Any damaged or defective guardrail at a critical location*** making them substantially ineffective.	1 Month	4 Months	6 Months	12 Months
Existing guideposts missing or damaged at a critical location*** making them substantially ineffective.	2 Months	3 Months	6 Months	12 Months
Footpath				
Footpath lip or step >30mm in height	1 Month	3 Months	6 Months	N/A
Footpath mounds or depressions >100mm under a 1.2m straightedge.	1 Month	4 Months	12 Months	N/A
Shared footpath				
Footpath lip or step >30mm in height	1 Month	3 Months	6 Months	N/A
Footpath mounds or depressions >100mm under a 1.2m straightedge.	1 Month	4 Months	12 Months	N/A
Longitudinal cracks greater than 20mm in width	1 Month	3 Months	6 Months	N/A
Drop off from edge of path greater than 75mm over 1m length	3 Months	6 Months	12 Months	N/A
Kerb				
Where a kerb adjacent to a traffic lane has a horizontal deviation from alignment >250mm	4 Months	6 Months	12 Months	When resources reasonably come available and subject to any policy direction from Council

Table 5 – Defect Intervention Levels

*** **Note** – a critical location is a location where the road alignment, pavement width and/or geometry are identified by additional markings, signage or guideposts to guide the travelling public. Where because of the nature of the work required, level of resources or workload, it is not feasible to rectify the defect within the time shown in Table 5, **appropriate warning** of the defect is to be provided until a suitable repair or treatment can be completed.

Appropriate warning may include, but is not limited to, the following:

- Provision of warning signs
- Marking defects for higher visibility
- Traffic control action
- Divert traffic around defect
- Installation of temporary speed limits
- Road Closures

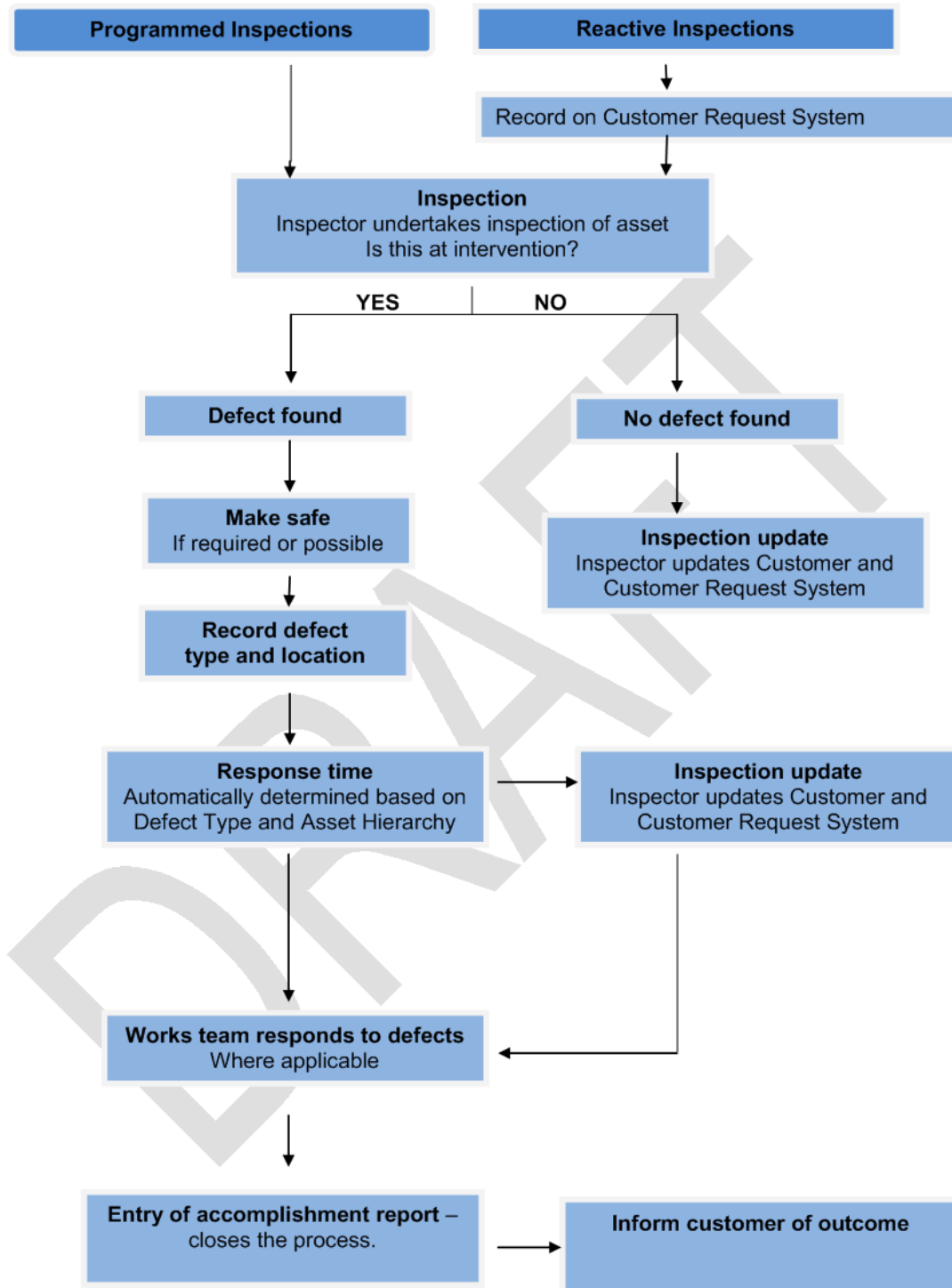
The municipality is one of the geographically largest in Victoria with a travelling time of 2 hours from North to South. With long travelling times for maintenance crews, it is cost effective and operationally efficient for Council to repair defects inside intervention levels whilst the maintenance crew is onsite for those outside intervention levels nearby. This philosophy has been taken into account when setting intervention levels.

With regard to footpaths, all defects that have been identified will be responded to within the timeframe as set out by the RMP.

Defects may be identified where it can be determined that they may deteriorate to an extent to reach intervention prior to the next programmed inspection. In these cases, a review will be carried out of this defect and if Councils schedule and resources enable some action this will be carried out and recorded as proactive maintenance works.

For the avoidance of doubt, the practice of (and the corresponding intention of Council of) repairing defects inside intervention levels whilst maintenance crews are on site for those outside intervention levels nearby (as set out above), is a practice forming a part of this RMP and is otherwise a practice which Council considers is consistent with the inspection, repair and maintenance requirements and standards specified by or in this Plan.

5.1 Reporting procedure



6. Obligations of road users

General Usage

The RMA 2004 requires that:

- (1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the:
 - physical characteristics of the road
 - prevailing weather conditions
 - level of visibility
 - condition of the motor vehicle
 - prevailing traffic conditions
 - relevant road laws and advisory signs; and
 - physical and mental condition of the driver.
- (2) A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.
- (3) A road user must:
 - have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users
 - have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure (including road-related infrastructure) and non-road infrastructure on the road reserve;
 - have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

7. Landowners responsibilities - driveways

Driveways are the responsibility of the owner of the land for which the driveway provides access to and from the road. The landowner is responsible for that part of the driveway as shown in Figure 1, specifically:

- The in-fills between the kerb and channel and the footpath, and the footpath and property line, and
- The layback through the kerb (excluding the channel).
- The immediate surrounds impacted on by the driveway.

The footpath crossover is part of the footpath and is the responsibility of Council however Council may charge the landowner for the cost of repairs to damage to the footpath caused by vehicles using the driveway.

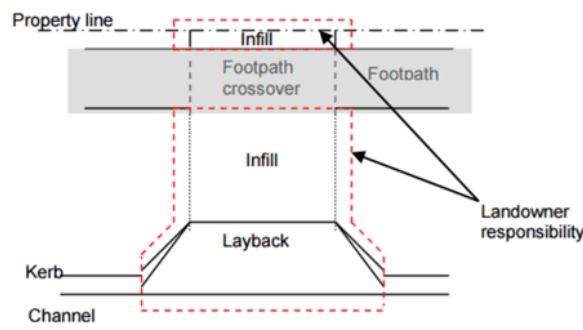


Figure 1. Driveway Responsibility

Arrangements are similar for culvert crossings over an open table drain where the owner's responsibilities are the:

- Culvert and endwalls.
- Driveway infill between the road edge and the property line excluding any footpath crossover.
- Maintenance of the road seal adjacent to the driveway to be free of loose material sourced from the property or the driveway.

Council retains the right to direct the standard of construction, materials and location of driveways within the road reserve. Landowners must obtain a 'Working within Road Reserve' Permits from Council prior to commencing any works or activities within the road reserve.

8. Works within road reserve

Unless an exemption applies under the Act a person must not conduct any works in, on, under or over a road without written consent of the Coordinating Road Authority.

This includes works on footpaths and nature strips, including the installation or modifications of driveways outside private property.

Application forms for a Works within the Road Reserve Permit can be obtained from Council's website or Council offices. Failure to seek consent for works within a road reserve is an offense under the Act. Fees and penalties can be applied.

9. Limits in relation to liability for property damages

Section 110 of the RMA details the liability and extent of claims for property damages.

Incident Claims

In accordance with Section 115 of the Act, a person who intends to take court proceedings in relation to a claim for damages arising out of a condition of a public road or infrastructure must first lodge a written notice with the Council. This notice must be lodged with the Council within 30 days of the incident occurring.

10. Summary of non-road infrastructure

Asset Type	Responsible Authority / Infrastructure Manager
Street Lights	Powercor
Non-Standard Street Lights	Council
Traffic Signal Installations – VicRoads assets	VicRoads
Telecommunications infrastructure Assets	Telstra or Optus
Water infrastructure assets	Lower Murray (LMW), Goulburn Murray (GMW) or Grampians Wimmera Mallee (GWM) Water
Sewage infrastructure Assets	Lower Murray (LMW)
Bridge, Culvert, Guard Rail over infrastructure Assets	Owner of infrastructure asset
Electricity infrastructure assets	Powercor
Gas infrastructure assets	TasGas
Rail Crossings	VicTrack or VLine
Buildings	Asset Owner
Bus Stops/Shelters (Public Transport)	Department of Transport

Table 6 – Non-Road Infrastructure not subject to this Plan

11. Review of the response to defects

The review of Council's performance with regard to repairing defects listed in this report is a two step process. There is a monthly review as well as an internal audit of council's performance, carried out annually.

Monthly Team Coordinator Meeting

At the monthly team coordinator meeting, the Officer in charge of Council's Works program reports to the meeting which includes the Director of Infrastructure. At these meeting the Works Department produce a report from the Defect Reporting system listing defects (if any) outside target response time.

Annual Internal Audit

An annual internal audit of Council performance against this Plan will be conducted by Council. The results of this audit will be reported to the Executive Leadership Team.

12. Review of the Road Management Plan

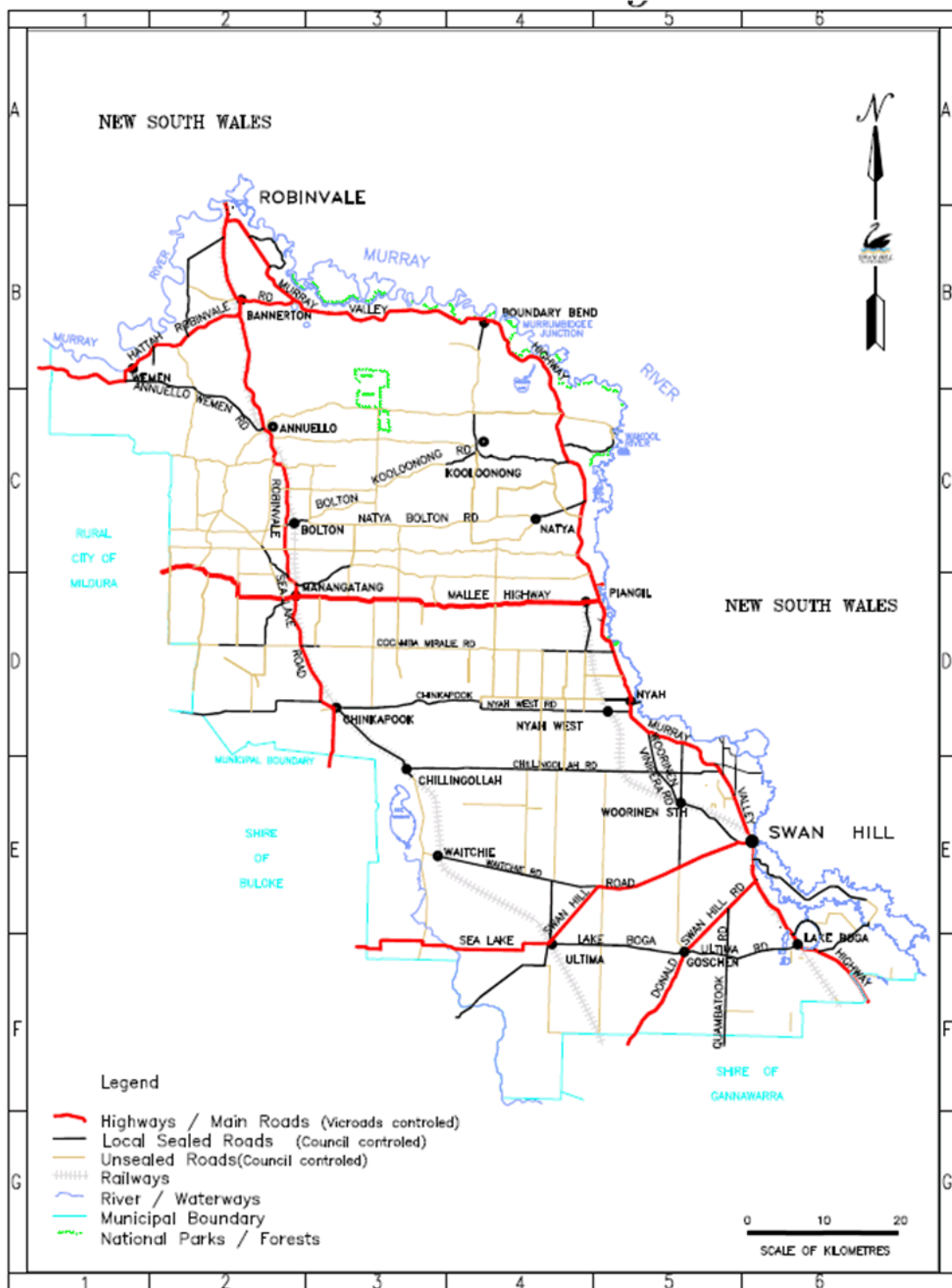
The Plan will be reviewed at least every four years in accordance with Sec 301(3) (b) of the Road Management (General) Regulations 2016 and Sec 125(1) (b) of Local Government Act 1989. Consequently this will correspond with the term of each Council.

It may also be reviewed by Council, within a particular Council's term, in the event that the review is necessary under Sec 54 RMA 2004.

Any review carried out, will be in accordance with relevant sections under the following acts:

- Sec 54 Road Management Act 2004.
- Sec 302 and 303 of the Road Management (General) Regulations 2005.

Appendix A – Municipality map



Map available on Council's website: www.swanhill.vic.gov.au

Appendix B – Definitions

Unless the context or subject matter otherwise requires, terms used in the RMP have the following meanings:

Arterial Roads - freeways, highways & declared main roads which are managed by the State Government through VicRoads.

Code of Practice - Code of Practice for Road Management Plans (13 September 2004).

Critical Location - is a location where the road alignment, pavement width and/or geometry are identified by additional markings, signage or guideposts to guide the travelling public.

Defect/Hazard - Refers to a change to the road or footpath surface that introduces a hazard to public safety. Common terminology includes: pothole, lift, shove, lip, depression, etc.

Inspection Frequency – is the frequency of inspections of the road to identify hazards.

Where the required frequency would result in the inspection falling on a day other than a Weekday, the inspection may be undertaken on the following Weekday.

Intersection - An intersection is a junction where two or more **roads** meet or cross.

Intervention level - the size of the defect at which the road authority has determined that the defect will be rectified.

Major Culvert - A major culvert is a culvert (or more commonly multiple culverts laid side by side) of large enough size to be treated more like a bridge over a water course than a pipe under a road. In a number of Australian states culverts with cross section area of 6sqm or greater are considered to be major culverts.

Municipal Road – Roads for which the Council is the responsible Road Authority.

Non road infrastructure - includes infrastructure in, on, under, or over a road, which is not road infrastructure.

The RMA provides examples of non-road infrastructure that includes: gas pipes, water and sewerage pipes, cables, electricity poles, bus shelters, rail infrastructure, public telephones, mail boxes, road side furniture and fences erected by utilities or providers of public transport.

Pathways - the definition of pathway provided in the RMA captures both 'footpaths' and 'shared pathways' as outlined below:

A footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path:

(a) which has not been constructed by a responsible road authority;

Pathways (Shared) - while the RMA does not specifically apply the term 'shared' in relation to pathways it is of course necessary to differentiate between those that are designed for shared-use as opposed to just one type of user group (e.g. cyclists). The below definition of 'shared pathways' has been extracted from Reg. 242(2) of the Australian Road Rules:

“An area open to the public (except a separated footpath) that is designated for, or has as one of its main uses, use by both the riders of bicycles and pedestrians, and includes a length of path for use by both bicycles and pedestrians beginning at a shared path sign or shared path road marking and ending at the nearest of the following:

(a) an end shared path sign or end shared path road marking;

(b) a no bicycles sign or no bicycles road marking;

Proactive inspections - inspections performed as part of a scheduled program, according to the classification of roads, which is based on the road classification, volume of traffic etc., for the purpose of identifying defects above intervention and to provide a record that the road has been inspected

Public Highway means any area of land that is a public highway for the purposes of the common law;

Public road means a road declared to be a public road by the relevant road authority

Public Road Register - list of roads within a municipality that a council is responsible for. Council is required to keep a register under s.19 of the RMA.

Reactive inspections - inspections performed in response to a customer request or notification about the condition of the road/path, in order to assess whether the road contains a RMP defect that has reached the relevant intervention level.

Repair means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including but not limited to:

- (a) reinstating a road/path to its former standard following works to install any infrastructure;
- (b) reinstating a road/path to a safe standard following deterioration or damage;
- (c) providing a warning to road users of a defect in a roadway, pathway or road (including road-related infrastructure) - but does not include the upgrading of a roadway, pathway or road-related infrastructure

Examples: Filling in a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.

Response Time – is the time allowable to respond to a defect, which is based on consideration of the defect type and severity. Response time is measured from the time the defect is identified by, or notified to, Swan Hill Rural City Council.

Responsible Road Authority - the organisation responsible for the management of the road, as determined under s.37 of the RMA

Road - includes a street; right of way; cul de sac; by-pass; bridge or ford; footpath; bicycle path or other land or works forming part of the road. Including:

- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a or forming part of a public highway or ancillary area.

Road Infrastructure means:

Infrastructure which is installed by the relevant road authority for road related purposes to —

- (a) Facilitate the operation or use of the roadway or pathway; or
- (b) Support or protect the roadway or pathway.

Examples: Traffic islands, traffic management signage, traffic control sign, traffic light, kerb and channel, a bridge, culvert or ford, road drain or embankment, gate, post or board installed on the road reserve.

Road Management Act 2004 (RMA) - the Act provides a statutory framework for the management of the road network in Victoria.

Road Management Plan (RMP) - a document developed by Council to assist in the management of their road related duties and responsibilities, as defined in the RMA.

Roads other than Municipal roads and Arterial roads - include roads in State reserves, and roads on private property. Council is not responsible for the care and maintenance of these roads.

Road Reserve - all of the area of land that is within the boundaries of a road.

Roadside - any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.

Weekday – any day other than a Saturday or Sunday or any public holiday recognised in Victoria where the inspections are to be undertaken.

SECTION	OLD	NEW	DETAILS	DISCUSSION
Schedule of Revisions & Adoption		Contents Combined Schedule of Revisions & Adoption amalgamated	Initials removed and role titles added.	
Introduction	Introduction Key Stakeholders	<ul style="list-style-type: none"> • Purpose • Scope • Exceptional Circumstances • VicRoads • DELWP & Parks Victoria • VicTrack 		Council officers have reviewed RMP's completed by other councils to identify current industry practice.
		Register of Public Roads		Council officers have reviewed RMP's completed by other councils to identify current industry practice.
Road & Footpaths Classification / Hierarchy			<ul style="list-style-type: none"> • Link to website removed • More detail added to the 1-4 classifications • Table 1 and 2 joined together 	
	Footpath & Shared Footpath Classification Hierarchy	Deleted	Joined with Road Classification Hierarchy	
Inspections			<ul style="list-style-type: none"> • Background & Types of Inspections added • Frequency of inspections added • Table 3 separated into two tables (Roads & Footpaths) 	Council officers have reviewed RMP's completed by other councils to identify current industry practice.
Defect Intervention Levels & Response Times	Table 5 & 6	Table 5 & 6 amalgamated and updated	Table is simpler and easier to understand. The word hazard removed and replaced with the word Defect throughout the whole document. Vegetation intervention levels removed from plan, as per legal advice. Vegetation will be included in Council's service agreements and will be reviewed on a case-by-case basis.	Availability of resources taken into consideration. Legal advice received

SECTION	OLD	NEW	DETAILS	DISCUSSION
Reflect Reporting Procedure Flow Chart			Flow chart replaced with simpler version and added after Table 5	Easier to understand. Broken up into Programmed Inspections & Reactive Inspections (i.e. Customer Requests)
		Obligations of Road Users	Obligations under the Road Management Act 2004	Council officers have reviewed RMP's completed by other councils to identify current industry practice.
		Works within Road Reserve	Any works conducted in, under or over a road must have written consent from the Coordinating Road Authority	Council officers have reviewed RMP's completed by other councils to identify current industry practice.
		Limits in Relation to Liability for Property Damages	Section 110 of the Road Management Act details the liability and extent of claims for property damages	Council officers have reviewed RMP's completed by other councils to identify current industry practice.
		Summary of Non-Road (Council) Related Infrastructure	List of asset types and who is responsible	Council officers have reviewed RMP's completed by other councils to identify current industry practice.
		Appendix A Municipality Map		Council officers have reviewed RMP's completed by other councils to identify current industry practice
		Appendix B Definitions		Council officers have reviewed RMP's completed by other councils to identify current industry practice

TIMELINES				
Council staff	RMP Working Group			15 February 2017
Council staff	RMP Working Group			20 February 2017
Council staff	RMP Working Group			17 March 2017
ELT	RMP draft discussion			20 March 2017
Council Assembly	RMP draft discussion			28 March 2017
Macquarie Local Government Lawyers	RMP Legal Review			7 April 2017
Council Staff	RMP draft discussion after legal review			11 April 2017
Ordinary Meeting	Seek Council resolution to adopt the draft RMP for community consultation			18 April 2017

B.17.35 MONTHLY PLANNING AND BUILDING FIGURES

Responsible Officer: Chief Executive Officer
File Number: 13-05-01
Attachments: Nil.

Declarations of Interest:

John McLinden - 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 2017.

Discussion

Planning

Type	2017		2016	
	No. of March	No. Of YTD	No. Of March	No. Of YTD
Planning Permit Applications Received	15	32	9	34
Approvals under delegation	15	25	11	25
Notice of Decision to Grant a Planning Permit	0	1	0	0
Notice of Decision to refuse a Planning Permit	0	1	0	0
Application Lapsed or Withdrawn	0	1	0	2
VCAT upheld Council decision	0	0	0	0
VCAT set aside Council decision	0	0	0	0
Total number of decisions	15	27	11	25

Monthly decision breakdown by town

	Approved March 2017	Approved YTD	Refused March 2017	Refused YTD
Swan Hill	6	10	0	0
Robinvale	3	10	0	0
Lake Boga	0	0	0	0
Nyah	0	1	0	0
Nyah West	0	0	0	0

Background

March - Comparisons

TYPE	2017		2016	
	NO.OF	VALUE	NO.OF	VALUE
Dwelling	5	1,107,835	8	2,225,802
Dwelling additions	8	557,648	11	255,800
Unit Developments	1*(40)	544,000	1*(7)	20,000
Shops	0	0	0	0
Offices	0	0	0	0
Warehouses	0	0	0	0
Factories	1	499,482	2	224,600
Public Buildings	3	620,000	0	0
OutBuildings	19	568,618	8	191,594
Other	10	155,719	4	136,120
Total	47	\$4,053,302	34	\$3,053,916

*() denotes total number of Dwelling Units

New Dwellings			
2017		2016	
Swan Hill	5	Swan Hill	4
		Tresco	1
		Lake Boga	1
		Tol Tol	1
		Robinvale	1

Year to Date – Comparisons

TYPE	1/01/2017 to 31/03/2017		1/01/2016 to 31/03/2016	
	NO.OF	VALUE	NO.OF	VALUE
Dwelling	12	3,014,946	17	6,163,565
Dwelling additions	26	1,808,225	20	878,240
Unit Developments (1)	1*(40)	544,000	2*(9)	430,000
Shops	4	205,000	0	0
Offices (2)	2	520,000	0	0
Warehouses	2	530,000	0	0
Factories (3)	2	1,775,626	3	1,910,900
Public Buildings	4	660,000	4	866,954
OutBuildings	28	791,909	19	362,389
Other	17	696,019	15	320,686
Total	98	\$10,545,725	80	\$10,932,734

*() denotes total number of Dwelling Units

REPORTS

18 April 2017

- (1) The 2017 'Unit Development' of 40 Units valued at \$544,000 relates to the expansion of the Robinvale Accommodation Village
- (2) The majority of the 2017 'Offices' value relates to an Office development valued at \$500,000 at 18 Beveridge Street, Swan Hill.
- (3) The majority of the 2017 'Factories' value relates to Extensions to the Swan Hill Abattoirs valued at \$1,276,144.

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

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

Options

Not applicable

Recommendation

That Council note the Planning and Building figures for March 2017 and the Year to Date comparisons as reported.

35/17 Motion

MOVED Cr Jeffery

That Council note the Planning and Building figures for March 2017 and the Year to Date comparisons as reported.

SECONDED Cr Katis

The Motion was put and CARRIED

B.17.36 KEY STRATEGIC INITIATIVES FOR 2016/17 STATUS REPORT FOR THE THIRD QUARTER

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

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 2016/17 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 15 actions in total identified for the 2016/17 period.

The following 2 actions were completed during the third quarter

- 1.6.1 Review and update Council publications and forms to ensure they are easy to read and understand
- 1.6.2 Easy Read training to be provided on an ongoing basis to appropriate staff

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/ongoing (CO).

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.

SECTION B - REPORTS

18 April 2017

Year	No. of Actions	Total completed	No longer applicable	Complete/Ongoing	Outstanding	Completed this 1/4
Rolled over from previous Council Plan	6	6	0	0	0	
2013/14	111	80	4	27	0	
2014/15	67	33	1	32	1	
2015/16	49	18	1	26	4	
2016/17	15	3	0	4	8	2
Total	248	140	6	89	13	Total - 2

Consultation

Council consulted the community during the development of the Council Plan 2013/17. Public submissions were also called for during the 2016 Council Plan review.

The Council Plan was first adopted at the June Council Meeting 2013. The reviewed Council Plan was adopted at the April Council Meeting 2016.

Financial Implications

The implementation of most 2016/17 Key Strategic Initiatives was included in the budget.

Social Implications

Not applicable for this item.

Economic Implications

Not applicable for this item.

Environmental Implications

Not applicable for this item.

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 - Effective and efficient utilisation of resources.

Options

Not applicable for this report.

Recommendation

That Council adopts the Key Strategic Initiatives third quarter status report for 2016/17.

36/17 Motion

MOVED Cr Katis

That Council adopts the Key Strategic Initiatives third quarter status report for 2016/17.

SECONDED Cr Jeffery

The Motion was put and CARRIED

1 Objective	Strategic Initiatives	Actions	When	How we will know we have achieved this	Directorate	Officers/s	Complete Y/N	Comments as at 31 March 2017
Legend								
Completed								
Currently underway/Ongoing								
Action yet to be taken								
Initiatives carried over from previous Council Plan								
EG	Housing	Facilitate development of the South West Precinct of Swan Hill	2014-15	Amendment to the Minister of Planning for approval.	DDP	DM	Y	Amendment C58 has been approved by the Minister. Awaiting gazettal of the amendment.
EG	Attracting new business	Begin implementation of the Central Business District Masterplans for Robinvale and Swan Hill including identifying links to Riverfronts	May-14	Stage 3 works complete.	DI	EPAM	Y	Works completed in May 2014.
EG	Attracting new business	Development of a strategy to support the attraction of new business based on the regions comparative and competitive advantages as identified in the Economic Development Strategy	Jun-14	Strategy developed.	DDP	ECOM	Y	The Investment Attraction Policy adopted at Council's September 2015 meeting. COMPLETED
EG	Infrastructure	Conduct a review of Council operated aerodromes and implement both CASA requirements and Council recommendations	Dec-14	Works completed within available funds.	DI	ECOM	Y	Renewal works completed to the amount of the available funds. COMPLETED
EG	Infrastructure	Conduct a review of Council operated aerodromes and implement both CASA requirements and Council recommendations	2014	Expressions of interest advertised if recommended by Business Case for Aerodrome.	DDP	ECOM	Y	Discussions with potential commercial operator has recently ceased due to changes in their commercial direction. Discussions will now be held with Councilors to determine a course of action. COMPLETED
EG	Infrastructure	Commerce Program to identify works required on access roads to enable B Double access	2014	Identify appropriate roads.	DDP	ECOM	Y	National Heavy Vehicle Regulator will determine access as part of national program. Council completed the pre-approval process to determine routes 2017-70% of our rural roads have been opened for B double access COMPLETED
Governance and Leadership (15 Strategic Initiatives : 44 Actions)								
GL	1. Developing open community relationships	1.1 Review and implement actions from the Communication Strategy	2014-15	Revised Communication Strategy adopted by Council	DCS	ODM	Y	Communication Strategy adopted at July Council Meeting. COMPLETED
GL		1.1.1 Review of existing Communication Strategy	2015-17	Half yearly report of achievement of Strategy will be presented to Council	DCS	ODM	CO	Communication Strategy update reported to ELT in Dec 2015
GL		1.2 Review results of Community Satisfaction Surveys to identify and implement changes in service demand	2013-17	Annual report to Council presenting Survey results and recommendations	DCS	ODM	CO	1. State Government Community Satisfaction Survey completed and result presented to Council in July 2013. 2. Staff presentations made in February 2014. 3. SHRC's community satisfaction emailed to Council in August 2014 as per CEO's request. 4. State Government Community Satisfaction Survey result presented to ELT 1 June. Presented at Councilor Assembly 30 June 5. 2016 Community Survey completed. ONGOING
GL		1.2.2 Service Level Changes implemented where appropriate and funded	2014-17	Service Level changes identified and funded in the Budget	DCS	ODM	CO	Service levels are reviewed as part of the annual budget process. ONGOING
GL	Developing open community relationships	1.3 Produce and distribute a Community Newsletter three times a year	2013-17	Newsletter distributed in April, August and December	DCS	ODM	CO	August 2013 December 2013, April 2014, August 2014, December 2014, March 2015, April 2015, July 2015, December 2015 newsletters distributed. ONGOING
GL	Developing open community relationships	1.4 Develop Council's systems and processes to improve Customer Service	2013-17	Annual report on completion of actions from IT Strategy presented to Council	DCS	ITM	CO	IT Strategy actions from the previous IT Strategy are complete. A new IT Strategy is now being developed to underpin the objectives of the new Council Plan, we currently have a draft version of this plan. Plan is due for completion by mid of 2017. ONGOING

GL	Nurturing critical external relationships	5.3 Encourage and support Council representatives to obtain positions on relevant boards	5.3.1 Identify opportunities that match the skill set of Councillors and Senior staff	2013-17	Board position opportunities discussed regularly at Council Assemblies	ELT	ELT	CO	Council is well represented on boards and will continue to look for opportunities. Councillor representation on MAV Board (Cr Norton), Cr McPhee appointed to the MAV committee responding to the review of the Local Government Act.
GL	Nurturing critical external relationships	5.4 Ensure regular dialogue with neighbouring NSW municipalities to assist in reducing cross border issues	5.4.1 Schedule regular meetings / assemblies with Wakoal & Balanald Shires	2013-17	Schedule is established and agreed to by all municipalities	CEO	CEO	CO	Joint tour of Murray Downs and Swan Hill with Wakoal Shire in January 2014. Bairranald Municipal Visit: Tuesday 14 April 2015 Wakoal Municipal Visit: 12 May 2015. Council met with Wakoal Council in April 2016 and with Murray River Council in September 2016 and February 2017 ONGOING
GL			5.4.2 Maintain membership of Central Murray Regional Trans Forum & Murray Tourism Board	2013-15	Councillor rep and Senior staff nominated to administer / participate	CEO	CEO	CO	Membership of and participation in, both organisations has been maintained ONGOING
GL			5.4.3 Facilitate discussions with Cross Border Commissioner (NSW) and Dept of Premier & Cabinet (Vic)	2013-17	Meetings scheduled	CEO	CEO	CO	A meeting of NSW Councils (RAMROCK) and Murray River Group of Councils (MRGC) that was scheduled for November 2014 has been postponed. This issue has been included in the work plan for the Mallee Regional Partnership. ONGOING
GL			5.4.5 Industry based discussions held with Council staff and industry reps	2013-17	Meetings scheduled	CEO	CEO ELT	CO	CEO and Director Development and Planning have had meetings with large Swan Hill Businesses. Industry presentations have been made at Councillor Assembly. The CEO and the Director of Development and Planning have continued site visits spending two days in the Wernem and Robinvale areas discussing various issues with large horticulture operations. The CEO continues to meet with industry and community leaders. ONGOING
Community Health and Wellbeing (27 Strategic Initiatives: 88 Actions)									
CHW	6. Council seeks to connect members of our community to bring people together to find solutions to community problems	6.1 Assist with the review and implementation of community plans	6.1.1 Implementation of plans are an ongoing process. There are currently 11 community plans in place.	2013-17	Projects identified in the plans are completed and signed off on by relevant community. There will be projects that are investigated by community members and are seen not to be a priority.	DDP	CPO	CO	1. Dowling cft in progress. 2. Manangatang gym equipment installation is expected to start at end of March. 3. Manangatang fully scoped and Two bays awaiting to be finalised- paths will go out to Tender together 4. Boundary Bend path in final stages of scoping 5. Woomern gym equipment installation expected to take place end of March 6. Beverford 6 outdoor ceiling fans have been installed 7. Robinvale working on upgrading lights, power outlets and signage on Caik Square. Plans with engineering for 4 bike racks to be positioned along Perrin St 9. Nyan's AN Lewis Park Sculptures installed 10. Lake Boga bubble/dog bowl installed 11. Ultima identified 2 priority projects- youth: skate park and town water quality
CHW			6.1.2 Every community plan is reviewed approximately every 18 months. Over a four year period approximately 6 plans are reviewed yearly.	2013-17	New community plans are published	DDP	CPO	CO	Boundary Bend and Ultima mini reviews have been held to update community plan. Woomern reviewed plan 2016 and have received updated layout. In the process of finalising Robinvale comm plan
CHW	7. Building community capacity	7.1 Implement Youth Action Plan	7.1.1 Youth Strategy reviewed and Action Plan developed	2013-14	Council adopts reviewed Youth Strategy. endorses Action Plan	DCCS	FYCSM	Y	The new Youth Strategy 2015-2019 was adopted by Council in October 2015.
CHW			7.1.2 Determine Council responsibilities and priorities for resource allocation.	2013-14	Council responsibilities and priorities determined, and resource allocation complete.	DCCS	FYCSM		Annual Operational Plan was presented at Council Assembly on 19 April 2016.
CHW			7.1.3 Implementation of Actions	2014-16	Identified Actions are resourced and completed	DCCS	FYCSM		Annual Operational Plan will be developed before the end of September 2014.
CHW			7.1.4 Review of the Action Plan	2016-17	Process for continual review undertaken and agreed, resources allocated.	DCCS	FYCSM		Operational Plan activities that have been implemented are being recorded into an Evaluation Framework.
CHW	8. Building community capacity	8.1 Provide leadership/support to the community as issues of significance arise	8.1.1 Determine Council's role in our community addressing youth mental health and early intervention service gaps.	2013-14	Service gaps determined and Council's role defined	DCCS	FYCSM	Y	Council's participates actively in various working parties. Southern Mallee Youth Partnership Governance project has established a sub-regional governance structure. Ian McEwen represents SHRCC on Mallee Child and Youth Area Partnership led by DHS and DEECD which held its first meeting in September 2014. COMPLETED

CHW			8.1.2 (For example) Seek the establishment of a Headspace in Swan Hill.	2014-15	A Headspace is established	DCCS	FCGSM	Y	It was announced in October 2014 that a new Headspace Centre will be located in Swan Hill and is due to be open in 2015. Medicare Local has agreed to be the lead agency and business plan has been submitted by Medicare Local in April 2015. COMPLETED
CHW		8.1.3 Implement the agreed actions.		2013-17	Actions are implemented.	DCCS	FCGSM		The 17/18 Operational Plan will be developed at the end of 16/17 year. Actions recorded in an annual evaluation report.
CHW	Building community capacity	8.2 Provide leadership/support to the community as issues of significance arise	8.2.1 Determine Council's role in closing community mental health service gaps.	2013-14	Service gaps determined and Council's role defined	DCCS	FCGSM	Y	Council's participants actively in various working parties, and CEO is a member of the Executive Coalition - the governance structure of the Swan Hill Intergency Youth Service System. COMPLETED
CHW			8.2.2 Implement the agreed actions which are Council responsibility	2014-15	Actions are implemented within budget and to agreed timelines	DCCS	FCGSM	Y	CEO is a member of the Swan Hill Youth Mental Health Executive Coalition which has adopted the Youth Mental Health Project Reform Action Plan 2014-2016. COMPLETED
CHW			8.2.3 Implement the agreed actions.	2013-17	Actions are implemented.	DCCS	FCGSM	CO	Director is a member of the Swan Hill Youth Mental Health Executive Coalition and also Headspace Consortium which has adopted the Youth Mental Health Project Reform Action Plan 2014-2016. ONGOING
CHW	9 Supporting people who need extra assistance	9.1 Investigate implications and opportunities through Council's role regarding the Community Based Aged Care reform	9.1.1 Review implications of aged care reform	2013-14	Full understanding of the reforms and their effects on local government are understood by ELT and Council	DCCS	CCSM	Y	Financial modelling and software development for managing CDC for packaged care underway. Review of HAACC program has commenced, anticipate first stage to be implemented by mid 2015. Tripartite statement of intent from MAV, DSS and Doh confirms current HAACC funding level remain in place until 2018. COMPLETED
CHW			9.1.2 Provide the community with a clear direction on what services Council could provide post-2015	2013-14	Community is fully informed of the direction of Council, the implications for changes to services.	DCCS	CCSM	Y	Communication plan developed to inform community about HAACC/HSP service changes. Community has been consulted. COMPLETED
CHW			9.1.3 Identify opportunities for Council in undertaken community aged care	2014-15	Internal processes are finalised and assessed and adopted, delivery models are assessed and adopted.	DCCS	CCSM	Y	Transition to Commonwealth systems to be phased approach over 2015/16 year. Internal processes are in place. COMPLETED
CHW			9.1.4 (Example) Council will use the Consortium model for regional delivery of community-based aged care services.	2015-16	Service delivery is undertaken using the new regime and costs borne by Council equate those previously due to HAACC system, or with reduced subsidy.	DCCS	CCSM		Targets and strategies identified for third phase of program transition in 2016/17. Service hours being monitored and are in line with 2016/17 targets. COMPLETED
CHW	Supporting people who need extra assistance	9.2 Finalise, adopt and implement an Early Years Priority Plan	9.2.1 Early Years Plan completed	2013-14	Council has adopted the Plan and budget processes.	DCCS	FCGSM	Y	Early Years Plan remained in draft form, however all actions in the draft have been further developed and worked through since 2012. Initiatives have included restructuring of Council's early years' services, Nyan West project, greater coordination of kindergarten services, and continuing work to develop staff professional skills. Council may decide to fund a formalised Early Years Plan in future, a proposal will be presented as part of the Major Projects Plan review for 2016 onwards. COMPLETED
CHW			9.2.2 Identified actions for Council, and their outcomes to be undertaken	2014-15	Actions of Council responsibility are completed within budget and timelines and outcomes achieved by measurable data.	DCCS	FCGSM	Y	As above COMPLETED
CHW			9.2.3 Action - to be identified	2014-15	Project is scoped, outcomes determined and community benefit measurable.	DCCS	FCGSM	Y	As above COMPLETED
CHW			9.2.4 Funding sought for action/project	2014-15	Funding is sourced and received	DCCS	FCGSM	Y	As above COMPLETED
CHW			9.2.5 Completion of action/project	2015-17	Action/project completed.	DCCS	FCGSM	Y	If a new plan is developed further projects may be identified. COMPLETED
CHW	Supporting people who need extra assistance	9.3 Implement Disability Action Plan	9.3.1 Implement actions from Objective 1 - Services and facilities for the community	2013-14	All actions completed within time frame.	DDP	RAC	Y	Of 20, 17 have been addressed. The 3 outstanding actions are not able to be addressed due to the unavailability of the specialist required. These 3 actions will be included in the new Disability Action Plan. COMPLETED
CHW			9.3.2 Implement actions from Objective 2 - Council Employment Services	2013-14	All actions completed within time frame.	DDP	RAC	Y	Of 5 actions, 3 have been addressed and 2 will be included in the next disability plan COMPLETED

CHW			9.3.3 Implement actions from Objective 3 - Inclusion and participation in the community	2013-14	All actions completed within time frame.	DDP	RAC	Y	Of 4 actions, 4 have been addressed
CHW			9.3.4 Implement actions from Objective 4 - Planning for attitudinal change in the community	2013-14	All actions completed within time frame.	DDP	RAC	Y	Of 15 actions, 12 have been addressed. 3 will be included in the next disability plan.
CHW	10. Maintaining a safe community	10.1 Promote the development of a strategy to enable communication of emergency management plans and activities to CALD communities	10.1.1 Formulate a process during the development of the Diversity Plan	2014-15	Diversity Plan is adopted, a clear process is developed and resourced for communication of emergency plans to CALD communities	DI DCCS	DI DCCS		Hazmat and Structural plan completed as part of Municipal Fire Management Plan. Communication strategy to form part of the plan. This will impact on the plan and will need to be addressed to ensure that the CALD communities are aware of relevant sections of Councils Emergency Management Plan. Cultural Plan currently in draft form, and listed as initiative for new Council Plan - at this stage there are no formal plans for Diversity Plan.
CHW			10.1.2 Implement the process following adoption of the Diversity Plan	2015-17	The communication process is implemented	DCCS	DI DCCS		No communication has taken place with the CALD communities in relation to Emergency management. Council are developing a Emergency Management Strategy which may consider any communication requirements for CALD communities
CHW			10.1.3 Evaluation of effectiveness	2015-17	The process is evaluated and refined accordingly.	DCCS	DI DCCS		When CP actions are complete.
CHW	Maintaining a safe community	10.2 Develop a Hazmat and Structural Fire Plan	10.2.1 Complete an Environmental Scan (including commodity flow survey) of hazardous materials	2013-14	Completion of survey and Hazmat Plan presented to MEMPC	DI	DI	Y	Municipal Fire Management Plan has been updated to include information on structural and hazmat categories.
CHW			10.2.2 Complete an Environmental Scan Structures including completion of Structure Fire Plan	2013-14	Completion of Scan and Structure Fire Plan presented to MEMPC	DI	DI	Y	As above.
CHW	Maintaining a safe community	10.3 Investigate a scheme to provide an incentive for undertaking responsible part ownership training	10.3.1 This initiative will be included as a major focus in the Domestic Animal Management Plan. Plan to be adopted in 2013.	2013-14	Program will be implemented as part of the Domestic Animal Management Plan. A report on the progress of the program will be provided to Council.	DDP	PHRSC	Y	Domestic Animal Management Plan adopted at September Council Meeting.
CHW	Maintaining a safe community	10.4 Pursue future funding opportunities to work with the community with regards to projects that provide safety for its members	10.4.1 Active membership of the Police Community Safety Committee	2013-17	Assisting, leading and facilitating initiatives that improve community safety	DCCS	DI DCCS	CO	CCTV network extended to include cameras at the dock tower, and increasing the range of the cameras along Campbell Street. Have also installed cameras in Perrin Street/Robynvale.
CHW			10.4.2 CLASP program outcomes	2013-17	CLASP program successfully completed and outcomes achieved	DCCS	DI DCCS	Y	CLASP program expired 30 June 2014. All indications are that it has been a success.
CHW			10.4.3 Participate in initiatives and projects that enhance community safety.	2013-17	Initiatives and projects are completed in partnership with other agencies and provide significant community safety enhancements	DCCS	DI DCCS	CO	Worked with Police Community Safety Committee to develop Dept Justice grant for August 2015 submission, which was successful for lighting. 2016 Police Community safety priorities reviewed at meetings in early 2016.
CHW	11. Facilitate and provide services for health and wellbeing	11.1 Continue development and continue to identify other partners for Barry Steggall Reserve in partnership with Places Vic and Swan Hill Inc	11.1.1 Develop specification for next stage of works (wetlands)	2013-14	Specification complete	DCS	N/A	N/A	No longer required.
CHW			11.1.2 Identify potential funding sources	2013-14	Funding identified	DCS	N/A	N/A	No longer required.
CHW			11.1.3 Apply for funding	2013-14	Application submitted	DCS	N/A	N/A	No longer required.
CHW			11.1.4 Secure funding	2013-14	Funding secured	DCS	N/A	N/A	No longer required.
CHW			11.1.5 Tender for works	2014-15	Tender issued	DCS	N/A	N/A	No longer required.
CHW			11.1.6 Complete construction of wetlands	2015-16	Construction complete	DCS	N/A	N/A	No longer required.
CHW			11.1.7 Develop specification for next stage of works	2015-16	Specification complete	DCS	CSC	Y	All actions from Masterplan now complete.
CHW			11.1.8 Identify potential funding sources	2015-16	Funding identified	DCS	CSC	Y	All actions from Masterplan now complete.

CHW			11.1.9 Apply for funding	2016-17	Application submitted	DCS	CSC	Y	All actions from Masterplan now complete. COMPLETED
CHW			11.1.10 Secure funding	2016-17	Funding secured	DCS	CSC	Y	All actions from Masterplan now complete. COMPLETED
CHW			11.1.11 Tender for works	2016-17	Tender issued	DCS	CSC	Y	All actions from Masterplan now complete. COMPLETED
CHW	Facilitate and provide services for health and wellbeing	11.2 Develop the Swan Hill Riverfront Masterplan	11.2.1 Appoint consultants	2013-14	Master Plan developed and adopted by Council	DI	CDRC	Y	Master Plan developed and adopted. COMPLETED
CHW			11.2.2 Schedule internal committee meetings, stakeholder committee meetings and community consultations	2013-14	Meetings scheduled	DI	CDRC	Y	Meetings of all stakeholders conducted. COMPLETED
CHW			11.2.3 Develop communications plan	2013-14	Communications Plan Developed	DI	CDRC	Y	Communications Plan Developed. COMPLETED
CHW			11.2.4 Complete Master Plan and seek Council adoption	2013-14	Masterplan completed and adopted by Council	DI	CDRC	Y	Master Plan developed and adopted. COMPLETED
CHW		11.3 Develop Implementation Plan	11.3.1 Identify individual projects within Master Plan	2013-14	Implementation program developed	DI	CDRC	Y	Projects identified. COMPLETED
CHW			11.3.2 Allocate resources and schedule implementation of Master Plan	2013-14	Resources allocated and schedule developed	DI	CDRC	Y	Schedule developed. COMPLETED
CHW			11.3.3 Update Major Projects plan in accordance with Implementation Plan	2013-14	Major Projects Plan updated	DI	CDRC	Y	Major projects plan updated. COMPLETED
CHW									1. Final Active Play Precinct Plan designs with estimated costs to construct completed. These include whole of life and maintenance costs. Report presented at a Council Assembly 2. The shared path near GEMW Spoons continues to be scoped. 3. Murray River Cultural Centre Feasibility Study consultants conducted inception meetings with key stakeholders over 2 days 4. Design work continues for sculpture park (stage 3) shared path. 5. A letter sent to the Yamagata Major to assist to engage a Japanese Horticulturist to design the Japanese garden. 6. The consultant undertaking the Environment Impact Statements has almost completed their work.
CHW		11.4 Implement Riverfront Master Plan	11.4.1 Develop detailed designs and costings for projects	2013-17	Projects completed in accordance with timeliness	DDP	CDRC		
CHW			11.4.2 Encourage and facilitate private sector investment in Riverfront.	2013-17	Develop prospectus for key assets within the Riverfront.	DDP	CDRC		1. Consultants completed inception meeting for the Commercial Development Strategy 2. Discussions continue with the purchase of the GrainCorp site.
CHW			11.4.3 Identify funding opportunities and submit applications in accordance with Implementation Plan and Major Projects Plan	2013-17	Funding identified	DDP	CDRC		1. Grant application successful for the extension of the boat ramp, car park and new toilet block
CHW			11.4.4 Consider funding allocations through Council's annual budgeting process	2013-17	Completion of annual budgeting process	DDP	CDRC		Budget Continues to be monitored
CHW	Facilitate and provide services for health and well being	11.5 Continue to implement actions within the Public Health and Wellbeing Plan	11.5.1 Action report template taken to Council/Assembly quarterly	2013-17	Copies of completed quarterly report	DDP	PHRSC	Y	2015 Actions tabled in report. Report presented at Council Meeting on 17 May 2016. ONGOING
CHW			11.5.2 Continuous review/update of the Public Health and Wellbeing Plan	2013-17	Relevant updates included in the PHWP	DDP	PHRSC	Y	Annual review complete. Report on review presented at Council Meeting on 17 May 2016. ONGOING
CHW	Facilitate and provide services for health and well being	11.6 Investigate options for the development of Chesham Motor Sports Complex including the possibility of a drag racing facility	11.6.1 Consider the SGS Business Plan and the Essential Economics Business Case	2013-14	Council considered reports	DI	ECOM	Y	Options considered. COMPLETED

CHW	Facilitate and provide services for health and well being	11.7 Investigate the options for bus shelters in Swan Hill	11.7.1 Contact MAV and Public Transport Victoria (PTV) to determine responsibilities in regard to the installation and maintenance of bus shelters	2013-14	Upon receipt of advice	DI	EPAM	Y	The construction of eight bus shelters has been included in the major projects plan and budgeted for over the next four years. COMPLETED
CHW			11.7.2 Determine the standards of construction of bus shelters and the optimum locations within the municipality	2013-14	Information received	DI	EPAM	Y	As above. COMPLETED
CHW			11.7.3 Obtain cost estimates and investigation of possible funding options	2013-14	Information received	DI	EPAM	Y	As above COMPLETED
CHW	Facilitate and provide services for health and well being	11.8 Engage with appropriate organisations to co-locate community facilities	11.8.1 Through the building asset Mgt group, identify co-location opportunities	2013-17	Negotiations with various groups commence	DDP	ECDM		Co-location/facility sharing will be further investigated with the Master Plan for the Chisholm Reserve currently being developed and any other Master Plan undertaken in the future. Further co location or sharing of resources may occur pending the recommendations of the Recreation Reserves Masterplan and Aquatic Centres Masterplan. An opportunity for co location or sharing of resources is being investigated as part of the Murray River Cultural Centre Feasibility Study.
CHW			11.8.2 Regular discussions with State Government authorities	2014-17	Updates provided at Councillor Assemblies	DDP	ECDM	Y	Discussions have been taking place with VicRoads, Lower Murray Water, Goulburn Murray Water, Regional Development Victoria, VicTrack and V-Line.
CHW	12. Celebrating our identity of the Swan Hill Regional Art Gallery	12.1 Pursue funding for the redevelopment	12.1.1 Provide final designs and all costs and contingencies	2016-17	Final designs are approved and accurately costed	DCCS	DCCS		Review of redevelopment options in context of Riverfront Masterplan underway. Surveys requesting community feedback begun in November, concluding in February 2015. Update with Gallery Advisory Committee, June 2015. ELT review of project 22 June. Cr Assembly discussion November 2015. Awaiting Riverfront investment project to be undertaken to determine next steps.
CHW			12.1.2 Identify funding sources	2016-17	Funding sources are identified	DCCS	DCCS		Major Projects Plan reviewed with no changes at this stage. Meetings with Creative Victoria, confirmed key contacts from RDV for confirmation of funding in 2017-2020 period. Next steps dependent on Council decision to redevelop current site or alternative greenfield development option from Riverfront Prospects. Awaiting Riverfront investment project to be undertaken to determine next steps.
CHW			12.1.3 Seek funding for development	2016-17	Funding is received for development to match Council Major Projects contribution	DCCS	DCCS		No applications made to date. Awaiting Riverfront investment project to be undertaken to determine next steps.
CHW	Celebrating our identity	12.2 Support for new citizens to the municipality to increase awareness of local customs and practices	12.2.1 Review existing services to address short-term options.	2013-14	Short-term options and actions are undertaken	DCCS	DCCS	Y	Early Years Services under review, and Community Care responding to COMPLETED
CHW			12.2.2 (Following Diversity Plan) Actions identified for ongoing assistance to new arrivals. TBD	2015-16	Actions undertaken and reviewed for effectiveness	DCCS	DCCS		Cultural Plan in draft form, but not including elements of Diversity. To be determined if Council will develop community-wide Diversity Plan.
CHW			12.2.3 (Following Diversity Plan) Actions identified for ongoing assistance to new arrivals. TBD	2016-17	Actions undertaken and reviewed for effectiveness	DCCS	DCCS		
CHW	Celebrating our identity	12.3 Encourage Community harmony, cultural understanding and tolerance	12.3.1 Support and develop Harmony Day as the central point for a larger festival of events	2013-14	Harmony Day is improved and annual commitment secured, greater service provider participation	DCCS	CDLM	Y	2017- Annual Harmony Day continues to be supported by Council and attendance numbers have increased.
CHW			12.3.2 Harmony Day 2015 linked to other events	2014-15	Harmony Day linked to Food and Wine Festival, greater local business participation.	DCCS	CDLM	Y	Will be pursued as opportunities arise. Review completed. Recommendation that the Harmony Day and Food and Wine Festival events remain separate COMPLETED
CHW			12.3.3 Harmony Day 2016 linked closer to Pioneer Settlement 50 year celebrations	2015-16	linked to range of events, including Harmony Day, indigenous celebration and cultural awareness through linking history <small>Food and Wine Festival, Pioneer Settlement and Art Gallery</small>	DCCS	CDLM	Y	Harmony Day will not happen at a time suitable for linking with the Pioneer Settlement and Art Gallery celebrations
CHW			12.3.4 Change perception of Harmony Day to illustrate iconic status for the region	2016-17	Harmony Day is imbedded as an iconic celebration for the region	DCCS	CDLM	Y	Record number of stalls have been registered for Harmony Day 2016

CHW	Celebrating our Identity	12.4 Pursue funding to develop a Diversity Plan and investigate the potential to develop a multicultural hub	12.4.1 Identify potential funding sources	2013-14	Funding identified	DCCS	DCCS	Y	Community consultation has been completed. Draft Plan is being finalised. COMPLETED
CHW			12.4.2 Develop project scope (consultants brief)	2013-14	Project scope and brief approved	DCCS	DCCS		Ongoing. Intended 2014-15 adoption by Council, delayed until 2016 with incorporation into Cultural Plan. This action requires assessment for need of multicultural hub.
CHW			12.4.3 Apply for funding	2013-14	Application submitted	DCCS	DCCS		as above
CHW			12.4.4 Secure funding	2013-17	Funding secured	DCCS	DCCS		as above
CHW			12.4.5 Develop plan (including consultation)	2013-17	Plan is adopted by Council	DCCS	DCCS		as above
CHW			12.4.6 Draw on findings of plan to determine need and location of multicultural hub	2013-17	Plan assesses requirement for multicultural hub	DCCS	DCCS		as above
CHW	Celebrating our Identity	12.5 Develop and implement a Cultural Plan	12.5.1 Develop an understanding of the cultural experiences currently available in the municipality	2013-14	Conduct audit and gap analysis of the cultural assets and experiences available	DCCS	CDLM	Y	Results of audit are included in Draft Cultural Plan COMPLETED
CHW			12.5.2 Development of Plan undertaken	2014-15	Community consultation, and prioritising of potential actions	DCCS	CDLM	Y	Community consultation has been completed. Plan is currently in draft format. COMPLETED
CHW			12.5.3 Development continues	2014-16	Community consultation, and prioritising of potential actions	DCCS	CDLM		Ongoing.
CHW			12.5.4 Cultural Plan is completed and adopted	2015-17	Adoption of Plan by Council and	DCCS	CDLM		Draft Cultural Plan has been presented to L.T. Draft is undergoing further modifications. Waiting on final feedback from DCCS
CHW	13. Aboriginal Identity	13.1 Review and implement identified actions following the review of Aboriginal Partnership Plan	13.1.1 Upon completion of Aboriginal Community Planning process Review Aboriginal Partnership Plan	2014-17	Plan review completed to the satisfaction of Council and the Aboriginal community	DDP	ECDM	CO	Aboriginal Community Partnership Strategy in draft format. Aboriginal Advisory Group established and providing input to Strategy. On completion of review, Strategy to be brought to Council for adoption.
CHW			13.1.2 Implement actions identified in Aboriginal Partnership Plan	2014-17	Actions completed	DDP	ECDM		Aboriginal Community Partnership Strategy to replace Aboriginal Partnership Plan. The Actions within the Plan will continue to be implemented. New Strategy in draft format. Murray River Cultural Centre Feasibility Study has commenced.
CHW	Aboriginal Identity	13.2 Continued involvement in Aboriginal Strategic Placement program	13.2.1 Assist contracted employment placement provider to place Aboriginal jobseekers into employment by providing advice on local Aboriginal issues; assist in completion of individual employment placement plans; assist with identification of employment opportunities; assist with post placement support; process payment of clothing and incidentals allowance	2014-16	Achievement of contracted employment placement and outcomes targets	DDP	ECDM	CO	Jobs Victoria Funding was unsuccessful for Swan Hill but successful for Robinvale. Discussions are taking place to redefine the program to reflect the new parameters.
CHW	Aboriginal Identity	13.3 Be and active participant in the Aboriginal Community Planning processes throughout the Municipality	13.3.1 Encourage Local Indigenous Network(s) in Robinvale and Swan Hill to consider completion of Aboriginal Community Plans	2013-14	Commitment gained from LIN to complete Aboriginal Community Plans	DDP	ECDM	Y	No update. No budget allocation in the 2016/17 financial year.
CHW			13.3.2 Advise and assist LIN with the process and methodology to complete community plans	2014-16	Completion of community plans in Robinvale and Swan Hill	DDP	ECDM	Y	LIN Community Plans have been completed. These will be used as COMPLETED

EG	14. Creating population growth	14.1 Support the key initiatives arising from the Northern Loddon Water Regional Strategic Plan	14.1.1 Align the Council Plan with the objectives of the Regional Strategic Plan	2013-17	Council Plan endorsed and communicated to State Government	DDP	DM	CO	The next MSS review will highlight and provide strategic directions for this. Review of the Swan Hill Planning Scheme (including the MSS) is completed. A consultant is engaged to undertake the Planning scheme amendment to implement the review. COMPLETED AND ONGOING
EG			14.1.2 Participate in the review of the Strategic Plan	2016-17	Council's input is included in reviewed plan	DDP	DM	Y	Completed. Council adopted the plan in 2013. Council will participate on future reviews when initiated by the State Government at March Council Meeting 2015. COMPLETED
EG			14.1.3 Pursue a position on steering committees of key projects within the Strategy	2013-17	Council is granted positions on Committees (eg Natural Gas study committee)	DDP	DDP		Ongoing. Councilors and Council Officers have been involved with the development and implementation of a number of projects from the Regional Strategic Plan e.g. Natural gas study and subsequent roll-out. Officers will continue to pursue opportunities on regional working groups for priority projects.
EG	Creating population growth	14.2 Review of the Municipal Strategic Statement (MSS) with a view to encourage population growth	14.2.1 Commence MSS review	2014-17	MSS review report completed by end of 2015	DDP	DM	Y	The Review of the Swan Hill Planning Scheme has been adopted by Council and was sent to the Minister for Planning as per the requirements of the Planning and Environment Act 1987. COMPLETED
EG	Creating population growth	14.3 Investigate opportunities of accommodation and services being provided for displaced people	14.3.1 Liaise with key stakeholders to identify issues and possible actions	2014-15	Results of investigation will be reported back to Council	DDP	DM		No update. No budget allocation in the 2016/17 financial year.
EG	15. Housing	15.1 Develop Rural Land Use/Living Strategy	15.1.1 Scoping paper to be developed	2013-14	Scoping paper approved by ELT and presented at Councillor Assembly	DDP	DDP	Y	Scoping paper complete. Workshop with Councilors on 8 July to commence study. COMPLETED
EG			15.1.2 Complete Rural Living/Land Use Strategy (including consultation)	2014-16	Rural Living/Land Use Strategy adopted by Council	DDP	DM	Y	The Swan Hill Rural Land Use Strategy was adopted by Council in September 2016. The Swan Hill Planning Scheme amendment will implement the recommendations of this Strategy.
EG	Housing	15.2 Adopt the Swan Hill Residential Housing Strategy and complete the planning scheme amendments	15.2.1 Respective Planning Scheme Amendments to be initiated	2014-15	Minister's authorisation for the amendment, public exhibition and subsequent processes. Approval of the Amendment	DDP	DDP	Y	Swan Hill Residential Strategy adopted by Council at its Ordinary Meeting in March 2013. Large number of recommendations will be undertaken with the Development Plan for the SWDP. COMPLETED
EG	Housing	15.3 Review of the Municipal Strategic Statement (MSS) taking into consideration appropriate accommodation options	15.3.1 Commence MSS review	2014-15	Revised MSS referral to the Minister	DDP	DDP		Ongoing. Councilors and Council Officers have been involved with the development and implementation of a number of projects from the Regional Strategic Plan e.g. Natural gas study and subsequent roll-out. Officers will continue to pursue opportunities on regional working groups for priority projects.
EG	Housing	15.4 Investigate the connection of small towns to reticulated sewerage and potable water	15.4.1 Draw on findings to identify towns	2014-15	Council recommendations adopted	ELT	ELT		Woorneen South feasibility study scoping paper completed and quotes being obtained to undertake the study. Working group, including community reps, has met on at least 2 occasions to assist with the scoping of the project which will commence in 2015. Lower Murray Water is to provide guidance and support on this matter.
EG			15.4.2 Develop a project scope for feasibility study for identified towns	2014-15	Completed project scope approved by ELT in consultation with Councilors	ELT	ELT		As above.
EG			15.4.3 Complete feasibility study	2014-15	Feasibility study adopted by Council	ELT	ELT		As above.
EG			15.4.4 If feasible, proceed to community consultation	2015-16	Completed consultation process for each town with evidence of input from all relevant sectors	ELT	ELT		Further discussions required with Council.
EG			15.4.5 Establish priority towns (council decision in conjunction with relevant community)	2015-16	Council adopted list of priority towns	ELT	ELT		No update.
EG			15.4.6 Develop business case for preferred option for each town	2015-17	Adopted business cases for each town	ELT	ELT		No update.
EG	16. Education/Skilling	16.1 Advocate for higher educational opportunities in our region	16.1.1 Engage with education providers and community representative bodies (MFC, School Boards, SunTafe etc) to identify expansion opportunities	2014-16	Opportunities identified	CEO	CEO	CEO	Councilors and Officers toured Sunlife Swan Hill Campus and ongoing discussions with the providers in the region are continuing.
EG			16.1.2 Gain community involvement to assist the process	2015-16	Community Planning working parties established	CEO	CEO	CEO	No Update.

EG	Education/skilling	16.2 Promote the availability of local University	16.2.1 Utilise Councils media presence to cross	2013-17	University media exposure increased	DCS	ODM	CO	Deakin at your door' step operating from Swan Hill Table Campus for Ba of Early Childhood, next class commencing in 2017 plus other pathway agreements in place with Latrobe University and SunitAFE. Council will continue to advocate for opportunities for local education. Attended Robinson Careers Expo June 2015 Careers in Accounting project supported by Council. Tours and careers days attended by HR staff annually.
EG			16.2.2 Actively promote Councils cadetships, traineeships and apprenticeships	2013-17	Cadetships are linked to University opportunities available locally	DCS	ODM	CO	Regional Development Victoria is currently coordinating the program design for implementation of the Regional Jobs and Infrastructure Fund (RJIF) from 1 July 2015.
EG	Education/skilling	16.3 Provide access to a study common room and access to professionals for university students	16.3.1 Liaise with education providers and other stakeholders to identify opportunities.	2014-15	Opportunities are identified through discussions with local education providers	DDP	DDP	Y	Discussions held with Sanitise representatives however opportunities limited. Swan Hill Library provides study spaces in close within the CBD COMPLETED
EG	17. Attracting new business	17.1 Investigate new opportunities to support new business development	17.1.1 Implement actions of Economic Development Strategies	2013-17	Progress reports against various actions provided to Council	DDP	ECDM	Y	Implementation of EDs continues, reports provided to Council as actions are completed. Working with Infrastructure Directorate to implement transport and infrastructure projects conducive to business growth and investment
EG			17.1.2 Identify suitable land parcels for new business	2015-17	Land use strategies are reviewed	DDP	ECDM	CO	Planning continues to support and facilitate new business through planning process, and is a part of day to day planning function. New Investment Facilitation committee identifies emerging opportunities and possible locations for new businesses, for implementation by EDU. Discussions being held with various Solar Farm investment firms to identify suitable land parcels for development.
EG			17.1.3 Review Economic Development Incentives within strategies	2015-17	Incentives reviewed and altered where necessary	DDP	ECDM		The Investment Attraction Policy adopted at Councils September 2015 meeting. Ongoing and will continue to be reported on. Economic Development Strategy review being undertaken with new five year strategy due 30 June 2017.
EG	Attracting new business	17.2 Encourage the establishment of value adding industries	17.2.1 Undertake industry forums / discussions	2013-15	Regular discussions take place	DDP	ECDM	Y	A business event calendar for 2014/2015 has been developed and is being promoted monthly through the EDU newsletter. Regular COMPLETED
EG			17.2.2 Prioritise industries with greatest return	2014-16	Priorities established	DDP	ECDM	CO	Encouraging value adding through RLUIS, Investment Attraction strategy and individual assistance to potential investors
EG			17.2.3 Seek State Gov assistance	2015-17	Grant applications successful	DDP	ECDM		Ongoing. Working with RDV to deliver Agriculture Infrastructure Funding Projects for the Municipality.
EG	Attracting new business	17.3 Conduct and Business Expansion Attraction and Retention survey	17.3.1 Establish criteria for survey	2014-16	Survey Completed	DDP	ECDM	Y	Survey was conducted during May and June, report presented to Council in October 2013. COMPLETED
EG	Attracting new business	17.4 Continue to investigate options for renewable energy for the municipality	17.4.1 Complete a Study that explores opportunities to source renewable energy for Council operations	2013-14	Study completed and adopted by Council	DDP	SEO	Y	Currently working with CVGA to identify the cost of the project on two Council buildings. The Alliance is currently working with partners for a bulk buy option. Once they have resolved this issue, they will commence cost analysis for the Swan Hill project as they have already been requested to do so.
EG			17.4.2 Implement preferred renewable energy options for Council	2014-17	Renewable energies projects delivered	DDP	ECDM	CO	Discussions held at Councilor Assembly - two buildings identified and included in Major Projects Plan. COMPLETED
EG	Attracting new business	17.5.1 Work with regions Councils to combine contracts and services	17.5.2 Assist local business and tenderers to improve their tendering processes	2013-15	Joint contracts established (eg road sealing, waste management)	DDP	ECDM	Y	Organic waste feasibility study in progress. Application submitted for New Energy Jobs Funds for a feasibility study to identify whether it is viable and appealing to the targeted market to offer energy efficient accommodation for seasonal workers. ONGOING
EG	Attracting new business	17.5.2 Assist local business and tenderers to improve their tendering processes	17.5.1 Work with regions Councils to combine contracts and services	2013-15	Increased success rate for local tenderers	DDP	ECDM	Y	The Economic Development Unit have conducted workshops to assist local businesses to tender for government work. Local tenderers have met with council staff to better inform businesses of Councils policies and procedures.

EG	Infrastructure	19.4 Implement outcomes of the review of the Swan Hill Regional Livestock exchange	19.4.1 Council endorsement of Functional Design Plan for the Livestock Exchange	2013-14	Endorsement of Plan	DI	DI	Y	Functional Design plan completed and received by Council. Feb 2013. COMPLETED
EG			19.4.2 Subdivision and sale of surplus land	2013-14	Land sold	DI	DI		Remediation works of contaminated ground completed. Local surveyor appointed to complete plan of sub division. Council approval to dispose of sub divided land by private treaty undertaken at June Council Meeting. Expression of interest process complete. Planning Permit obtained.
EG			19.4.3 Identify and Apply for funding	2013-14	Application submitted	DI	DI	Y	Commenced works to subdivide saleable land to assist in funding the redevelopment of the facility. COMPLETED
EG			19.4.4 Secure funding	2013-15	Funding secured	DI	DI	Y	Application for funds from 'Stronger Regions Fund' submitted 15 March 2015 - awaiting outcome / decision from Federal body. Additional funding application submitted through Murray Darling Basin Diversification fund. Funding of \$876,150 approved through Stronger Regions Fund program. Agreement signed and returned to funding body.
EG			19.4.5 Prioritise investment	2014-17	Priority projects commenced	DI	DI	Y	Through funding application process
EG			19.4.6 Functional Design Plan Review of progress to date	2016-17	Review and re-prioritisation completed	DI	DI	Y	Funding agreement will be signed in coming weeks. Agreed in principle. Livestock agents to assist in hosting more regular sales if facilities upgraded GWM commencing work on northern end shortly. Easement sought at Livestock Exchange. Improvements to holding paddocks and water supply to them. Project management being confirmed, engineering design consultant brief being prepared.
EG	Infrastructure	19.5 Investigate the possibilities for railhead and rail freight centres in the municipality	19.5.1 Develop project scope (consultants brief)	2013-14	Project scope and brief approved	DI	DI	Y	Central Murray Regional Transport Forum intermodal opportunity study completed. COMPLETED
EG			19.5.2 Apply for funding	2013-14	application submitted	DI	DI	Y	Funding received from RDV and DOT. COMPLETED
EG			19.5.3 Secure funding	2013-15	Funding secured	DI	DI	Y	As above. COMPLETED
EG			19.5.4 Conduct a demand assessment (both current and future) that identifies types and destinations of freight	2014-16	Demand assessment completed	DI	DI	Y	GMRTF study to identify investment opportunities complete. DTPJ study into freight also complete. COMPLETED
EG			19.5.5 Conduct assessment of appropriate locations including associated road assets including costings	2015-17	Sites identified	DI	DI	Y	As above. COMPLETED
EG	Infrastructure	19.6 Monitor opportunities for the potential of new Municipal Offices in Swan Hill and Robinsonvale as part of mixed use development	19.6.1 Monitor developments and land availability in Swan Hill and Robinsonvale for any opportunities that may arise	2013-17	Possible co-location and/or acquisition of land discussed with Council.	DCS	ELT	CO	No opportunities have presented at this stage. Opportunities will be assessed should they arise in the future.
EG	Infrastructure	19.7 Implement staged redevelopment of the Pioneer Settlement	19.7.1 Identify funding source and apply for funding for stage 1,2 works	2013-14	Application submitted	DDP	GMPS	Y	Funding opportunities continue to be sourced. Funding has been secured for the Heartbeat of the Murray experience. COMPLETED
EG			19.7.2 Secure funding	2013-14	Funding secured	DDP	GMPS	Y	As above. COMPLETED
EG			19.7.3 Tender and construct stage 1,2 works (which includes new steam work shop, men's shed and workshops)	2013-14	Building completed	DDP	GMPS	Y	Construction plans completed, awaiting funding prior to tendering. Note: buildings could be constructed in modules. Men's Shed has been completed by stabilising and fitting out an existing building on site. COMPLETED
EG			19.7.4 Identify funding source and apply for funding for New Evening Product (Replacement of old sound & Light show)	2013-15	Application submitted	DDP	GMPS	Y	Funding Received - Murray - Darling Basin Regional Economic Diversification Program (vice). Contract has been awarded. COMPLETED
EG			19.7.5 Secure funding	2014-15	Funding secured	DDP	GMPS	Y	As above. COMPLETED

EG			19.7.5 Develop and install new Evening Product	2014-15	Installation complete	DDP	GMFS	Y	Heartbeat of the Murray laser, light and water spectacular. Officially opened on 2 Dec 2015. Remaining elements of the Pioneer Settlement redevelopment are the staging area at the Lower Murray Inn and the fencing off of Horseshoe Bend Park to allow for greater public access. Both of these projects are currently being scoped and will be completed by end December 2016 COMPLETED
EG			19.7.7 Identify funding source and apply for funding for stage 2 works	2015-16	Application submitted	DDP	GMFS		Day Product review taking place. Work with consultant Sally Hirst ongoing
EG			19.7.8 Secure funding	2016-17	Funding secured	DDP	GMFS		As review is progressed funding will be applied for when available
EG			19.7.9 Review Pioneer Settlement Master Plan and promise future works	2016-17	Council adopt reviewed plan.	DDP	GMFS		ONGOING
EG	Infrastructure	19.8 Advance outcomes of Central Murray Regional Transport Study	19.8.1 Maintain membership of Forum group	2013-17	CEO and Councilor membership confirmed and commitment to provide technical expertise	DI	DDP	Y	Council currently chairs and provides admin for forum. COMPLETED
EG			19.8.2 Prioritise projects according to regional industry need	2013-15	Agreement from regions transport sector on priorities	DI	DDP	Y	Commissioned study into inter-modal development. COMPLETED
EG			19.8.3 Working groups established to direct various projects	2013-15	Working groups established	DI	DDP	Y	Group established and meetings held in mid 2013. COMPLETED
EG			19.8.4 Lobby State(s) and Federal members for support of projects	2015-17	Support received	DI	DDP	Y	Funds received from Dept of Transport and RDV for inter-modal study. COMPLETED
EG	Infrastructure	19.9 Pursue funding for a levee bank at Robinvale	19.9.1 Complete Cultural Heritage Management Plan	2013-14	Plan completed	DI	DI	Y	CHMP Plan completed July 2013 and draft plans completed August 2013. COMPLETED
EG			19.9.2 Complete detailed design	2013-14	Design Completed	DI	DI	Y	Design complete and Cultural Heritage Management Plan completed COMPLETED
EG			19.9.3 Develop applications to Federal Departments	2014-15	Application lodged	DI	DI		Funding application to be developed during 2015/16. Design well advanced. Opportunities for funding by other levels of government being sought. Presentations made to Malles CMA 22 June. Letter sent to DELWP seeking grant funding. A full review of this project is been completed. Discussion are ongoing in relation to possible funding opportunities. A review of current design has identified some updated works that are required to complete final design route and necessary permits. COMPLETED
EG			19.9.4 Place project in Major projects Plan	2015-16	Project included	DI	DI	Y	Project in Major Projects Plan year 3 COMPLETED
EG			19.10 Municipality-wide review of directional signage	2015-16	Review undertaken with priority signage needs identified.	DI	DDP	Y	Working group across Council departments currently being formed. Signage audit is currently underway.
EG			19.10.2 Develop signage strategy	2016-17	Signage Strategy developed and adopted by Council.	DI	DDP	CO	Development of signage strategy brief has been developed and will commence in April 2017.
EG			19.10.3 Implement identified actions from Signage Strategy	2016-17	Actions implemented	DI	DDP	CO	Following completion of the Signage Strategy, implementation will commence. In the interim some high priority signage is being updated e.g. Swan Hill Airport. ONGOING
Environmental Management (6 Strategic Initiatives : 13 Actions)									
EM	20. Contributing to good environmental outcomes for the Natural Environment (tributaries and lake systems)	20.1 Active involvement in external discussions that effect the Murray River, its tributaries and lake systems	20.1.1 Maintain membership of Murray Darling Association	2013-17	Councillor nominated as representative	CEO	CEO	CO	Membership of Murray Darling Association has been maintained. Cr Crowe was nominated as Council's representative at the Statutory Meeting on 11 November 2014. Cr Mear was nominated as Council's representative at the December 2016 Statutory Council Meeting. ONGOING

SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION

C.17.5 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS

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

Declarations of Interest:

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

Summary

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

Discussion

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

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

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

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

Details of the most recent assemblies of Council are attached.

Consultation

Not applicable.

Financial Implications

Not applicable.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

Not applicable.

Council Plan Strategy Addressed

Governance and Leadership - Community leadership through effective strategic planning.

Options

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

Recommendation

That Council note the contents of the report.

37/17 Motion

MOVED Cr Katis

That Council note the contents of the report.

SECONDED Cr Johnson

The Motion was put and CARRIED

COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA

28 March 2017 at 1.00pm

Swan Hill Town Hall, Council Chambers

AGENDA ITEMS

- Councillor only session
- Distribution of Budget Pack, discussion on budget process and community consultation. Also rate modelling options distributed to Councillors
- Pioneer Settlement Visitation Update
- Road Management Plan
- Amendment to the Planning scheme to introduce the Bushfire Management Overlay
- Rec Reserve User Agreements
- Agribusiness Advisory Committee
- Natural Gas (TasGas)

ADDITIONAL ITEMS DISCUSSED

- ALGA Conference Canberra
- Horticulture Tour

ATTENDANCE

Councillors

- Cr Les McPhee
- Cr Chris Jeffery
- Cr Gary Norton
- Cr Lea Johnson
- Cr Ann Young
- Cr John Katis

Apologies

- Cr Bill Moar

OFFICERS

- John McLinden, Chief Executive Officer
- Oliver McNulty, Director Infrastructure
- Adam McSwain, Director Development and Planning
- David Lenton, Director Corporate Services
- Stefan Louw, Development Manager
- Megan Monk, Community Recreation & Grants Officer
- Jess Warburton, General Manager Pioneer Settlement
- Dallas Free, Works Manager
- Simon Burge, Technical Officer
- Joyline Rovere, Engineering Administration Officer

Other

- Stephen Bayley, Todd Henderson and Mark Yates (TasGas)

CONFLICT OF INTEREST

- Nil

COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA

4 April 2017 at 9am

Swan Hill Town Hall, Council Chambers

AGENDA ITEMS

- Waste to Methane Project
- Presentation of Draft Budget to Councillors

ADDITIONAL ITEMS DISCUSSED

-

ATTENDANCE

Councillors

- Cr Les McPhee
- Cr Chris Jeffery
- Cr John Katis
- Cr Gary Norton
- Cr Bill Moar
- Cr Lea Johnson
- Cr Ann Young

Apologies

- Nil

OFFICERS

- John McLinden, Chief Executive Officer
- David Lenton, Director Corporate Services
- Oliver McNulty, Director Infrastructure
- Adam McSwain, Director Development and Planning
- Bruce Myers, Director Community & Cultural Services
- Warren Snyder, Finance Manager
- Emma Cramer, Economic & Community Development Manager
- Muriel Scholz, Senior Economic Development Officer

Other

- Nil

CONFLICT OF INTEREST

COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA

11 April 2017 at 1.00pm

Swan Hill Town Hall, Council Chambers

AGENDA ITEMS

- Discussion Budget
- Swan Hill District Health
- KSI 3rd Quarter Report
- Final Draft of Council Plan
- Goulburn Murray Water Connections Project update
- GMW No 9 Channel Decommissioning
- Council Selected Baton Bearer Nomination Program
- Bus Shelters

ADDITIONAL ITEMS DISCUSSED

-

ATTENDANCE

Councillors

- Cr Les McPhee
- Cr Chris Jeffery
- Cr Gary Norton
- Cr John Katis
- Cr Bill Moar
- Cr Lea Johnson
- Cr Ann Young

Apologies

- Nil

OFFICERS

- John McLinden, Chief Executive Officer
- David Lenton, Director Corporate Services
- Oliver McNulty, Director Infrastructure
- Helen Morris, Human Resources Manager
- Nathan Keighran, Economic Development & Tourism Project Officer
- Emma Cramer, Economic & Community Development Manager

Other

- Ted Rayment (CEO SHDH)
- Frank Fissler (Goulburn Murray Water Connections Project)
- Ian Wright (Goulburn Murray Water Connections Project)
- Paul Lacey (Goulburn Murray Water Connections Project)
- Ben Applebee (Goulburn Murray Water Connections Project)

CONFLICT OF INTEREST

- Nil

C.17.6 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

18 April 2017

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
808	Section 173 Agreement for 1341 Annuello, Wemen Road, Annuello (secure an offset for the removal of native vegetation)	Between Swan Hill Rural City Council and Coolibah Estates Pty Ltd	21-03-17
809	Section 173 Agreement – GoFarms, ongoing maintenance of private pipeline in Kenley Road and Coghill Road, Kenley	Between Swan Hill Rural City Council and Piambie Holdings Pty Ltd as Trustee for Piambie Land Trust	28-03-17
810	Section 173 Agreement – Maintenance and ownership of pipe infrastructure to be installed at intersection of Knight Road, Hocking Road and Happy Valley Road for Romeo Farms	Between Swan Hill Rural City Council and Romeo Farms Pty Ltd	28-03-17
811	Renewal of Lease – Tyntynder South (Dance Hall) Public Hall	Between Swan Hill Rural City Council and Tyntynder South Hall Dance Committee Inc.	28-03-17

Conclusion

Council authorise the signing and sealing of the above documents.

Recommendation

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

38/17 Motion

MOVED Cr Young

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

SECONDED Cr Norton

The Motion was put and CARRIED

SECTION D – NOTICES OF MOTION

SECTION E – URGENT ITEMS NOT INCLUDED IN AGENDA

SECTION F – TO CONSIDER & ORDER ON COUNCILLOR REPORTS

Cr Gary Norton

Manangatang Improvement Group
MAV Rolls and Responsibilities of a Councillor
CEO Performance Review
GMW Water – Customer and Stakeholder Workshop
Victorian Ombudsman’s Master Class
Boundary Bend Progress Association
MAV Board Meeting
Nyah District Action Group (no quorum)
Manangatang Tri-Annual Rec Reserve Committee Meeting

Cr John Katis

Robinvale Business Mixer
Mayor/CEO visit to Robinvale

Cr Ann Young

Loddon Murray Leadership Program
Art Gallery
Swan Hill Police
Woorinen South Vintage Steam Machinery Day
Bigger Better Beverford AGM
Chisholm Reserve Meeting
Swanbuild Open Day

Cr Bill Moar

Economic Strategy Meeting 7 April 2017
Economic Strategy Meeting 12 April 2017

Cr Lea Johnson

MAV Rolls and Responsibilities of a Councillor Training
Audit Committee Meeting
Budget Review
Koorie Family Violence Protocols Launch
Drainage project meeting
Headspace Round of Football and Netball at Tyntynder Football Netball Club
Chisholm Reserve User Group Meeting
Piangil Community Meeting

Cr Chris Jeffery

Swan Hill Uniting Church Community Issues Group
NOVO Youth Awards
Loddon Murray Community Leadership Program Session
Chisholm Reserve User Group
Mens Health Night

Cr Les McPhee

ABC Radio interview
Central Murray Regional Transport Forum
Meeting with Victorian Skills Commissioner Neil Coulson
Meeting with Guardian re: Council Meeting
Robinvale Business Mixer
Neighbourhood House meeting
Economic Development Strategy meeting
Harmony Day at Riverside Park
3SH Radio Interview
Working group Meeting for the Governors visit
Mayor/CEO meeting
Municipal Event Support Scheme meeting
CEO performance review
Ultima progress Association meeting
Opening of Regional Bowls Championship at Murray Downs
Launch of Swanbuild new Cube design
Regional Bowls Dinner
Mayor/CEO meeting
Working group meeting for Governors visit
Swan Hill motor cross meeting
Send off dinner for Adam McSwain
Catalina committee of management meeting
Robinvale visit with CEO
Meeting with Kane Sparks re: upcoming Youth Awards
Economic Development Strategy meeting
NOVO Youth Awards
Winners drawn from Headspace round at Local Football
Mayor/CEO meeting
Chisholm reserve user group meeting
Economic Development Strategy meeting
Meeting with Governors Aide, re up-coming visit
Mayor/CEO meeting

SECTION G – IN CAMERA ITEMS

39/17 Motion

MOVED Cr Norton

That Council close the meeting to the public at 4.25pm on the grounds that the report(s) include a resolution to close the meeting to members of the public and contractual matters and industrial matters.

SECONDED Cr Jeffery

The Motion was put and CARRIED

- B.17.37 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**
- B.17.38 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**
- B.17.39 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**

40/17 Motion

MOVED Cr Norton

That the meeting move out of closed session

SECONDED Cr Johnson

The Motion was put and CARRIED

SECTION H – DECISIONS MADE IN CAMERA

B.17.37 DISPOSAL OF SURPLUS COUNCIL LAND – DILLON STREET ULTIMA

Motion

That Council:

- 1. Propose to sell PC364591 and PC364590 being 79-81 and 83-85 Dillon Street Ultima**
- 2. Give public notice to sell the land by private treaty, seeking submissions on the proposed sale pursuant to Section 189 of the Local Government Act 1989.**
- 3. If no submissions to the sale of the properties are received pursuant to Section 223 of the Local Government Act 1989 authorise officers to negotiate to sell PC364591 and PC364590 being 79-81 and 83-85 Dillon Street Ultima by private treaty.**

B.17.38 CONTRACT 17 361401 - RECONSTRUCTION OF NYAH ROAD STAGE

1

Motion

That Council award the contract for the reconstruction of Nyah Road Stage 1 to Whitfield Excavations Pty Ltd.

B.17.39 CEO PERFORMANCE REVIEW

Motion

That Council:

- 1. Endorse the CEO Performance Review process undertaken in accordance with Council's policy and procedure, and with the Contract of Employment.**
- 2. Adopt the Specific Performance Criteria set for achievement by the CEO for the period from April 2017 – March 2018.**
- 3. Adopt the recommended remuneration increase for the CEO for the coming 12 month period of 1.5%.**
- 4. Note that the position description has been reviewed and no changes are warranted.**

There being no further business the meeting was closed at 4.48pm