



# AGENDA

## ORDINARY MEETING OF COUNCIL

Tuesday, 20 February 2018

To be held Swan Hill Town Hall,  
McCallum Street, Swan Hill  
Commencing at 4:00 PM

**COUNCIL:**

Cr LT McPhee – Mayor

Cr JN Katis

Cr GW Norton

Cr C Jeffery

Cr L Johnson

Cr B Moar

Cr A Young

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**SECTION A – PROCEDURAL MATTERS**

- **Open**
- **Acknowledgement to Country**
- **Prayer**
- **Apologies**
- **Confirmation of Minutes**
  - 1) Ordinary Meeting held on 19 December 2017
- **Declarations of Conflict of Interest**
- **Receptions and Reading of Petitions, Memorials, Joint Letters and Deputations**
- **Public Question Time**

## **SECTION B – REPORTS**

### **B.18.1 AUDIT COMMITTEE**

**Responsible Officer:** Director Corporate Services  
**File Number:** S15-28-01  
**Attachments:** 1 Confidential Minutes 14-12-17

#### **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 14 December, 2017 and this report summarises the items that were discussed at the meeting.

#### **Discussion**

The Audit Committee met on 14 December 2017 and as well as the usual procedural items the agenda items included:

1. Town Hall Fees and Charges were discussed noting that a report was being presented to Council on 19 December 2017.
2. An update on the Drag Strip repairs was noted with a very satisfactory outcome being achieved.
3. The Internal Audit Plan & Audit Scope was discussed with two audits planned for the first half of the year.
4. Independent Member vacant position was discussed, the Chair noting the valuable contribution that Mr Maurice Tyers had made to the committee over the past nine years.
5. Audit Member sitting fee, CPI increase was noted.
6. Quarterly Review of Financial Performance & Position to 30 September 2017 was presented.
7. Legislative Changes affecting Council's Draft Local Government Act were noted and will be discussed further at the next meeting.

#### **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.**

# **Attachment**

- Audit Committee Confidential Minutes  
14 December 2017

## **B.18.2 S5 INSTRUMENT OF DELEGATION TO THE CHIEF EXECUTIVE OFFICER**

**Responsible Officer:** Director Corporate Services  
**File Number:** 74-00-23  
**Attachments:** 1 Maddocks Letter 21-12-17  
2 S5 Delegation to CEO

### **Declarations of Interest:**

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

### **Summary**

Section 98 of the Local Government Act (1989) enables Council to delegate to a member of Council staff, with specified exemptions, „any power, duty or function of a Council under this Act or any other Act“ and delegate the Chief Executive Officer the power to delegate a power of the Council, other than power of delegation, to another member of Council staff.

Maddocks, in the attached letter, has recommended that Council should refresh the Chief Executive Officer’s delegations on a regular basis.

### **Discussion**

In order to comply with the various legislative requirements, Council delegates a range of powers and responsibilities to the Chief Executive Officer. These delegations are made in accordance with section 98 of the Local Government Act 1989.

As per letter attached from Maddocks dated 21 December 2017 it has been advised that all Instruments of Delegation should be updated, or refreshed, on a regular basis to ensure that they incorporate all recent legislative developments. This includes the Instrument of Delegation to Council’s Chief Executive Officer, even though it is expressed in general terms.

No changes to the delegations to the Chief Executive Officer are proposed.

Section 94A of the Act states:

- (1) A Council’s Chief Executive Officer is responsible for –
  - (a) Establishing and maintaining an appropriate organizational structure for the Council; and
  - (b) Ensuring that the decisions of the Council are implemented with undue delay; and
  - (c) The day to day management of the Council’s operations in accordance with the Council’s Corporate Plan; and
  - (d) Providing timely advice to the Council.

- (2) The Chief Executive Officer may appoint as many members of Council staff as are required to enable the functions of the Council under this Act or any other Act to be carried out and to enable the Chief Executive Officer to carry out his or her functions.
- (3) The Chief Executive Officer is responsible for appointing, directing, managing and dismissing Council staff and for all other issues that relate to Council staff.

The delegation to the Chief Executive Officer is a „delegation by exception“.

### **Consultation**

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

### **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*** - Effective and efficient utilisation of resources.

### **Options**


Council can choose to vary the level of delegations however the efficiency of day to day management of Council would be affected.

## **Recommendations**

### **That Council:**

- 1. Exercise the powers conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached Instrument of Delegation to the Chief Executive Officer as attached.**
- 2. Delegate to the person holding the position of Chief Executive Officer, or Acting Chief Executive Officer, the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer as attached to the report, subject to the conditions and limitations specified in that Instrument.**
- 3. Affix the common seal of the Council to the Instrument.**

2 JAN 2018

Date Recd		File	S16-086-01
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**Maddocks**

Lawyers  
Collins Square, Tower Two  
Level 25, 727 Collins Street  
Melbourne VIC 3008  
Australia

Telephone 61 3 9258 3555  
Facsimile 61 3 9258 3666

info@maddocks.com.au  
www.maddocks.com.au

DX 259 Melbourne

**Email Letter**

**From**  
Bronte Wright

**Direct**  
03 9258 3832

**Partner**  
Kate Oliver

**Date**  
21 December 2017

**Email**  
bronte.wright@maddocks.com.au

Our Ref KZO:BWW:628721

Dear subscriber

**Delegations and Authorisations Service Update  
Second update for 2017**

We are pleased to provide you with our second update to the Delegations and Authorisations Service for 2017. This update takes into account legislative changes made since our last update in June 2017, which affect councils' powers, functions and duties.

The update is contained on our Delegations and Authorisations Website, which can be accessed by clicking on the following link: <https://indepth.maddocks.com.au>.

As always, please carefully review this explanatory letter and refer to the updated instruments to ensure that you are aware of the recent legislative changes that affect your council's delegations and authorisations.

**CHANGES MADE IN THIS UPDATE**

This update amends our S6, S7 and S13 Instruments. We have outlined some of the changes to each instrument below.

**1. Changes to the S6 Instrument of Delegation from Council to Staff**

- 1.1 There have been two recent changes to the *Planning and Environment Act 1987*. The *Yarra River Protection (Wilip-Gin Birrarung Murrong) Act 2017* has been introduced, and creates a duty on certain councils to prepare an amendment to a planning scheme that relates to Yarra River land. This duty only applies where council is a responsible public entity, as well as the planning authority, and will come into effect on the day on which the initial Yarra Strategic Plan comes into operation.

1.1.1 Its relevance is confined to:

- (a) Banyule City Council;
- (b) Boroondara City Council;
- (c) Manningham City Council;
- (d) Melbourne City Council;

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## Maddocks

- (e) Nillumbik Shire Council;
  - (f) Stonnington City Council;
  - (g) Yarra City Council; and
  - (h) Yarra Ranges Shire Council.
- 1.2 A power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing has also been introduced, pursuant to the *Planning and Building Legislation Amendment (Housing Affordability and Other Matters) Act 2017*. Again, this power is not yet in force and will commence on 1 June 2018, if not proclaimed earlier.
- 2. Changes to the S7 Instrument of Sub-Delegation from Council's CEO to Staff**
- 2.1 In relation to the S7 Instrument of Sub-Delegation, we note the following in particular:
- 2.1.1 the *Planning and Building Legislation Amendment (Housing Affordability and Other Matters) Act 2017* reinforced that councils can only enforce summary offences under the *Building Act 1993*;
  - 2.1.2 functions of receiving notice of the birth of a child have been inserted under the *Child Wellbeing and Safety Act 2005*;
  - 2.1.3 the *Climate Change Act 2017* came into force on 1 November 2017, replacing the *Climate Change Act 2010*;
  - 2.1.4 the *Domestic Animals Amendment (Restricted Breed Dogs) Act 2017* has removed ss 17(1AA), 17(1B) and 17(1C), and amended the registration of restricted dogs, payments to be made to the Treasurer, payable amounts where dogs are seized and retained in custody, and powers to destroy dogs seized under Part 7A;
  - 2.1.5 the *Fines Reform Amendment Act 2017* has introduced a number of new powers, duties and functions for councils as enforcement agencies under the *Fines Reform Act 2014*. The commencement date for the *Fines Reform Act 2014* has also changed, and it will now commence operation on 31 December 2017;
  - 2.1.6 s 3.4.19 of the *Gambling Regulation Act 2003* has been broadened to include 'a venue whose approval under Part 3 is suspended', as well as an 'approved venue';
  - 2.1.7 the *Heritage Act 2017* came into effect on 1 November 2017, replacing the *Heritage Act 1995*;
  - 2.1.8 the *Infringements Act 2006* has been amended by the *Fines Reform Amendment Act 2017*, which replaces most references to 'prescribed costs' with 'penalty reminder notice fees'. The commencement dates for some provisions of the *Infringements Act 2006* have also been updated;
  - 2.1.9 the *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017* has introduced consequential amendments to the *Local Government Act 1989*, creating two new duties for some councils;
  - 2.1.10 councils have further powers to provide written consent under ss 38, 38A(1), 38B and 38C of the *Subdivision Act 1988*, and all duties and functions under s 44 have been removed;
  - 2.1.11 councils now have a duty under the *Summary Offences Act 1966* to consult with Victoria Police before granting an application for a permit for the use of council land, a road closure or anything else that council believes will facilitate a public protest being held by the applicant;



## Maddocks

- 2.1.12 the *Land Legislation Amendment Act 2017* has introduced a number of new powers and functions for councils under the *Transfer of Land Act 1958*, as well as amending the section giving councils power to consent to the creation or surrender of a right of carriageway;
- 2.1.13 the *Victorian Data Sharing Act 2017* commenced on 6 December 2017, introducing a number of powers, duties and functions in relation to data sharing with the Chief Data Officer;
- 2.1.14 the *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017* creates duties and functions for councils which are 'responsible public entities'. Importantly, this definition only applies to the following councils:
- (a) Banyule City Council;
  - (b) Boroondara City Council;
  - (c) Manningham City Council;
  - (d) Melbourne City Council;
  - (e) Nillumbik Shire Council;
  - (f) Stonnington City Council;
  - (g) Yarra City Council; and
  - (h) Yarra Ranges Shire Council; and
- 2.1.15 the *Freedom of Information Amendment (Office of the Victorian Information Commissioner) Act 2017* commenced on 1 September 2017, bringing with it a new office – the Office of the Victorian Information Commissioner. Amendments have been made to the *Freedom of Information Act 1982* and *Privacy and Data Protection Act 2014* to reflect the change.

### 3. Changes to the S13 – List of CEO powers

- 3.1 We note the following updates to the 13 – List of CEO powers:
- 3.1.1 a power, duty and function have now commenced under the *Child Wellbeing and Safety Act 2005*;
  - 3.1.2 the commencement date for the power under s 175(1)(b) of the *Fines Reform Act 2014* has been updated;
  - 3.1.3 the power to be, or to appoint a person to be, the returning officer for a council election has been removed from the *Local Government Act 1989*;
  - 3.1.4 the *Rooming House Operators Act 2016* has commenced, which means that respective functions and duties now apply; and
  - 3.1.5 the *Victorian Data Sharing Act 2017* has introduced a number of powers, duties and functions, some of which include for the CEO to receive requests for data from the Chief Data Officer, and to disclose identifiable data to a data analytics body.

#### MISCELLANEOUS AND ADMINISTRATIVE POWERS UNDER S7 INSTRUMENT OF SUB-DELEGATION

Recently, we have received a number of queries relating to the miscellaneous and administrative powers set out in the S7 Instrument of Sub-Delegation.





## Maddocks

These powers were inserted a number of years ago in response to feedback from various councils. The idea was to provide guidance to councils on organisational tasks, as well as a clear record of who is performing each task for auditing purposes. It should be noted that it is difficult to describe every administrative task to be performed and, therefore, the list cannot be exhaustive. It is open to councils to add to it, if desirable to do so.

### LOCAL LAWS

While this has been mentioned in our previous updates, we again remind councils of the importance of delegating not only the powers, duties and functions existing under legislation, but also any council powers, duties and functions existing in any local laws made by their council.

Our Delegations and Authorisations Service covers only the former and so it is up to each council to ensure that it reviews all of its local laws and, where appropriate, delegates relevant powers, duties and functions.

### UPDATING YOUR INSTRUMENTS

As a final comment, we recommend that you re-make all of your council delegations regularly to ensure that they remain up to date and cover all relevant provisions. This includes the S5 Instrument of Delegation from Council to the CEO.

Please feel free to contact us if you have any questions regarding the Service or you would like assistance with your council's Instruments of Delegation or Authorisation.

Yours sincerely  
Maddocks

Transmission authorised by:  
Kate Oliver  
Partner

### S5 Instrument of Delegation to The Chief Executive Officer

#### Preamble

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the Local Government Act 1989 (the Act) and all other powers enabling it, the Swan Hill Rural City Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on 20 February 2018;
- 2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
- 3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

The COMMON SEAL OF THE SWAN HILL )  
 RURAL CITY COUNCIL was hereunto )  
 affixed in the presence of: )

.....  
 Chief Executive Officer  
 .....  
 (Print Name)

.....  
 Councillor  
 .....  
 (Print Name)

.....  
 Councillor  
 .....  
 (Print Name)

**S5 Instrument of Delegation to The Chief Executive Officer**

Local Government Act 1989		
Provision	Item Delegated	Delegate
98(1)	<p>SCHEDULE</p> <p>The power to</p> <ol style="list-style-type: none"> <li>1. determine any issue;</li> <li>2. take any action; or</li> <li>3. do any act or thing arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</li> </ol>	<p>CEO</p>
		<p><b>Conditions and Limitations</b></p> <p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> <li>4. if the issue, action, act or thing is an issue, action, act or thing which involves 4.1 awarding a contract exceeding the value of \$1,000,000;</li> <li>4.2 making a local law under Part 5 of the Act;</li> <li>4.3 approval of the Council Plan under s.125 of the Act;</li> <li>4.4 adoption of the Strategic Resource Plan under s.126 of the Act;</li> <li>4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;</li> <li>4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;</li> <li>4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;</li> <li>4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;</li> <li>4.9 appointment of councillor or community delegates or representatives to external organisations; or</li> <li>4.10 the return of the general valuation and any supplementary valuations;</li> <li>5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;</li> <li>6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;</li> <li>7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a             <ol style="list-style-type: none"> <li>7.1 policy; or</li> <li>7.2 strategy adopted by Council; or</li> </ol> </li> <li>8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or</li> <li>9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.</li> </ol>

### **B.18.3 S6 INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF**

**Responsible Officer:** Director Corporate Services  
**File Number:** 74-00-23  
**Attachments:**  
1 Maddocks Letter 21-12-17  
2 S6 Delegations-Members of Staff

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

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

#### **Summary**

In order to deliver services to the community and discharge obligations placed on Council by legislation in an efficient and effective manner, Council has in place a range of delegations to members of Council staff. Periodically these delegations need to be reviewed and, if appropriate, updated. This report recommends changes to some delegations made by Council to members of Council staff.

The changes are the result of legislative changes to the relevant Acts, changes to position titles and organisational structure.

The vast majority of the delegations have not changed.

Some new Acts or Regulations have come into force. Delegations for these new Acts or Regulations are also included in the attached document.

#### **Discussion**

In order to comply with the various legislative requirements, Council delegates a range of powers and accountabilities to appropriately qualified and experienced members of Council staff. These delegations are made in accordance with section 98 of the Local Government Act 1989. A delegation may be made subject to limitations on these powers, such as the need to inform Council of a determination.

The powers and obligations delegated are mostly procedural in nature, allowing the delivery of services in accordance with Council policy, adopted strategies and plans, the authorised budget, and discharging Council obligations in accordance with legislative requirements.

The delegation of powers and obligations to Council staff by Council is managed by the Maddocks „delegations and authorizations service“. Maddocks monitors changes to State legislation, and every six months provides a listing of the sections of legislation that a municipality could delegate to enable efficient and effective delivery of services.

The six monthly review of legislative changes has resulted in the recommended amendments in the attached document which are summarized in the attached letter from Maddocks.

Council delegations are made to positions in the organisation rather than to individual members of staff to avoid the need to change the delegation upon the departure of a staff member or the staff member taking up a different position in the Council.

### **Consultation**

Community consultation is not appropriate for the subject of this report.

### **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*** - Effective and efficient utilisation of resources.

### **Options**


Council can choose to vary the delegations however the efficiency of Council operations would be affected.

## **Recommendations**

### **That Council:**

- 1. Amend the schedule of delegated authorities, duties and functions of the various officers as detailed in the attached document.**
- 2.a) Delegate to the members of Council staff holding or acting in the officer's position referred to in the Instrument of Delegation the powers, duties and functions once amended by the attached changes, subject to the conditions and limitations specified in that amended Instrument effective from the date that the Common Seal of Council is affixed to the instrument.**
- b) Revoke all the previous delegations related to the amended instrument on the coming into force of the amended instrument.**

2 JAN 2018

Date Recd		File	S16-086-01
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Maddocks

Lawyers  
Collins Square, Tower Two  
Level 25, 727 Collins Street  
Melbourne VIC 3008  
Australia

Telephone 61 3 9258 3555  
Facsimile 61 3 9258 3666

info@maddocks.com.au  
www.maddocks.com.au

DX 259 Melbourne

Email Letter

**From**  
Bronte Wright

**Direct**  
03 9258 3832

**Partner**  
Kate Oliver

**Date**  
21 December 2017

**Email**  
bronte.wright@maddocks.com.au

Our Ref KZO:BWW:628721

Dear subscriber

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Second update for 2017**

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## Maddocks

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  - (e) Nillumbik Shire Council;
  - (f) Stonnington City Council;
  - (g) Yarra City Council; and
  - (h) Yarra Ranges Shire Council; and
- 2.1.15 the *Freedom of Information Amendment (Office of the Victorian Information Commissioner) Act 2017* commenced on 1 September 2017, bringing with it a new office – the Office of the Victorian Information Commissioner. Amendments have been made to the *Freedom of Information Act 1982* and *Privacy and Data Protection Act 2014* to reflect the change.

### 3. Changes to the S13 – List of CEO powers

- 3.1 We note the following updates to the 13 – List of CEO powers:
- 3.1.1 a power, duty and function have now commenced under the *Child Wellbeing and Safety Act 2005*;
  - 3.1.2 the commencement date for the power under s 175(1)(b) of the *Fines Reform Act 2014* has been updated;
  - 3.1.3 the power to be, or to appoint a person to be, the returning officer for a council election has been removed from the *Local Government Act 1989*;
  - 3.1.4 the *Rooming House Operators Act 2016* has commenced, which means that respective functions and duties now apply; and
  - 3.1.5 the *Victorian Data Sharing Act 2017* has introduced a number of powers, duties and functions, some of which include for the CEO to receive requests for data from the Chief Data Officer, and to disclose identifiable data to a data analytics body.

### MISCELLANEOUS AND ADMINISTRATIVE POWERS UNDER S7 INSTRUMENT OF SUB-DELEGATION

Recently, we have received a number of queries relating to the miscellaneous and administrative powers set out in the S7 Instrument of Sub-Delegation.



## Maddocks

These powers were inserted a number of years ago in response to feedback from various councils. The idea was to provide guidance to councils on organisational tasks, as well as a clear record of who is performing each task for auditing purposes. It should be noted that it is difficult to describe every administrative task to be performed and, therefore, the list cannot be exhaustive. It is open to councils to add to it, if desirable to do so.

### LOCAL LAWS

While this has been mentioned in our previous updates, we again remind councils of the importance of delegating not only the powers, duties and functions existing under legislation, but also any council powers, duties and functions existing in any local laws made by their council.

Our Delegations and Authorisations Service covers only the former and so it is up to each council to ensure that it reviews all of its local laws and, where appropriate, delegates relevant powers, duties and functions.

### UPDATING YOUR INSTRUMENTS

As a final comment, we recommend that you re-make all of your council delegations regularly to ensure that they remain up to date and cover all relevant provisions. This includes the S5 Instrument of Delegation from Council to the CEO.

Please feel free to contact us if you have any questions regarding the Service or you would like assistance with your council's Instruments of Delegation or Authorisation.

Yours sincerely  
Maddocks

Transmission authorised by:  
Kate Oliver  
Partner

## S6 Instrument of Delegation - Members of Staff

### Preamble

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

### Titles

- AC: Asset Co-ordinator
- AO: Authorised Officer
- CEO: Chief Executive Officer
- CSO: Customer Service Officer
- DCS: Director Corporate Services
- DDP: Director Development & Planning
- DI: Director Infrastructure
- DM: Development Manager
- EHO: Environmental Health Officer
- EPAM: Engineering Projects & Assets Manager
- FM: Finance Manager
- MBS: Municipal Building Surveyor
- MERO: Municipal Emergency Resource Officer
- MFPO: Municipal Fire Prevention Officer
- ND: Not Delegated
- PHRSC: Public Health & Regulatory Services Co-ordinator
- PM: Project Manager
- PO: Planning Officer
- PP: Principal Planner
- SDE: Senior Design Engineer
- SPC: Statutory Planning Co-ordinator
- SRO: Senior Revenue Officer
- WM: Works Manager

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 20 February 2018; and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council; or

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The COMMON SEAL OF THE SWAN HILL RURAL CITY COUNCIL)  
Was hereunto affixed in the presence of )

\_\_\_\_\_  
Chief Executive Officer

John McLinden\_\_\_\_\_  
(Print Name)

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Print Name) \_\_\_\_\_

## Delegation Sources

- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 1995
- Planning and Environment Act 1987
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

## S6 Instrument of Delegation - Members of Staff

Domestic Animals Act 1994			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.41A(1)	power to declare a dog to be a menacing dog	DDP, AO, DM, PHRSC	Council may delegate this power to an authorised officer
Environment Protection Act 1970			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.53M(3)	power to require further information	EHO, PHRSC	
s.53M(4)	duty to advise applicant that application is not to be dealt with	EHO, PHRSC	
s.53M(5)	duty to approve plans, issue permit or refuse permit	EHO, PHRSC	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	EHO, PHRSC	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	EHO, PHRSC	refusal must be ratified by council or it is of no effect
Food Act 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	DDP, EHO, PHRSC	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	DDP, EHO, PHRSC	If section 19(1) applies
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	DDP	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DDP, EHO, PHRSC	If section 19(1) applies

Food Act 1984		
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	EHO, PHRSC If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	EHO, PHRSC If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DDP, EHO, PHRSC where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	DDP, EHO, PHRSC Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	DDP, EHO, PHRSC where council is the registration authority
s.19CB(4)(b)	power to request copy of records	EHO, PHRSC where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	EHO, PHRSC where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO, PHRSC where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	DDP, EHO where council is the registration authority
s.19NA(1)	power to request food safety audit reports	EHO, PHRSC where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	EHO, PHRSC where council is the registration authority
s.19UA	power to charge fees for conducting a food safety assessment or inspection	EHO, PHRSC except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO, PHRSC where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	DDP, EHO, PHRSC where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	EHO, PHRSC where council is the registration authority

<b>Food Act 1984</b>			
	power to register, renew or transfer registration	DDP, EHO, PHRSC	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO, PHRSC	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	ND	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	EHO, PHRSC	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	EHO, PHRSC	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	EHO, PHRSC	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	EHO, PHRSC	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	EHO, PHRSC	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	EHO, PHRSC	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	EHO, PHRSC	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	DDP, EHO, PHRSC	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	EHO, PHRSC	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	EHO, PHRSC	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	DDP, EHO, PHRSC	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in	EHO, PHRSC	



<b>Food Act 1984</b>			
	one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008.		
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	EHO, PHRSC	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	ND	where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	EHO, PHRSC	where council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	DDP, PHRSC	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	EHO, PHRSC	where council is the registration authority
<b>Heritage Act 1995</b>			
Note: this Act is to be repealed on the day the Heritage Act 2017 comes into force, which is 1 November 2017, unless proclaimed earlier.			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s.84(2)	power to sub-delegate Executive Director's functions	CEO, DDP, DM	must obtain Executive Director's written consent first.
<b>Planning and Environment Act 1987</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s.4B	power to prepare an amendment to the Victorian Planning Provisions	ND	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DDP, DM, PO, PP	
s.4H	duty to make amendment to Victoria Planning Provisions available	DDP, DM, PO, PP	

Planning and Environment Act 1987		
s.41	duty to keep Victorian Planning Provisions and other documents available	DDP, DM, PO, PP
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	DDP, DM, PP
s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	ND
s.8A(5)	function of receiving notice of the Minister's decision	DDP, DM, PP
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DDP, DM
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DDP, DM, PP
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DDP, DM, PO, PP
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)	ND
s.12B(1)	duty to review planning scheme	ND
s.12B(2)	duty to review planning scheme at direction of Minister	ND
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	ND
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	ND
s.17(1)	duty of giving copy amendment to the planning scheme	DDP, DM, PO, PP
s.17(2)	duty of giving copy s.173 agreement	DDP, DM, PO, PP
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, DDP, DM, PO, PP

Planning and Environment Act 1987		
s.18	duty to make amendment etc. available	DDP, DM, PO, PP
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	DDP, DM, PP
s.19	function of receiving notice of preparation of an amendment to a planning scheme	DDP, DM, PP
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	CEO, DDP, DM, PP
s.21(2)	duty to make submissions available	DDP, DM, PO, PP
s.21A(4)	duty to publish notice in accordance with section	DDP, DM, PO, PP
s.22	duty to consider all submissions	ND
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	DDP, DM
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	CEO, DDP, DM, PP
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	DDP, DM, PO, PP
s.26(1)	power to make report available for inspection	DDP, DM, PP
s.26(2)	duty to keep report of panel available for inspection	DDP, DM, PO, PP
s.27(2)	power to apply for exemption if panel's report not received	DDP, DM, PP
s.28	duty to notify the Minister if abandoning an amendment	DDP, DM, PP
s.30(4)(a)	duty to say if amendment has lapsed	DDP, DM, PO, PP
s.30(4)(b)	duty to provide information in writing upon request	DDP, DM, PO, PP
s.32(2)	duty to give more notice if required	DDP, DM, PO, PP
s.33(1)	duty to give more notice of changes to an amendment	DDP, DM, PO, PP
s.36(2)	duty to give notice of approval of amendment	DDP, DM, PO, PP
s.38(5)	duty to give notice of revocation of an amendment	DDP, DM, PP
		Note: the power to make a decision to abandon an amendment cannot be delegated

Planning and Environment Act 1987				
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	ND		
s.40(1)	function of lodging copy of approved amendment	DDP, DM, PO, PP		
s.41	duty to make approved amendment available	DDP, DM, PO, PP		
s.42	duty to make copy of planning scheme available	DDP, DM, PM, PO		
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	CEO		where council is a responsible public entity and is a planning authority note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will effect a limited number of councils
s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	DDP, DM		
s.46GF	duty to comply with directions issued by the Minister	DDP, DM, PO, PP		
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	DDP, DM, PO, PP		
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	DDP, DM		where council is a collecting agency
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	DDP, DM		where council is a collecting agency
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	DDP, DM		where council is a collecting agency
s.46G(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the Planning and Environment Act 1987	DI, DDP, FM		must be done in accordance with Local Government Act 1989
s.46G(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works,	DDP		

Planning and Environment Act 1987				
	services or facilities on behalf of the development agency			
s.46G(3)	duty to apply levy amount only in accordance with s.46G(3)(a) and (b)	DDP		
s.46G(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the Planning and Environment Act 1987 if satisfied that the development is not to proceed	DDP		
s.46G(5)	duty to take action described in s.46G(5)(c) – (e) where s.46G(5)(a) and (b) applies.	DDP		
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	DDP		where council is a collecting agency
s.46GM	duty to prepare report and give a report to the Minister	DDP		where council is a collecting agency or development agency
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	DDP, DM, PO, PP		
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	DDP, DM, PO, PP		
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DDP, DM, PP		
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DDP, DM, PP		
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	DDP, DM, PP		
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	DDP, DM, PP		
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	DDP, DM, PP		
s.46Q(1)	duty to keep proper accounts of levies paid	DCS, DM, PO, SRO, PP		
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan	DDP, DM, PP		

Planning and Environment Act 1987				
s.46Q(2)	preparation costs incurred by a development agency duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DDP, DM, PP		
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	DDP, DM, PP		only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	DDP, DM, PP		must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	DDP, DM, PP		must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	DDP, DM, PP		with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	DDP, DM, PP		
s.46QD	duty to prepare report and give a report to the Minister	DDP		where council is a collecting agency or development agency
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	ND		
s.46Y	duty to carry out works in conformity with the approved strategy plan	ND		
s.47	power to decide that an application for a planning permit does not comply with that Act	CEO, DDP, DM, PP		
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	DDP, DM, PO, PP		
s.49(2)	duty to make register available for inspection	DDP, DM, PO, PP		
s.50(4)	duty to amend application	DDP, DM, PO, PP		
s.50(5)	power to refuse to amend application	DDP, DM, PP		
s.50(6)	duty to make note of amendment to application in register	DDP, DM, PO, PP		

Planning and Environment Act 1987		
s.50A(1)	power to make amendment to application	DDP, DM, PO, PP
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	DDP, DM, PO, PP
s.50A(4)	duty to note amendment to application in register	DDP, DM, PO, PP
s.51	duty to make copy of application available for inspection	DDP, DM, PO, PP
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DDP, DM, PO, PP
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	DDP, DM, PO, PP
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	DDP, DM, PO, PP
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	DDP, DM, PO, PP
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	DDP, DM, PO, PP
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	DDP, DM, PO, PP
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	DDP, DM, PO, PP
s.52(3)	power to give any further notice of an application where appropriate	DDP, DM, PO, PP
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	DDP, DM, PO, PP
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	DDP, DM, PO, PP
s.54(1)	power to require the applicant to provide more information	DDP, DM, PO, PP
s.54(1A)	duty to give notice in writing of information required under section 54(1)	DDP, DM, PO, PP

Planning and Environment Act 1987		
s.54(1B)	duty to specify the lapse date for an application	DDP, DM, PO, PP
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	DDP, DM, PO, PP
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	DDP, DM, PO, PP
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DDP, DM, PM, PO
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	CEO, DDP, DM, PP
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	DDP, DM, PO, PP
s.57(5)	duty to make available for inspection copy of all objections	DDP, DM, PO, PP
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	DDP, DM, PO, PP
s.57A(5)	power to refuse to amend application	DDP, DM, PP
s.57A(6)	duty to note amendments to application in register	DDP, DM, PO, PP
s.57B(1)	duty to determine whether and to whom notice should be given	DDP, DM, PO, PP
s.57B(2)	duty to consider certain matters in determining whether notice should be given	DDP, DM, PO, PP
s.57C(1)	duty to give copy of amended application to referral authority	DDP, DM, PO, PP
s.58	duty to consider every application for a permit	DDP, DM, PO, PP
s.58A	power to request advice from the Planning Application Committee	DDP, DM, PO, PP
s.60	duty to consider certain matters	DDP, DM, PO, PP
s.60(1A)	power to consider certain matters before deciding on application	DDP, DM, PO, PP
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	DDP, DM, PO, PP
s.61(1)	power to determine permit application, either to	DDP, DM, PP
		the permit must not be inconsistent with a cultural heritage management plan under the



Planning and Environment Act 1987		Aboriginal Heritage Act 2006	
	decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application		
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, DDP, DM, PP	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	ND	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, DDP, DM, PO, PP	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	CEO, DDP, DM, PO, PP	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DDP, DM, PP	
s.62(1)	duty to include certain conditions in deciding to grant a permit	DDP, DM, PO, PP	
s.62(2)	power to include other conditions	DDP, DM, PO, PP	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DDP, DM, PM, PO	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	DDP, DM, PO, PP	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	DDP, DM, PO, PP	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	DDP, DM, PO, PP	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	DDP, DM, PO, PP	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	DDP, DM, PO, PP	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	DDP, DM, PO, PP	

Planning and Environment Act 1987			
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	DDP, DM, PO, PP	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	DDP, DM, PM, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	DDP, DM, PM, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DDP, DM, PO, PP	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	DDP, DM, PM, PO	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	DDP, DM, PP	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	DDP, DM, PO, PP	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DDP, DM, PM, PO	if the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	DDP, DM, PO, PP	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1)	function of receiving application for extension of time of permit	DDP, DM, PM, PO	
s.69(1A)	function of receiving application for extension of time to complete development	DDP, DM, PP	
s.69(2)	power to extend time	DDP, DM, PO, PP	
s.70	duty to make copy permit available for inspection	DDP, DM, PP	
s.71(1)	power to correct certain mistakes	DDP, DM, PP	
s.71(2)	duty to note corrections in register	DDP, DM, PO, PP	
s.73	power to decide to grant amendment subject to	DDP, DM, PO, PP	

Planning and Environment Act 1987			
	conditions		
s.74	duty to issue amended permit to applicant if no objectors	DDP, DM, PO, PP	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DDP, DM, PP	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	DDP, DM, PP	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DDP, DM, PO, PP	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DDP, DM, PM, PO	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	DDP, DM, PO, PP	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	DDP, DM, PO, PP	
s.83	function of being respondent to an appeal	DDP, DM, PP	
s.83B	duty to give or publish notice of application for review	CEO, DDP, DM, PP	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, DDP, DM, PP	
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DDP, DM, PO, PP	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	DDP, DM, PP	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	DDP, DM, PP	
s.86	duty to issue a permit at order of Tribunal within 3 working days	DDP, DM, PP	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	DDP, DM, PP	

Planning and Environment Act 1987		
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	DDP, DM, PP
s.91(2)	duty to comply with the directions of VCAT	CEO, DDP, DM, PP
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	DDP, DM, PP
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	DDP, DM, PO, PP
s.93(2)	duty to give notice of VCAT order to stop development	DDP, DM, PO, PP
s.95(3)	function of referring certain applications to the Minister	DDP, DM, PO, PP
s.95(4)	duty to comply with an order or direction	DDP, DM, PO, PP
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	CEO, DDP, DM, PO, PP
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DDP, DM, PO, PP
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DDP, DM, PO, PP
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	CEO, DDP, DM, PO, PP
s.96F	duty to consider the panel's report under section 96E	DDP, DM, PP
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the Planning and Environment (Planning Schemes) Act 1996)	DDP, DM, PP
s.96H(3)	power to give notice in compliance with Minister's direction	CEO, ND, DDP
s.96J	power to issue permit as directed by the Minister	DDP, DM, PP
s.96K	duty to comply with direction of the Minister to give	DDP, DM, PO, PP

Planning and Environment Act 1987			
	notice of refusal		
s.96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	DDP, DM, PO, PP	
s.97C	power to request Minister to decide the application.	CEO, ND	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, DDP, DM, PP	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, DDP, DM, PP	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	CEO, DDP, DM, PP	
s.97L	duty to include Ministerial decisions in a register kept under section 49	CEO, DDP, DM, PP	
s.97MH	duty to provide information or assistance to the Planning Application Committee	DDP, DM, PP	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DDP, DM, PP	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DDP, DM, PP	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, DDP, DM, PP	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, DDP, DM, PP	
s.97Q(4)	duty to comply with directions of VCAT	CEO, DDP, DM, PP	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	CEO, DDP, DM, PP	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	CEO, DDP, DM, PP	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	CEO, DDP, DM, PP	
s.101	function of receiving claim for expenses in conjunction with claim	CEO, DDP, DM, PP	
s.103	power to reject a claim for compensation in certain	CEO, DDP, DM, PP	

Planning and Environment Act 1987			
	circumstances		
s.107(1)	function of receiving claim for compensation	CEO, DDP, DM, PP	
s.107(3)	power to agree to extend time for making claim	CEO, DDP, DM, PP	
s.114(1)	power to apply to the VCAT for an enforcement order	CEO, DDP, DM, PP	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	CEO, DDP, DM, PO, PP	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	CEO, DDP, DM, PO, PP	
s.123(1)	power to carry out work required by enforcement order and recover costs	DDP, DM, PP	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	CEO, DDP, DM, PP	except Crown Land
s.129	function of recovering penalties	DDP, DM, PP	
s.130(5)	power to allow person served with an infringement notice further time	CEO, DDP, DM, PP	
s.149A(1)	power to refer a matter to the VCAT for determination	CEO, DDP	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DDP, DM, PP	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	CEO, DDP, DM, PP	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	CEO, ND, DDP	
s.171(2)(g)	power to grant and reserve easements	CEO, ND, DDP, DM	
s.173(1)	power to enter into agreement covering matters set out in section 174	DI, DDP, DM, EPAM, PP	
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO	where council is the relevant responsible authority note: this provision is not yet in force and will commence on 1 June 2018, if not proclaimed earlier
	power to decide whether something is to the	DI, DDP, DM, EPAM,	

Planning and Environment Act 1987			
	satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	PP	
	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, ND, DDP, DM	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	ND, DDP, DM	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	ND, DDP, DM	
s.178A(1)	function of receiving application to amend or end an agreement	CEO, DDP	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	DDP	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DDP	
s.178A(5)	power to propose to amend or end an agreement	CEO, DDP	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	DDP, DM, PP	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	DDP, DM, PP	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	DDP, DM, PP	
s.178C(4)	function of determining how to give notice under s.178C(2)	DDP, DM, PP	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	CEO, DDP	
s.178E(2)(a)	power to amend or end the agreement in accordance	CEO, DDP	If no objections are made under s.178D Must consider matters in s.178B

Planning and Environment Act 1987			
	with the proposal		
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DDP	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	CEO, DDP	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	CEO, DDP	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DDP	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DDP	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	CEO	After considering objections, submissions and matters in s.178B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	CEO, DDP	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	CEO, DDP	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, DDP	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	CEO	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, DDP	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, DDP	
s.179(2)	duty to make available for inspection copy agreement	DDP, DM, PO, PP	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DDP, DM, PP	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DDP, DM, PP	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay,	DDP, DM, PP	



Planning and Environment Act 1987		
	to record the agreement	
s.182	power to enforce an agreement	CEO, DDP, DM, PP
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DDP, DM, PO, PP
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, DDP
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, DDP
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DDP, DM, PP
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DDP, DM, PP
s.184G(2)	duty to comply with a direction of the Tribunal	DDP, DM, PP
s.184G(3)	duty to give notice as directed by the Tribunal	DDP, DM, PP
s.198(1)	function to receive application for planning certificate	DDP, DM, PO, PP
s.199(1)	duty to give planning certificate to applicant	DDP, DM, PO, PP
s.201(1)	function of receiving application for declaration of underlying zoning	DDP, DM, PO, PP
s.201(3)	duty to make declaration	DDP, DM, PP
	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	DDP, DM, PO, PP
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DDP, DM, PO, PP
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DDP, DM, PO, PP

<b>Planning and Environment Act 1987</b>			
	power to give written authorisation in accordance with a provision of a planning scheme	DDP, DM, PO, PP	
s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	DDP, DM, PO, SPC, PP	
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible	ND, DDP, DM	
s.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority	DDP	
<b>Rail Safety (Local Operations) Act 2006</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s.33	duty to comply with a direction of the Safety Director under this section	DI, EPAM	where council is a utility under section 3
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	DI, EPAM	duty of council as a road authority under the Road Management Act 2004
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	DI, EPAM	where council is a utility under section 3
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	DI, EPAM	where council is the relevant road authority
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	DI, EPAM	where council is the relevant road authority
s.34D(2)	function of receiving written notice of opinion	DI	where council is the relevant road authority
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	DI, EPAM	where council is the relevant road authority
s.34E(1)(a)	duty to identify and assess risks to safety	DI, EPAM	where council is the relevant road authority
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	DI, EPAM	where council is the relevant road authority
s.34E(3)	duty to seek to enter into a safety interface	DI, EPAM	where council is the relevant road authority

<b>Rail Safety (Local Operations) Act 2006</b>			
	agreement with rail infrastructure manager		
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	EPAM, WM	where council is the relevant road authority
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	DI, EPAM	where council is the relevant road authority
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	DI, EPAM	where council is the relevant road authority
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	EPAM, WM	where council is the relevant road authority
s.34I	function of entering into safety interface agreements	DI, EPAM	where council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	EPAM, WM	where council is the relevant road authority
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	EPAM, WM	where council is the relevant road authority
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	EPAM, WM	where council is the relevant road authority
<b>Residential Tenancies Act 1997</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s.142D	function of receiving notice regarding an unregistered rooming house	DDP, PHRSC	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	DDP, MBS, PHRSC	
s.142G(2)	power to enter certain information in the Rooming House Register	DDP, MBS, PHRSC	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	DDP, MBS, PHRSC	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	DDP, MBS, PHRSC	where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	DDP, MBS, PHRSC	where council is the landlord

<b>Residential Tenancies Act 1997</b>			
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	DDP, MBS, PHRSC	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	DDP, MBS, PHRSC	
s.522(1)	power to give a compliance notice to a person	EHO, MBS, PHRSC	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CEO	
s.525(4)	duty to issue identity card to authorised officers	CEO	
s.526(5)	duty to keep record of entry by authorised officer under section 526	CEO	
s.526A(3)	function of receiving report of inspection	EHO, MBS, PHRSC	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	EHO, MBS, PHRSC	
<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	ND	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	ND	
s.11(9)(b)	duty to advise Registrar	DI, AC, EPAM	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DI, AC, EPAM	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DI, AC, EPAM	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	DI, AC, EPAM	where council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	ND	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within	DI, AC, EPAM	duty of coordinating road authority where it is the discontinuing body

Road Management Act 2004			
	28 days of notice		unless subsection (1) applies
s.12(6)	function of hearing a person in support of their written submission	DI, AC, EPAM	function of coordinating road authority where it is the discontinuing body
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	DI, AC, EPAM	unless subsection (1) applies
s.12(10)	duty to notify of decision made	DI, AC, EPAM	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	DI, AC, EPAM	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	CEO, DI	
s.14(7)	power to appeal against decision of VicRoads	DI, AC, EPAM	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, DI, EPAM	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, DI, EPAM	
s.15(2)	duty to include details of arrangement in public roads register	DI, AC, EPAM	
s.16(7)	power to enter into an arrangement under section 15	CEO, DI, EPAM	
s.16(8)	duty to enter details of determination in public roads register	DI, AC, EPAM	
s.17(2)	duty to register public road in public roads register	DI, AC, EPAM	where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	DI, EPAM	where council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	DI, AC, EPAM	where council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	ND	where council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required	AC, EPAM	where council is the coordinating road authority

Road Management Act 2004			
	for general public use from public roads register power to designate ancillary area	DI, AC, EPAM	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(1)		DI, AC, EPAM	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	DI, AC, EPAM	where council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	DI, AC, EPAM	
s.19(4)	duty to specify details of discontinuance in public roads register	DI, AC, EPAM	
s.19(5)	duty to ensure public roads register is available for public inspection	DI, AC, EPAM	
s.21	function of replying to request for information or advice	CEO, DI, AC, EPAM	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	CEO, DI, AC, EPAM	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	CEO, DI, AC, EPAM	
s.22(5)	duty to give effect to a direction under this section.	DI, EPAM	
s.40(1)	duty to inspect, maintain and repair a public road.	DI, EPAM, WM	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	DI, EPAM, WM	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	AC, EPAM	
s.42(1)	power to declare a public road as a controlled access road	DI, EPAM	power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	DI, EPAM	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	DI, AC, EPAM	where council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	DI, EPAM	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider	DI, AC, EPAM	where council is the responsible road authority, infrastructure manager or works manager

Road Management Act 2004			
	of public transport)		
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	DI, AC, EPAM	
s.48N	duty to notify the relevant authority of the location of the bus stopping point and the action taken by council		
s.49	power to develop and publish a road management plan	DI, AC, EPAM	
s.51	power to determine standards by incorporating the standards in a road management plan	DI, AC, EPAM	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	ND	
s.54(2)	duty to give notice of proposal to make a road management plan	DI, AC, EPAM	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	DI, AC, EPAM	
s.54(6)	power to amend road management plan	DI, AC, EPAM	
s.54(7)	duty to incorporate the amendments into the road management plan	DI, AC, EPAM	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	DI, AC, EPAM	
s.63(1)	power to consent to conduct of works on road	DI, EPAM	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DI, EPAM	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	DI, EPAM	where council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	DI, EPAM	where council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	DI, AC, EPAM	where council is the coordinating road authority
s.67(3)	power to request information	DI, AC, EPAM	where council is the coordinating road authority
s.68(2)	power to request information	DI, AC, EPAM	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO, DI, EPAM	
s.72	duty to issue an identity card to each authorised officer	CEO	



Road Management Act 2004			
s.85	function of receiving report from authorised officer	DI, EPAM	
s.86	duty to keep register re section 85 matters	DI, EPAM	
s.87(1)	function of receiving complaints	DI, EPAM	
s.87(2)	duty to investigate complaint and provide report	CEO, DI, AC, EPAM	
s.112(2)	power to recover damages in court	CEO, DI, AC, EPAM	
s.116	power to cause or carry out inspection	DI, AC, EPAM	
s.119(2)	function of consulting with VicRoads	DI, AC, EPAM	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	DI, EPAM	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	DI, AC, EPAM	
s.121(1)	power to enter into an agreement in respect of works	DI, EPAM	
s.122(1)	power to charge and recover fees	DI, EPAM	
s.123(1)	power to charge for any service	DI, EPAM	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	ND	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	ND	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	ND	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	DI, EPAM	
Schedule 2 Clause 5	duty to publish notice of declaration	DI, AC, EPAM	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DI, EPAM, WM	where council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DI, EPAM, WM	where council is the infrastructure manager or works manager
Schedule 7,	duty to comply with request for information from a	DI, AC, EPAM, WM	where council is the infrastructure manager or works manager responsible for non-road



Road Management Act 2004			
			infrastructure
Clause 9(1)	coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works		
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DI, AC, EPAM	where council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DI, EPAM	where council is the infrastructure manager or works manager
Schedule 7, Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	DI, EPAM, WM	where council is the coordinating road authority
Schedule 7, Clause 12(3)	power to take measures to ensure reinstatement works are completed	DI, EPAM, WM	where council is the coordinating road authority
Schedule 7, Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	DI, EPAM, WM	where council is the coordinating road authority
Schedule 7, Clause 12(5)	power to recover costs	DI, EPAM, WM	where council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	DI, AC, EPAM, WM	where council is the works manager
Schedule 7, Clause 13(2)	power to vary notice period	DI, AC, EPAM	where council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	DI, AC, EPAM	where council is the infrastructure manager
Schedule 7, Clause 16(1)	power to consent to proposed works	DI, EPAM, WM	where council is the coordinating road authority
Schedule 7	duty to consult	DI, AC, EPAM	where council is the coordinating road authority, responsible authority or infrastructure

Road Management Act 2004			
Clause			manager
Clause 16(4)			
Schedule 7 Clause 16(5)	power to consent to proposed works	DI, AC, EPAM, SDE	where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	DI, AC, EPAM, SDE	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	DI, AC, EPAM, SDE	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	DI, AC, EPAM, SDE	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	DI, EPAM	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	DI, AC, EPAM, SDE, WM	where council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DI, EPAM, WM	where council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DI, EPAM, WM	where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	DI, EPAM	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	DI, EPAM, SDE	where council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DI, AC, EPAM, SDE	where council is the responsible road authority
Schedule	duty to pay installation and percentage of operation	DI, EPAM	duty of council as responsible road authority that installed the light (re: installation costs)

<b>Road Management Act 2004</b>			
7A Clause (3)(1)(f).	costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4		and where council is relevant municipal council (re: operating costs)
<b>Planning and Environment Regulations 2015</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DDP, DM	where Council is not the planning authority and the amendment affects land within Council's municipal district, or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CEO, DDP, DM, PP	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	DDP	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	DDP	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DDP, DM	where Council is not the planning authority and the amendment affects land within Council's municipal district, or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
<b>Planning and Environment (Fees) Regulations 2016</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme		
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, DDP	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, DDP	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r. 19 or 20	DM	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.7	function of entering into a written agreement with a caravan park owner	DDP, PHRSC	
r.11	function of receiving application for registration	EHO, PHRSC	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	DDP, EHO, PHRSC	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	EHO, PHRSC	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DDP, EHO, PHRSC	
r.13(4) & (5)	duty to issue certificate of registration	EHO, PHRSC	
r.15(1)	function of receiving notice of transfer of ownership	EHO, PHRSC	
r.15(3)	power to determine where notice of transfer is displayed	EHO, PHRSC	
r.16(1)	duty to transfer registration to new caravan park owner	EHO, PHRSC	
r.16(2)	duty to issue a certificate of transfer of registration	EHO, PHRSC	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	EHO, PHRSC	
r.18	duty to keep register of caravan parks	EHO, PHRSC	
r.19(4)	power to determine where the emergency contact person's details are displayed	DDP, EHO, PHRSC	
r.19(6)	power to determine where certain information is displayed	DDP, EHO, PHRSC	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	DDP, EHO, PHRSC, CSO	
r.22A(2)	duty to consult with relevant emergency services agencies	DDP, MERO, MFPO	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	DDP, EHO, PHRSC	
r.24	power to determine places in which caravan park	DDP, EHO, EPAM,	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
			PHRSC
r.25(3)	owner must display copy of public emergency warnings	duty to consult with relevant floodplain management authority	DDP, EHO, PHRSC, PP
r.26	duty to have regard to any report of the relevant fire authority		DDP, EHO, EPAM, MBS, PHRSC
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling		DDP, EHO, PHRSC
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe		DDP, EHO, MBS, PHRSC
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe		DDP, EHO, MBS, PHRSC
r.40(4)	function of receiving installation certificate		DDP, EHO, PHRSC
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling		DDP, EHO, MBS, PHRSC
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling		DDP, EHO, MBS, PHRSC
Road Management (General) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.8(1)	duty to conduct reviews of road management plan	DI, AC, EPAM	
r.9(2)	duty to produce written report of review of road management plan and make report available	DI, AC, EPAM	
r.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	DI, AC, EPAM	where council is the coordinating road authority
r.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	DI, AC, EPAM	
r.13(1)	Duty to publish notice of amendments to road management plan	DI, AC, EPAM	where council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of amendment	DI, AC, EPAM	

<b>Road Management (General) Regulations 2016</b>			
r.16(3)	power to issue permit	DI, AC, EPAM, SDE, WM	where council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	DI, AC, EPAM, SDE	where council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	DI, EPAM, WM	where council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	DI, AC, EPAM, SDE, WM	where council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	DI, EPAM, WM	where council is the responsible road authority
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DI, EPAM, WM	where council is the responsible road authority
r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	DI, DDP	
<b>Road Management (Works and Infrastructure) Regulations 2015</b> Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015.			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	DI	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	DI	where council is the coordinating road authority

**additional S6**

<b>Planning and Environment Act 1987</b>		
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>
s61(1)A	power to determine permit application, either to decide to grant a permit.	CEO, DDP, DM, SPC The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006. Where no objections are received in relation to the permit application.

Planning and Environment Act 1987			
s61(1)B	power to determine permit application, to decide to grant a permit with conditions.	CEO, DDP, DM, SPC	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.  Where no objections are received in relation to the permit application.
s61(1)C	power to determine permit application or to refuse a permit application.	CEO, ND, DDP	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.

## **B.18.4 QUARTERLY REVIEW OF FINANCIAL PERFORMANCE AND FINANCIAL POSITION TO 31 DECEMBER 2017**

**Responsible Officer:** Director Corporate Services  
**File Number:** 42-20-00  
**Attachments:** 1 Summarised Balance Sheet  
 2 Statement of Income and Expenditure

### **Declarations of Interest:**

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

### **Summary**

A review of Council's Financial Performance (Income and Expenditure) and Financial Position (balance sheet) to the adopted Budget for the six months to 31 December 2017 has been conducted and the results are summarised in this report.

### **Discussion**

A summarised Statement of Income and Expenditure and a summarised Balance Sheet for the 6 months ended 31 December 2017 are included with this report.

Major variations to budget as at 31 December 2017 are explained by way of notes on the attached report.

The forecast result is expected to be better than budget. The predicted surplus assumes that Major Projects and Capital Works during the last six months of the financial year will be within budget.

Significant forecast variations to budget include:

	<b>Previous Forecast Variances</b>		<b>Current Forecast Variances</b>	
Rates	\$7,000	Favourable	\$7,000	Favourable
Grants Commission (including Transfer from Reserve)	\$158,000	Favourable	\$158,000	Favourable
Grants expected 2016/17, received 2017/18	\$1,170,000	Favourable	\$1,170,000	Favourable
Insurance (net)	\$25,000	Favourable	\$25,000	Favourable
Roads Grants Commission	\$32,000	Favourable	\$32,000	Favourable
Additional Road Works	\$32,000	Unfavourable	\$32,000	Unfavourable
Employee Costs	\$21,000	Favourable	\$97,000	Favourable
Robinvale Leisure Centre Costs	\$22,000	Unfavourable	\$22,000	Unfavourable
Pioneer Settlement net operating result including Restructure costs	\$68,000	Unfavourable	\$158,000	Unfavourable
Workcover Premiums (net)	\$20,000	Favourable	\$20,000	Favourable



Land Acquisition and Sales (net)	\$76,000	Unfavourable	\$132,000	Unfavourable
Maternal & Child Health Service Grant	\$14,000	Favourable	\$14,000	Favourable
Emergency Management Contributions	\$20,000	Favourable	\$20,000	Favourable
School Crossing Grant	\$8,000	Favourable	\$8,000	Favourable
Art Gallery Admission Fees	-	-	\$10,000	Unfavourable
Community Care Programs Income	-	-	\$117,000	Favourable
Community Care Programs Transfer to Reserve	-	-	\$37,000	Unfavourable
Economic Development Unit – Job Skills Income	-	-	\$12,000	Favourable
Supplementary Rate Income	-	-	\$20,000	Favourable
Interest Income (net)	-	-	\$28,000	Favourable
Interest Expense	-	-	\$20,000	Favourable
Short Term Lease – Blackwire Reserve	-	-	\$20,000	Favourable
Town Hall and Performing Arts Admission Income	-	-	\$15,000	Favourable
Other Variances (net)	\$8,000	Unfavourable	\$19,000	Unfavourable
	<b>\$1,269,000</b>	<b>Favourable</b>	<b>\$1,373,000</b>	<b>Favourable</b>
Less: Income owing from 2016/17	\$1,214,000	Unfavourable	\$1,214,000	Unfavourable
<b>Net Variation to 2017/18 Budget</b>	<b>\$55,000</b>	<b>Favourable</b>	<b>\$159,000</b>	<b>Favourable</b>

### Consultation

Consultation occurred as part of the Budget preparation process.

### Financial Implications

The report shows a predicted rates determination surplus \$159,000 better than budget for the 2017/18 financial year.

### Social Implications

Not relevant to this item.

### Economic Implications

Not relevant to this item.

### Environmental Implications

Not relevant to this item.

### **Risk Management Implications**

The anticipated surplus is subject to income and costs trending as expected over the final six months of the year. In particular the anticipated surplus relies on the completion of Major Projects within budget.

### **Council Plan Strategy Addressed**

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

### **Options**

Nil

### **Recommendation**

**That Council note that the anticipated end of financial year result is \$159,000 better than budget at this stage.**

**SWAN HILL RURAL CITY COUNCIL  
SUMMARISED BALANCE SHEET  
AS AT 31/12/2017**

	This Year Actual As At 31/12/2017 \$000	Last Year Actual As At 31/12/2016 \$000	\$ Movement Y.T.D. \$000	% Movement Y.T.D.	Budget As At End 2017/18 \$000
<b>CURRENT ASSETS:-</b>					
Cash and Cash Equivalents	26,652	22,696	3,956	17.4%	13,937
Trade & Other Receivables	10,834	9,932	902	9.1%	2,995
Inventories	120	35	85	242.9%	110
Other Assets	137	112	25	22.3%	174
<b>TOTAL CURRENT ASSETS</b>	<b>37,743</b>	<b>32,775</b>	<b>4,968</b>	<b>15.2%</b>	<b>17,216</b>
<b>CURRENT LIABILITIES:-</b>					
Trade & Other Payables	579	612	(33)	-5.4%	1,901
Trust Funds & Deposits	559	760	(201)	-26.4%	394
Provisions	5,152	5,297	(145)	-2.7%	5,488
Interest Bearing Loans & Borrowings	849	737	112	15.2%	457
<b>TOTAL CURRENT LIABILITIES</b>	<b>7,139</b>	<b>7,406</b>	<b>(267)</b>	<b>-3.6%</b>	<b>8,240</b>
<b>NET CURRENT ASSETS</b>	<b>30,604</b>	<b>25,369</b>	<b>5,235</b>	<b>20.6%</b>	<b>8,976</b>
<b>NON-CURRENT ASSETS:-</b>					
Trade & Other Receivables	146	145	1	0.7%	83
Property, Plant, Equipment & Infrastructure	441,413	441,072	341	0.1%	466,315
Intangible Assets	1,485	720	765	106.3%	1,434
<b>TOTAL NON-CURRENT ASSETS</b>	<b>443,044</b>	<b>441,937</b>	<b>1,107</b>	<b>0.3%</b>	<b>467,832</b>
<b>NON-CURRENT LIABILITIES:-</b>					
Interest Bearing Loans & Borrowings	6,311	7,154	(843)	-11.8%	7,379
Provisions	1,583	1,697	(114)	-6.7%	1,729
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>7,894</b>	<b>8,851</b>	<b>(957)</b>	<b>-10.8%</b>	<b>9,108</b>
<b>TOTAL NET ASSETS</b>	<b>465,754</b>	<b>458,455</b>	<b>7,299</b>	<b>1.6%</b>	<b>467,700</b>
<b>EQUITY:-</b>					
Accumulated Surplus & Reserves	301,382	295,909	5,473	1.8%	280,365
Asset Revaluation Reserve	164,372	162,546	1,826	1.1%	187,335
<b>TOTAL EQUITY</b>	<b>465,754</b>	<b>458,455</b>	<b>7,299</b>	<b>1.6%</b>	<b>467,700</b>

**SWAN HILL RURAL CITY COUNCIL  
STATEMENT OF INCOME & EXPENDITURE  
FOR THE 6 MONTHS ENDING 31/12/2017**

	Actual Year To Date 31/12/2017 \$000	Budget Year To Date 31/12/2017 \$000	\$ Variance To Budget \$000	% Variance To Budget	Original Annual Budget 2017/18 \$000	Notes
<b>OPERATING INCOME :-</b>						
Rates, garbage charges and marketing levy	26,652	26,639	13	0.0%	26,639	
Statutory fees & fines	502	486	17	3.4%	971	
User fees	2,371	2,342	30	1.3%	4,683	
Grants - Operating (recurrent)	2,908	4,581	(1,673)	-36.5%	9,161	1
Grants - operating (non-recurrent)	472	234	239	102.1%	467	2
Grants - capital (recurrent)	1,142	1,008	134	13.3%	2,016	3
Grants - capital (non-recurrent)	1,791	1,849	(58)	-3.1%	3,897	
Contributions - cash non recurrent	217	828	(611)	-73.8%	1,655	4
Interest income	201	262	(61)	-23.3%	524	5
Proceeds from disposal of assets	387	788	(401)	-50.9%	1,575	6
Other revenue	1,274	1,410	(136)	-9.6%	2,819	
<b>TOTAL INCOME</b>	<b>37,917</b>	<b>40,423</b>	<b>(2,506)</b>	<b>-6.2%</b>	<b>54,207</b>	
<b>OPERATING EXPENSES (Excluding Depreciation) :-</b>						
Employee benefits	8,842	9,819	(977)	-9.9%	19,637	7
Contract payments materials & services	5,722	6,172	(450)	-7.3%	12,343	
Bad & doubtful debts	-	0	0	0.0%	2	
Finance costs	148	190	(42)	-22.1%	380	8
Other expenses	1,645	2,733	(1,088)	-39.8%	5,466	9
<b>TOTAL OPERATING EXPENSES (Excl. Depn.)</b>	<b>16,357</b>	<b>18,913</b>	<b>(2,556)</b>	<b>-13.5%</b>	<b>37,828</b>	
<b>OPERATING RESULT ( Excl. Depn. )</b>	<b>21,560</b>	<b>21,510</b>	<b>50</b>	<b>0.2%</b>	<b>16,379</b>	
<b>CAPITAL ITEMS :-</b>						
Capital works/asset purchases - funding sourced	6,139	6,760	(621)	-9%	13,520	
Capital works/asset purchases - funding not sourced	0	0	0	0%	3,360	
<b>SURPLUS (DEFICIT) AFTER CAPITAL ITEMS</b>	<b>15,421</b>	<b>14,750</b>	<b>671</b>	<b>5%</b>	<b>(501)</b>	
<b>ADD FINANCING TRANSACTIONS</b>						
Loan principal redemption	(350)	(487)	137	-28.1%	(974)	10
Transfers to/from reserves	2,398	2,398	0	0.0%	731	
Proceeds from loans	0	0	0	0.0%	800	
<b>TOTAL FINANCING TRANSACTIONS</b>	<b>2,048</b>	<b>1,911</b>	<b>137</b>	<b>7.2%</b>	<b>557</b>	
<b>BUDGET RESULT SURPLUS</b>	<b>17,469</b>	<b>16,661</b>	<b>808</b>	<b>4.9%</b>	<b>56</b>	

- Fifty per cent of Council's 2017/18 Victoria Grants Commission allocation was received in June 2017. This variance will remain for the year and is offset by increased cash holdings on the balance sheet and an additional transfer from reserves.
- Blackspot funding for McCallum St (\$49K) which was expected in the prior year has been received, \$45K for a Regional Festivals project at the PACC had not been forecast, Roadside Weeds and Pests received an additional \$25K and \$32K was received for the Livestock Exchange Sheep EID project which had not been forecast.
- Receipt of the Roads to Recovery funds had been budgeted throughout the year, however Council has made claim on more than 50% of it's 2017/18 allocation due to the advanced progress of works.
- Contributions from Development Victoria had been forecast for the capital works being undertaken by Council for the next stage at Tower Hill. As the agreement with Development Victoria has ceased this contribution will not be recognised. This variance however is offset by the reduction in development costs for Tower Hill which are reported in Other Expenses.
- Timing issue. Council has accrued interest income of \$126K at 31 Dec which will be recognised at maturity.
- Timing issue. Sale of land assets and renewal of plant items have been minimal to date.
- A number of positions have remained vacant for extended periods and cost savings in various programs have also been realised. In some cases these vacant positions have been filled by consultants and these costs are reflected in contract payments, materials and services. Capital works design and supervision charges have been raised for the financial year which accounts for a further \$255K of this variance.
- Council's interest only loans have accrued \$39K in interest costs which will be booked when the instalments are due in May and June.
- Tower Hill development expenses were \$627K below forecast and major project expenses were \$543K below forecast. The variance for Tower Hill will remain (refer note 4) and the major projects variances should reduce as the projects are completed throughout the year.
- Timing issue. This variance will remain until June when Council has a loan fall due for renegotiation.

## **B.18.5 KEY STRATEGIC INITIATIVES FOR 2017/18 STATUS REPORT FOR THE SECOND QUARTER**

**Responsible Officer:** Director Corporate Services  
**File Number:** S16-28-03  
**Attachments:** 1 Key Strategic Initiative Document

### **Declarations of Interest:**

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

### **Summary**

This is the second quarterly report identifying the status of the Key Strategic Initiatives from the Council Plan for the 2017/18 financial year. This report also provides updates for any actions that were carried over from previous years. This is the second report in relation to the Council Plan 2017-21.

### **Discussion**

The Council Plan 2017-21 includes 86 initiatives and 226 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 59 actions in total identified for the 2017/18 period.

The following 12 actions were completed during the second quarter:

- 15.3.1 Commence review of Municipal Strategic Statement
- 4.1.1 Revise Municipal Strategic Statement and refer to minister for approval
- 5.3.3 Review of service access plans to ensure inclusion of CALD communities
- 5.4.1 Adopt the Community Access and Inclusion Strategic plan
- 5.5.1 Review the make-up and role of Youth Council
- 6.1.1 Review the Public Health and Wellbeing Plan
- 6.2.1 Produce an options paper on integration of Commonwealth Home Support Services Program to National Standards
- 8.4.1 Complete detailed design of Robinvale levee
- 11.2.1 Introduce facebook advertising
- 11.5.2 Use facebook advertising and social media to promote Council
- 12.1.1 Participate in MAV Workcover self insurance scheme
- 14.2.1 Adopt the health precinct plan into the Swan Hill Planning Scheme

As some actions span over a number of years they cannot be marked as completed until later years.

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

Year	No. of Actions	Total completed	No longer applicable	Complete/ Ongoing	Outstanding	Completed this ¼
Rolled over from previous Council Plan	6	1	0	1	4	1
2017/18	59	12	0	18	29	8
2018/19	61	2	0	18	41	2
2019/20	17	0	0	3	14	
2020/21	83	1	0	28	54	1
Future years	0	0	0	0	0	
<b>Total</b>	<b>226</b>	<b>16</b>	<b>0</b>	<b>68</b>	<b>142</b>	<b>Total - 12</b>

**Consultation**

Council consulted the community during the development of the Council Plan 2017/21.

**Financial Implications**

Actions are funded through existing resources or the Annual Budget process.

**Social Implications**

Implementation of the actions will improve a number of social outcomes for our community.

**Economic Implications**

Implementation of the actions will improve a number of economic outcomes for our community.

**Environmental Implications**

Implementation of the actions will improve a number of environmental outcomes for our community.

### **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 notes the Key Strategic Initiatives second quarter status report for 2017/18.**

A	B	C	D	E	F	G	H	I	
	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Directorate	Officer/s	Completed Date MM/YY	Comments as at 30 September 2017	
1	Legend								
2	Completed	Currently underway/Ongoing	Actions yet to be taken.						
3	Initiatives carried over from previous Council Plan								
4	12. Celebrating our identity	12.1 Pursue funding for the redevelopment of the Swan Hill Regional Art Gallery	12.1.1 Provide final designs and all costs and contingencies	2016-17	DCCS	DCCS		Review of redevelopment options in context of Riverford Masterplan underway. Surveys requesting community feedback issued in November 2014, concluding in February 2015. Update with Gallery Advisory Committee June 2015. EIT review of project 22 June. Cr Assembly discussion November 2015. Awaiting Riverford investment project to be undertaken to determine next steps. Presentation to Councils November 2017 on history of project.	
5	12. Celebrating our identity	12.5 Develop and implement a Cultural Plan	12.5.3 Development continues	2014-16	DCCS	CDLM	CO	Cultural Services are currently developing a brief to engage a consultant to work with the team on creating a new plan.	
6	13. Aboriginal identity	13.1 Review and implement identified actions following the review of Aboriginal Partnership Plan	13.1.2 Implement actions identified in Aboriginal Partnership Plan	2014-17	DDP	ECDM	CO	Aboriginal Community Partnership Strategy adopted September 2017. The Actions within the Plan will continue to be implemented. New strategy in draft format. Murray River Cultural Centre Feasibility Study has commenced. To go to Council Meeting for adoption in 2017. ONGOING	
7	15. Housing	15.3 Review of the Municipal Strategic Statement (MSS) taking into consideration appropriate accommodation options	15.3.1 Commence MSS review	2014-15	DDP	DM	Dec-17	MMS is currently being re-written removing the need for a review.	
8	18. Infrastructure	18.2 Actively pursue suitable alternative opportunities arising from decommissioned irrigation infrastructure	18.2.6 Modernisation undertaken, Channel decommissioned.	2016-17	DI	DI		Further discussion with Council required. Works to commence soon. ONGOING	
9	19. Infrastructure	19.2 Actively pursue suitable alternative opportunities arising from decommissioned irrigation infrastructure	19.2.7 Gain ownership of the available land for future development	2016-17	DI	DI		Working with GMW planners on identifying ownership. Council have provided information to GMW in relation to land parcel ownership. GMW are to complete their own review of this information as part of their project plan. ONGOING	
10									
11		<b>ECONOMIC GROWTH</b>							
12	1. Encourage and attract new business to our region	1.1 Formulate new ways to encourage new business development.	1.1.1 Identify and investigate suitable land parcels for new business.	2017-18	DDP	ECDM	CO	In progress.	
13			1.1.2 Apply for funding through Regional Development Victoria (RDV).	2017-21	DDP	ECDM		No funding has yet been applied for through RDV for new projects. Discussions have been held in relation to building a large new dairy on Weisston Road, Lake Boga and additional value-add products.	
14			1.1.3 Develop a business expansion or relocation strategy.	2018-19	DDP	ECDM	CO	Undertaken 80 business visit in 2017. Preparing a report to present to Council.	
15			1.1.4 Commence an investment attraction campaign	2018-19	DDP	ECDM			
16		1.2 Identify the types of businesses suited to the region and develop investment prospectuses	1.2.1 Perform an industry gap analysis	2017-18	DDP	ECDM			
17			1.2.2 Review the investment attraction policy	2019-20	DDP	ECDM			



A	B	C	D	E	F	G	H	I
	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Directorate	Officer/s	Completed Date MM/YY	Comments as of 30 September 2017
1								
18			1.2.3 Develop suite of industry and business prospectuses	2017-21	DDP	ECDM		
19			1.2.4 Market the opportunities available	2017-21	DDP	ECDM		
20		1.3 Investigate and identify potential export opportunities and facilitate connections	1.3.1 Analyse the region's products and identify where we have competitive advantages that may provide opportunities for growth. 1.3.2 Investigate what role Council can play with development of new markets	2017-18	DDP	ECDM		
21			1.3.3 Facilitate connections and partnerships to achieve market access. 1.3.4 Encourage the establishment of value adding industries.	2018-19	DDP	ECDM		
22			1.4 Pursue new businesses that are upstream processors for our local produce	2018-21	DDP	ECDM		
23			1.4.1 Engage with local industry to identify opportunities. 1.4.2 Work with industry to establish new businesses	2017-18	DDP	ECDM		Working with stone fruit growers to build a new packing shed.
24			1.5 Promote new technologies and new ways of working.	2018-21	DDP	ECDM		Working with interstate composting business to establish new composting business in Swan Hill region
25			1.5.1 Investigate and market opportunities for internet based business. 1.5.2 Promote and educate industry and the community to encourage the uptake of new technologies through training and workshops.	2018-19	DDP	ECDM		
26			1.6 Increase the availability of appropriate housing to support growth of industry and agriculture	2019-20	DDP	ECDM		
27			1.6.1 Investigate the housing needs and identify appropriate solutions 1.6.2 Facilitate combined public and private sector investment to diversify housing stock	2017-18	DDP	DDP		
28			2. Assist existing businesses to expand and increase their efficiency	2019-21	DDP	DDP		
29			2.1 Encourage the growth of agriculture through appropriate advocacy and strategic planning	2017-18	DDP	DDP CEO		
30			2.1.1 Advocate for improved transport links 2.1.2 Review the Municipal Strategic Statement (MSS) to ensure the growth of agriculture is supported	2017-18	DDP	DM		Amendment C73 is currently being prepared, which is to review the MSS.
31								

A	B	C	D	E	F	G	H	I
	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Responsible Director	Officer	Completion Date (M/YYYY)	Comments as at 30 September 2017
31								
32			2.1.3 Implement the Rural Land Use Strategy	2017-21	DDP	DM	CO	Will be implemented as part of Amendment C73
33		2.2 Investigate opportunities for agricultural businesses to establish new enterprises	2.2.1 Engage with local industry to identify opportunities, for example clean energy on farms	2017-18	DDP	ECOM		Capacity working with a number of agricultural businesses to establish new business or add on enterprises. Eg. Dairy add on product.
34			2.2.2 Investigate opportunities for agri-tourism products and experiences e.g. paddock to plate, farm stays.	2018-19	DDP	ECOM	CO	Initial audit of Farm Gates between Robinvale and Swan Hill has been undertaken. Next stage is to develop product/ experiences based on seasonality and product type and location. Audit to be undertaken in other outlying areas and stage the implementation.
35		2.3 Encourage organisations to joint tender for works and services	2.3.1 Investigate and where possible implement shared contracts and services with one region's Councils	2017-18	DDP	DCS		Ongoing discussion and liaison via Loddon. Malleson Procurement Excellent Network.
36			2.3.2 Conduct workshops and provide advice to local business and landers to improve their tendering processes	2018-19	DCS	DCS ECOM	CO	Procurement Policy reviewed and adopted at November 2017 Council Meeting.
37		2.4 Actively pursue opportunities for regionally focused infrastructure.	2.4.1 Advocate for additional and upgraded infrastructure that will improve efficiency of local businesses e.g. rail freight	2017-18	DI	CEO DDP	CO	Murray Regional Transport Forum has been successful in securing funding for a study.
38			2.4.2 Advocate for adequate and alternative utilities supplies.	2017-18	DI	DDP		Ongoing
39		2.5 Investigate options for investment in renewable energy technologies for the municipality.	2.5.1 Complete and adopt a study	2018-19	DDP	SEO		Council officers continue to pursue funding opportunities to progress the Social Access Solar Gardens Project. Council's current commitment to the project includes \$10,000 (Officer time) and \$10,000 funding that was allocated from the Transition Towers Funding. Outside support for Swan Hill's project was also made available from Powerstep, an electrical retailer who is one of the project partners for the Social Access Solar Gardens Project. The project is still \$20,000 short of the required matching funding required by ARENA (Australian Renewable Energy Agency). NSW project partner is fully funded by the NSW State Government and Queensland project partner is fully funded the Queensland State Government. Opportunities are now being explored for implementation money from New Energy Jobs Fund round 3 and will build on the Social Access Solar Garden Project if it goes ahead or will incorporate elements from the Social Access Solar Garden Project to bridge the gap between concept and implementation. Council Officers expect to present to E11 and Council Assembly concept for this project in the New Year.
40			2.5.2 Facilitate renewable energy projects	2018-21	DDP	DI EPAM SEO		A number of solar farms are under construction or in advanced planning stages. Meetings have been held with State and Federal politicians to raise awareness of the need to fund a network upgrade to allow more solar energy to enter the grid and be used in Melbourne.
41		2.6 Encourage and assist existing business to pursue value adding to their industry	2.6.1 Undertake forums and discussions with industry to understand opportunities	2017-18	DDP	ECOM		Exploring possibility of forming a manufacturing committee
42			2.6.2 Complete an analysis of relevant industry data	2017-18	DDP	ECOM	CO	Undertaken 60 business visit in 2017. Preparing a report to present to Council.
43			2.6.3 Identify and prioritise government grant applications	2017-21	DDP	ECOM		ongoing
44			2.6.4 Develop business prospectus	2018-19	DDP	ECOM		

A	B	C	D	E	F	G	H	I
	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Responsible	Deliverables	Completed Date (M/YYYY)	Comments as at 30 September 2017
43								
45		2.7 Improve the commercial position of the Pioneer Settlement	2.7.1 Implement the Day product review	2017-20	DOP	GNPS		Ongoing
46			2.7.2 Review the promotion plan	2018-19	DOP	GNPS		New marketing and sales coordinator commenced work December 2017. This plan is part of the KPIs of this role and will be developed in early 2018 for 2018-19 implementation.
47			2.7.3 Enhance the Heartbeat of the Murray right line product by improving operational effectiveness and adding additional elements to the visitor experience	2017-18	DOP	GNPS		Review of operational effectiveness has taken place and will be implemented from 1 November 2017. Additional elements to the visitor experience have been queried and awaiting approval for installation which is scheduled for February.
48		2.8 Utilise Swan Hill (incorporated), market and promote the region as a place to live, work and invest.	2.8.1 Continue agreement with Swan Hill (incorporated)	2017-21	DOP	ECDM	CO	In progress.
49	3. Have a region with an equipped and productive workforce	3.1 Assist local businesses to up-skill and retain their workforce.	3.1.1 Identify skills shortages and training gaps	2018-19	DOP	ECDM		Awaiting approval of ConnectU program by RDV Working with Polymaster to attract workers from automotive redundancies
50			3.1.2 Advocate for support for regional training opportunities	2018-19	DOP	ECDM		
51			3.1.3 Create partnerships to deliver short courses and training	2018-21	DOP	ECDM		
52		3.2 Promote the benefits of the region as a place to live, work and invest.	3.2.1 Participate in regional expos	2017-21	DOP	ECDM		No regional expo opportunities in past three months have been applicable. New project looking at visiting expos with higher unemployment and qualified labour to encourage relocation of workers with a particular emphasis on automotive workers.
53			3.2.2 Support regional promotion of the municipality	2017-21	DOP	ECDM		Covent signed new MOU with Murray Regional Tourism Board in August 2017 and continues partnership with Swan Hill fire to leverage and collaborate on regional promotional opportunities.
54			3.2.3 Advertise all job vacancies with a link to a website that outlines regional information	2017-18	DOP	ODM		
55			3.2.4 Develop New Residents Guide	2017-18	DOP	ECDM	Sept 2017	Launched in September 2017. Media release published in The Guardian on 27/09/17. Complete.
56		3.3 Implement the Workforce Development Strategy.	3.3.1 Complete a project to quantify labour force data from within the municipality, with a particular focus on agricultural sector	2018-19	DOP	ECDM		
57		3.4 Encourage the development of appropriate accommodation for various workforces	3.4.1 Review the Municipal Strategic Statement (MSS) and Planning Scheme to ensure diverse housing and land is available	2017-18	DOP	DM	CO	Part of amendment C73
58			3.4.2 Investigate opportunities for improved public transport.	2018-19	DOP	ECDM		Continued support and involvement in Melliss Local Transport Forum.
59			3.4.3 Investigate alternative ways to provide accommodation.	2018-20	DOP	ECDM	CO	Housing summit in Robinvale to be held in late January

A	B	C	D	E	F	G	H	I	
	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Initiatives	Director	Completed Date (YYYY)	Comments as at 30 September 2017	
59									
60		3.5 Improve the employability skills of the long term unemployed and disabled in Robinvale and district.	3.5.1 Continue to facilitate the Robinvale Employment Network project.	2017-20	DDP	RENPC			
61	4. Provide land use that is responsive and which proactively encourages appropriate development.	4.1 Review of the Municipal Strategic Statement (MSS).	4.1.1 Review Municipal Strategic Statement (MSS) and refer back to the Minister for approval	2017-18	DDP	DM	Dec-17	(MSS is currently being reviewed and a review is planned for 2018).	
62		4.2 Identify and zone appropriate land for future development	4.2.1 Identified land through strategic work program	2018-21	DDP	DM		Rural Living land has been identified in the Rural Land Use Strategy to be rezoned and is included in Amendment C73. Other land rezonings must be supported by further strategic work.	
63			4.2.2 Rezone land as approved by Council	2017-21	DDP	DM		As above	
64		4.3 Investigate and develop options for de-watered farming land	4.3.1 Complete audit of areas with de-watered land	2018-19	DDP	DM	CO	Audit currently in progress.	
65			4.3.2 Develop and implement strategy to address issues	2019-20	DDP	DM		Further strategic work to be undertaken	
66		4.4 Review of the availability and suitability of industrial land in Swan Hill and Robinvale.	4.4.1 Complete an industrial Zoning Strategy	2017-18	DDP	DM	CO	Review has commenced	
67			4.4.2 Amend planning schemes as appropriate	2018-19	DDP	DM		Outcome will depend on what the strategy recommends.	
68		4.5 Review Small towns for further housing development.	4.5.1 Develop and implement Small Town Strategy	2019-20	DDP	DM		Further strategic work to be undertaken	
69	<b>COMMUNITY ENRICHMENT</b>								
70	5. Help all people find a place in our community.	5.1 Review and Implement the Aboriginal Partnership Plan.	5.1.1 Undertake initiatives with the intent to work toward developing a Registered Aboriginal Party (RAP).	2017-18	DDP	ECCM	CO	New Aboriginal Partnership Plan adopted by Council at September, 2017 Council Meeting.	
71		5.2 Investigate opportunities to develop Aboriginal leadership capabilities.	5.2.1 Investigate leadership opportunities e.g. mentorship, grants, hire a team with young people and local service providers.	2018-19	DDCS	SYO	CO	Korr Youth Council of Victoria held their Blackout event in Swan Hill in June 2017, and was targeted at engaging young aboriginal community members. Around 90 attended at the day.	
72		5.3 Establish and maintain partnership with organisations that support Culturally and Linguistically Diverse (CALD) communities.	5.3.1 Participate in the Settlement Services group to provide support to new arrivals through adopting how services are provided.	2017-18	DDCS	DCCS	CO	Director participates in Settlement Services committee meetings, and provides feedback on service changes that may impact new arrivals.	
73			5.3.2 Assist with the delivery of multi-cultural events	2017-21	DDCS	CDLM		Planning has commenced for 2018 Harmony Day celebration. Harmony Day committee met in November 2017.	
74			5.3.3 Review of service access plans to ensure inclusion	2018-19	DDCS	DCCS		Plan underway and due for completion 2017.	
75		5.4 Develop and implement Disability Action Plan	5.4.1 Adopt the plan	2017-18	DDP	ECCM	Dec-17	Aboriginal Partnership 2017 Council Meeting	

A	B	C	D	E	F	G	H	I
	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Milestone	Director/s	Completed Date MM/YY	Comments as at 30 September 2017
76			5.4.2 Implement the address within timelanes.	2018-20	DOP	RAC	CO	Implementation to commence January 2018
77		5.5 Implement actions from the Youth Strategy 2015-19.	5.5.1 Review make up and role of Youth Council.	2017-18	DCCS	FYCSM	Sep-17	A review of the make up and role of Youth Council was undertaken by Youth Council members at a Youth Council Assembly in July and September 2017.
78			5.5.2 Implement actions in the Youth Strategy within budget and timelanes.	2017-21	DCCS	FYCSM	CO	2017-2018 Annual Operational Plan has been prepared and actions are being implemented.
79			5.5.3 Improve partnerships and relationships with other youth services.	2017-21	DCCS	FYCSM	CO	Youth Support Program staff record all activities undertaken on an annual reporting / evaluation template in chronological order that is cross referenced with the 2017-2018 Annual Operational Plan.
80			5.5.4 Hold youth specific events	2017-21	DCCS	FYCSM	CO	Youth Support Program staff record all activities undertaken on an annual reporting / evaluation template in chronological order that is cross referenced with the 2017-2018 Annual Operational Plan.
81		5.6 Strengthen our connection with youth	5.6.1 Review the structure of the Youth Council with young people.	2017-18	DCCS	FYCSM	Sep-17	A review of the make up and role of Youth Council was undertaken by Youth Council and discussed at Council Assembly x 2 in July and September 2017.
82			5.6.2 Deliver a responsive and relevant program of Youth Services.	2017-21	DCCS	FYCSM	CO	Youth Support Program staff record all activities undertaken on an annual reporting / evaluation template in chronological order that is cross referenced with the 2017-2018 Annual Operational Plan.
83			5.6.3 Deliver the actions within the Youth Strategy.	2017-21	DCCS	FYCSM	CO	Youth Support Program staff record all activities undertaken on an annual reporting / evaluation template in chronological order that is cross referenced with the 2017-2018 Annual Operational Plan.
84			5.6.4 Develop work placement and work experience programs.	2017-18	DCCS	ODM	CO	In 2017 Council employed four scholarship students (Engineering, IT, Environment and Eco Dev), two scholarship places for indigenous students were available but no applications were received so we were able to employ an indigenous business trainee in Robinvale. In 2017, 45 students completed work experience, 7 students completed structured workforce learning as part of their Vet in School program.
85			5.6.5 Implement the Robinvale Employment Program in accordance with the funding agreement.	2017-20	DOP	RENPC		
86			5.6.6 Maintain and develop our partnerships with youth agencies.	2017-21	DCCS	FYCSM	CO	YACV's Rural Officer will be co-located at Youlinc on appointment of the new Officer. Youth Support Program staff attend relevant network meetings including Southern Mallee Sub Regional Group, Child Youth and Family Network, Victorian Rural Youth Services, and spend one day per week at Headspace with Swan Hill College Wellbeing Team.
87		5.7 Develop and implement Cultural Services Plan	5.7.1 Develop and adopt a plan	2017-18	DCCS	CDLM		Cultural Services are currently developing a brief to engage a consultant to work with the team on creating a new plan
88			5.7.2 Implement initiatives within timelanes and subject to adequate resourcing	2017-21	DCCS	ODLM		
89	6. Provide services and support initiatives that create a healthy and safe community	6.1 Review and implement actions within the Public Health and Wellbeing Plan.	6.1.1 Review the Plan, including actions, to address violence against women.	2017-18	DCCS	DCCS	Oct-17	Alignment of the Violence Against Women Operational Plan to the Community Safety Strategy has been developed.
90			6.1.2 Report on status of actions biannually	2017-21	DCCS	DCCS		Reporting will be undertaken quarterly, beginning in February 2018.



A	B	C	D	E	F	G	H	I
	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Initiatives	Officer/s	Completed Date MM/YY	Comments as at 30 September 2017
91		6.2 Strategically position Council's ongoing role regarding the community-based aged care reforms	6.2.1 Produce an options paper on integration of Community Home Support Program to National Standards. 6.2.2 Ascertain how HAACC/Community Home Support Program services can be delivered within funding levels. 6.2.3 Develop positive Aging Plan	2018-19 2017-20 2018-19	DCCS DCCS DCCS	CCSM CCSM CCSM	2017	Options paper completed. Reviewing implementation of the program. In progress.
92								
93								
94		6.3 Review and determine Council's role in early years and child care services	6.3.1 Review early years services	2018-19	DCCS	FYCSM		
95			6.3.2 Produce a report on outcomes and provide recommendations	2018-19	DCCS	FYCSM		
96			6.3.3 Develop an Early Years Plan (EYP)	2018-19	DCCS	DCCS		
97			6.3.4 Implement EYP actions within timeframes and resources	2019-20	DCCS	FYCSM		
98		6.4 Improve personal and community safety by working with partners on community safety issues	6.4.1 Provide awareness of the Community Charter for the Prevention of Violence against Women. 6.4.2 Implement the requirements of Child Safety Standards. 6.4.3 Expand and continue CCTV operation	2018-19 2017-18 2018-20	DCCS DCCS DI	DCCS FYCSM DI		Council participated in the 18 Days of Action facilitated by the State, and undertook Change events that were promoted on social media and in the press. Child Safety Directive and Reporting Procedure reviewed by ELT in September 2017. Revised Child Safe Standards Policy to be presented for adoption at Council meeting in December 2017.
99								
100			6.4.4 Enhance local laws and develop a MOU with Victoria Police to support additional community crime prevention measures.	2018-19	DDP	PHRSC	CO	Council has attended Police call out sessions in clubs and updated Officers on the new Local Law No.2 2017 and provided resources in Robinvale and Swan Hill Council and Police in process of updating current MOU.
101		6.5 Plan for the future provision of sport and recreation facilities and services	6.5.1 Support the development of sport and recreation clubs across the municipality. 6.5.2 Complete and implement the Recreation Reserve Master Plan.	2017-21 2017-21	DDP DDP	CRGO ECOM	CO CO	Priority projects will be identified for the future provision of sport and recreation facilities in the Recreation Reserves Master Plan (Final DRAFT stage) and Aquatic Strategic Plan (to be delivered 2017/18). Clubs will continue to be supported through Council's Community Grants Programs.
102								Masterplan nearing completion. Final version shall be presented to Council in October 2017.
103		6.6 Expand library services in Robinvale and review the delivery of library services in our small communities.	6.6.1 Scope, fund and complete Robinvale Library Project within limitations. 6.6.2 Develop an effective partnership arrangement with Robinvale P-12 College	2018-20 2018-19	DCCS DCCS	CDLM DCCS		Funding is listed in the major projects budget and was flagged in the State Government budget.
104								

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	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Initiatives	Officers	Completed Date (MM/YY)	Comments as at 30 September 2017
101								
102			6.6.3 Confirm that the new library is meeting the Robinvale community's needs.	2020-21	DCCS	CDLM		
103		6.7 Investigate the need for an off-leash dog park.	6.7.1 Survey community needs for off-leash dog park.	2017-18	DJP	PHRSC	Oct-17	Survey completed. Report of suggested locations is being prepared for consideration by Council.
104			6.7.2 Develop a project scope if the community need is identified.	2018-19	DDP	PHRSC	CO	Council advised on 21 November 2017 to list four off-leash areas for two years. Strategies, establish bins and dog waste disposal bins to be included in all areas. Council to conduct a media campaign to educate dog and non-dog owners about the use of these areas.
105	7. Develop a community with a sense of pride and responsibility/ownership that strives to achieve its aspirations.	7.1 Support the capacity of communities to self-manage and self-organise.	7.1.1 Review and renew Community plans as appropriate.	2017-21	DDP	CDRC	CO	Robinvale Plan-reviewed and updated Aug 2017 Lakes Bidge-Duo for review Nov 17 Swan Hill - Due for review Playhill - Due 2020 Woorinen - review completed 2016 - currently prioritising projects Nyah - Due now Boundary Bend - review complete, finalising photos etc Beverford - due 2018 Julina completed 2017 Meringo - currently underway Wemen - due 2018
106			7.1.2 Implement ways to encourage all communities to actively participate in the community grants program.	2018-19	DDP	CDRC		All communities are encouraged via email and by Council reps at TRG meetings to apply for the community grants. TRG are encouraged to distribute the grant info throughout their community and networks.
110			7.1.3 Advocate on behalf of our communities for priority issues and opportunities.	2017-21	DDP	CDRC		Continue to work with the TRG to prioritise their projects, updating implementation plans on a yearly basis to reflect their hopes and aspirations.
111			7.1.4 Sponsor Loddon Murray Community Leadership Program	2017-21	DDP	CDRC		Support is provided on an annual basis subject to the Annual Budget process. COMPLETE/ONGOING
112			7.2 Review each of our Community Plans	2017-21	DDP	CDRC	CO	As per comments in 7.1.1.
113			7.3 Plan for the development of the Swan Hill Regional Art Gallery precinct.	2017-18	DCCS DDP	DCCS CDRC		
114			7.3.1 Determine the long term site for Swan Hill Regional Art Gallery.	2017-18	DCCS DDP	DCCS CDRC		
115			7.3.2 Prepare final Gallery designs for approval and build.	2018-19	DCCS DDP	DCCS CDRC		
116			7.3.3 Secure funding and complete the project	2019-21	DCCS DDP	DCCS CDRC		
<b>INFRASTRUCTURE</b>								
117		8.1 Manage Council's roads and road related infrastructure in line with the Road Management Plan	8.1.1 Complete 100% of inspections outlined in Road Management Plan (RMP) by identified time frames.	2017-21	DI	WM		New Road Management Plan (RMP) commenced on 1 July 2017. Council Officers are meeting all timeframes set out in the RMP.
118	8. Infrastructure that appropriately services community needs		8.1.2 Ensure 100% defects are reported in line with RMP timeframes	2017-21	DI	WM		All defect repair timeframes are being met in accordance with RMP. An internal 'Safety Action Plan' process has been implemented and shall be used in instances where appropriate warning of a defect is required until a suitable repair or treatment can be completed.
119								

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	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Directorate	Officer/s	Completed Date MM/YY	Comments as at 30 September 2017
111								
112		8.2 Advocate for funding for an active trail between Lake Boga and Swan Hill.	8.2.1 Complete project scope and plan to enable future funding submission	2018-19	DOP	CRGO ECOM		
113		8.3 Advocate for improved transport routes across the region.	8.3.1 Work with the Central Murray Regional Transport Forum (CMRTF) to identify regional priority projects 8.3.2 Advocate with CMRTF for funding for identified projects 8.3.3 Advocate with the Rail Freight Alliance for funding for viable rail projects	2017-21	DI	DI		
114				2017-21	DI	DI		
115		8.4 Pursue funding for a levee bank at Robinvale.	8.4.1 Complete detailed design 8.4.2 Lodge funding application	2017-18	DI	EPAM	2017	Delayed (Escorted Flood)
116				2017-18	DI	DI	2017	Council secured \$710,000 through the 2016-17 NDPS and first instalment received \$355,000.
117		8.5 Review the Swan Hill Active Transport Strategy	8.5.1 Review the Strategy	2018-19	DOP	CDRC		The Active Transport Strategy is to be reviewed every four years due 2018.
118				2018-19	DDP	CDRC		
119		8.6 Review the way that we procure and maintain our infrastructure.	8.6.1 Continuously improve the efficiency of our works and maintenance work. 8.6.2 Identify opportunities to rationalise assets and facilities that do not have an identified service need.	2017-21	DI	WM		Tablet computers are progressively being rolled out to Work Teams. These enable staff to record daily completion of tasks.
120		8.7 Maximise community benefits from the opportunities presented at the Chisholm Motor Sports Complex.	8.7.1 Continue to work with Community Groups of Chisholm Motor Sports complex.	2017-21	DDP	CRGO		Council is continuing to work with the Chisholm Reserve User Group Working Party to establish an incorporated body. Community Services have begun developing a draft lease agreement which will replace the Recreation Reserve Agreements that Council currently has in place with each individual user group. The Incorporated Body (once established) will have site lease agreements with each user group. Clubs will continue to be supported through Council's Community Grants Programs.
121	9. Infrastructure that is provided and appropriately maintained in accordance with agreed standards	9.1 Implement Swan Hill and Robinvale riverfront masterplan.	9.1.1 Identify and successfully apply for funding opportunities	2017-21	DOP	ECOM CDRC	CO	Lighting up Riverside Park grant application submitted \$270,000. Writing on outcome of submissions. Building Better Region: Application submitted for Activating Swan Hill Riverfront \$3.9M
122			9.1.2 Ensure projects complete in accordance with timelines.	2017-21	DDP	ECOM CDRC		
123			9.1.3 Identify and encourage private sector investment	2017-21	DDP	ECOM CDRC		
124		9.2 Ensure developers comply with the Infrastructure Design Manual where relevant to local standards	9.2.1 Improve internal and external stakeholders understanding of the Infrastructure Design Manual	2018-19	DI	EPAM	CO	Ongoing through: 1. IOM Council group meetings and shared information. 2. Pre-approval/Engin related discussions with Developers and/or Consultants.



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	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Strategic	Director	Completed Date (M/YYYY)	Comments as at 30 September 2017
1.1								
1.2			9.2.2 Develop local policy position in areas where the Infrastructure Design Manual can be used	2018-19	DI	EPAM		1. Ongoing discussions and consultation with key stakeholders including: IDM Author, Design and Development Consultants and Council Staff. Report to be presented to the next Council Assembly. 2. A
1.3		9.3 Upgrade Swan Hill Livestock Sheding Complex	9.3.1 Implement upgrade project	2017-19	DI	PO/EC	CO	Tender and quotation documents released for response and cost. Working groups recommendations received and approved by Council. Designer to develop concept plans and discuss in Jan 18.
1.37			9.3.2 Identify funding opportunities for future stages	2018-19	DI	DI		
1.38		9.4 Review the Road network and classify each road.	9.4.1 Complete a service review of the road network	2018-19	DI	EPAM	CO	Council Officers in Assets are currently reviewing the road network in line with the Road Management Plan for the Road Region. It is anticipated that the review will be completed over the next few weeks. Once done, further discussion and consultation will be conducted with key stakeholders.
1.39			9.4.2 Identify and pursue funding opportunities for upgrades.	2018-21	DI	DI		
1.39		9.5 Plan and deliver Councils capital works program and Major Project Plan.	9.5.1 Minimise capital works and major project carry over from year to year.	2017-21	ELT	DI		
1.40			9.5.2 Complete Major Projects Plan review each year	2017-21	DCS	DI FM EPAM		Major Projects review will occur in October 2017.
1.41			9.5.3 Minimise project budget overruns	2017-21	ELT	DI		
1.42	10. A strong focus on asset management systems and planning	10.1 Actively pursue opportunities from decommissioned irrigation infrastructure	10.1.1 Work with Goulburn Murray Water to decommission channel number 5.	2017-18	ELT	DI	CO	Working with GMW planners on identifying ownership. Council have provided information to GMW in relation to land parcel ownership. GMW are to complete their own review of this information as part of their project plan. ONGOING
1.43			10.1.2 Identify opportunities for land parcels taken over by Council.	2017-18	ELT	DCS DI	CO	Initial discussions held with ELT and Council. CEO has met with GMW regarding land tenure issues that need to be resolved. Draft 10-Year Major Projects Plan includes funding for scoping, design and implementation.
1.44			10.1.3 Identify funding opportunities to upgrade newly available land	2017-21	ELT	DI		
1.45		10.2 Complete the Recreation Reserve Masterplan	10.2.1 Adopt the Recreation Reserves Masterplan	2017-18	DOP	CRGO	CO	Master plan is to be prioritised with user groups. Implementation plan to be developed and presented to Council for endorsement. Estimated completion mid February.
1.46			10.2.2 Establish a long term operational maintenance program for Council managed reserves	2018-19	DI	WIM		Currently in initial planning stage.
1.47			10.2.3 Investigate funding options to implement actions within the Masterplan.	2017-21	DOP	DDP ECOM	CO	The Robinvale Cricket nets project has been invited to full application stage under the Community Sports Infrastructure Fund. The submission is due on 27 September 2017.
1.48			10.2.4 Review and update user agreements between Council and recreation reserve users groups	2018-19	DOP	ECOM	CO	A number of Recreation Reserve Agreements are yet to be returned from clubs. All clubs have been contacted and it has been requested that they return those documents as soon as possible (Agreements were posted to clubs in mid April).
1.49								

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	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Milestone	Officer/s	Completed Date (MM/YY)	Comments as at 30 September 2017
11.1		10.3 Review current use of council facilities.	10.3.1 Produce usage report, including analysis of non-Council facilities that provide similar services	2017-18	DI	EPAM		
11.2			10.3.2 Identify opportunities to rationalise Council assets	2018-19	DI	EPAM AC		1. Ongoing usage Review of operating and maintenance cost vs income received at the end of lease before further renewal for the agreement. 2. Council Building Evaluation works has been awarded with the consultant plan to commence on 15 January 2018. This will help projecting the lifespan of those building and align future projects accordingly.
11.3		10.4 Plan and deliver assets for the current and future needs of our growing community and changing environment.	10.4.1 Implement an effective asset management system.	2018-19	DI	EPAM AC	CO	1. Council has recently engaged Praeseder Services to conduct full review for Client asset Models. Report has been issued to Asset Management staff for its review. 2. Asset Management Staff are working with other departments regarding their contribution to the Praeseder upgrade through the budgeting process.
11.4			10.4.2 Develop and update policies, strategies and registers.	2017-18	DI	EPAM AC		1. Draft Lease Policy and Report has been prepared and is ready to be presented to ELT. 2. Transport Asset Management Plan completed by consultant to DI review. 3. Updating the Asset Register is depending on Praeseder findings. 4. Asset Management Plan adopted in December 2017.
11.5			10.4.3 Complete a centralised asset register	2018-19	DI	EPAM		Review existing Register as recommended through Praeseder Report (once Authority upgraded to include the Praeseder).
<b>GOVERNANCE AND LEADERSHIP</b>								
11.1	Positive community engagement by appropriate and constructive consultation	11.1 Develop Council's systems and processes to improve our customer service, efficiency and effectiveness of our operations	11.1.1 Undertake Council Services Review.	2018-19	ELT	DCS		
11.2			11.1.2 Implement the new IT Strategy.	2017-21	DCS	ITM	CO	New ICT Strategy was presented to Councillors at Councillor Assembly. The recommendations and initiatives from the strategy are now being prioritised.
11.3			11.1.3 Implement Customer Service Strategy actions	2017-21	DCS	ODM		
11.4		11.2 Use social media as a medium for community consultation and communication	11.2.1 Introduce facebook advertising	2017-18	DCS	ODM	Dec-17	Facebook advertising is now live
11.5			11.2.2 Increase the use of online survey tools	2018-19	DCS	ODM		
11.6		11.3 Establish new and alternative methods of consultation.	11.3.1 Research and report to council on contemporary consultation methods	2018-19	DDP	ECOM		A discussion paper has been developed and shall be presented to Council Assembly in October 2017.
11.7			11.3.2 Investigate the use of multilingual publications	2019-20	DGP	ECOM		
11.8			11.3.3 Increase the use of social media, online survey tools.	2018-19	DCS	ODM		
11.9			11.3.4 Increase the use of current and professional networks and contacts to canvass opinion and alternate information.	2017-21	CEO	ELT		MRSC CEOs continues to be a useful forum.

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	Objective	Strategic Initiative	How we will know we have achieved this	By When	Directorate	Officer/s	Completed Date MM/YY	Comments as at 30 September 2017
161				2018-19	DCS	ODM		
163			11.3.5 Review Councils Communication strategy.	2018	CEO	ELT		Board Producer consultation on the Skateparks redevelopment through the establishment of a working group will deliver a better result.
165		11.4 Champion a culture that values strong community engagement.	11.4.1 Include effective community engagement processes in all planning and project delivery plans	2018-19	DCS	DDP		Community Consultation undertaken for the Swan Hill Riverfront Skate Park design and feedback was provided at a second community consultation phase.
167			11.4.2 Conduct training for staff	2017-18	ELT	DI		
168			11.4.3 Implement a project management system.	2017-21	DCS	ODM	CO	Summer newsletter published and distributed in December 2017.
169		11.5 Develop a strong positive message and image for Council and the region	11.5.1 Publish two community newsletters a year	2017-21	DCS	ODM		
170			11.5.2 Use facebook advertising and social media to promote Council	2017-21	DCS	ODM	Dec-17	Advertising is ongoing.
171			11.5.3 Use established connections/partnerships to promote a positive Council image	2017-21	CEO	ELT		
172	12. Effective and efficient utilisation of resources	12.1 Consistently improve workplace safety and staff health and wellbeing.	12.1.1 Participate in MAV Workcover self insurance scheme	2017-18	DCS	ODM	Nov-17	Self-insurance scheme for 11/2017. First self-audit of 29 key areas completed and submitted to MAV in December 2017.
173			12.1.2 Develop and implement an OH&S framework	2017-18	DCS	ODM	CO	Initial audit has been completed.
174			12.1.3 Implement National Assessment Tool (NAT) auditing across the organisation	2017-21	DCS	ODM	CO	Auditing schedule adopted by ELT in October 2017. First self-audit of 29 key areas completed and submitted to MAV in December 2017.
175			12.1.4 Test the Business Continuity Plan	2017-21	DCS	ODM	CO	Business Continuity Plan testing conducted in November 2017.
176			12.1.5 Review and develop Councils Risk Framework and Strategy	2017-18	DCS	ODM CSC		
176		12.2 Review results of community satisfaction survey, staff surveys and community consultations to identify need to change in service demand or expectations	12.2.1 Participate in annual community satisfaction survey	2017-21	DCS	ODM	CO	Survey questions have been confirmed. Media release to be sent out in early 2018 to advise the community. Survey will take place in February 2018.
177			12.2.2 Review, report and act as appropriate on survey results, formal submissions and specific consultations	2017-21	CEO	ELT		
178		12.3 Implement a Project Management System.	12.3.1 Review and improve current processes	2017-18	ELT	DI		

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	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Responsible	Officer/s	Completed Date (YYYY)	Comments as at 30 September 2017
1.1								
1.2			12.3.2 Implement a centralised Project Management System utilised throughout the organisation.	2017-18	ELT	DI	DGS	
1.3		12.4 Review council services for efficiency, effectiveness and quality.	12.4.1 Prioritise services for a detailed review	2017-18	CEO		ELT	
1.3.1			12.4.2 Identify relevant benchmarks for a service review	2018	CEO		ELT	
1.3.2			12.4.3 Implement an improvement plan	2018-21	CEO		ELT	
1.3.3			12.4.4 Implement the IT Strategy	2017-21	DGS		ITM	New ICT Strategy was presented to Councilors at Councillor Assembly. The recommendations and initiatives from the strategy are now being prioritised.
1.3.4	13. Effective partnerships and relationships with key stakeholders and Staff	13.1 Engage and partner with organisations, business and individuals to increase co-operation and avoid duplication of resources when common objectives are identified	13.1.1 Conduct Skills audit of community organisations	2018-19	DJP		CDRC	
1.3.5			13.1.2 Identify areas in which to increase co-operation	2018-21	CEO		ELT	
1.3.6			13.1.3 Form strategies and partnerships for key issues/ projects	2018-21	CEO		ELT	
1.3.7		13.2 Encourage and support Council representatives to obtain positions on relevant boards that support council's activities, providing these duties do not conflict with Council responsibilities.	13.2.1 Identify Key Board positions	2018-19	CEO		ELT	
1.3.8			13.2.2 Discuss Board position opportunities regularly at Councillor Assemblies and Management meetings.	2017-21	CEO		ELT	
1.3.9			13.2.3 Develop advocacy strategies	2018-19	CEO		ELT	
1.3.9.1			13.2.4 Train staff and Councilors on Governance responsibilities and industry based awareness.	2018-19	CEO		DGS	Presentations given to Councilors on Conflict of Interest and Principle Conduct Officer provisions of Local Government Act in November 2017.
1.3.9.2		13.3 Ensure regular dialogue with neighbouring municipalities and other stakeholders	13.3.1 Schedule regular meetings with Murray River Shire, Shepparton Shire and Murray River Group of Councils.	2017-21	CEO		ELT	The Mayor recently contacted newly elected Councilors to Murray River Shire advising them of our desire to have a strong and cooperative relationship. Council continues to play an active role in the Murray River Group of Councils. Meetings are being scheduled for early 2018.
1.3.9.3			13.3.2 Schedule meetings with State Government Representatives.	2017-21	CEO		ELT	Meeting held with Andrew Broad, Peter Walsh and Peter Crisp in late 2017.
1.3.9.4		13.4 Ensure we have appropriately skilled staff that are aligned to the organisational values of Council and are recognised accordingly.	13.4.1 Implement ongoing training and education program.	2017-21	DGS		ODM	Training and development programs are established as part of the annual staff performance review process.

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	Objective	Strategic Initiatives	How we will know we have achieved this	Key Wins	Responsible Director	Director	Completed Date (MM/YY)	Comments as at 30 September 2017
1.1								
1.2			13.4.2 Recognise achievements in innovation and best practice, including through the staff awards	2017-21	CEO	ODM	CO	Staff awards were held in August 2017. Commenced a regular innovation section in the Staff Matters Newsletter. Two staff recognised in December 2017 for Innovative Occupational Health and Safety practices.
1.3			13.4.3 Praise industry and professional recognition for staff	2017-21	ELT	ODM		
1.4			13.4.4 Utilise management and leadership development programs.	2017-18	CEO	ELT	CO	The CEO, Directors and Managers are engaged in a leadership development program for 2017/18.
1.5			13.4.5 Increase cross-organisational awareness and resource sharing.	2017-21	CEO	ELT		
1.6			13.4.6 Invite Councilors to all staff recognition events.	2017-21	CEO	ODM	CO	Councilors invited to Bluet Duck Awards and Staff/Councilor Christmas event in 2017.
1.7			13.5 Council to lead the conversation on bridge placement with the community.	2017-18	CEO	DI		Council has requested a review of the heritage values of the Swan Hill bridge and has requested authorities review the location of a new bridge in light of the BPAC Engineers Australia Report.
2.0								
2.1			13.5.2 Conduct public engagement and awareness campaign	2018-19	CEO	DI		
2.2	14. Effective advocacy and strategic planning	14.1 Improve effectiveness of Council's advocacy	14.1.1 Identify the key issues to be advocated for.	2017-21	CEO	ELT		A draft Advocacy Strategy has been prepared and will be workshoped with Council in early 2018.
2.3			14.1.2 Develop and implement an Advocacy Strategy.	2017-21	CEO	ELT		A draft Advocacy Strategy has been prepared and will be workshoped with Council in early 2018.
2.4		14.2 Work with Swan Hill District Health and Robinvale District Health Services to develop joint advocacy strategies for improved health services for our community	14.2.1 Adapt the health precinct plan into the Swan Hill Planning Scheme	2017-18	DDP	DM	Nov-17	
2.5			14.2.2 Regular meetings with relevant bodies to determine needs	2017-21	CEO	DDP		
2.6			14.2.3 Advocate State and Federal Government.	2017-21	CEO	DDP DCCS		
2.7		14.3 Advocate to State and Federal governments to fund priorities in Community Plans, Major Projects Plan and other key Council plans and strategies	14.3.1 Develop marketing material on key issues.	2018-19	CEO	ELT		
2.8			14.3.2 Strategically meet with key stakeholders and policy makers.	2017-21	CEO	ELT		The MRGC has been particularly useful for Council in regional advocacy.
2.9	<b>ENVIRONMENT</b>							
2.10			15.1 Be actively involved in cultural discussions that affect the Murray River, its tributaries and lake systems	2017	CEO	CEO	2017	Swan Hill Rural City Council has withdrawn its membership to the Murray Darling Association.
2.11	15. Sound policies and practices that protect and enhance our environment.							



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	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Frequency	Director	Competition	Comments as of 30 September 2017
21.1			15.1.2 Lodge submissions to Federal agencies via Murray River Group of Councils and report to Council.	2017-18	CEO	CEO	CO	CEO has contributed to the Murray River Group of Councils advocacy campaign ACT 2017. MRGC continue to have a voice on the Socio economic Impacts of the MDB Plan.
21.2		15.2 Maintain and improve the condition of Lake Boggs foreshore and its environs within our area of control in collaboration with other stakeholders.	15.2.1 Continue restoration works.	2017-21	DI	WM PHRSC		Discussions with other stakeholders will begin on who is responsible for certain areas.
21.3			15.2.2 Chair and attend Lake Boggs Land and On Water Management Plan meetings	2017-21	DDP	DDP		Meetings of the committee are regular and a variety of projects are underway.
21.4		15.3 Seek to influence how environmental water is used within the municipality	15.3.1. Attain membership to Catchment Management Authorities (CMA).	2017-18	CEO	CEO		
21.5			15.3.2 Seek a position on CMA committees	2017-18	CEO	CEO		
21.6		15.4 Investigate opportunities to improve stormwater runoff from townships into the River	15.4.1 Complete an investigation	2018-20	DI	EPAM		1. Key issues identified with needed work scoped and costed through updating the 10 Year Major Projects Plan. 2. Concerns are captured through Special Investigations with tasks assigned to the engineering design staff where needed.
21.7			15.4.2 Action recommendations	2020-21	DDP	DM		
21.8			15.4.3 Identify funding opportunities and submit applications	2018-20	DI	EPAM		Ongoing
21.9		15.5 Investigate alternative energy for council buildings, and a community solar option.	15.5.1 Identify additional buildings to connect to renewable energies.	2017-18	DI	DDP WM SEO	CO	Council has joined Sustainability Victoria Local Government Energy Saver Program to take advantage of initiatives targeted at identified resource constrained Municipalities. Stream 1: Establish Local Government Corporate Emissions Profile and Reduction Plan. Stream 2: Local Government Owned Facility Energy Audit. Stream 3: Implementation of Retrofit Work (funding opportunities of up to \$100,000). Ongoing investigation into solar options for facilities. Investigation of natural gas connection to Council owned buildings where possible.
21.9			15.5.2 Prepare a business case for each option.	2017-18	DDP	DI SEO WM	CO	Sustainability Victoria has made available funding to identified resources constrained councils including the Stream 1 and 2 projects in the Local Government Energy Saver Program. Council has secured the funding to pursue. The Stream 3 projects are as follows: Stream 1: Establish Local Government Corporate Emissions Profile and Reduction Plan. Stream 2: Local Government Owned Facility Energy Audit Stream 3: Implementation of Retrofit Work based on dollar for dollar funding. Streams 1 and 2 represent the business case for energy savings and must be completed before stream 3 can be accessed with selected Council buildings identified for upgrades. This program is largely being overseen by the Engineering Department with SEO assistance as required. The Virtual Renewable Power Station Project showed promise in assisting the community to reduce their electricity costs, particularly those that rent their premises from a third party and was completed in May 2017. To develop further this concept a new project called Solar Access Saver Gardens has been proposed and funding has sought from the State Government through the New Energy Jobs fund Round 2. We were informed recently that the application was unsuccessful. Officers are currently pursuing alternative sources of funding to complete this body of work.
21.9		15.6 Advocate for improved control on private and public land of forest pests and weeds	15.6.1 Engage with local Landcare groups	2018-19	DDP	SEO	CO	Council works closely with Landcare to undertake a range of pest and weed control particularly on roadsides. Landcare Group members are encouraged to undertake works on their own properties at the same time with most doing so. Compulsory works on private property can be coordinated by DEWLP through compliance programs and currently no compliance programs are earmarked for the Swan Hill Municipality. Council receives funding for this work from the State Government which has totalled \$300,000 over the last 5 financial years. Council has now received \$75,000 per annum for the next two years to continue this program with works expected to start in the new year. Some bushwork has already occurred over the spring and early summer with summer rain extending the control window through herbicides.

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	Objective	Strategic Initiative	How we will know we have achieved this	Key Milestones	Strategic Outcome	Department	Completed Date (M/YYYY)	Comments as at 30 September 2017
22			15.6.2 Identify and reduce back from installations.	2018-19	DDP	SEO	CO	Backroom is in the process of being controlled in the Nyah West district with control worker occurring at the spring. Favorable conditions for control have persisted into summer which will extend the control period.
22			15.6.3 Extend fruit fly program.	2018-19	DDP	EDC	CO	External funding \$1M obtained by industry with Council's assistance.
22		15.7 Review our work methods to reduce the environmental impact of what we do	15.7.1 Review our fuel usage	2017-18	DI	FOLEC	CO	Fuel consumption figures captured and reports being established within fleet management system.
22			15.7.2 Review plant and corporate fleet requirements.	2018-19	DDP	FOLEC	CO	Established plant committee to review plant and equipment requirements, current and future. Utilisation of all plant and vehicles captured and reports being established. Car pooling established across whole of council. Car pool booking system established and accessible for all council staff. Second meeting of Plant Committee to be scheduled in February 2018 to review half yearly utilisation reports and present an year plan replacement plan for discussion.
22			15.7.3 Investigate and use where possible sustainable building practices	2018-19	DI	WM	CO	We are electing to use (where possible) less obtrusive means of acquiring so as to minimise damage to earth integrity and use compaction rather than concrete. Retrioving excess spiritlines to eliminate excessive watering, ongoing investigations into reclaiming storm water.
22			15.7.4 Investigate and use where possible recycled materials	2017-21	DI	WM	CO	Use of recycled materials used in Nyah Road median strip, (recycled material borders, drought tolerant plants, low maintenance landscaping). Ongoing in other areas as replacement is required.
22		15.8 Define Councils approach to fulfilling our environmental enhancement obligations	15.8.1 Develop a clear Policy	2018	DDP	SEO	CO	The planning scheme covers all the requirements for Council's environmental obligations. The SEO assesses the Planning Department with illegal native vegetation removal. DELWP have developed amended native vegetation management rules which will be coming into force in the near future and the Planning Scheme will need to be amended to incorporate all relevant changes. Council staff are currently going through training to acquaint themselves with the new regulations.
22	16. A waste management program that is environmentally and financially sustainable	16.1 Review and implement the Waste Management Plan.	16.1.1 Approve a revised and updated Waste Management Plan.	2017-18	DI	EPAM	CO	Ongoing Review
22			16.1.2 Implement identified actions.	2018-21	DI	EPAM	CO	1. Ongoing Progressive Capping 2. Ongoing investigation into relocating the MRF from Gray Street to the Swan Hill Landfill site. 3. Implementing Key Schedule Capital Works ( Ongoing)
22		16.2 Investigate opportunities for green waste and organic collection service	16.2.1 Review bids for current green waste service	2018-19	DI	EPAM	CO	Green waste service in place and it is expanding. Organics has been investigated by EDU. (Ongoing)
22			16.2.2 Develop and implement a green waste information campaign	2018-19	DI	EPAM	CO	Council officers are running a green waste management media campaign in September each year. A plan in place for promoting free green waste disposal at bothvale and Swan Hill Landfill one week and per year.
22		16.3 Continue to lobby for a state-wide container deposit scheme	16.3.1 Investigate organic waste disposal opportunities	2017-18	DDP	ECOM	CO	Working with Adelaide based business to establish a composting facility in the Swan Hill municipality
22		16.3 Continue to lobby for a state-wide container deposit scheme	16.3.1 Have the container deposit scheme identified as a priority in the Local Waste Resource Recovery Action	2017-21	CEO	DI		
22		16.4 Develop projects that can be funded from the Victoria Sustainability Fund that provide environmental benefits for our community	16.4.1 Identify projects	2018-21	DDP	DM SEO	CO	Investigation into an oncoy savor program through SY has commenced.

A	B	C	D	E	F	G	H	I
1	Objective	Strategic Initiatives	How we will know we have achieved this	By When	Responsible Director/s	Officer/s	Completion Date (M/YYYY)	Comments as of 30 September 2017
236			18.4.2 Secure funding for identified projects.	2019-20	DOP	DM SEO	CO	SV has committed to funding provided certain conditions are met.
237		CEO	Chief Executive Officer					
238		DCS	Director Corporate Services					
239		DDP	Director Development & Planning					
240		DI	Director Infrastructure					
241		DOCS	Director Community & Cultural Services					
242		ODM	Organisational Development Manager					
243		ITM	Information & Technology Manager					
244		GMPS	General Manager Pioneer Settlement					
245		DM	Development Manager					
246		PHRSC	Public Health & Regulatory Services Manager					
247		RENFC	Robinvale Employment Network Coordinator					
248		SEO	Senior Environment Officer					
249		ECDM	Economic & Community Development Manager					
250		CDRC	Community Development & Riverfront					
251		EDC	Economic Development Coordinator					
252		CRGO	Community Recreation & Grants Officer					
253		EPAM	Engineering Projects & Assets Manager					
254		AC	Assets Coordinator					
255		FOLEG	Fleet Operations & Livestock Exchange					
256		TWM	Works Manager					
257		CCSC	Community Care Services Coordinator					
258		CDLM	Cultural Development & Libraries Manager					
259		SYO	Senior Youth Officer					



**B.18.6 QUARTERLY DEVELOPMENT TRENDS – 4TH QUARTER 2017**

**Responsible Officer:** Director Development and Planning  
**File Number:** S28-28-01 and S31-28-01  
**Attachments:** Nil

**Declarations of Interest:**

Heather Green - 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 development trends for the fourth quarter of 2017 (October to December).

**Discussion**

The following statistics indicate development across the municipality to be steady and in terms of both type and number of applications is very similar to 2016. Noticeably building value of applications is greater than last year.

**Planning comparisons – 4<sup>th</sup> Quarter**

Type	2017		2016	
	No. of 4 <sup>th</sup> QTR	No. Of YTD	No. Of 4 <sup>th</sup> QTR	No. Of YTD
Planning Permit Applications Received	36	168	33	164
Approvals under delegation	37	143	44	150
Total number of decisions	37	144	48	153

	2017 4 <sup>th</sup> QTR	2016 4 <sup>th</sup> QTR
Rural Councils average number of days to issue a permit	87	89
Council"s average number of days to issue a permit	79	79

The first table above shows that the fourth quarter of 2017 and 2016 are very similar. However, there are three applications more during this year"s 4<sup>th</sup> quarter compared to last year"s, and the total number of application received for the year to date, is greater.

The second table compares Swan Hill Rural City Council with the average of all rural councils in Victoria, and it shows that in terms of timeliness Council performs above average. Officers will continue to work to improve this time.

**Quarterly decision breakdown by town**

	Approved 3 <sup>rd</sup> QTR 2017	Approved YTD	Refused 3 <sup>rd</sup> QTR 2017	Refused YTD
<b>Swan Hill</b>	18	40	0	0
<b>Robinvale</b>	14	35	0	0
<b>Lake Boga</b>	0	6	0	0
<b>Nyah</b>	1	4	0	0
<b>Nyah West</b>	1	1	0	0

The above table shows that most of the applications were lodged within the Swan Hill area with Robinvale only slightly behind.

**Quarterly breakdown of notable application types**

**Application description**

**No. of applications**

Replacement dwelling	1
Rural Industry	1
Manufacturing sales	1
Transport Terminal	1
Animal Husbandry	1
Subdivision 1 – 9 lots	6
Store	1

The above table provides a breakdown of the most notable application types received during the fourth quarter of 2017. Subdivisions are located in residential and rural areas primarily in Swan Hill and Robinvale.

### Building comparisons – 4<sup>th</sup> Quarter

TYPE	QUARTERLY Oct to Dec 2017		YTD 1/01/2017 to 31/12/2017		QUARTERLY Oct to Dec 2016		YTD 1/1/2016 to 31/12/2016	
	NO.OF	VALUE	NO.OF	VALUE	NO.OF	VALUE	NO.OF	VALUE
Dwelling	16	5,600,271	60	21,666,181	9	4,056,172	52	18,332,207
Dwelling additions	14	459,207	74	4,577,694	20	741,153	81	4,141,216
Unit Developments	0*( )	0	3*(49)	651,800	*( )	0	4*(12)	1,011,800
Shops	3	57,300	9	466,300	2	105,000	6	231,000
Offices	2	698,000	9	4,248,388	0	0	2	2,213,711
Warehouses	8	1,818,580	17	5,960,290	6	1,155,532	14	2,200,532
Factories	2	101,200	11	6,462,590	5	857,662	18	4,551,481
Public Buildings	1	274,840	9	3,413,446	4	1,555,932	10	2,580,586
Out Buildings	14	281,104	103	2,472,644	30	940,490	110	2,812,069
Other	13	400,210	58	1,911,096	21	495,534	58	1,332,365
<b>Total</b>	<b>73</b>	<b>\$9,690,712</b>	<b>353</b>	<b>\$51,830,429</b>	<b>97</b>	<b>\$9,907,475</b>	<b>355</b>	<b>\$39,406,968</b>

\*( ) denotes total number of Dwelling Units

- The majority of the 2017 „Offices“ value for this quarter relates to an Office development “Garden and Green” valued at \$560,000 at 35-41 Beveridge Street, Swan Hill
- The majority of the 2017 „Warehouse“ value for this quarter relates to the construction of a production facility at Hattah-Robinvale Road, Bannerton valued at \$1,000,000.
- The majority of the 2017 „Public buildings“ value for this quarter relates to the Additions to the Swan Hill Court House valued at \$274,840.
- Other noticeable figures for this quarter include the construction of 2 dwellings on Hayes Road, Lake Boga, one valued at \$606,500 and the other valued at \$549,000. Also another dwelling in Robinvale area valued at \$516,553.

<b>New Dwellings – October to December</b>			
<b>2017</b>		<b>2016</b>	
Swan Hill	11	Swan Hill	3
Lake Boga	3	Robinvale	2
Robinvale	1	Nyah	1
Goschen	1	Kunat	1
		Bannerton	1
		Tol Tol	1

### Consultation

The planning enquiry level reduced during the last quarter of the year. However, the number of permit applications received does not reflect this and the good numbers is reflective of steady growth and confidence in development across the municipality.

### **Financial Implications**

Currently there is similar application numbers as last year. Income is likely to be on target with budget predictions.

### **Social Implications**

Not applicable.

### **Economic Implications**

Development as indicated by the enquiry level, number of planning applications and then the number of building applications indicates continued steady growth. This corresponds with anecdotal information from the economic development team who recently met with business owners in Swan Hill and Robinvale.

### **Environmental Implications**

Not applicable.

### **Risk Management Implications**

Not applicable.

### **Council Plan Strategy Addressed**

***Economic growth*** - Encourage and attract new business to our region.

### **Options**

Not applicable.

### **Recommendation**

**That Council note the on-going development across the municipality.**

**B.18.7 NOMINATION OF ALLISON JAGER AND ALAN PASCOE TO THE AGRIBUSINESS ADVISORY COMMITTEE**

<b>Responsible Officer:</b>	Director Development and Planning
<b>File Number:</b>	S12-20-01
<b>Attachments:</b>	1 Application to Agribusiness Advisory Committee by Allison Jager
	2 Application to Agribusiness Advisory Committee by Alan Pascoe

**Declarations of Interest:**

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

**Summary**

As per Terms of Reference, new applications for the Agribusiness Advisory Committee need to be ratified by Council.

**Discussion**

The Agribusiness Advisory Committee (AAC) has been established in response to calls from the local farming/agribusiness community and the Victorian Farmers Federation (VFF).

Established to recognise the major economic contribution of the agricultural sector to our region, the role of the AAC is to help guide Council decisions regarding the industry and advise on the role Council can play to further support and develop the sector for the benefit of the local economy and community.

The AAC has been active since July 2015 and has documented a list of priority areas and undertaken activities in the areas of water security, rural land zoning, attracting diversified agriculture ventures, bio-waste opportunities, pest issues as well as enticing young people to the industry. The Committee meets on a monthly basis on the first Monday of the month at 5.30pm at the Swan Hill Region Information Centre Meeting Room. Meetings are not opened to the public. All members of this Committee participate voluntarily, as such receive no compensation or remuneration for their involvement with the committee.

**Objectives :**

- Advise Council and Council Employees on agriculture and agriculture related matters.
- Identify the issues or opportunities facing agribusiness across the region.
- Provide a united voice when dealing with issues of commonality e.g: water.
- Identify opportunities to attract funding to further develop the agribusiness sector.
- Collaborate and getting involved in new ventures.

- Identify the role that each of the stakeholders have in developing the sector.
- Provide an advocacy role for agribusiness in the Council area.
- Assist Council in sourcing external funding opportunities to support advancement of the agribusiness sector in the Council area.

Membership of the Committee reflects the key stakeholders and industries that drive agriculture in the region. In order for good, timely, decisions to be made the total number of members for the Advisory Committee should not exceed 15. Membership should include:

- A Councillor
- Council Officer
- Primary producers (covering the various sectors)
- Peak Bodies (eg: VFF, Summer Fruits Growers Association, Table Grape Association)

Presently the Committee has the following 11 members:

- Lee Burrell, Organic Vegetable Grower Vinifera
- Melissa Cann, Regional Manager Grains - Northern Biosecurity and Agriculture Services
- Susan Chislett, Grower Citrus Avocados and nursery
- Matt Glowrey, Dairy owner Lake Boga
- Sam Hilliard, TAFE Business Development Manager
- Bill Moar, Councillor, Swan Hill Rural City Council
- Teresa O'Brien, Rural Financial Counsellor
- Christine Plant, Broadacre farmer, Manangatang
- Muriel Scholz, Economic Development Coordinator SHRCC
- Ann Young (Chair), Stone Fruits and Freshcare, Woorinen
- Robert Wheatley, General Manager OLAM Almonds

Allison Jager has lodged an expression of interest to join the Agribusiness Committee. Allison is the Finance Manager of Rural Bank and her experience and skills will make her an extremely valuable contributor to the Committee. Allison has 15 years working in banking/finance and deals with clients across a range of industries including broadacre cropping, stone fruit, cattle, sheep and dairy.

Alan Pascoe has also lodged a nomination and his position as Development Manager for Kilter Rural makes it an excellent fit for the Committee. Alan's experience and knowledge in project management, tree planting, machinery operation, pumps and inground pressure irrigation systems will be an asset for the Committee.

### **Consultation**

All committee members have been consulted and have a positive response.

### **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*** - Encourage and attract new business to our region.

### **Options**

1. Council approve the recommendation.
2. Council approve the recommendation with amendments.
3. Council not approve the recommendation.

### **Recommendation**

**That Council support the applications by Allison Jager and Alan Pascoe to join the Agribusiness Advisory Committee.**



Swan Hill Region Information Centre  
 Cnr McCrae & Curlewis Street  
 PO Box 488 | Swan Hill VIC. 3585  
 Tel: 03 5036 3033  
 Email: council@swanhill.vic.gov.au

## Agribusiness Advisory Committee (AAC)

### Committee Member Position - Expression of Interest

Personal Information	
Title	Mrs
Name	Allison Jager
Residential address	4 Maddern Crt, Swan Hill
Postal address (if different)	
Contact	Phone:
	Mobile: 0448526456
	Email: allison.jager@ruralbank.com.au

Agribusiness Information	
Type of farming (e.g. stonefruit, cereals)	Agribusiness Relationship Manager
Status (e.g. owner/operator, manager, investor)	Finance Manager
Size and location of property (if applicable)	
Current board or committee memberships (name of organisation and position held)	
Nil	
Relevant skills and experience	
15 years working in banking/finance. 7 years with current employer Rural Finance/Rural Bank in a lending/relationship Manager role. Clients across a range of industries including broadacre cropping, stone fruit, cattle, sheep, dairy.	



**Top issues of relevance to agribusiness in your opinion**

Any agri topics relevant to the area as I deal with a range of clients.

**Consent and declaration**

If appointed to the Agribusiness Advisory Committee I consent to the following items (please tick)

- I consent to the Council publishing my name as provided above on their website in the context of my role on the Committee and I understand that by publishing my name on the Council's website, the Council or Committee has no control over its subsequent use and disclosure.
- I consent to the Council and Committee sharing my name and contact details as provided above with other Australian Government, State and Territory government agencies, relevant Local Government associations and other relevant committee members in the context of my role on the AAC Committee.
- I agree to abide to the AAC Terms of Reference
- I agree to abide by the Council Code of Conduct and Ethics
- I certify that all of the above information provided by me in this form is true and correct.

Signed: \_\_\_\_\_

Date: 5/2/2018

Please note: If submitting this form via email your email address will be taken as your 'electronic signature'

**How to lodge your expression of interest**

Expression of interest must be submitted by 5pm Friday 12 June 2015

**By post**

Senior Economic Development Officer  
Swan Hill Rural City Council  
PO Box 488  
SWAN HILL VIC 3585

**By email**

Email applications to  
[council@swanhill.vic.gov.au](mailto:council@swanhill.vic.gov.au)

Attention to: Muriel Scholz



Swan Hill Region Information Centre  
 Cnr McCrae & Curlewis Street  
 PO Box 488 | Swan Hill VIC. 3585  
 Tel: 03 5036 3033  
 Email: council@swanhill.vic.gov.au

## Agribusiness Advisory Committee (AAC)

### Committee Member Position - Expression of Interest

Personal Information	
Title	Mr
Name	Alan Pascoe
Residential address	33 Hayes Road, Lake Boga
Postal address (if different)	PO Box 325, Lake Boga
Contact	Phone:
	Mobile: 0400984543
	Email: apascoe@kilterrural.com

Agribusiness Information	
Type of farming (e.g. stonefruit, cereals)	stonefruit, cereals, cotton, tomatos
Status (e.g. owner/operator, manager, investor)	Development Manager
Size and location of property (if applicable)	10,500 Ha between Lake Boga and Kerang
Current board or committee memberships (name of organisation and position held)	
Relevant skills and experience	
Project management, tree planting, machinery operation, pumps and inground pressure irrigation systems	

**Top issues of relevance to agribusiness in your opinion**

Water supply, co-operation with local councils, maintenance and upgrade of local facilities (roads etc), transport,

**Consent and declaration**

If appointed to the Agribusiness Advisory Committee I consent to the following items (please tick)

- I consent to the Council publishing my name as provided above on their website in the context of my role on the Committee and I understand that by publishing my name on the Council's website, the Council or Committee has no control over its subsequent use and disclosure.
- I consent to the Council and Committee sharing my name and contact details as provided above with other Australian Government, State and Territory government agencies, relevant Local Government associations and other relevant committee members in the context of my role on the AAC Committee.
- I agree to abide to the AAC Terms of Reference
- I agree to abide by the Council Code of Conduct and Ethics
- I certify that all of the above information provided by me in this form is true and correct.

Signed: \_\_\_\_\_

Date: 12th January, 2018

Please note: If submitting this form via email your email address will be taken as your 'electronic signature'

**How to lodge your expression of interest**

Expression of interest must be submitted by 5pm Friday 12 June 2015

**By post**

Senior Economic Development Officer  
Swan Hill Rural City Council  
PO Box 488  
SWAN HILL VIC 3585

**By email**

Email applications to  
[council@swanhill.vic.gov.au](mailto:council@swanhill.vic.gov.au)

Attention to: Muriel Scholz

**B.18.8 REQUEST FOR ANNUAL LEAVE AND LONG SERVICE LEAVE AND APPROVAL TO TRAVEL OVERSEAS TO ATTEND TWO CONFERENCES BY THE CHIEF EXECUTIVE OFFICER**

<b>Responsible Officer:</b>	Chief Executive Officer
<b>File Number:</b>	PER-EMP-11152 S16-02-03
<b>Attachments:</b>	1 2018 Transforming Local Government Conference 2 2018 Broadband Communities Summit

**Declarations of Interest:**

John McLinden - as the responsible officer, I declare that I am the subject of this report and so have a direct interest in this matter.

**Summary**

The Chief Executive Officer is requesting Council approval to take annual leave in late February and early March for two weeks and long service leave and to travel overseas to attend the "Transforming Local Government Conference" in Tacoma, Washington USA. This conference showcases and further explores innovation in Local Government in the United States and Canada and is an annual event focused on emerging trends in a number of areas of Local Government in North America.

The conference runs for four days from 3 April and provides a fantastic opportunity for the Chief Executive Officer to get a first-hand understanding of some of the emerging issues in Local Government in the US.

**Discussion**

**Leave arrangements**

**Annual Leave**

- Monday, 26 February to Friday, 9 March 2018 inclusive.

**Long Service Leave**

- Friday, 30 March to Monday, 2 April (Easter Public Holidays) CEO travelling to the US.
- Tuesday, 3 April to Friday, 6 April (one week - ordinary pay) attending the transforming local government conference in Tacoma, Washington USA
- Monday, 9 April to Friday, 11 May (five weeks - long service leave) travelling through the USA and attending a broadband community"s conference in Austin, Texas.
- Monday, 28 May to Friday, 8 June 2018 inclusive.

### Funding

The Chief Executive Officer proposes to fund all costs associated with travel accommodation and attending conferences at his own expense.

By way of explanation Council should be aware that during his former employment at the Shire of Loddon the CEOs contract provided for him to put aside an amount of \$2000 per annum for professional development. These funds were used to pay for tertiary studies and other professional development but, in later years accumulated to a total value of \$20,000.

The Chief Executive officers contract provided for him to have these funds paid upon his departure from the organisation and rather than having those funds paid out they were transferred by agreement to the Swan Hill Rural City Council and are held in reserve for the CEOs use for professional development.

The funds totaling \$20,000 are the Chief Executive Officer's funds and it is proposed that these monies be applied against this study tour.

The CEO believes that the conferences nominated are topical to the current interests of Local Government in Victoria and in particular to the interests of the people of Swan Hill. By attending these conferences the CEO will gain greater insight into some of the issues facing our communities and will return better equipped to discharge his duties as Chief Executive Officer of the Swan Hill Rural City Council.

It is particularly useful that he is able to attend these conferences at no cost to Council and because of the funding arrangements this provides a rare opportunity to gain insight into thinking amongst Local Government professionals in other parts of the world.

The CEO has also been invited to present a paper at the 2018 Transforming Local Government Conference on an Australian prospective in Community Engagement. His paper is entitled "Community Engagement that delivers results".

The CEO also wishes to take two weeks annual leave from Monday, 26 February to Friday, 9 March 2018 inclusive and a further two weeks of long service leave from Monday, 28 May to Friday, 8 June for personal reasons.

### **Consultation**

Not applicable.

### **Financial Implications**

Nil.

### **Social Implications**

Not applicable.

### **Economic Implications**

Not applicable.

### **Environmental Implications**

Not applicable.

### **Risk Management Implications**

Not applicable.

### **Council Plan Strategy Addressed**

***Governance and leadership*** - Effective advocacy and strategic planning.


### **Options**

1. Council approve the recommendations.
2. Council approve the recommendations with amendments.
3. Council not approve the recommendations.

### **Recommendations**

#### **That Council:**

1. **Noting that this request comes at no cost to Council, approve the overseas travel for the Chief Executive Officer to attend two conferences in the United States during April and May 2018.**
2. **Approves annual leave for the Chief Executive Office from Monday 26 February to Friday 9 March 2018 inclusive.**
3. **Grants long service leave to the Chief Executive Officer from Monday, 9 April to Friday, 11 May inclusive and Monday, 28 May to Friday, 8 June inclusive.**
4. **Appoints Ms Heather Green as Acting CEO for the following periods**
  - **26 February – 9 March 2018 inclusive**
  - **30 March – 8 April 2018 inclusive**
  - **28 May – 8 June 2018 inclusive**
5. **Appoints Mr Bruce Myers as Acting CEO from Monday, 9 April to Sunday, 13 May 2018 inclusive.**



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# 2018 Transforming Local Government Conference

April 03 - 06, 2018  
12:30 pm - 12:00 pm PT  
Tacoma, WA

## CONFERENCE



[Register](#)

Registration open.

## The Premier Thinking Conference

As the premier thinking conference for local government, TLG is recognized for its dynamic content, which encourages team building, free things and fosters unprecedented ideas.

UNPRECEDENTED IDEAS, TEAM BUILDING, PROFESSIONAL NETWORKING

"TLG wasn't just good—it was probably the best conference I've ever attended. The experience gained and connections made were invaluable, and it was exhaustive without being exhausting. I absolutely plan to attend again, and I would encourage all other to do so as well."

- Kara Sokol, Director of Community Engagement, City of Ferndale, MI



Tacoma, Washington Waterfront

The Transforming Local Government Conference (TLG) is different from any other conference you will attend. TLG attracts attendees from local governments that are deliberately seeking new and innovative ways to meet new challenges and provide high quality service to the communities they serve.

TLG is recognized for its dynamic content, which encourages team building, free thinking and fosters unprecedented ideas. Participants hear presentations directly from the teams that have created some of the most innovative programs and projects in local government today.

The conference is specifically designed to promote team building and provide opportunities to share ideas. There are combinations of formal and informal activities that facilitate networking and exchanges among attendees. The scale of the conference allows local government professionals to participate in highly interactive conversations, to network directly with the presenters and to establish new and long lasting peer-to-peer contacts.

Join us in Tacoma, Washington from April 3-6, 2018 to dive deep into the innovative practices that are emerging from local government and ensuring we are developing future ready communities.



[View More Information](#)

### Event Details

**When:**  
April 03-05, 2018  
12:30 pm - 12:00 pm PT  
**Registration Deadline:** 04/03/2018

**Where:**  
Greater Tacoma Convention Center  
1500 Commerce St  
Tacoma, WA

**Price:**  
Member Price: Not available  
Non-Member: Not available

**Contact:**  
Phone: 802.496.1097

Email: [ballen@transformsof.org](mailto:ballen@transformsof.org)

### Event Map



### You may also be interested in

#### Keys to an Innovative Culture...?

01-03-2018

What do you think is the most influential factor in creating a culture of innovation?



#### City of Rancho Cucamonga's Team RC and The Alliance

12-20-2017

Learn how the City of Rancho Cucamonga, California took the process of collecting innovative ideas to the next level!



#### Peoria's Flag and Brand Implementation

12-05-2017

By City of Peoria, AZ, for the TLG 2018 Case Study program



#### Digging In - Cultivating an Innovative Culture





**INNOVATION TOURS**

If you usually say, "Well I went to a conference there but I was stuck inside all day and never got to see the city," then you don't want to miss the innovation tours! These tours are designed to show off what makes the Tacoma region unique. Tours typically sell out well in advance of conference. Pre-registration is highly encouraged!

**Pre-conference Tours**

**Pre-conference Tours are scheduled for Tuesday, April 3, from 1 to 5 pm.**

Pre-conference Tour 1: Seattle Downtown Tour

More information coming.

Pre-conference Tour 2: Tacoma Museum Tour

Meet at the Convention Center at 12:45 pm to walk over as a group to the Link Light Rail Stop. The group will take the light rail to the LeMay Museum - America's Car Museum and then go to the Tacoma Art Museum. The pass includes one-time admission to the Museum of Glass, the Washington State History Museum, Foss Waterway Seaport, and the Children's Museum of Tacoma and can be used by attendees during the rest of their stay in Tacoma during each museums normal hours of operation. Tour price is \$52.



**Innovation Tours**

Innovation tours are scheduled during regular conference hours and act as onsite case study presentations. Instead of seeing great PowerPoint presentations about innovations, you will get on a bus and go see them for yourself! All transportation will leave and return from the convention center.

Innovation Tour 1: Tacoma Waterfront and Point Ruston

Wednesday, April 4, 1:45 to 5 pm

Commencement Bay, anchored by the world's tallest smokestack at the Asarco copper smelter, was deemed one of the most polluted sites in the nation in 1983 when it was designated as a Superfund site. 35 years later the smelter has been replaced with a high end mixed-use development and the waterfront has been cleaned and revitalized. The waterfront now features parks, bike paths, museums, and restaurants. As the tour takes attendees from the Thea Foss waterway to Point Ruston, you will see how Tacoma got from contamination to condominiums.



Innovation Tour 2: Waterfront Tour

Thursday, April 5, 9 am to 11:15 am

Business development, environmental stewardship, and livable communities go hand-in-hand. Engage in a discussion and tour on the history of the City's waterfront to balance these issues.



Innovation Tour 3: Community Involvement in Revitalization – Eastside Community Center and Lincoln District

Thursday, April 5, 1:45 to 5 pm

Realizing the power of focusing collaborative efforts on a single neighborhood, Tacoma decided to focus revitalization efforts on the Asian dominated Lincoln

District in historically disadvantaged South Tacoma. Working at an off-site office with cross-departmental staff, the City has focused on projects to not only revitalize a neighborhood business district, but to do so by holding conversations across cultural lines with those not traditionally included. This tour will also showcase the upcoming Eastside Community Center, an example of a community led effort made possible by collaboration between multiple public, private, and non-profit partners.





## KEYNOTE PRESENTERS

### Polly LaBarre

For two decades Polly LaBarre has used her writing and speaking engagements to help make organizations more resilient, innovative, and inspiring - and to embolden and equip leaders at every level to make a meaningful impact. Polly began this exploration as a founding member at Fast Company magazine where she helped shape the remarkable success of a magazine that changed the way leaders at all levels think about working and winning. She also co-authored the bestselling book **Mavericks at Work: Why the Most Original Minds in Business Win**, which has been published in 16 languages.

Polly's work is driven by three core questions:

- How can organizations change the way they change in order to become endlessly adaptable and gain an advantage over time?
- How do you embed innovation as a DNA level capability inside an organization?
- How do we unleash and organize human potential in ever more powerful ways?



With her partners, including Gary Hamel, at the Management Lab (MLab), Polly works with leading organizations to make real progress on those ideas and accelerate the development and adoption of a post-bureaucratic, 21st century management model.

### Brett Culp

Brett Culp is an acclaimed filmmaker whose work has inspired audiences around the world. He is the personal cinematographer for Hollywood stars, music icons, beloved authors, hall of fame athletes, and royal families.

With his uplifting documentary film **Legends of the Knight**, Brett pioneered a ground-breaking approach to community building and relationship-driven engagement. The feature film successfully screened in theaters in over 100 cities across the globe without a single dollar spent on marketing or advertising and no paid staff. He inspired thousands of people to become community leaders engaged in a passionate mission. In the process, Brett developed an expertise for creating 'mini-movements' that inspire the heroic spirit in everyone.



**CONFERENCE SCHEDULE**

<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>NOTES</b>
<b>TUESDAY - April 3</b>			
12:30 p.m. - 5:00 p.m.	Registration Station Open	Level 3	
1:00 pm - 6:00 pm	Exhibitor Move-In	Level 3	
1:00 pm - 5:00 pm	Preconference Tour 1	Leaves from Convention Center	Seattle Downtown Tour
1:00 pm - 5:00 pm	Preconference Tour 2	Leaves from Convention Center	Tacoma Museum Tour
1:30 p.m. - 4:30 p.m.	Preconference Workshop A	315	More information coming soon
1:30 p.m. - 4:30 p.m.	Preconference Workshop B	316	More information coming soon
1:30 p.m. - 4:30 p.m.	Preconference Workshop C	317	More information coming soon
1:30 p.m. - 4:30 p.m.	Preconference Workshop D	318	More information coming soon
1:30 pm - 3:30 pm	The Public Sector Entrepreneur	407	Presented by The Drucker Institute (for TLG presenters)
3:00 p.m. - 3:15 p.m.	Refreshment Break	Level 3	
5:00 p.m. - 6:00 p.m.	Corporate Partner Reception	Murano Hotel, The Gallery	
7:30 p.m. - 9:30 p.m.	Innovation Ambassador Speed Networking and Reception	Murano Hotel, Venice 3 & 4	
<b>WEDNESDAY - April 4 (TEAM DAY - Wear your organization shirt!)</b>			
9:00 a.m. - 10:45 a.m.	Exhibitor Registration and Move-In	Level 3	
	Registration Station Open	Level 3	

<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>NOTES</b>
8:00 a.m. - 5:00 p.m.			
8:00 a.m. - 9:00 a.m.	Coffee service	Level 3	
8:00 a.m. - 8:30 a.m.	Evaluation Committee Meeting	407	Coffee and pastries
8:00 a.m. - 8:45 a.m.	First Time Attendee Session	318	Making the most of the TLG Conference, presented by nextERA, continental breakfast served
9:00 a.m. - 11:00 a.m.	Opening Ceremony and Keynote Address	Ballroom BCD	Polly LaBarre
11:00 a.m. - 11:30 a.m.	Refreshment Break	Level 3	
11:00 a.m.- 6:00 p.m.	Exhibit Hall Open	Level 3	
11:30 a.m. - 12:30 p.m.	Presentations		
11:30 a.m. - 1:30 p.m.	The Public Sector Entrepreneur		Presented by The Drucker Institute (for TLG presenters), lunch included
12:30 p.m. - 1:45 p.m.	Lunch with Exhibitors	Level 3	
1:45 p.m. - 5:00 p.m.	Local Innovation Tours	Leaves from Convention Center	Tacoma Waterfront and Point Ruston
1:45 p.m. - 2:45 p.m.	Presentations		
2:45p.m. - 3:00 p.m.	Refreshment Break	Level 3	
3:00 p.m. - 4:00 p.m.	Presentations		
	Refreshment Break	Level 3	

TIME	EVENT	LOCATION	NOTES
4:00 p.m. - 4:30 p.m.			
4:30 p.m. - 5:00 p.m.	Power Sessions		
5:00 p.m. - 6:30 p.m.	Welcome Reception for all attendees	Level 3	
6:30 p.m.	Evening Run	Seven Seas Brewery in historic brewery district	Transportation provided
7:00 p.m.	Finding your people! Dutch dining with TLG attendees from your state or region	Great restaurants around Tacoma	More information coming
<b>THURSDAY - April 5</b>			
8:00 a.m. - 5:00 p.m.	Registration Station Open	Registration	
8:00 a.m.- 10:30 a.m., 2pm - 4pm	Exhibit Hall Open	Level 3	
8:00 a.m. - 9:00 a.m.	Coffee, hot tea, juice service	Level 3	
9:00 am - 10:00 am	Presentations		
9:00 a.m. - 11:15 a.m.	Local Innovation Tour	Leaves from Convention Center	Waterfront Tour
10:00 am - 10:30 am	Refreshment Break	Level 3	
10:00 am - 10:30 am	nextERA Business Meeting	307	
10:30 a.m. - 11:30 a.m.	Presentations		
11:30 a.m. - 1:30 p.m.	Innovation Awards Luncheon	Ballroom BCD	

TIME	EVENT	LOCATION	NOTES
1:45 p.m. - 2:45 p.m.	Presentations		
1:45 p.m. - 5:00 p.m.	Local Innovation Tour	Leaves from Convention Center	Community Involvement in Revitalization - Eastside Community Center and Lincoln District
2:45 p.m. - 3:00 p.m.	Break	Level 3	
3:00 p.m. - 4:00 p.m.	Presentations		
4:00 p.m. - 4:30 p.m.	Break	Level 3	
4:30 p.m. - 5:00 p.m.	Power Sessions		
5:15 p.m.	nextERA Meetup	Harmon Brewing	
4:30p.m.- 6:00 p.m.	Exhibitor Move out	Level 3 Pre- function	
6:30 p.m. - 8:30 p.m.	Conference Festival	Offsite	Museum of Glass
<b>FRIDAY - April 6</b>			
7:00 a.m.	Exercise Event	Leaves from Murano Hotel	Morning Walking Tour of University of Washington at Tacoma
7:30 a.m.- 8:30 a.m.	Innovation Academy Breakfast	Ballroom A	
8:30 a.m. - 12:00 p.m.	Registration Station Open	Level 3	
8:30 a.m. - 9:00 a.m.	Coffee, hot tea service	Level 3	
9:00 a.m. - 10:00 a.m.	Presentations		
	Refreshment Break	Level 3	

<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>NOTES</b>
10:00 a.m. - 10:30 a.m.			
10:30 a.m. - 12:00 pm	Closing Ceremony and Keynote Address	Ballroom BCD	Brett Culp
12:00 pm - 1:00 pm	Evaluation Committee Meeting	407	Lunch provided



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# The Leading Broadband Event

For Communities, Multi-Housing and Commercial Properties

As the leading conference on broadband technologies for communities, the Broadband Communities Summit attracts broadband system operators, network builders and deployers of all kinds. Many of the country's major property owners and real estate developers attend the Summit each year, along with independent telcos and cable companies, municipal and state officials, community leaders and economic development professionals.

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### Here's Why You Need to be At Summit 2018

- Austin Renaissance Hotel. Bargain room rates. A+ neighborhood.
- Unsurpassed record as outstanding networking venue.
- Visibility for your brand from the day you sign up.
- Extensive post-Summit coverage and exposure in BBC pages and online.
- Each year show gets bigger and better.
- Record of success: Event has more than doubled since 2004.
- Exciting exhibit hall layout with multiple food stations.
- Popular exhibit hall cocktail reception.
- Enhanced signage outside and inside exhibit hall.
- Prominent exhibit hall maps to guide attendees to your booth.
- Email campaigns to attendees and prospects that include your brand.
- Your logo in every issue of the magazine between now and Summit.
- Heavily promoted website presence noting your company's participation.
- Year-after-year ninety-five percent satisfaction or better.
- Dedicated BBC staff attending to your needs.
- All activities are close together with great interaction among buyers and sellers.

### What Are The Benefits to Your Company for Participating?

*Our record of repeated past successes plus our year-round partnership with different associations and affiliations help ensure that 2018 will be our best event yet. Benefits to you include:*

- The Summit positions your company as a market leader and helps you gain exceptional exposure and resulting sales opportunities.
- Because the Summit has grown by more than 100 percent since we launched the Towns & Technologies series in 2004 — with over 1,100 registrants in 2017 — we will be providing you with more genuine sales possibilities than ever.
- The event will enhance the visibility of your business. Extensive networking and face-to-face interaction with customers lead to the valuable payoffs that BROADBAND COMMUNITIES clients have come to expect.
- Participation means an extraordinary level of exposure for your company in the pages of BROADBAND COMMUNITIES and online. The build-up to the event includes our impressive multi-page sections in every issue, giving you powerful visibility for your brands. Post-Summit coverage in the magazine in 2017 amounts to more than 40 pages in one issue alone — plus a major online feature on exhibitors permanently on our website. In 2018 coverage will be more extensive than ever.
- The Summit is charged with excitement — a perfect venue for companies to showcase products and announce strategies.
- Our space and activities are thoughtfully designed to bring valued attendees and customers into direct, multi-faceted, and extensive contact with our sponsors and exhibitors. At the Austin Renaissance Hotel, all activities — exhibits, sessions, and meals — are in close proximity to one another, keeping attendees in continuous touch with exhibitors and sponsors.

### In 2018, We'll Be Building On Our Record of Successful Past Events:

2017 Summit – Fiber: Get In The Game Of Gigs – Dallas, TX  
 2016 Regional Event – Community Fiber Networks Series – Minneapolis, MN  
 2016 Summit – Fiber: Catch the Wave! – Austin, TX  
 2015 Regional Event – Community Fiber Networks Series – Lexington, KY  
 2015 Summit – Gigafy America – Austin, TX  
 2014 Regional Event – Community Fiber Networks Series – Springfield, MA  
 2014 Summit – Gigafy America – Austin, TX  
 2013 Regional Event – Community Fiber Networks Series – Tinley Park, IL  
 2013 Summit – Building the Fiber-Connected World – Dallas, Texas  
 2012 Regional Event – Community Fiber Networks Series – Danville, VA  
 2012 Summit – Building the Fiber-Connected World – Dallas, Texas  
 2011 Summit – Rebound. Recovery. Growth. – Dallas, Texas  
 2010 Summit – Building the Fiber-Connected Community – Dallas, Texas  
 2009 Summit – New Business Models for Fiber Communities – Dallas, Texas  
 2008 Summit – Making the Business Case for Fiber – Dallas, Texas  
 2007 Summit – Designing Future-Friendly Buildings & Communities – Dallas, Texas  
 2007 Expo & Show – Killer App Expo – Fort Wayne, Indiana  
 2006 Summit – Big Broadband for the First Mile – Dallas, Texas  
 2006 Regional Event – Living at the Speed of Light – Loma Linda, California  
 2005 Conference – Fiber-to-the-Home Workshop – Portland, Oregon

2005 Summit — The FTTH Boom Picks Up Steam — Dallas, Texas  
 2004 Summit — The Coming Rollout of Fiber-to-the-Home — Dallas, Texas

### **Our Agenda Wins Praise Each Year for its Depth and Timeliness**

- Outstanding keynoters and topics will include: Extensive 3-day multifamily agenda with workshops
- Case studies
- Owners' forums
- Evolving business models
- Due diligence instruction on acquisitions
- Regulatory updates
- PLUS: Economic development case studies and expert advice
- Track dedicated to Rural Broadband

### **An Abundance of Leads — Top-Quality Attendees**

Over 1,100 registrants signed up for Summit 2017 — a record for our steadily growing event. For 2018 we expect 1,200+ to join us. The Summit has received unprecedented praise for its educational value and networking opportunities. Client feedback noted the "terrific lead generation" as well as resulting sales. Vendors also consistently mention the "high quality of participants."

### **Great Value — Year After Year**

The Summit delivers exceptional value every year. The record of growth since 2004 when BBC launched its Towns & Technologies series provides assurance to clients that the 2018 show will be our most successful event yet. Major national and international companies use the Summit to debut new products, announce new strategies, and attain extraordinary visibility.

### **A Regular Venue for Industry Leaders**

Developers and property owners are strongly represented, including recently from the property field alone organizations such as the Related Companies, Essex Property Trust, Fairfield Residential, Holiday Retirement, Choice Property Resources, American Campus Communities, Tonti Properties, The Trump Organization, Inland American Communities, Trimarchi Property Management, Archstone-Smith, Forest City, Avalon Bay Communities, Equity Residential, Camden Property Trust, Post Properties, United Dominion Realty Trust, AIMCO, AMLI Residential, Capstone Real Estate Management, Colonial Properties Trust, Waterton Residential, Michelson Realty, BRE Properties, Edward Rose Companies, Mastec, Inc., Riverstone Residential Group, Verde Apartment Communities, Westdale Asset Management and many others.

The numerous providers included private cable operators and independent telcos plus all the major incumbents. Municipal officials and economic development professionals make up an important segment of participants that grows with each event.

### **Great Exposure — From the Day You Decide to Participate**

Capitalize on the visibility in the marketplace we offer you from the day you sign up. The Summit pays major dividends and offers exceptional exposure from the time an exhibitor decides to participate until months after the event has concluded. Exposure opportunities begin with our campaigns to drive traffic to our website where visitors will see your logo and read the description of your company and have an opportunity to link to your site. You'll also receive multiple impressions month after month in multipage Summit sections in the magazine that highlight all vendors and sponsors. In our ongoing marketing campaign to customers we plan to send out no fewer than 1,000,000 emails between August and the Summit. Our press releases are a powerful supplement to all these tools. Press releases for past events received an average of more than 80,000 reads each, as officially measured by PRWeb. The extent of your company's exposure in these multiple vehicles depends on your level of participation.

### **The BROADBAND COMMUNITIES Commitment**

Sponsors and Exhibitors are our valued partners. We put you face to face with qualified customers. Our exhibit space and sponsorship packages will ensure your company distinguishes itself and achieves its ROI objectives for the event.

- The Summit is developed and managed by the Broadband Communities staff, and each staffer is deeply committed to your success at this event. Every company receives special attention aimed at its particular needs and objectives in such areas as representation in conference events, in-book exposure, introductions at the Summit, and a host of other areas, depending in part on your level of participation. Our personal concern and commitment extends to every detail of your involvement.
- Attendees truly value our content. Based on our post-Summit email surveys in 2017, ninety-five percent were satisfied or very satisfied. Motivated, enthusiastic, involved attendees make for receptive, inquisitive buyers eager to hear how your products and services can enhance their businesses.

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**Chris Acker**

**Director, Community Technology Services  
Lennar Multifamily Communities, LLC**

With more than 17 years' experience, Acker directs Community Technology Services for Lennar Multifamily Communities. He works with development teams and ... [Complete Bio >>](#)



**Kathleen Austin**

**Assistant Vice President  
Equity Residential**

Kathleen Austin leads a team responsible for negotiating, implementing and managing initiatives to increase Equity Residential's ancillary revenue. Areas of responsibility include ... [Complete Bio >>](#)



**Jim Baller**

**President  
Baller Stokes & Lide, PC**

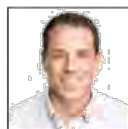
Baller represents clients in a broad range of communications matters nationally and in more than 35 states. He was the founder and president of the ... [Complete Bio >>](#)



**Scott Casey**

**Senior Vice President and Chief Technology Officer  
EdR**

Casey joined EdR in 2006, advancing to his current position in July 2013. He oversees external technology related to housing, development and construction initiatives, including ... [Complete Bio >>](#)



**Michael Curri**

**Founder and President  
Strategic Networks Group Inc.**

Michael Curri leads a team of experienced specialists to help clients create measurable economic impacts and jobs by using broadband as a platform for innovation and community ... [Complete Bio >>](#)



**Isak Finér**

**Chief Marketing Officer  
COS Systems**

Isak Finér holds a position as Chief Marketing Officer at the strongly expansive company COS Systems where he is responsible for the sales and marketing of COS Service Zones ... [Complete Bio >>](#)



**Richard Holtz**

**CEO  
InfiniSys**

InfiniSys is a multifamily technology consulting and electronic architecture firm founded in 1989 and a leading designer of innovative technology amenity systems for today's finest ... [Complete Bio >>](#)



**Cheryl Jordan**

**Senior Director, Strategic Business Services  
AvalonBay Communities**

Jordan joined AvalonBay Communities in 1997, bringing more than 15 years of sales and marketing management experience to the multifamily industry. ... [Complete Bio >>](#)



**Bob Knight**

**Executive Vice President and Chief Operating Officer  
Harrison Edwards Strategic, Inc.**

Bob Knight is Executive Vice President and Chief Operating Officer of Harrison Edwards Strategic Communications in Armonk, New York. Bob oversees the firm's strategic planning and ... [Complete Bio >>](#)



**Bryan Rader**  
**President**  
**Access Media 3**

Rader has extensive experience in real estate as an ancillary services manager for two national property owners, as a private cable operator and ... [Complete Bio >>](#)



**Steven S. Ross**  
**Editor-at-Large**  
**Broadband Communities Magazine**

Ross is a long-time technology writer, a former full-time professor at Columbia University and the founding editor of Broadband Communities Magazine, a national publication and ... [Complete Bio >>](#)



**Stephen J. Sadler**  
**Director, Resident Technology Services**  
**RealPage, Inc.**

Sadler manages all resident technology services' efforts related to new developments, including negotiations and design. He joined RealPage in 2014, bringing 29 years of ... [Complete Bio >>](#)



**Barry Walton**  
**Telecom Solution Architect, Optical Commercial Operations**  
**Corning**

Barry Walton serves as Solutions Architect for Corning Optical Communications. Barry joined Corning after 37 years at Bell Aliant where he championed the deployment of FTTH, ... [Complete Bio >>](#)

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

### **C.18.1 SIGN & SEAL REPORT**

**Responsible Officer:** Chief Executive Officer

**Attachments:** Nil.

**Declarations of Interest:**

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

**Summary**

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

**Discussion**

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

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

**Consultation**

Not applicable

**Financial Implications**

Not applicable

**Social Implications**

Not applicable

**Economic Implications**

Not applicable

**Environmental Implications**

Not applicable

**Risk Management Implications**

Not applicable

## Background

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

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

## Issues

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

No.	Document Type	Document Description	Date signed/ sealed
868	Tower Hill Stage 9B – Transfer of Lot 388, Tea Tree Drive, Volume 11855 Folio 920.	Between Swan Hill Rural City Council and S.J.E. Kropinyeri	19-12-17
869	Australia Day – Citizen of the Year 2017	Citation	16-01-18
870	Australia Day – Young Citizen of the Year 2017	Citation	16-01-18
871	Australia Day – Community Event 2017	Citation	16-01-18

## Conclusion

Council authorise the signing and sealing of the above documents.

## Recommendation

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

## **C.18.2 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS**

**Responsible Officer:** Chief Executive Officer  
**File Number:** S15-05-06  
**Attachments:** 1 Councillor Attendance at Assemblies

### **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* - Effective advocacy and strategic planning.

**Options**

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

**Recommendation**

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

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
20 December 2017 at 2.00pm, Swan Hill Town Hall, Council Chambers  
Meeting with Andrew Broad MP, Federal Member for Mallee**

**AGENDA ITEMS**

- Building Better Regions Fund
- Cabinet Reshuffle
- Robinvale Housing
- Economic Infrastructure and Roads
- Murray River Bridge at Swan Hill
- Swan Hill Hospital and Health Precinct

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

- Cr Les McPhee
- Cr Chris Jeffery
- Cr John Katis
- Cr Ann Young
- Cr Bill Moar

**Apologies**

- Cr Gary Norton
- Cr John Katis
- Cr Lea Johnson

**OFFICERS**

- John McLinden, Chief Executive Officer
- Svetla Petkova, Director Infrastructure
- Helen Morris, Acting Director Development and Planning
- Bruce Myers, Director Community & Cultural Services

Other

- Andrew Broad MP, Federal Member for Mallee

**CONFLICT OF INTEREST**

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
16 January 2018 at 1.00pm, Swan Hill Town Hall, Council Chambers**

**AGENDA ITEMS**

- Councillor Only Session
- Rooming Houses
- Pyap Dry Dock
- Native fish recovery plan
- Jaycee and Mundara Parks redevelopment
- 2018/19 Fees & Charges Schedule

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

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

**Apologies**

- Nil

**OFFICERS**

- John McLinden, Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- David Lenton, Director Corporate Services
- Svetla Petkova, Director Infrastructure
- Heather Green, Director Development and Planning
- Stefan Louw, Development Manager
- Terry Hall, Building Surveyor
- Jessica Warburton, General Manager Pioneer Settlement
- Sam Steel, Senior Environment Officer
- Fiona Gormann, Community Development and Riverfront Coordinator

Other

- Nicole Bullen and Peter Rose, North Central CMA

**CONFLICT OF INTEREST**

Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
23 January 2018 at 1.00pm, Swan Hill Town Hall, Council Chambers**

**AGENDA ITEMS**

- Amendment of Valuation Of Land Act 1960
- S5 S6 Delegations
- Lane Discontinuances in Robinvale
- LMPA Pre-school Project
- Aboriginal Community Forum (update)
- Request for Long Service Leave and approval to travel overseas to attend two conferences by the CEO
- KSI - 6 monthly report
- 6 month Quarterly Review of Financial Performance
- Planning Application process and customer service
- Update on Gem Program
- Planning Scheme Amendment - Rural Land Use Strategy

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

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

**Apologies**

- Cr Chris Jeffery

**OFFICERS**

- John McLinden, Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- David Lenton, Director Corporate Services
- Svetla Petkova, Director Infrastructure
- Heather Green, Director Development and Planning
- Tony Heffer, Customer Service & Revenue Co-ordinator
- Gaye Cutajar, Technical Officer
- Dallas Free, Works Manager
- Grant Jones, Operations Manager
- Jan McEwan, Family Youth & Children's Services Manager
- Roger Lambert, Senior Design Engineer

Other

- John Scobie and Suzie Van Dorenmalen - LMPA

**CONFLICT OF INTEREST**

Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA**

**30 January 2018 at 10.00am-12 noon, SHRCC and Murray River Council**

**AGENDA ITEMS**

- Swan Hill Bridge Alignment
- SHRCC 4 year Council Plan Presentation
- Swan Hill Riverfront Master Plan
- Murray River Shire Council Strategic Issues
- A specific focus on Murray Downs development plans
- Opportunities for Resource Sharing and Collaboration
- Library Service Agreement
- Victorian Cross Boarder Commissioner
- General Business
- Next Meeting

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

SHRCC Councillors

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

MRC Councillors

- Chris Bilkey
- Glen Campbell
- Tony Aquino
- Nikki Cohen
- Anne Crowe
- Neil Gorey
- Alan Mathers
- Thomas Weyrich
- Geoff Wise

**Apologies**

- Cr John Katis

**OFFICERS**

SHRCC Officers

- John McLinden, Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- Svetla Petkova, Director Infrastructure
- Heather Green, Director Development and Planning

MRC Officers

- Des Bilske, Acting Chief Executive Officer

**CONFLICT OF INTEREST**

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
30 January 2018 at 1.00pm, Swan Hill Town Hall, Council Chambers**

**AGENDA ITEMS**

- Councillor Only Session
- Swan Hill Leisure Centre Instrument of Delegation
- Lake Boga Caravan Park Fire Protection System
- Presentation of MEMP Audit Certificate
- Nyah Road Reconstruction Information Session - update

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

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

**Apologies**

Nil

**OFFICERS**

- John McLinden, Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- David Lenton, Director Corporate Services
- Svetla Petkova, Director Infrastructure
- Heather Green, Director Development and Planning
- Helen Morris, Organisation Development Manager
- Muriel Scholz, Senior Economic Development Officer
- Simon Burge, Technical Officer

Other

- Peter Patterson, SES

**CONFLICT OF INTEREST**

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA**  
**13 February 2018 at 1.00pm, Swan Hill Town Hall, Council Chambers**

**AGENDA ITEMS**

- Robinvale Levee Contract
- McCallum Street Black-length Program
- Robinvale Housing Summit re-cap
- Impact Investment Group Pty Ltd
- Local Government Act Review
- Discover More
- Activating Swan Hill Riverfront Project
- Swan Hill Biggest Print
- Agribusiness Advisory Committee Nominations

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

- Cr Les McPhee
- Cr Chris Jeffery
- Cr Bill Moar
- Cr Ann Young
- Cr Lea Johnson
- Cr Chris Jeffery

**Apologies**

- Cr Gary Norton
- Cr John Katis

**OFFICERS**

- John McLinden, Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- David Lenton, Director Corporate Services
- Svetla Petkova, Director Infrastructure
- Heather Green, Director Development and Planning
- Mazen Aldaghstani, Engineering Projects & Assets Manager
- Nathan Keighran, Economic Development & Tourism Project Officer
- Fiona Gormann, Community Development and Riverfront Coordinator
- Ian Tully, Art Gallery Directory
- Helen Morris, Organisation Development Manager

Other

- Lane Crockett, Impact Investment Group Pty Ltd

**CONFLICT OF INTEREST**

- Nil

**SECTION D – NOTICES OF MOTION**

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

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

**SECTION G – IN CAMERA ITEMS**