



MINUTES

ORDINARY MEETING OF COUNCIL

Tuesday, 21 August 2018

Held at the Swan Hill Town Hall
Meeting Room 1
McCallum Street, Swan Hill
Commenced 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

Confirmed 18 September 2018

Chairperson.....

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SECTION A – PROCEDURAL MATTERS

- **Open**

Mayor, Cr Les McPhee assumed the chair and declared the meeting open at 4.00pm.

- **Acknowledgement of Country**

Mayor, Cr Les McPhee read the Acknowledgement of Country.

- **Prayer**

Cr Gary Norton read the prayer.

- **Apologies**

Nil

Recommendations

That the apologies be accepted.

- **Confirmation of Minutes**

- 1) Ordinary Meeting held on 17 July 2018

81/18 Motion

MOVED Cr Jeffery

That the minutes be confirmed.

SECONDED Cr Katis

The Motion was put and CARRIED

- **Declarations of Conflict of Interest**

Nil

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

Nil

- **Public Question Time**

82/18 Motion

MOVED Cr Norton

That standing orders be suspended 4.01pm.

SECONDED Cr Johnson

The Motion was put and CARRIED

Mr John Forrest

Question 1a

Will Council confirm that the Joint Council Working Group has written to VicRoads and Roads and Maritime Services (RMS) requesting a briefing in regards to the future of the Swan Hill Bridge Murray River Crossing?

Question 1b

Will Council confirm whether or not the Joint Councils Working Group has received a response to it's request for a briefing on the future of the Swan Hill Bridge from either VicRoads or RMS?

Question 1c

Will Council confirm whether or not the Joint Council's Working Group has written to both Mr Austin Evans, State Member for Murray in NSW and Mr Peter Walsh State Member for Murray Plains in Victoria, fully briefing both members of the working Group and requesting them to put pressure on RMS and VicRoads to respond to the request expeditiously? If not, why not?

Question 1d

Can Council please provide copies of all correspondence of the joint Council's working Group to various persons?

We have four questions from the public and all from John Forrest. Mr Forrest I thank you for your questions. Each of the four questions relates to the future of the Swan Hill bridge over the Murray River and the joint working party that has been established between Swan Hill Rural City and Murray River Council, I will answer all questions in one response.

The joint working group looking at the future alignment and arrangements for the replacement bridge over the Murray River at Swan Hill has been formed and has held one meeting. As a result of that meeting, the group wrote a letter to VicRoads on 2 July requesting that VicRoads arrange a meeting between VicRoads and RMS and the joint working party to discuss the feasibility of what has become known as the John Forrest proposal that is a replacement bridge more or less on the existing alignment, albeit slightly upstream of the existing bridge and to also discussed the potential for the removal of the heritage controls on the existing bridge.

John McLinden, our CEO in his capacity as Secretariat for the working group received a response dated 15 August advising as follows:

21 August 2018

15 August 2018

RE: Replacement Bridge Over the Murray River at Swan Hill

Dear John,

Thank you for your letter dated 2 July 2018, regarding the Murray River Bridge Crossing at Swan Hill. My sincere apologies for the delayed response.

I acknowledge your advice on behalf of the Swan Hill Rural City Council and Murray River Council; in addition to your request for a meeting with VicRoads and Roads and Maritime Services New South Wales. We will liaise with your office to arrange a convenient meeting time for all parties.

As recently discussed, please find enclosed a copy of the Murray River Crossings Investment Priority Assessment. The assessment is a joint project between NSW's Roads and Maritime Services and Victoria's VicRoads. It is an objective review of the 32 bridge and ferry assets that provide essential crossings of the Murray River between the two states. The results of this assessment will help to inform and prioritise the future investment decisions for the Murray River Crossings according to each asset's relative ranking.

I look forward to meeting with the newly formed committee to discuss these matters further. In the interim, please contact me if you have any further queries.

Kind Regards,



Brian Westley

Regional Director Northern Victoria

A meeting between VicRoads, RMS and the joint working group has been scheduled for 7 September.

Your questions also ask whether or not the working group has involved our political representatives in these discussions. We have not. We are at this time dealing with the bureaucracy and will pursue that in the short term and will brief our elected officials following the meeting with VicRoads and RMS.

Requests for copies of the proceedings of the joint working group or any correspondence from or to that group will be considered upon receipt of a Freedom of information request.

The working party needs to be provided with the space and an environment where it can have honest and frank conversations with both VicRoads and RMS and Heritage New South Wales without these discussions being played out in public at this time.

Emma Mikkelsen

Question 1

Northern River Equestrian Club (NREC are pleased to hear of the opportunity that has been given to Swan Hill Pony Club for their move, and wish to thank Council for the opportunity made available to our club to be able to share the facility with them and other equestrian group. Our question: Will the proposed user groups of the facility have an opportunity to meet as a group with representatives of Council to discuss what is needed by all groups, what resources we all have to offer, and also be involved in discussion as to how the facility will be managed? Which leads into the question of, has there been a timeline/timeframe set yet for the community consultation, a possible meeting with user groups, upgrading of the facilities, and eventual usability of the facility?

Due to the report being presented at this meeting that question could not be answered, the Mayor invited Emma to stay to hear the report and Council's discussion.

83/18 Motion

MOVED Cr Norton

That Standing Orders be resumed at 4.07pm.

SECONDED Cr Jeffery

The Motion was put and CARRIED

SECTION B – REPORTS

B.18.57 S5 INSTRUMENT OF DELEGATION TO THE CHIEF EXECUTIVE OFFICER

Responsible Officer: Director Corporate Services
File Number: 74-00-23
Attachments: 1 Maddocks Letter 29-6-18
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 their 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 29 June 2018 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 organisational 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.**

84/18 Motion

MOVED Cr Katis

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.**

SECONDED Cr Young

The Motion was put and CARRIED

02 JUL 2018 516-08-01

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| Copies ESD, CEO | Security |  |
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| Comments | | |



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Email Letter

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|---|--|
| From Bronte Wright Direct 03 9258 3832 Partner Mark Hayes | Date 29 June 2018 Email bronte.wright@maddocks.com.au |
|---|--|

Our Ref MRH:BWW:628721

Dear subscriber

**Delegations and Authorisations Service Update
First Full Update for 2018**

We are pleased to provide you with our first full update to the Delegations and Authorisations Service for 2018. This update takes into account legislative changes made since December 2017, which affect councils' powers, duties and functions.

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, S11, S12, S13 and S14 Instruments. We have outlined *some* of the changes to each instrument below. We note that our update only includes Acts and Regulations which were assented to, or made, before 25 June 2018.

1. **Changes to the S6 Instrument of Delegation from Council to Members of Council Staff (S6)**
 - 1.1 Our S6 template has changed in the following ways:
 - 1.1.1 the conditions and limitations column for s 41A(1) in the *Domestic Animals Act 1994 (DA Act)* has been updated to reflect the new language of the DA Act (discussed at paras 2.2 and 3.1 below);
 - 1.1.2 the *Heritage Act 1995* has been replaced by the *Heritage Act 2017* and the relevant provision for councils has now changed from s 84(2) to s 116;
 - 1.1.3 there have been extensive changes to the *Planning and Environment Act 1987 (P&E Act)* prompted by the *Planning and Environment Amendment (Public Land Contributions) Act 2018 (Public Land Contributions Amendment Act)*. These

[628721: 21854424_1]



Maddocks

changes commence on 2 July 2018, and include, for the purposes of this Instrument, the:

- (a) removal of ss 46GF – 46GI(5), 46GL, 46GM and 224(8);
- (b) insertion of ss 46GI(2)(b)(i) – 46LB(3) and 172C – 172D (2), which are provisions conferring powers, and functions, and imposing duties, on Council acting in one or more of the following capacities:
 - (i) collecting authority;
 - (ii) development authority;
 - (iii) municipal council;
 - (iv) planning authority; and
- (c) amendment of ss 62(5)(a) and 62(6)(a).

1.1.4 further changes to the P&E Act have been made by the *Planning and Environment Amendment (Distinctive Areas and Landscapes) Act 2018 (Distinctive Areas and Landscapes Amendment Act)*, which include the insertion of ss 46AW – 46AZK. These provisions have already commenced and apply where Council is a 'responsible public entity'.

2. Changes to the S7 Instrument of Sub-Delegation from Council's CEO to Staff (S7)

- 2.1 In relation to our S7 template, we note the following in particular:
- 2.2 that the *Domestic Animals Amendment (Puppy Farms and Pet Shops) Act 2017 (Puppy Farms and Pet Shops Amendment Act)* has introduced significant changes to the DA Act, which include the insertion of a number of new powers, duties and functions in relation to applications and registrations;
- 2.3 that the 'power to offer [a] payment plan' under s 46 of the *Fines Reform Act 2014* has been removed and ss 174 and 175 have been clarified to indicate the capacity in which Council is acting when exercising the function and duty (respectively);
- 2.4 amendments to the *Infringements Act 2006*, specifically the removal of ss 27D(3), 27F(3) and 54(1) – 164(3);
- 2.5 the amendment of s 411 of the *Land Act 1958*, which will commence on 1 November 2018, unless proclaimed earlier;
- 2.6 the insertion of new duties under ss 3H(1)(a) – 3H(1)(c) of the *Local Government Act 1989 (LGA)* following the commencement of the *Distinctive Areas and Landscapes Amendment Act*;
- 2.7 the amendment of s 27(1) of the *National Parks Act 1975* to reflect assent being given to the *Parks Victoria Act 2018* which will commence on 1 November 2018, unless proclaimed earlier;
- 2.8 the repeal of ss 147 and 148 of the *Public Health and Wellbeing Act 2008* due to the *Health and Child Wellbeing Legislation Amendment Act 2018*;
- 2.9 the insertion of the *Service Victoria Act 2018 (SV Act)*, which will commence on 1 July 2018;

DEPARTMENT OF COMMUNITY AND LOCAL GOVERNMENT

Maddocks

- 2.10 that there have been consequential amendments to the *Subdivision Act 1988* caused by the *Public Land Contributions Amendment Act*, which affects s 21(1) and introduces s 21(2CA). These changes are not yet in force and will commence on 2 July 2018;
- 2.11 that significant changes have been made to the *Valuation of Land Act 1960 (VLA)* by virtue of the *State Taxation Acts Further Amendment Act 2017*;
- 2.12 regulations 155(7) and 155(8) of the *Building Regulations 2018 (Building Regulations)* will be revoked on 1 July 2018; and
- 2.13 regulations 32 and 35 of the *Infringements Regulations 2016* have been revoked by the IA Regulations.
- 3. Changes to the S11 Instrument of Appointment and Authorisation (S11)**
- 3.1 Our S11 template has been amended to reflect changes to the DA Act by the *Puppy Farms and Pet Shops Amendment Act*. We note, in particular, the new definitions – ‘Council authorised officer’ and ‘Council contracted authorised officer’, which affect paras 5 and 6 of our S11 template. The changes also include a limitation for Council to only appoint, as a ‘Council contracted authorised officer’, a person who is not an employee of the Council if the person has the qualifications or experience prescribed by the Secretary (see footnote 3 of our S11 template).
- 3.2 These changes mean that councils must update all S11 instruments. We recommend that, when doing so, councils ensure each person employed or engaged by Council as an authorised officer have their own individual Instrument of Appointment and Authorisation that is personal to them.
- 4. Changes to the S12 Instrument of Delegation and Authorisation by Municipal Building Surveyor (S12)**
- 4.1 There have been further changes to our S12 template since our mini-update in May 2018. These include:
- 4.1.1 under the *Building Act 1993* –
- (a) the amendment of s 24(6); and
 - (b) insertion of a new duty under s 24(7),
- which will both commence on 1 September 2018, unless proclaimed earlier;
- 4.1.2 under the *Building Regulations* –
- (a) the insertion of a new power under reg 36A;
 - (b) the insertion of a new function under reg 42; and
 - (c) amendment of reg 268,
- which were affected by the *Building Amendment Regulations 2018*, and will commence on 1 July 2018.
- 5. Changes to the 13 Instrument of Delegation of CEO powers, duties and functions to Members of Council Staff (S13)**
- 5.1 In relation to our S13 template, we note the following, in particular:



Maddocks

- 5.1.1 the insertion of two new powers under ss 46K(1)(g) and 46K(1)(h) of the *Child Wellbeing and Safety Act 2005* which will commence on 31 December 2019, unless proclaimed earlier;
- 5.1.2 clarification has been provided under s 175(1)(b) to indicate the capacity in which Council's CEO is conferred the power;
- 5.1.3 the introduction of the SV Act which will commence on 1 July 2018; and
- 5.1.4 the removal of the duty under s 13DJ(1) of the VLA and insertion of the 'power to request valuations of land' under s 3(5)(ba).

6. Changes to the S14 Instrument of Delegation from CEO to Members of Council Staff (Vicsmart)

- 7. There have been changes in our S14 template to reflect the following under the P&E Act:
 - 7.1 section 59(1) is now a 'power to decide an application without delay';
 - 7.2 sections 62(5)(a) and 62(6)(a) have been amended by the Distinctive Areas and Landscapes Amendment Act). These amendments will commence on 2 July 2018; and
 - 8. section 84AB has been inserted, which is a 'power to agree to confining a review by the Tribunal' where Council is a party to an application for review.

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.

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:
Mark Hayes
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 21 August 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"> 1. determine any issue; 2. take any action; or 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. | <p>CEO</p> |
| | | <p>Conditions and Limitations</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"> 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; 4.2 making a local law under Part 5 of the Act; 4.3 approval of the Council Plan under s.125 of the Act; 4.4 adoption of the Strategic Resource Plan under s.126 of the Act; 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act; 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act; 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled; 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act; 4.9 appointment of councillor or community delegates or representatives to external organisations; or 4.10 the return of the general valuation and any supplementary valuations; 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; 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; 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"> 7.1 policy; or 7.2 strategy adopted by Council; or 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 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. |

B.18.58 S6 INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF

Responsible Officer: Director Corporate Services
File Number: 74-00-23
Attachments:
1 Maddocks Letter 29-6-18
2 S6 Delegation 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 authorisations 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 summarised 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.**

85/18 Motion

MOVED Cr Norton

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.**

SECONDED Cr Jeffery

The Motion was put and CARRIED

02 JUL 2018 516-08-01

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| Comments | | |



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Email Letter

| | |
|---|---|
| <p>From Bronte Wright</p> <p>Direct 03 9258 3832</p> <p>Partner Mark Hayes</p> | <p>Date 29 June 2018</p> <p>Email bronte.wright@maddocks.com.au</p> |
|---|---|

Our Ref MRH:BWV:628721

Dear subscriber

**Delegations and Authorisations Service Update
First Full Update for 2018**

We are pleased to provide you with our first full update to the Delegations and Authorisations Service for 2018. This update takes into account legislative changes made since December 2017, which affect councils' powers, duties and functions.

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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, S11, S12, S13 and S14 Instruments. We have outlined *some* of the changes to each instrument below. We note that our update only includes Acts and Regulations which were assented to, or made, before 25 June 2018.

1. **Changes to the S6 Instrument of Delegation from Council to Members of Council Staff (S6)**
 - 1.1 Our S6 template has changed in the following ways:
 - 1.1.1 the conditions and limitations column for s 41A(1) in the *Domestic Animals Act 1994 (DA Act)* has been updated to reflect the new language of the DA Act (discussed at paras 2.2 and 3.1 below);
 - 1.1.2 the *Heritage Act 1995* has been replaced by the *Heritage Act 2017* and the relevant provision for councils has now changed from s 84(2) to s 116;
 - 1.1.3 there have been extensive changes to the *Planning and Environment Act 1987 (P&E Act)* prompted by the *Planning and Environment Amendment (Public Land Contributions) Act 2018 (Public Land Contributions Amendment Act)*. These

[628721: 21854424_1]



Maddocks

changes commence on 2 July 2018, and include, for the purposes of this Instrument, the:

- (a) removal of ss 46GF – 46GI(5), 46GL, 46GM and 224(8);
- (b) insertion of ss 46GI(2)(b)(i) – 46LB(3) and 172C – 172D (2), which are provisions conferring powers, and functions, and imposing duties, on Council acting in one or more of the following capacities:
 - (i) collecting authority;
 - (ii) development authority;
 - (iii) municipal council;
 - (iv) planning authority; and
- (c) amendment of ss 62(5)(a) and 62(6)(a).

1.1.4 further changes to the P&E Act have been made by the *Planning and Environment Amendment (Distinctive Areas and Landscapes) Act 2018 (Distinctive Areas and Landscapes Amendment Act)*, which include the insertion of ss 46AW – 46AZK. These provisions have already commenced and apply where Council is a 'responsible public entity'.

2. Changes to the S7 Instrument of Sub-Delegation from Council's CEO to Staff (S7)

- 2.1 In relation to our S7 template, we note the following in particular:
- 2.2 that the *Domestic Animals Amendment (Puppy Farms and Pet Shops) Act 2017 (Puppy Farms and Pet Shops Amendment Act)* has introduced significant changes to the DA Act, which include the insertion of a number of new powers, duties and functions in relation to applications and registrations;
- 2.3 that the 'power to offer [a] payment plan' under s 46 of the *Fines Reform Act 2014* has been removed and ss 174 and 175 have been clarified to indicate the capacity in which Council is acting when exercising the function and duty (respectively);
- 2.4 amendments to the *Infringements Act 2006*, specifically the removal of ss 27D(3), 27F(3) and 54(1) – 164(3);
- 2.5 the amendment of s 411 of the *Land Act 1958*, which will commence on 1 November 2018, unless proclaimed earlier;
- 2.6 the insertion of new duties under ss 3H(1)(a) – 3H(1)(c) of the *Local Government Act 1989 (LGA)* following the commencement of the Distinctive Areas and Landscapes Amendment Act;
- 2.7 the amendment of s 27(1) of the *National Parks Act 1975* to reflect assent being given to the *Parks Victoria Act 2018* which will commence on 1 November 2018, unless proclaimed earlier;
- 2.8 the repeal of ss 147 and 148 of the *Public Health and Wellbeing Act 2008* due to the *Health and Child Wellbeing Legislation Amendment Act 2018*;
- 2.9 the insertion of the *Service Victoria Act 2018 (SV Act)*, which will commence on 1 July 2018;

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- 2:10 that there have been consequential amendments to the *Subdivision Act 1988* caused by the *Public Land Contributions Amendment Act*, which affects s 21(1) and introduces s 21(2CA). These changes are not yet in force and will commence on 2 July 2018;
- 2:11 that significant changes have been made to the *Valuation of Land Act 1960* (VLA) by virtue of the *State Taxation Acts Further Amendment Act 2017*;
- 2:12 regulations 155(7) and 155(8) of the *Building Regulations 2018* (*Building Regulations*) will be revoked on 1 July 2018; and
- 2:13 regulations 32 and 35 of the *Infringements Regulations 2016* have been revoked by the IA Regulations.
3. **Changes to the S11 Instrument of Appointment and Authorisation (S11)**
- 3:1 Our S11 template has been amended to reflect changes to the DA Act by the *Puppy Farms and Pet Shops Amendment Act*. We note, in particular, the new definitions – ‘Council authorised officer’ and ‘Council contracted authorised officer’, which affect paras 5 and 6 of our S11 template. The changes also include a limitation for Council to only appoint, as a ‘Council contracted authorised officer’, a person who is not an employee of the Council if the person has the qualifications or experience prescribed by the Secretary (see footnote 3 of our S11 template).
- 3:2 These changes mean that councils must update all S11 instruments. We recommend that, when doing so, councils ensure each person employed or engaged by Council as an authorised officer have their own individual Instrument of Appointment and Authorisation that is personal to them.
4. **Changes to the S12 Instrument of Delegation and Authorisation by Municipal Building Surveyor (S12)**
- 4:1 There have been further changes to our S12 template since our mini-update in May 2018. These include:
- 4:1.1 under the *Building Act 1993* –
- (a) the amendment of s 24(6); and
- (b) insertion of a new duty under s 24(7),
- which will both commence on 1 September 2018, unless proclaimed earlier;
- 4:1.2 under the *Building Regulations* –
- (a) the insertion of a new power under reg 36A;
- (b) the insertion of a new function under reg 42; and
- (c) amendment of reg 268,
- which were affected by the *Building Amendment Regulations 2018*, and will commence on 1 July 2018.
5. **Changes to the 13 Instrument of Delegation of CEO powers, duties and functions to Members of Council Staff (S13)**
- 5:1 In relation to our S13 template, we note the following, in particular:



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- 5.1.1 the insertion of two new powers under ss 46K(1)(g) and 46K(1)(h) of the *Child Wellbeing and Safety Act 2005* which will commence on 31 December 2019, unless proclaimed earlier;
 - 5.1.2 clarification has been provided under s 175(1)(b) to indicate the capacity in which Council's CEO is conferred the power;
 - 5.1.3 the introduction of the SV Act which will commence on 1 July 2018; and
 - 5.1.4 the removal of the duty under s 13DJ(1) of the VLA and insertion of the 'power to request valuations of land' under s 3(5)(ba).
6. **Changes to the S14 Instrument of Delegation from CEO to Members of Council Staff (Vicsmart)**
7. There have been changes in our S14 template to reflect the following under the P&E Act:
- 7.1 section 59(1) is now a 'power to decide an application without delay';
 - 7.2 sections 62(5)(a) and 62(6)(a) have been amended by the Distinctive Areas and Landscapes Amendment Act). These amendments will commence on 2 July 2018; and
 - 8. section 84AB has been inserted, which is a 'power to agree to confining a review by the Tribunal' where Council is a party to an application for review.

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.

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:
Mark Hayes
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
- 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 21 August 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 2017
- Local Government Act 1989
- 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 | AO, DDP, PHRSC | Council may delegate this power to a Council 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 |
| 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 |

| Food Act 1984 | | |
|-------------------|--|---|
| 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 |
| 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 |
| | power to register, renew or transfer registration | DDP, EHO, PHRSC where Council is the registration authority |
| 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 | refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2)) 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 |

| Food Act 1984 | | | |
|---------------|---|-----------------|--|
| 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 |
| s.40(2) | power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008 | EHO, PHRSC | only if satisfied of matters in subsections (2)(a)-(c) |
| 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 | EHO, PHRSC | where Council is the registration authority |

| | | |
|--|--|--|
| Food Act 1984 | | |
| | instituted against the person first charged | |
| Heritage Act 2017 | | |
| Provision | Item Delegated | Delegate |
| s.116 | power to sub-delegate Executive Director's functions, duties or powers | CEO, DDP, DM |
| | | Conditions and Limitations must first obtain Executive Director's written consent Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation |
| Local Government Act 1989 | | |
| Provision | Item Delegated | Delegate |
| s.181H | power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge | ND |
| Planning and Environment Act 1987 | | |
| Provision | Item Delegated | Delegate |
| s.4B | power to prepare an amendment to the Victorian Planning Provisions | ND |
| 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 |
| s.4I | 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 |
| | | Conditions and Limitations if authorised by the Minister |

| Planning and Environment Act 1987 | | |
|-----------------------------------|---|---|
| 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 |
| 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 | CEO, DDP |
| 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 |
| | | 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. |
| | | except submissions which request a change to the items in s.22(5)(a) and (b) |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|---|-----------------|---|
| 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 | Note: the power to make a decision to abandon an amendment cannot be delegated |
| 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 | |
| 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 | ND | 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 affect a limited number of Councils |
| s.46AS(ac) | power to request the Victorian Planning Authority (VPA) to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria | DDP, DM | |
| s.46AW | function of being consulted by the Minister | CEO, DDP | where Council is a responsible public entity |
| s.46AX | function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy | DDP, DM | where Council is a responsible public entity |
| s.46AZC(2) | power to endorse the draft Statement of Planning Policy to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity | DDP, DM, PO, PP | where Council is a responsible public entity |
| s.46AZK | duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a | DDP, DM, PO, PP | where Council is a responsible public entity |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|---------|---|
| | function or duty or exercising a power in relation to the declared area | | where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency |
| s.46G(2)(b)(i) | power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction | DDP, DM | |
| s.46GJ(1) | function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans | DDP, DM | |
| s.46GK | duty to comply with a Minister's direction that applies to Council as the planning authority | DDP, DM | |
| s.46GN(1) | duty to arrange for estimates of values of inner public purpose land | DDP, DM | |
| s.46GO(1) | duty to give notice to owners of certain inner public purpose land | DDP, DM | |
| s.46GP | function of receiving a notice under s.46GO | DDP, DM | where Council is the collecting agency |
| s.46GQ | function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land | DDP, DM | |
| s.46GR(1) | duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO | DDP, DM | |
| s.46GR(2) | power to consider a late submission | DDP, DM | |
| s.46GS(1) | duty to consider a late submission if directed to do so by the Minister | ND | |
| s.46GS(2) | power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ | DDP | |
| s.46GT(2) | duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general | DDP | |
| s.46GT(4) | duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference | DDP, PM | |
| s.46GT(6) | function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land | DDP, PM | |
| s.46GU | function of receiving, from the valuer-general, written notice of a determination under s.46GT(5) | DDP, PM | |
| s.46GV | duty not to adopt an amendment under s.29 to an infrastructure contributions | DDP, PM | |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|----------|--|
| | plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met | | |
| s.46GV(3) | function of receiving the monetary component and any land equalisation amount of the infrastructure contribution | DDP, PM | where Council is the collecting agency |
| s.46GV(3)(b) | power to specify the manner in which the payment is to be made | DDP, PM | where Council is the collecting agency |
| s.46GV(4)(a) | power to enter into an agreement with the applicant | DDP, PM | where Council is the development agency |
| s.46GV(4)(a) | function of receiving the inner public purpose land in accordance with s.46GV(5) and (6) | DDP, PM | where Council is the development agency |
| s.46GV(4)(b) | function of receiving the inner public purpose land in accordance with s.46GV(5) and (6) | DDP, PM | where Council is the collecting agency |
| s.46GV(7) | duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area | DDP, DM | |
| s.46GV(9) | power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction | DDP, DM | where Council is the collecting agency |
| s.46GX(1) | power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable | DDP, DM | where Council is the collecting agency |
| s.46GX(2) | duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | DDP, DM | where Council is the collecting agency |
| s.46GY(1) | duty to keep proper and separate accounts and records | DCS, DDP | where Council is the collecting agency |
| s.46GY(2) | duty to keep the accounts and records in accordance with the Local Government Act 1989 | DCS, DDP | where Council is the collecting agency |
| s.46GZ(2)(a) | duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs | DCS, DDP | where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZ(2)(a) | function of receiving the monetary component | DCS, DDP | this duty does not apply where Council is that planning authority where the Council is the planning authority |
| s.46GZ(2)(b) | duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is | DDP, DM | this duty does not apply where Council is also the collecting agency where Council is the collecting agency under an approved infrastructure contributions plan |

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| | specified in the plan, as responsible for those works, services or facilities | | this provision does not apply where Council is also the relevant development agency |
| s.46GZ(2)(b) | function of receiving the monetary component | DDP, DM | where Council is the development agency under an approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency |
| s.46GZ(4) | duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5) | DDP | where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZ(5) | duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency | DDP, DI, FM | where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency |
| s.46GZ(5) | function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land | DDP, DI, FM | where Council is the development agency specified in the approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency |
| s.46GZ(7) | duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW | DDP, DI, FM | where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZ(9) | duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land | DDP | if any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s.46GV(4) where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency |

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| s.46GZ(9) | function of receiving the fee simple in the land | DDP | where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency |
| s.46GZA(1) | duty to keep proper and separate accounts and records | DDP | where Council is a development agency under an approved infrastructure contributions plan |
| s.46GZA(2) | duty to keep the accounts and records in accordance with the Local Government Act 1989 | DDP | where Council is a development agency under an approved infrastructure contributions plan |
| s.46GZB(3) | duty to follow the steps set out in s.46GZB(3)(a) – (c) | DDP | where Council is a development agency under an approved infrastructure contributions plan |
| s.46GZB(4) | duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA | DDP | if the VPA is the collecting agency under an approved infrastructure contributions plan where Council is a development agency under an approved infrastructure contributions plan |
| s.46GZD(2) | duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b) | DDP | where Council is the development agency under an approved infrastructure contributions plan |
| s.46GZD(3) | duty to follow the steps set out in s.46GZD(3)(a) and (b) | DDP | where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZD(5) | duty to make payments under s.46GZD(3) in accordance with ss.46GZD(5)(a) and 46GZD(5)(b) | DDP | where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZE(2) | duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | DDP | where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency |
| s.46GZE(2) | function of receiving the unexpended land equalisation amount | DDP, DM | where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency |
| s.46GZE(3) | duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b) | DDP, DM | where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZF(2) | duty, within 12 months after the date on which the approved infrastructure | DDP, DM | where Council is the development agency under an approved |

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| | contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land | infrastructure contributions plan |
| s.46GZF(3) | duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b) | where Council is the development agency under an approved infrastructure contributions plan |
| s.46GZF(3) | s.46GZF(3)(a) function of receiving proceeds of sale | where Council is the collection agency under an approved infrastructure contributions plan |
| s.46GZF(4) | duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5) | this provision does not apply where Council is also the development agency |
| s.46GZF(6) | duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b) | where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZH | power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction | where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZI | duty to prepare and give a report to the Minister at the times required by the Minister | where Council is a collecting agency or development agency |
| s.46GZK | power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council | where Council is a collecting agency or development agency |
| s.46LB(3) | duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2) | |
| s.46N(1) | duty to include condition in permit regarding payment of development infrastructure levy | |
| s.46N(2)(c) | function of determining time and manner for receipt of development contributions levy | |
| s.46N(2)(d) | power to enter into an agreement with the applicant regarding payment of development infrastructure levy | |
| 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 | |
| s.46O(1)(d) & (2)(d) | power to enter into agreement with the applicant regarding payment of community infrastructure levy | |
| s.46P(1) | power to require payment of amount of levy under section 46N or section 46O to | |

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| | be satisfactorily secured | | | |
| 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, PP, SRO | |
| 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 preparation costs incurred by a development agency | | DDP, DM, PP | |
| s.46Q(2) | 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 of 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 | |

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| 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 |
| 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 |
| 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 | DDP, DM, PO, PP |

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| | information | |
| 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 decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application | DDP, DM, PP |
| 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 |

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| 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 or an approved infrastructure 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 ss.46N(1), 46GV(7) or 62(5) | 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 |
| s.64(1) | duty to give notice of decision to grant a permit to applicant and objectors | DDP, DM, PO, PP |
| s.64(3) | duty not to issue a permit until after the specified period | DDP, DM, PM, PO |
| s.64(5) | duty to give each objector a copy of an exempt decision | DDP, DM, PM, PO |
| 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 |
| 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 | DDP, DM, PP |

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| | determining referral authorities | |
| 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 objected to the grant of the permit or 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 conditions | DDP, DM, PO, PP |
| 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 | DDP, DM, PO, PP if the recommending referral authority did not object to the |

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| | which Council decides to grant and a copy of any notice given under section 64 or 76 | 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.84AB | power to agree to confining a review by the Tribunal | DDP, DM, PO, 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 |
| 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 |

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| 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, DDP, ND |
| 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 notice of refusal | DDP, DM, PO, PP |
| 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 |

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| 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 circumstances | CEO, DDP, DM, PP |
| 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 | CEO, DDP, DM, PP where Council is the relevant planning authority |

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| | 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) | | |
| s.171(2)(f) | power to carry out studies and commission reports | CEO, DDP, ND | |
| s.172C | power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan | DDP | where Council is a development agency specified in an approved infrastructure contributions plan |
| s.172D(1) | power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4) | DDP | where Council is a collecting agency specified in an approved infrastructure contributions plan |
| s.172D(2) | power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4) | DDP | where Council is the development agency specified in an approved infrastructure contributions plan |
| s.171(2)(g) | power to grant and reserve easements | CEO, DDP, DM, ND | |
| s.173(1) | power to enter into agreement covering matters set out in section 174 | DDP, DI, 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 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 | DDP, DI, DM, EPAM, 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, DDP, DM, ND | |
| 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 | DDP, DM, ND | |
| 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 | DDP, DM, ND | |
| 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 | |

| Planning and Environment Act 1987 | | |
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| 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 with the proposal | CEO, DDP |
| | | If no objections are made under s.178D |
| | | Must consider matters in s.178B |
| 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 |
| 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 |
| 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 | CEO, DDP |

| Planning and Environment Act 1987 | | |
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| | the costs of giving notices and preparing the amended agreement | |
| s.178(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, to record the agreement | DDP, DM, PP |
| 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 | DDP, DM, PO, PP |

| Planning and Environment Act 1987 | | | |
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| | accordance with a provision of a planning scheme or condition in a permit | | |
| | 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, PP | |
| s.201UAB(2) | duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible | DDP, DM, ND | |
| Rail Safety (Local Operations) Act 2006 | | | |
| Provision | Item Delegated | Delegate | Conditions and Limitations |
| 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 agreement with rail infrastructure manager | DI, EPAM | where Council is the relevant road authority |
| 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 | DI, EPAM | where Council is the relevant road authority |

| Rail Safety (Local Operations) Act 2006 | | | |
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| | manager | | |
| 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 |
| Residential Tenancies Act 1997 | | | |
| Provision | Item Delegated | Delegate | Conditions and Limitations |
| 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 |
| 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 | |

| Residential Tenancies Act 1997 | | | |
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| 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 | |
| Road Management Act 2004 | | | |
| Provision | Item Delegated | Delegate | Conditions and Limitations |
| 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 | AC, DI, EPAM | |
| s.11(10) | duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc. | AC, DI, 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 | AC, DI, EPAM | where Council is the coordinating road authority |
| s.12(2) | power to discontinue road or part of a road | AC, DI, 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 (1) applies |
| s.12(5) | duty to consider written submissions received within 28 days of notice | AC, DI, EPAM | duty of coordinating road authority where it is the discontinuing body unless subsection (1) applies |
| s.12(6) | function of hearing a person in support of their written submission | AC, DI, EPAM | function of coordinating road authority where it is the discontinuing body unless subsection (1) applies |
| s.12(7) | duty to fix day, time and place of meeting under subsection (6) and to give notice | AC, DI, EPAM | duty of coordinating road authority where it is the discontinuing body unless subsection (1) applies |
| s.12(10) | duty to notify of decision made | AC, DI, 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 | AC, DI, EPAM | power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate |

| Road Management Act 2004 | | |
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| s.14(4) | function of receiving notice from VicRoads | CEO, DI |
| s.14(7) | power to appeal against decision of VicRoads | AC, DI, 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 | AC, DI, 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 | AC, DI, EPAM |
| s.17(2) | duty to register public road in public roads register | AC, DI, EPAM |
| s.17(3) | power to decide that a road is reasonably required for general public use | DI, EPAM |
| s.17(3) | duty to register a road reasonably required for general public use in public roads register | AC, DI, EPAM |
| s.17(4) | power to decide that a road is no longer reasonably required for general public use | ND |
| s.17(4) | duty to remove road no longer reasonably required for general public use from public roads register | AC, EPAM |
| s.18(1) | power to designate ancillary area | AC, DI, EPAM |
| s.18(3) | duty to record designation in public roads register | AC, DI, EPAM |
| s.19(1) | duty to keep register of public roads in respect of which it is the coordinating road authority | AC, DI, EPAM |
| s.19(4) | duty to specify details of discontinuance in public roads register | AC, DI, EPAM |
| s.19(5) | duty to ensure public roads register is available for public inspection | AC, DI, EPAM |
| s.21 | function of replying to request for information or advice | AC, CEO, DI, EPAM |
| s.22(2) | function of commenting on proposed direction | AC, CEO, DI, 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. | AC, CEO, DI, EPAM |
| s.22(5) | duty to give effect to a direction under this section. | DI, EPAM |

| Road Management Act 2004 | | | |
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| 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 | AC, DI, 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 of public transport) | AC, DI, EPAM | where Council is the responsible road authority, infrastructure manager or works manager |
| s.48M(3) | function of consulting with the relevant authority for purposes of developing guidelines under section 48M | AC, DI, EPAM | |
| s.49 | power to develop and publish a road management plan | AC, DI, EPAM | |
| s.51 | power to determine standards by incorporating the standards in a road management plan | AC, DI, 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 | AC, DI, EPAM | |
| s.54(5) | duty to conduct a review of road management plan at prescribed intervals | AC, DI, EPAM | |
| s.54(6) | power to amend road management plan | AC, DI, EPAM | |
| s.54(7) | duty to incorporate the amendments into the road management plan | AC, DI, EPAM | |
| s.55(1) | duty to cause notice of road management plan to be published in Government Gazette and newspaper | AC, DI, 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 |

| Road Management Act 2004 | | | |
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| | | DI, EPAM | where Council is the coordinating road authority |
| s.66(1) | power to consent to structure etc | AC, 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 | AC, DI, EPAM | where Council is the coordinating road authority |
| s.67(3) | power to request information | AC, DI, EPAM | where Council is the coordinating road authority |
| s.68(2) | power to request information | AC, DI, 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 | |
| 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 | AC, CEO, DI, EPAM | |
| s.112(2) | power to recover damages in court | AC, CEO, DI, EPAM | |
| s.116 | power to cause or carry out inspection | AC, DI, EPAM | |
| s.119(2) | function of consulting with VicRoads | AC, DI, 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) | AC, DI, 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 | |

| Road Management Act 2004 | | |
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| Schedule 2 Clause 5 | duty to publish notice of declaration | AC, DI, 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 |
| 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 |
| Schedule 7, Clause 9(1) | duty to comply with request for information from a 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 | AC, DI, EPAM, WM |
| 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 | AC, DI, EPAM |
| 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 |
| Schedule 7 Clause 12(2) | power to direct infrastructure manager or works manager to conduct reinstatement works | DI, EPAM, WM |
| Schedule 7 Clause 12(3) | power to take measures to ensure reinstatement works are completed | DI, EPAM, WM |
| Schedule 7 Clause 12(4) | duty to ensure that works are conducted by an appropriately qualified person | DI, EPAM, WM |
| Schedule 7 Clause 12(5) | power to recover costs | DI, EPAM, WM |
| 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) | AC, DI, EPAM, WM |
| Schedule 7 Clause 13(2) | power to vary notice period | AC, DI, EPAM |

| Road Management Act 2004 | | | |
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| Schedule 7, Clause 13(3) | duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1) | AC, DI, 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 Clause 16(4) | duty to consult | AC, DI, EPAM | where Council is the coordinating road authority, responsible authority or infrastructure manager |
| Schedule 7 Clause 16(5) | power to consent to proposed works | AC, DI, EPAM, SDE | where Council is the coordinating road authority |
| Schedule 7 Clause 16(6) | power to set reasonable conditions on consent | AC, DI, EPAM, SDE | where Council is the coordinating road authority |
| Schedule 7 Clause 16(8) | power to include consents and conditions | AC, DI, 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 | AC, DI, 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 | AC, DI, 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 |

| Road Management Act 2004 | | | |
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| 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 | AC, DI, EPAM, SDE | where Council is the responsible road authority |
| Schedule 7A Clause (3)(1)(f) | duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4 | DI, EPAM | duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal Council (re: operating costs) |
| Planning and Environment Regulations 2015 | | | |
| Provision | Item Delegated | Delegate | Conditions and Limitations |
| 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. |
| Planning and Environment (Fees) Regulations 2016 | | | |
| Provision | Item Delegated | Delegate | Conditions and Limitations |
| 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 | |

| Planning and Environment (Fees) Regulations 2016 | | | |
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| | | DM | |
| 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 | | |
| 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 | CSO, DDP, EHO, PHRSC | |
| 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 owner must display copy of | DDP, EHO, | |

| Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010 | | |
|---|--|--|
| | public emergency warnings | EPAM, PHRSC |
| r.25(3) | 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 |
| r.8(1) | duty to conduct reviews of road management plan | AC, DI, EPAM |
| r.9(2) | duty to produce written report of review of road management plan and make report available | AC, DI, 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) | AC, DI, EPAM |
| r.10 | duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act | AC, DI, EPAM |
| r.13(1) | Duty to publish notice of amendments to road management plan | AC, DI, EPAM |
| r.13(3) | duty to record on road management plan the substance and date of effect of amendment | AC, DI, EPAM |
| r.16(3) | power to issue permit | AC, DI, EPAM, where Council is the coordinating road authority |

| Road Management (General) Regulations 2016 | | |
|---|--|---|
| r.18(1) | power to give written consent re damage to road | SDE, WM AC, DI, 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 | AC, DI, 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 | DDP, DI |
| Road Management (Works and Infrastructure) Regulations 2015 | | |
| Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015. | | |
| Provision | Item Delegated | Conditions and Limitations |
| 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

| Planning and Environment Act 1987 | | |
|-----------------------------------|--|---|
| Provision | Item Delegated | Conditions and Limitations |
| s61(1)A | power to determine permit application, either to decide to grant a permit. | DDP, DM CEO, DDP, DM 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 |

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

B.18.59 KEY STRATEGIC INITIATIVES FOR 2017/18 STATUS REPORT FOR THE FOURTH QUARTER

Responsible Officer: Director Corporate Services
File Number: S16-28-03
Attachments: 1 KSI 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 fourth 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 fourth 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 17 actions were marked as completed/ongoing during the fourth quarter:

- 1.4.1 Engage with local industry to identify opportunities for businesses that are upstream processors for local produce.
- 1.6.1 Investigate the housing needs and identify appropriate solutions to support growth of industry and agriculture.
- 1.6.2 Facilitate combined public and private sector investment to diversify housing stock to support growth of industry and agriculture
- Advocate for improved transport links to encourage the growth of agriculture.
- 2.4.2 Advocate for adequate and alternative utilities supplies for regionally focused infrastructure.
- 2.7.1 Implement day product at the Pioneer Settlement.
- 8.1.1 Complete 100 per cent of inspections outlined in the Road Management Plan within identified time frames.
- 8.1.2 Ensure 100 per cent of identified defects are repaired in line with Road Management Plan time frames.
- 8.2.1 Complete project scope and plan for the active trail from Lake Boga to Swan Hill.
- 8.6.1 Continuously improve the efficiency of the works and maintenance crew.

SECTION B - REPORTS

21 August 2018

- 8.7.1 Continue working with Community Groups of the Chisholm Reserve Motor Sports complex to maximise community benefits and opportunities.
- 11.1.3 Continued implementation of the Customer Service Strategy actions.
- 11.3.1 Research and report to Council on new and alternative methods of consultation.
- 13.1.3 Form strategies and partnerships for key issues and projects to increase co-operation with businesses, organisations and individuals.
- 13.2.4 Provide training to Councillors and staff on governance responsibilities and industry based awareness.
- 14.2.2 Hold regular meetings with Swan Hill District Health and Robinvale Health Services to develop joint strategies for improved health services.
- Chair and attend Lake Boga Land and On Water Management Plan meetings to work towards improving the Lake Boga foreshore and its environs in our area of control.

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 |
|--|-----------------------|------------------------|-----------------------------|-------------------------|--------------------|
| Rolled over from previous Council Plan | 6 | 1 | 0 | 1 | 4 |
| 2017/18 | 59 | 14 | 0 | 22 | 23 |
| 2018/19 | 61 | 2 | 0 | 21 | 38 |
| 2019/20 | 17 | 0 | 0 | 4 | 13 |
| 2020/21 | 83 | 1 | 0 | 37 | 45 |
| Future years | 0 | 0 | 0 | 0 | 0 |
| Total | 226 | 18 | 0 | 85 | 123 |

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 adopts the Key Strategic Initiatives fourth quarter status report for 2017/18.

86/18 Motion

MOVED Cr Young

That Council adopts the Key Strategic Initiatives fourth quarter status report for 2017/18.

SECONDED Cr Katis

The Motion was put and CARRIED

| 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 June 2018 | |
| 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 | 2018-17 | DCCS | DCCS | | Review of redevelopment options in context of Riverfront Metropolitan underway. Surveys requested in February 2018. Funding in February 2018. Updates with Gallery Advisory Committee June 2018. ELOI for project 22 June. Cr Assembly discussion November 2018. Awaiting Riverfront investment project to be undertaken to determine road steps. Presentation to Councils November 2017 on history of project. Project flagged with Mark Gega. Member for Northern Victoria, June 2018. Included in EOI for Our Region - Our Rivers funding, as major project for Council. Risk Assessment, consultations on preferred site during June 2018. | |
| 5 | 12. Celebrating our identity | 12.5 Develop and implement a Cultural Plan | 12.5.3 Development continues | 2014-16 | DCCS | CDLM | CO | The first draft of the Creative Strategy document has been reviewed and feedback provided to the consultants. | |
| 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 | 19.2.6 Modernisation undertaken, Channel decommissioned. | 2016-17 | DI | DI | | Land tenure options investigation in progress. Report with suggested option will be presented to Council in July 2018. | |
| 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 | | Finalising options and actions needed to be taken to secure land. Will present a report to Council in July 2018. | |
| 10 | | | | | | | | | |
| 11 | | ECONOMIC PROWTH | | | | | | | |
| 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 | Mar-18 | Complete and will continue as new parcels of land become available. | |
| 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 Winstons 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 (M/YYYY) | Comments as at 30 June 2018 |
| 17 | | | | | | | | |
| 18 | | | 1.2.3 Develop sale of industry and business prospectuses | 2017-21 | DDP | ECCM | | |
| 19 | | | 1.2.4 Market the opportunities available | 2017-21 | DDP | ECCM | | |
| 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. | 2017-18 | DDP | ECCM | | |
| 21 | | | 1.3.2 Investigate what role Council can play with development of new markets | 2018-19 | DDP | ECCM | | |
| 22 | | | 1.3.3 Facilitate connections and partnerships to achieve market access. | 2018-21 | DDP | ECCM | | |
| 23 | | | 1.3.4 Encourage the establishment of value adding industries. | 2017-21 | DDP | ECCM | CO | Assisting horticulture producers to enter the export market or strengthen existing markets through assisting with sourcing funding for new infrastructure and facilitating planning processes. Identify training and advice opportunities for the ag sector |
| 24 | | 1.4 Pursue new businesses that are upstream processors for our local products | 1.4.1 Engage with local industry to identify opportunities. | 2017-18 | DDP | ECCM | CO | Assisting retail businesses to expand premises. Facilitate for local goods and services industry to be competitive in tendering contracts for new developments such as solar farms |
| 25 | | | 1.4.2 Work with industry to establish new businesses | 2018-21 | DDP | ECCM | CO | Working with interstate composting business to establish new composting business in Swan Hill region |
| 26 | | 1.5 Promote new technologies and new ways of working. | 1.5.1 Investigate and market opportunities for internet based business. | 2018-19 | DDP | ECCM | | |
| 27 | | | 1.5.2 Promote and educate industry and the community to encourage the uptake of new technologies through training and workshops. | 2019-20 | DDP | ECCM | | |
| 28 | | 1.6 Increase the availability of appropriate housing to support growth of industry and agriculture | 1.6.1 Investigate the housing needs and identify appropriate solutions | 2017-18 | DDP | DDP | CO | Housing in Robinvale is of concern and a program of ensuring compliance with all regulations is underway. A Summit with major agricultural stakeholders was held in February and March 2018. Funding is expected to prepare a housing strategy for Robinvale. |
| 29 | | | 1.6.2 Facilitate combined public and private sector investment to diversify housing stock | 2019-21 | DDP | DDP | CO | Enabling support/land is available for housing in Councils role. Planning Scheme amendments to allow more low density residential land residential use the progress for Swan Hill. Nyrall was received. |
| 30 | 2. Assist existing businesses to expand and increase their efficiency | 2.1 Encourage the growth of agriculture through appropriate advocacy and strategic planning | 2.1.1 Advocate for improved transport links | 2017-18 | DDP | DDP CEO | CO | Council Member/Regional Transport Strategy still completed |
| 31 | | | 2.1.2 Review the Municipal Strategic Statement (MSS) to ensure the growth of agriculture is supported | 2017-18 | DDP | DM | CO | Amendment C73 has been submitted for authorisation. |

| A | B | C | D | E | F | G | H | I |
|----|--|--|---|---------|------------|-----------|-------------------------|--|
| | Objective | Strategic Initiatives | How we will know we have achieved this | By When | Instrument | Deliverer | Completed Date (M/YYYY) | Comments as at 30 June 2016 |
| 46 | | | | | | | | |
| 47 | | | 2.7.3 Enhance the Heritage of the Murray right time product by improving operational effectiveness and adding additional elements to the visitor experience | 2017-18 | DOP | GMPS | CO | Installation has commenced of new spotlights and lights throughout the grounds. A review of the walk to and from the tramboat is scheduled to take place upon completion to enhance the walk to and from the amphitheatre. |
| 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 | ECOM | 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 | ECOM | | Awaiting approval of ConnectU program by RDV Working with Polytechnic to attract workers from automotive manufacturers |
| 90 | | | 3.1.2 Advocate for support for regional training opportunities | 2018-19 | DOP | ECOM | | |
| 91 | | | 3.1.3 Create partnerships to deliver short courses and training | 2018-21 | DOP | ECOM | | |
| 92 | | 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 | ECOM | | No regional expo opportunities in past three months have been applicable. |
| 93 | | | 3.2.2 Support regional promotion of the municipality | 2017-21 | DOP | ECOM | | Council aligned new MOU with Murray Regional Tourism Based in August 2017 and continues partnership with Swan Hill Inc to leverage and collaborate on regional promotional opportunities. |
| 94 | | | 3.2.3 Advertise all job vacancies with a link to a website that outlines regional information | 2017-18 | DOP | ODM | Mar-18 | Advertisements link to the New Residents Guide and Discover Swan Hill sections on Council's website |
| 95 | | | 3.2.4 Develop New Residents Guide | 2017-18 | DOP | ECOM | Sept 2017 | Launched in September 2017. Media release published in The Guardian on 27/09/17. Complete. |
| 96 | | 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 | ECOM | | Awaiting approval of ConnectU program by RDV. |
| 97 | | 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 |
| 98 | | | 3.4.2 Investigate opportunities for improved public transport. | 2018-19 | DOP | ECOM | | Continued support and involvement in Mallee Local Transport Forum. |
| 99 | | | 3.4.3 Investigate alternative ways to provide accommodation. | 2018-20 | DOP | ECOM | CO | Housing summit held in Robinvale in January 2018. |
| 60 | | 4. Provide land use that is responsive and which proactively encourages appropriate development. | 4.1 Review of the Municipal Strategic Statement (MSS) | 2017-20 | DOP | RENPC | | |
| 61 | | | 4.1.1 Review of the Municipal Strategic Statement (MSS) and refer back to the Minister for approval | 2017-18 | DOP | DM | | Dec-17 MSS is currently being re-written removing the need for a review in 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 June 2018 | |
| 61 | | | | | | | | | |
| 62 | | 4.2 Identify and zone appropriate land for future development | 4.2.1 Identified land through strategic work program | 2018-21 | DOP | 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 Reserve land as approved by Council | 2017-21 | DOP | 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. | |
| 64 | | | 4.3 Investigate and develop options for de-watered farming land | 2018-19 | DOP | DM | CO | Audit currently in progress. | |
| 65 | | | 4.3.2 Develop and implement strategy to address issues | 2019-20 | DOP | 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 Zones Strategy | 2017-18 | DOP | DM | CO | A Draft Review has been prepared and is currently exhibited for public comment. | |
| 67 | | | 4.4.2 Amend planning scheme as appropriate | 2018-19 | DOP | 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 | DOP | DM | | Further strategic work to be undertaken | |
| 69 | COMMUNITY ENRICHMENT | | | | | | | | |
| 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 | DOP | ESDM | CO | New Aboriginal Partnership Plan adopted by Council at September, 2017 Council Meeting. Strategy being implemented by the Wardens Advisory Group. | |
| 71 | | 5.2 Investigate opportunities to develop Aboriginal leadership capabilities. | 5.2.1 Investigate leadership opportunities e.g. mentorship, grants, train a forum with young people and local service providers. | 2018-19 | DCCS | SYO | CO | Karr Youth Council of Victoria held their Blackout event in Swan Hill in June 2017, and was targeted at engaging young aboriginal community members. Around 50 attended on the day. | |
| 72 | | 5.3 Establish and maintain partnership with organisations that support Cultural and Linguistically Diverse (CALD) communities. | 5.3.1 Participate in the Settlement Services group to provide support to new arrivals through adapting how services are provided. | 2017-18 | DCCS | 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 | DCCS | GDLM | CO | Swan Hill - Harmony Day community celebrations took place on 24 March with involvement from a wide range of community members and organisations. | |
| 74 | | | 5.3.3 Review of service access plans to ensure inclusion | 2018-19 | DCCS | DCCS | | Plan reviewed and adopted in December 2017. Quarterly reports on achievements to be presented to Councilor Assemblies, with bi-annually reports to Council Meeting. | |
| 75 | | | 5.3.4 Investigate and advocate for ways of skilled people attaining permanent residency (included as part of 18.19 review) | 2019-20 | DCCS | ESDM | | | |
| 76 | | 5.4 Develop and implement Disability Action Plan | 5.4.1 Adopt the plan | 2017-18 | DOP | ESDM | Dec-17 | Adopted at December 2017 Council Meeting. | |
| 77 | | | 5.4.2 Implement the actions within limitations. | 2018-20 | DOP | RAC | CO | The Community Access and Inclusion Strategy (CAIS) and its implementation plan was adopted by Council at its December 2017 meeting. The strategy's actions are in the process of being implemented. | |

| A | B | C | D | E | F | G | H | I |
|----|-----------|---|--|---------|-------------|-----------|----------------------|---|
| | Objective | Strategic Initiatives | How we will know we have achieved this | By When | Responsible | Officer/s | Completed Date MM/YY | Comments as at 30 June 2018 |
| 76 | | 5.5 Implement actions from the Youth Strategy 2016-19. | 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 and discussed at Council Assembly in July and September 2017. |
| 78 | | | 5.5.2 Implemented actions in the Youth Strategy within budget and timelines. | 2017-21 | DCCS | FYCSM | CO | 2017-2019 Annual Operational Plan has been prepared and actions for 2017-18 were 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 2017-2019 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 2017-2019 Annual Operational Plan. |
| 81 | | | 5.5.5 Review Youth Strategy (included as part of 18/19 review) | 2019-20 | DCCS | FYCSM | | |
| 82 | | 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. |
| 83 | | | 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 2017-2019 Annual Operational Plan |
| 84 | | | 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 2017-2019 Annual Operational Plan. |
| 85 | | | 5.6.4 Develop work placement and work experience programs. | 2017-18 | DCS | ODM | CO | 2017-4 scholarships (Engineering, IT, Environment and Eco Day), 2 scholarship places for indigenous students (no applications), we were able to employ an indigenous business leader in Robinvale. 2017 - 16 students completed work experience, 7 students completed structured workforce learning as part of their VET in School program. |
| 86 | | | 5.6.5 Implement the Robinvale Employment Program in accordance with the funding agreement. | 2017-20 | DDP | RENPC | | |
| 87 | | | 5.6.6 Maintain and develop our partnerships with youth agencies. | 2017-21 | DCCS | FYCSM | CO | YACVic Rural Officer is co-hosted at Youthline. Youth Support Program staff attend relevant network meetings including Southern Malice Sub-Regional Group, Child Youth and Family Network, Victorian Rural Youth Services, and Swan Hill College Wellbeing Team. |
| 88 | | 6.2 Develop and Implement Cultural Services Plan | 6.2.1 Develop and adapt a plan | 2017-18 | DCCS | CDLM | | The first draft of the Creative Strategy document has been reviewed and feedback provided to the consultants. |
| 89 | | | 6.2.2 Implement initiatives within timeframe and subject to requisite resourcing | 2017-21 | DCCS | CDLM | | |
| 90 | | 6.3 Provide services and support initiatives that create a healthy and safe community | 6.3.1 Review and implement actions within the Public Health and Wellbeing Plan. | 2017-18 | DCCS | DCCS | Oct-17 | Adopted at the October 2017 Council Meeting. An annual operational action plan for quarterly reporting has been developed. |
| 91 | | | 6.3.2 Report on status of actions biennially | 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 | Responsible | Officer/s | Completed Date MM/YY | Comments as at 30 June 2016 |
| 93 | | 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 Health 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 - investigation of findings and responses to be developed. In progress. |
| 94 | | | | | | | | |
| 95 | | | | | | | | |
| 96 | | 6.3 Review and determine Council's role in early years and child care services | 6.3.1 Review early years services 6.3.2 Produce a report on outcomes and provide recommendations 6.3.3 Develop an Early Years Plan (EYP) | 2018-19 2018-19 2018-19 | DCCS DCCS DCCS | FYCSM FYCSM DCCS | | Scope of Early Years Plan being developed for completion of Plan during 2018-19. Plan to be scoped during first quarter 2018-19, as awaiting data from vulnerabilities/disadvantage studies. This will assist in narrowing the scope to what is required in the Plan. |
| 97 | | | | | | | | |
| 98 | | | | | | | | |
| 99 | | | | | | | | |
| 100 | | 6.4 Improve personal and community safety by working with partners on community safety issues | 6.4.1 Produce briefings 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 | Feb-18 | Council participated in the 18 Days of Action facilitated by the State, and undertook Orange events that were promoted on social media and in the press. Council will be undertaking a gender equity audit and assessing White Ribbon compliance during 2018-19 - being assessed during June 2018. Child Safe Directive and Reporting Procedures reviewed by EIT in September 2017. Revised Child Safe Standards Policy presented for adoption at the December 2017 Council meeting. Ongoing actions to remain compliant will continue. DHHS conducted an audit of Child Safe Standards 7 June, and determined Council is compliant, and more advanced than other LMR councils. Requirements and opportunities are monitored and investigated with relevant stakeholders. |
| 101 | | | | | | | | |
| 102 | | | | | | | | |
| 103 | | | | | | | | |
| 104 | | 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 | DOP DOP | PHRSC CRGO ECCM | CO CO | Council has allocated Police call out sessions to educate and update Officers on the new Local Law No.2 2017 and provided resources in Robinvale and Sten Hill. Council and Police MOU has been updated. Priority projects will be identified for the future provision of sport and recreation facilities in the Recreation Reserve Master Plan and Aquatics Strategic Plan (to be completed in 2018/19). Clubs will continue to be supported through Council's Community Grants Programs. |
| 105 | | | | | | | | |
| 106 | | 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 | DGLM DCCS | CO | RDV have confirmed the funding allocated in the 2017-18 State Government budget for the Robinvale Library. Meetings have been held with RDV, the Education Department and Colman Foundation representatives. The recommendation has been put forward that the Education Department manage the project and the funding |

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| | Objective | Strategic Initiative | How we will know we have achieved this | By When | Responsible | Officer/s | Completed Date (MM/YY) | Comments as at 30 June 2016 |
| 1101 | | | | | | | | |
| 1102 | | | 6.6.3 Confirm that the new library is meeting the Robinvale community's needs. | 2020-21 | DCCS | GDLM | | |
| 1103 | | 6.7 Investigate the need for an off-leash dog park. | 6.7.1 Survey community needs for off-leash dog park. | 2017-18 | DOP | PHRSC | Dec-17 | Survey completed. Report of suggested locations is being prepared for consideration by Council. |
| 1104 | | | 6.7.2 Develop a project scope if the community need is identified. | 2018-19 | DOP | PHRSC | CO | Current project on 21 responses 2017 to plan for off-leash areas for 2018/19. Survey responses were used to inform the project. Council has conducted a media campaign to educate dog owners on the use of these areas. The Off-leash Trail has been in place for 8 months, over the 2 year trial, quarterly assessments will be undertaken to gauge the use, compliance and complaints. The community will have the opportunity to provide feedback through a survey at the half way point of the trail through a survey that will be made available through Council's website and Facebook page. The end date of the trial is December 2018. |
| 1105 | 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-regulate. | 7.1.1 Review and review Community plans as appropriate. | 2017-21 | DDP | CDRC | CO | Robinvale Plan reviewed and updated Aug 2017 Lake Boggs-Due for review Nov 17 Swan Hill - Due for review Plangit - Due 2020 Woodhatch - review completed 2016 - currently prioritising projects Nyah - Due now Boundary Bend - review complete, finalising photos etc Beverford - due 2018 Ultima completed 2017 Masaringang - currently underway Wemen - due 2018 |
| 1106 | | | 7.1.2 Implement ways to encourage all communities to actively participate in the community grants program. | 2018-19 | DOP | 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. |
| 1107 | | | 7.1.3 Advocate on behalf of our communities for priority issues and opportunities. | 2017-21 | DOP | CDRC | | Continues to work with TRG to prioritise their projects, updating implementation plans on a yearly basis to reflect their hopes and aspirations. |
| 1108 | | | 7.1.4 Sponsor Loddon Murray Community Leadership Program | 2017-21 | DDP | CDRC | CO | Support is provided on an annual basis subject to the Annual Budget process. COMPLETE/ONGOING |
| 1109 | | 7.2 Review each of our Community Plans | 7.2.1 Develop and publish new Community Plans | 2017-21 | DDP | CDRC | CO | Robinvale Plan reviewed and updated Aug 2017 Lake Boggs-Due for review Nov 17 Swan Hill - Due for review Plangit - Due 2020 Woodhatch - review completed 2016 - currently prioritising projects Nyah - Due now - review complete, finalising photos etc Beverford - due 2018 Ultima completed 2017 Masaringang - currently underway Wemen - due 2018 |
| 1110 | | 7.3 Plan for the development of the Swan Hill Regional Art Gallery precinct. | 7.3.1 Determine the long-term site for Swan Hill Regional Art Gallery. | 2017-19 | DCCS DDP | DCCS CDRC | | |
| 1111 | | | 7.3.2 Prepare final Gallery designs for approval and cost. | 2018-19 | DCCS DDP | DCCS CDRC | | |
| 1112 | | | 7.3.3 Secure funding and complete the project | 2019-21 | DCCS DDP | DCCS CDRC | | |

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| | Objective | Strategic Initiatives | How will we know we have achieved this? | By When | Responsible | Deliverables | Completion Date (M/YYYY) | Comments as at 30 June 2016 |
| 131 | 9. Infrastructure that is provided and accessible is maintained in accordance with agreed standards | 9.1 Implement Swan Hill and Rinevale riverfront masterplans. | 9.1.1 Identify and successfully apply for funding opportunities | 2017-21 | DOP | ECOM DCRC | CO | There has been three unsuccessful attempts for external funds to support the Lighting Up Riverside Park. Another application will be submitted in the 2018/19 FY. Project costs \$270,000. |
| 132 | | | 9.1.2 Ensure projects complete in accordance with business. | 2017-21 | DOP | ECOM DCRC | | |
| 133 | | | 9.1.3 Identify and encourage private sector investment | 2017-21 | DOP | ECOM DCRC | | Commercial Development Strategy draft completed. |
| 134 | | 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. IDM Council group meetings and shared information. 2. Pre-approval/Engin referral discussions with Developers and/or Consultants. |
| 135 | | | 9.2.2 Develop local policy position in areas where the Infrastructure Design Manual can be varied | 2018-19 | DI | EPAM | | 1. Ongoing discussions and consultation with key stakeholders including: IDM Author, Design and Development Consultants and Council Staff. 2. A report was presented to Council meeting in this regard. 3. Old policy named Footprint on Road Reserve has been considered and overruled by the IDM requirement. 4. It was recommended that the current IDM is to be reviewed over time to Council parcel needs. |
| 136 | | 9.3 Upgrade Swan Hill Livestock Sheding Complex | 9.3.1 Implement upgrade project | 2017-19 | DI | FOLEC | CO | Tender and quotation documents released for response and cost. Working group recommendations received and approved by Council. Designer to develop concept plans and discuss in Jun '16. Concept plans, including revised cost estimates complete and agreed. Revised project milestones developed and agreed. Project funding cost estimates complete and agreed. Pre-approval/Engin referral discussions with Developers and/or Consultants. Validation agreed by funding body. New and revised detailed design specs and plans due to go to tender June 2016. |
| 137 | | | 9.3.2 Identify funding opportunities for future stages | 2018-19 | DI | DI | | |
| 138 | | 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 | Road review currently being further refined with Design and Engineering works team. Anticipate a proposed Road Network to be reviewed in May. With further discussions with Director, then ELT about where to from there. |
| 139 | | | 9.4.2 Identify and pursue funding opportunities for upgrades. | 2018-21 | DI | DI | | |
| 140 | | 9.5 Plan and deliver Council's capital works program and Major Project Plan. | 9.5.1 Minimise capital works and major project carry overs from year to year. | 2017-21 | ELT | DI | | Work in progress |
| 141 | | | 9.5.2 Complete Major Projects Plan review each year | 2017-21 | DCS | DI FM EPAM | | Major Projects review will occur in October 2017. |
| 142 | | | 9.5.3 Minimise project budget overruns | 2017-21 | ELT | DI | | Work in progress |
| 143 | 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 9. | 2017-18 | ELT | DI | CO | Work in progress with channel decommissioning and realignment of roads to improve traffic and visibility started in late May 2016. Land tenure in final stages of investigation. |
| 144 | | | 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 GMYW regarding land tenure issues that need to be resolved. Draft 10-Year Major Projects Plan includes funding for scoping, design and implementation. |

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| 1.1 | | | 10.1.3 Identify funding opportunities to upgrade newly available land | 2017-21 | ELT | DI | CO | CRGO has met with all relevant user groups to prioritise recommendations. Waiting for dates to confirm list of priorities and sign off on Master Plan. |
| 1.4b | | | 10.2.1 Adopt the Recreation Reserves Masterplan | 2017-18 | DDP | CRGO | CO | Working through the Recreation Reserve Masterplan to identify key areas. |
| 1.4c | | | 10.2.2 Establish a long term operational maintenance program for Council managed reserves | 2018-19 | DI | WM | | The Reserve Caretaker project has been invited to full application stage under the Community Sports Infrastructure Fund. The submission was due on 27 September 2017. |
| 1.5 | | | 10.2.3 Investigate funding options to implement actions within the Masterplan. | 2017-21 | DDP | DDP ECDM | 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 these documents as soon as possible (Agreements were passed to clubs in mid April). |
| 1.5a | | | 10.2.4 Review and update user agreements between Council and recreation reserve users groups | 2018-19 | DDP | ECDM | CO | |
| 1.5b | | | 10.3.1 Produce usage report, including analysis of non-Council facilities that provide similar services | 2017-18 | DI | EPAM | | |
| 1.5c | | | 10.3.2 Identify opportunities to rationalise Council assets | 2018-19 | DI | EPAM AC | | 1 - Ongoing with all leases. 2. Assets: currently consulting with key stakeholders on what they would like in a proposed building asset register. Have had preliminary meetings with this working group and are moving through what items are applicable. Yet to set a new meeting. |
| 1.5d | | | 10.4.1 Implement an effective asset management system. | 2018-19 | DI | EPAM AC | CO | 1. Council has recently engaged Procurement Services to conduct full review for Choice asset. Nicolaus. Report has been issued to A. A. has set out for the review. 2. Asset Management Staff is coordinating with other departments regarding their contribution to the Procurement upgrade through the budgeting process. Awaiting Financial Commitment from other Departments before engaging Procurement to complete works. |
| 1.5e | | | 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 Procurement findings. 4. Asset Management Plan adopted in December 2017. 5. Further discussions and development of policy being undertaken to incorporate Recreation Reserve Agreements. 6. Awaiting on the Director decision regarding the recruitment of Asset Coordinator. |
| 1.5f | | | 10.4.3 Complete a centralised asset register | 2018-19 | DI | EPAM | | Review existing register as recommended through Procurement Report (once Authority upgraded to include the Procurement). Awaiting Financial Commitment from other Departments before engaging Procurement to complete works. |
| GOVERNANCE AND LEADERSHIP | | | | | | | | |
| 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 | A number of initiatives have been completed and we are on target for the remaining initiatives from the strategy. |
| 11.3 | | | 11.1.3 Implement Customer Service Strategy actions | 2017-21 | DCS | ODM | CO | Ongoing |
| 11.4 | | | 11.2 Use social media as a medium for community consultation and communication | 2017-18 | DCS | ODM | | Dec-17 Facebook advertising is regularly used. |

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| 161 | | | | | | | | |
| 162 | | | 11.2.2 Increase the use of online survey tools | 2018-19 | DCS | ODM | | Ongoing |
| 163 | | | 11.3.1 Establish new and alternative methods of consultation. | 2018-19 | DDP | ECOM | CO | A discussion paper has been developed and will be presented to Councils Monthly in October 2017. |
| 164 | | | 11.3.2 Investigate the use of mailinglist publications | 2018-20 | DDP | ECOM | | |
| 165 | | | 11.3.3 Increase the use of social media, online survey tools. | 2018-19 | DCS | ODM | | |
| 166 | | | 11.3.4 Increase the use of current and professional networks and contacts to canvass opinion and share information. | 2017-21 | GEO | ELT | | MRSC CEOs continues to be a useful forum. |
| 167 | | | 11.3.5 Review Councils Communication strategy. | 2018-19 | DCS | ODM | | Discussions with ELT and Councils have occurred in May 2016. Draft survey tool to be structured. |
| 168 | | | 11.4 Champion a culture that values strong community engagement. | 2018 | GEO | ELT | | Best Producer consultation on the Shireyats redevelopment through the establishment of a working group will deliver a later result. |
| 169 | | | 11.4.1 Include effective community engagement processes in all planning and project delivery plans | 2018-19 | DCS | DDP | | Further consultation being conducted to close the loop regarding the Murray River Interpretive Centre Feasibility Study outcomes. Consultation due to be held 18 and 19 June 2018. |
| 170 | | | 11.4.2 Conduct training for staff | 2017-18 | ELT | DI | | Summer newsletter published and distributed in December 2017. |
| 171 | | | 11.4.3 Implement a project management system. | 2017-21 | DCS | ODM | CO | |
| 172 | | | 11.5.1 Publish two community newsletters a year | 2017-21 | DCS | ODM | | Promotion continues through regular use of Councils Facebook page. |
| 173 | | | 11.5.2 Use facebook advertising and social media to promote Council | 2017-21 | DCS | ODM | | |
| 174 | | | 11.5.3 Use established connections/partnerships to promote a positive Council image | 2017-21 | GEO | ELT | | |
| 175 | | | 12.1.1 Participate in MAV Workcover self insurance scheme | 2017-18 | DCS | ODM | Nov-17 | Officially commenced in this scheme 1 November 2017. First self Audit of 29 key areas submitted to MAV December 2017. |
| 176 | | | 12.1.2 Develop and implement an OH&S framework | 2017-18 | DCS | ODM | CO | Initial audit has been completed. |
| 177 | | | 12.1.3 Implement National Assessment Tool (NAT) auditing across the organisation | 2017-21 | DCS | ODM | CO | Auditing schedule adopted by ELT October 2017. Three internal audits completed to date. |

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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 June 2018 |
| 176 | | | 12.1.4 Test the Business Continuity Plan | 2017-21 | DCS | ODM | CO | Business Continuity Plan testing Completed November 2017. |
| 179 | | | 12.1.5 Review and develop Councils Risk Framework and Strategy | 2017-18 | DCS | ODM CSC | | |
| 182 | | 12.2 Review results of community satisfaction survey, submissions and community consultations to identify and respond to changes in service demand or expectations. | 12.2.1 Participate in annual community satisfaction survey | 2017-21 | DCS | ODM | CO | Survey questions confirmed, and media release sent out in February 2018 to advise the community. Survey completed and results to be presented to Council in July 2018. |
| 183 | | | 12.2.2 Review, report and act on appropriate on survey results, formal submissions and specific consultations | 2017-21 | CEO | ELT | | CSS results are analysed and reported to Council annually |
| 184 | | 12.3 Implement a Project Management System. | 12.3.1 Review and improve current processes | 2017-18 | ELT | DI | | |
| 185 | | | 12.3.2 Implement a centralised Project Management System utilised throughout the organisation. | 2017-18 | ELT | DI DCS | | |
| 186 | | 12.4 Review council services for efficiency, effectiveness and quality. | 12.4.1 Prioritise services for a detailed review | 2017-18 | CEO | ELT | | |
| 187 | | | 12.4.2 Identify relevant benchmarks for a service review | 2018 | CEO | ELT | | |
| 188 | | | 12.4.3 Implement an improvement plan | 2018-21 | CEO | ELT | | |
| 189 | | | 12.4.4 Implement the IT Strategy | 2017-21 | DCS | ITM | CO | A number of initiatives have been completed and we are on target for the remaining initiatives from the strategy. |
| 190 | 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 | DOP | CONC | | |
| 191 | | | 13.1.2 Identify areas in which to increase co-operation | 2018-21 | CEO | ELT | | |
| 192 | | | 13.1.3 Form strategies and partnerships for key issues / projects | 2018-21 | CEO | ELT | CO | Some examples include the Corporate Development, and Strategy for the Swan Hill Region rollouts, Housing in Robyn and the Swan Hill Hospital |
| 193 | | 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 | | |
| 194 | | | 13.2.2 Discuss Board position opportunities regularly at Councilor Assemblies and Management meetings. | 2017-21 | CEO | ELT | | |

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| | Objective | Strategic Initiatives | How we will know we have achieved this | By When | Directorate | Officer/s | Completed Date MMY | Comments as at 30 June 2018 |
| 132 | | | 13.2.3 Develop advocacy strategies | 2018-19 | CEO | ELT | | In progress |
| 133 | | | 13.2.4 Train staff and Councillors on Governance responsibilities and industry based awareness. | 2018-19 | CEO | DCS | CO | Presentations given to Councillors on Conflict of Interest and Ethics. Council Office prohibits in Local Government Act in November 2017 and then new Local Government Act in February 2018. Advice is returned if interest concluded in January 2018. Presentation on return of interest forms completed in June 2018. |
| 134 | | 13.3 Ensure regular dialogue with neighbouring municipalities and other stakeholders | 13.3.1 Schedule regular meetings with Murray River Shire, Barossa Shire and Murray River Group of Councils. | 2017-21 | CEO | ELT | CO | The Mayor recently contacted newly elected Councillors to Murray River Shire advising them of our desire to have a regular meeting with Council. Meetings are being scheduled for early 2018. |
| 135 | | | 13.3.2 Schedule meetings with State Government Representatives. | 2017-21 | CEO | ELT | CO | Meeting held with Andrew Broad, Peter Walsh and Peter Crisp in late 2017. |
| 136 | | 13.4 Ensure we have appropriately skilled staff in key areas aligned to the organisational values of Council and are recognised accordingly. | 13.4.1 Implement ongoing training and education program. | 2017-21 | DCS | ODM | CO | Training needs data base developed post annual performance review in July 2018. |
| 137 | | | 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. |
| 138 | | | 13.4.3 Pursue industry and professional recognition for staff | 2017-21 | ELT | ODM | | |
| 139 | | | 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. |
| 200 | | | 13.4.5 Increase cross-organisational awareness and resource sharing. | 2017-21 | CEO | ELT | | |
| 201 | | | 13.4.6 Invite Councillors to all staff recognition events. | 2017-21 | CEO | ODM | CO | Councillors invited to Block Duck Awards and Staff/Councillor Christmas event in 2017. |
| 202 | | 13.5 Council to lead the conversation on Bridge placement with the community. | 13.5.1 Represent councils views at stakeholder meeting | 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. |
| 203 | | | 13.5.2 Conduct public engagement and awareness campaign | 2018-19 | CEO | DI | | |
| 204 | 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. |
| 205 | | | 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. |
| 206 | | 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 Adopt the health precinct plan into the Swan Hill Planning Scheme | 2017-18 | DOP | DM | Nov-17 | Council adopted Health Precinct Plan into Swan Hill Planning Scheme in November 2017 |

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| 21 | | | 14.2.2 Regular meetings with relevant bodies to determine needs | 2017-21 | CEO | DOP | CO | Council is co-ordinating a community group to advocate for improvements to the Swan Hill locality. |
| 21.0 | | | 14.2.3 Advocate State and Federal Government. | 2017-21 | CEO | DOP DCGS | CO | SHOH and the proposed redevelopment is a key part of Council's Advocacy Strategy |
| 21.1 | | 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 materials on key issues. | 2018-19 | CEO | ELT | | A prospectus of potential government investment opportunities has been prepared and will continue to be updated. |
| 21.2 | | | 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. |
| ENVIRONMENT | | | | | | | | |
| 21.3 | 15. Sound policies and practices that protect and enhance our environment | 15.1 Be actively involved in external discussions that affect the Murray River, its tributaries and lake systems | 15.1.1 Nominate a Councillor to represent Council on the Murray Darling Association. | 2017 | CEO | CEO | 2017 | Swan Hill Rural City Council has withdrawn its membership to the Murray Darling Association. |
| 21.4 | | | 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 continues to have a voice on the Socio economic impacts of the MDB Plan. |
| 21.5 | | 15.2 Maintain and improve the condition of Lake Boga (onshore and its environs within our area of control) in collaboration with other stakeholders. | 15.2.1 Continue restoration works. | 2017-21 | DI | DOP WM PHRSC | | Discussions with other stakeholders will begin on who is responsible for certain areas. |
| 21.6 | | | 15.2.2 Clean and abseal Lake Boga Lard and On Water Management Plan meetings | 2017-21 | DOP | DOP | CO | Resolving the numerous and variety of problems in a proactive manner. |
| 21.7 | | 15.3 Seek to influence how environmental water is used within the municipality | 15.3.1 Obtain memberships to Catchment Management Authorities (CMA). | 2017-18 | CEO | CEO | | |
| 21.8 | | | 15.3.2 Seek a position on CMA committees | 2017-18 | CEO | CEO | | |
| 21.9 | | 15.4 Investigate opportunities to improve stormwater runoff from townships into the River | 15.4.1 Complete an investigation | 2019-20 | DI | EPAM | | 1. Key issues identified with needed work stopped and ceased through updating the 10 Year Major Projects Plan. 2. Concerns are captured through Sycids, investigated with tasks assigned to the engineering design staff where needed. |
| 22.0 | | | 15.4.2 Action recommendations | 2020-21 | DOP | DM | | |
| 22.1 | | | 15.4.3 Identify funding opportunities and submit applications | 2019-20 | DI | EPAM | | Ongoing |
| 22.2 | | 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 | DOP 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 Emission Profile and Reduction Plan. Stream 2: Local Government Owned Facility Energy Audit. Stream 3: Implement Local Government Energy Efficiency Program (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. |

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| | Objective | Strategic Initiatives | How we will know we have achieved this | Key Milestones | Strategic Initiatives | Deliverables | Completion Date (MM/YY) | Comments as at 30 June 2016 |
| 21 | | | | 2017-18 | DDP | DI, SEO, WM | CO | Sustainability Victoria has made available funding to identify resource constrained councils including the Swan Hill Rural City Council to participate in the Local Government Energy Saver Program and Council has accepted the invitation to participate. Stream 3 have been subvented and Council Officers are pursuing the opportunity to secure discounted battery storage on the Spelt St. Office building to further reduce Council costs by maximising behind the meter consumption of the solar generation at the site and protect critical IT equipment for frequency and voltage fluctuations and blackouts that can cost thousands of dollars to repair. |
| 22 | | | 15.6.2 Advocate for improved control on private and public land of feral pests and weeds | 2018-19 | DOP | SEO | CO | The 2017-18 program has not been able to be implemented at this stage due to holdup between Landcare Groups and Mallicote Catchment Management Authority over Cultural Heritage Awareness Workshops. It is hoped this impasse is resolved by mid to late April to allow works to start. Council has allocated proportional funding to each group to assist complete their programs based on total road length in each area. |
| 23 | | | 15.6.2 Identify and reduce box term infestations. | 2018-19 | DDP | SEO | CO | Box term control work has been halted because of the dispute between Landcare groups and Mallicote Catchment Management Authority. |
| 24 | | | 15.6.3 Extend fruit fly program. | 2018-19 | DOP | EDC | CO | External funding \$1M obtained by industry with Council's assistance. \$4850 grant received to assist with clearing up yards. |
| 25 | | 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. Consumption data provided to Council Environmental Officer for inclusion in energy and green house gas reduction study. Awaiting preliminary outcomes and recommendations. Preliminary report received and discussed. Train recommendation to replace 32 vehicles with electric (unassessable). Other suggestions for reduction of fuel will be further investigated. |
| 26 | | | 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 Feb to review half yearly utilisation reports and present 10 yr plant replacement plan for discussion. |
| 27 | | | 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 lighting so as to minimise damage to earth integrity and use compaction rather than concrete. Removing excess spritblasters to eliminate excessive watering, ongoing investigations into retarding storm water. |
| 28 | | | 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. |
| 29 | | 15.8 Define Councils approach to fulfilling our environmental enforcement obligations | 15.8.1 Develop a clear Policy | 2018 | DOP | SEO | CO | The planning scheme covers all the requirements for Councils environmental enforcement obligations. The SEO assists the Planning Department with illegal native vegetation removal. DELWP have developed amended native vegetation management rules which are now in force. The Planning Scheme will need to be amended to incorporate all relevant changes. Council staff have completed training to acquit themselves with the new regulations. |
| 30 | 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. Must be in line with the renewal of the Waste Management Service Contracts due for re-tendering in 2020. |
| 31 | | | 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) 4. Ongoing works to ensure compliance with EPA Licence conditions. |
| 32 | | 16.2 Investigate opportunities for green waste and organic collection service | 16.2.1 Review data 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) |
| 33 | | | 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 Robinsons and Swan Hill Landfill one week per year. |

| A | B | C | D | E | F | G | H | I |
|-----|-----------|--|--|---------|-------------|-----------|-------------------------|--|
| | Objective | Strategic Initiatives | How we will know we have achieved this | By When | Directorate | Officer | Completed Date (M/YYYY) | Comments as at 30 June 2010 |
| 236 | | | 16.2.3 Investigate organic waste disposal opportunities | 2017-18 | DDP | ECDM | CO | Working with Azalekhi based business to establish a composting facility in the Swan Hill municipality. |
| 237 | | 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 London Hales Waste Resources Recovery Forum | 2017-21 | CEO | DI | | |
| 238 | | 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 | We are investigating an energy saver program through SV. |
| 239 | | | 16.4.2 Secure funding for identified projects. | 2018-20 | DDP | DM SEO | CO | SV has committed to funding provided certain conditions are met. |
| 240 | | | 16.4.3 Investigate opportunities for recycling industry within the municipality (included as part of 18/19 review). | 2018-19 | DDP | ECDM | | |
| 241 | | | CEO | | | | | |
| 242 | | | Director Corporate Services | | | | | |
| 243 | | | Director Development & Planning | | | | | |
| 244 | | | Director Infrastructure | | | | | |
| 245 | | | Director Community & Cultural Services | | | | | |
| 246 | | | Organisational Development Manager | | | | | |
| 247 | | | Information & Technology Manager | | | | | |
| 248 | | | General Manager Premier Settlement | | | | | |
| 249 | | | Development Manager | | | | | |
| 250 | | | Public Health & Regulatory Services Manager | | | | | |
| 251 | | | Robinvale Employment Network Coordinator | | | | | |
| 252 | | | Senior Environment Officer | | | | | |
| 253 | | | Economic & Community Development Manager | | | | | |
| 254 | | | Community Development & Riverfront | | | | | |
| 255 | | | Economic Development Coordinator | | | | | |
| 256 | | | Community Recreation & Grants Officer | | | | | |
| 257 | | | Engineering Projects & Assets Manager | | | | | |
| 258 | | | Assets Coordinator | | | | | |
| 259 | | | Fleet Operations & Livestock Exchange | | | | | |
| 260 | | | Works Manager | | | | | |
| 261 | | | Community Care Services Coordinator | | | | | |
| 262 | | | Cultural Development & Libraries Manager | | | | | |
| 263 | | | Senior Youth Officer | | | | | |

B.18.60 RELOCATION OF THE SWAN HILL PONY CLUB TO LAKE BOGA SPORTING COMPLEX

Responsible Officer: Director Development and Planning
File Number: AFT-PR-36474
Attachments: Nil

Declarations of Interest:

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

Summary

This report proposes the former Lake Boga Tennis Club and Junior Football Club on Lalbert Road as the preferred site for the relocated Swan Hill Pony Club.

Discussion

The Swan Hill Pony Club has been operating for 61 years. It is situated in Feldtmann Lane and is 3.8ha in size.

Council officers and the Swan Hill Pony Club have been working towards the relocation of a suitable site since 2016. After exploring several options, the former Lake Boga Tennis Club and Junior Football Club has been identified, as the most appropriate to meet the needs of the club.

On the 19th of February 2018, Swan Hill Pony Club wrote a letter to Council to state that: "Swan Hill Pony Club Inc. is willing to accept the relocation proposal of the Junior Football Oval, Clubrooms and Tennis Courts at Lake Boga to become our new grounds".

Governance Details - Incorporating Status, Membership, Meeting Schedule

The Swan Hill Pony Club is an incorporated body, and affiliated to the Victorian Pony Club Association. It holds Public Liability Insurance and all member adults over 18 years old hold a current Working with Children Card.

At least 16 people are currently involved in the Swan Hill Pony Club. As memberships are now due, it is anticipated that the current families will renew their memberships for this year. There is a probability that people who have been reluctant to commit to membership because of the venue uncertainty will be attracted to the Lake Boga site along with the new or past members.

Evidence of commitment from the other clubs to share the facility.

Three clubs: Northern Rivers Equestrian Club, Pioneer Country Carriage Drivers and the soon to be formed Western Dressage are interested in sharing the grounds with the Swan Hill Pony Club.

The Swan Hill Pony Club holds four to six events a year, in addition to their normal

rallies which are twice a month (excluding Christmas season). Although it is unknown how many events the Pioneer Country Carriage Drivers may hold, from conversations with the members, it is reasonable to assume at least two to three events and the same would be the case for Northern Rivers and Western Dressage, should it come to fruition. This is an estimate of 17 events per year. This will mean that the site would be occupied approximately 60 days a year.

The renovation of the premises will also benefit the annual Dog Show.

Assets

The Swan Hill Pony Club members and other community volunteers developed the land on Feldtmann Lane and constructed the clubrooms which were also used as a childcare/playgroup facility.

Assets include:

- Clubrooms with kitchen, meeting area, showers and toilets
- 24.3mx3m horse yards
- 16m round yard with river sand
- 20m x 40m steel fence arena with river sand
- 20mx60m dressage area with river sand
- 2 60mx60m fenced show jumping arenas with sand
- Lockable storage shed
- 2 bays horse wash with cement floor
- Cross country jump and boundary fence

In May 2015, Council informed the Swan Hill Pony Club that due to the rezoning of land in the south west precinct development project (including the pony club site) from Public Park and Recreation Zone (PPRZ) to General Residential Zone (GRZ), the Swan Hill Pony Club would need to relocate.

Swan Hill Planning Scheme Amendment C58 explanatory report notes that: *“The existing Pony Club from this reserve will be relocated to an appropriate location to allow this land to be developed and used for residential purpose consistent with the surrounding future uses”*.

After a number of sites being considered and not proving suitable, Council officers and Swan Hill Pony Club members investigated the Lake Boga Sporting Complex site. The site is suitable and presents many advantages.

Lake Boga Sporting Complex

Council is the Committee of Management for the Lake Boga Sporting Complex. The complex comprises a sporting oval with irrigation, a clubhouse, a toilet block, an access road and disused tennis courts. It has not been used for organized sport for many years.

Tennis has not been played there for approximately 20 years and the sporting oval

has not been used for two years, since the decision to consolidate junior and adult football and cricket training and games at the Lake Boga Recreation Reserve.

The area is approximately 10 acres and is divided between the sporting oval (grass) and the tennis courts (asphalt). Both of the tennis courts are overgrown and past repair. The fences however are in reasonable condition and would be mainly retained by the Swan Hill Pony Club to define areas to use as jumping and dressage type activities.

Consultation

Consultation has been carried out with the various equestrian clubs and preliminary engagement with the Lake Boga community has occurred.

More in-depth consultation is required with the Lake Boga community to fully inform the community of the intent and advise of potential lease arrangements.

Consultation will include media releases, information on the Council website, individual consultations with the nearby residents and opportunities to provide verbal and written submissions.

Social Implications

The relocation will provide an alternative outlet for sporting activities in the Lake Boga area.

Economic Implications

The relocation of the Swan Hill Pony Club will encourage new visitors to the area and as a result the local economy will be stimulated, providing new and existing businesses within Lake Boga additional trade.

Environmental Implications

Potential native vegetation will be examined and relevant approval sought should removal be required.

Risk Management Implications

Nil.

Council Plan Strategy Addressed

Infrastructure - Infrastructure that appropriately services community needs.

Options

That Council:

1. Nominate the former Lake Boga Tennis Club and Junior Football Club, Lalbert Road Lake Boga as the preferred location for the relocation of the Swan Hill Pony Club.
2. Consult with the Lake Boga Community about the proposed relocation of the Swan Hill Pony Club.

or

That Council:

1. Does not nominate the former Lake Boga Tennis Club and Junior Football Club, Lalbert Road Lake Boga as the preferred location for the relocation of the Swan Hill Pony Club and not engage with the Lake Boga Community about the proposed relocation of the Swan Hill Pony Club.

Recommendations

That Council:

1. **Nominate the former Lake Boga Tennis Club and Junior Football Club, Lalbert Road Lake Boga as the preferred location for the relocation of the Swan Hill Pony Club.**
2. **Consult with the Lake Boga Community about the proposed relocation of the Swan Hill Pony Club.**

87/18 Motion

MOVED Cr Norton

That Council:

1. **Nominate the former Lake Boga Tennis Club and Junior Football Club, Lalbert Road Lake Boga as the preferred location for the relocation of the Swan Hill Pony Club.**
2. **Consult with the Lake Boga Community about the proposed relocation of the Swan Hill Pony Club.**

SECONDED Cr Young

The Motion was put and CARRIED

B.18.61 QUARTERLY DEVELOPMENT TRENDS – 2ND QUARTER 2018

Responsible Officer: Director Development and Planning
File Number: S28-28-01 & 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 second quarter of 2018.

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 2017.

Planning comparisons – 2nd Quarter

| Type | 2018 | | 2017 | |
|---|----------------------------|------------|----------------------------|------------|
| | No. of 2 nd QTR | No. Of YTD | No. Of 2 nd QTR | No. Of YTD |
| Planning Permit Applications Received | 44 | 79 | 50 | 83 |
| Approvals under delegation | 45 | 68 | 38 | 66 |
| Total number of decisions (includes lapsed or withdrawn applications and NOD's) | 46 | 69 | 38 | 69 |

| | 2018 2 nd QTR |
|---|--------------------------|
| Rural Councils average number of days to issue a permit | 105 |
| Council's average number of days to issue a permit | 112 |

The first table above shows that the number of applications received for the year to date are slightly down from last year, but that the number of approvals is up.

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 timelines Council is currently performing below average and are taking longer to issue permits compared to last year. However, we are improving as it took Council 124 days on average to issue a

permit in the previous quarter. The above below average performance is mostly due to a number of staff changes that happened in recent times. Officers will continue to work to improve permit issuing timeframes.

Quarterly decision breakdown by town

| | Approved 2 nd 2018 | Approved QTR YTD | Refused 2 nd 2018 | Refused QTR YTD |
|------------------|-------------------------------------|------------------------|------------------------------------|-----------------------|
| Swan Hill | 15 | 25 | 0 | 0 |
| Robinvale | 13 | 21 | 0 | 0 |
| Lake Boga | 4 | 4 | 0 | 0 |
| Nyah | 1 | 2 | 0 | 0 |
| Nyah West | 0 | 0 | 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 |
|--------------------------------|----------------------------|
| Single dwelling | 1 |
| More than one dwelling | 2 |
| Subdivision 1 – 9 lots | 7 |
| Removal of native vegetation | 3 |
| Rural Industry/agriculture | 2 |

The above table provides a breakdown of the most notable application types received during the second quarter of 2018. Subdivisions are located in residential and rural areas primarily in Swan Hill and Robinvale.

Building comparisons – 2nd Quarter

| TYPE | QUARTERLY April to June 2018 | | YTD 1/01/2018 to 30/06/2018 | | QUARTERLY April to June 2017 | | YTD 1/01/2017 to 30/06/2017 | |
|--------------------|---------------------------------|---------------------|--------------------------------|---------------------|---------------------------------|---------------------|--------------------------------|---------------------|
| | NO.OF | VALUE | NO.OF | VALUE | NO.OF | VALUE | NO.OF | VALUE |
| Dwelling | 15 | 5,025,105 | 29 | 9,580,634 | 14 | 6,185,472 | 26 | 9,200,418 |
| Dwelling additions | 10 | 774,057 | 30 | 1,670,985 | 10 | 994,102 | 37 | 2,952,207 |
| Unit Developments | 1*() | 39,567 | 1*() | 39,567 | 2*(9) | 107,800 | 3*(49) | 651,800 |
| Shops | 1 | 234,991 | 2 | 264,991 | 0 | 0 | 4 | 205,000 |
| Offices | 1 | 250,000 | 2 | 1,134,950 | 3 | 2,652,558 | 5 | 3,172,558 |
| Warehouses | 5 | 1,419,182 | 8 | 1,884,185 | 2 | 1,834,710 | 4 | 2,364,710 |
| Factories | 1 | 350,000 | 5 | 1,620,710 | 3 | 2,020,000 | 5 | 3,795,626 |
| Public Buildings | 3 | 745,150 | 6 | 919,348 | 1 | 29,000 | 5 | 689,000 |
| Out Buildings | 35 | 778,647 | 70 | 1,845,219 | 39 | 915,850 | 67 | 1,707,759 |
| Other | 21 | 517,772 | 34 | 906,518 | 13 | 324,455 | 30 | 1,020,474 |
| Total | 93 | \$10,134,475 | 187 | \$19,867,108 | 87 | \$15,063,947 | 186 | \$25,759,552 |

- The majority of the „Public Building“ value for this quarter relates to new Child Care Centre valued at \$586,300 at 123-163 Gray Street, Swan Hill
- Other noticeable figures for this quarter include the construction of a dwelling on Wewak Road, Robinvale, valued at \$840,000. Also another dwelling in Swan Hill area valued at \$655,000.

| New Dwellings - April to June | | | |
|--------------------------------------|---|-------------|---|
| 2018 | | 2017 | |
| Swan Hill | 7 | Swan Hill | 7 |
| Robinvale | 3 | Robinvale | 1 |
| Woorinen South | 1 | Vinifera | 1 |
| Castle Donnington | 1 | Bolton | 1 |
| Lake Boga | 2 | Lake Boga | 1 |
| Tyrrell | 1 | Woorinen | 1 |
| | | Tol Tol | 1 |
| | | Tyntynder | 1 |

Consultation

The Planning Department has experienced a steady enquiry level throughout the second quarter, which was very similar to the first quarter of the year. This is evident in the similar number of planning applications received 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 continued steady development across the municipality.

88/18 Motion

MOVED Cr Norton

That Council note the continued steady development across the municipality.

SECONDED Cr Johnson

The Motion was put and CARRIED

B.18.62 ROBINVALE EARLY LEARNING CENTRE REQUEST FOR ASSISTANCE

Responsible Officer: Director Community & Cultural Services
File Number: S15-06-09
Attachments: 1 Letter Robinvale Preschool Committee

Declarations of Interest:

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

Summary

The Robinvale Preschool Committee have requested assistance to complete the outdoor play area of the newly-built Robinvale Early Learning Centre, due to the original funding being insufficient for the entire scope of works.

This report provides Councillors with options for providing assistance.

Discussion

In February 2014, the State Government announced funding for an Early Learning Centre (ELC), to be designed and constructed on the Robinvale College site. The ELC would incorporate the existing Robinvale Preschool, consulting rooms for Maternal and Child Health, and various meeting rooms to facilitate an integrated approach to early years services for the district.

This would also allow for the decommissioning of the Leonora Street preschool building, owned and maintained by Council.

The Government committed \$750,000, Council \$200,000, the Robinvale Preschool Committee \$150,000, and the former Advancing Country Towns project \$80,000.

The announcement was made without any costed plans, and the project was managed by the Department of Education and Victorian Schools Building Authority. Since the project began in early 2017, various factors have led to the available funding becoming insufficient for inclusion of the outdoor play areas.

As the outdoor play areas are a licensing requirement of the facility, the preschool operation cannot begin until this is completed to a minimum standard. To avoid unnecessary disruption to services and to allow a systematic relocation of the preschool operation, it is planned to open the new site in early February 2019, when Term 1 begins.

On 22 June 2018 Council received a letter from the Robinvale Preschool Committee requesting assistance in completing the outdoor area, which has been estimated at a total outstanding shortfall of \$130,000.

To achieve preschool licensing, the outdoor area must be of a certain size, and contain various interactive opportunities for children. The preliminary quotes sought by the Preschool Committee include earthworks, timber areas, shade cloth-covered spaces, a solid-roofed all-weather space, irrigation and concrete works. The Committee is applying for various grants for play equipment which is estimated at a further \$100,000, as the existing equipment at the Leonora Street facility is no longer compliant.

Following discussions with the Preschool Committee and review of quotations received, Council could assist by contributing towards the Following:

| | |
|----------------------|-----------------|
| Undercover play area | \$27,500 |
| Concrete for area | \$12,500 |
| 3x8m shed and slab | \$10,000 |
| Total | \$50,000 |

Consultation

Council officers were involved in the initial design consultations, and have recently been involved with discussions about the funding shortfall.

Financial Implications

Any Council financial assistance is outside the adopted 2018-19 Budget, and will require Council approval to reallocate any funding support. Funds have been identified for strategic land acquisitions that are unlikely to be required in 2018/19.

The successful completion of the ELC project will allow for the decommissioning of the Leonora Street preschool building, removing a Council-owned asset.

Social Implications

The establishment of a completed, licensed ELC will enhance the delivery of early year's services to the Robinvale community and lead to integration of service, which provides better services to families, and can assist with staff recruitment and retention.

Economic Implications

The successful completion of the ELC project will also allow for potential development of the Leonora Street preschool site for housing, or alternative uses such as privately- provided formal childcare services.

Environmental Implications

Not applicable to this report.

Risk Management Implications

The successful completion of the ELC project reduces Council's risks by the removal of a Council-owned asset.

Council Plan Strategy Addressed

Community enrichment - Provide services and support initiatives that create a Healthy and Safe Community.

Options

1. Council may contribute additional funding assistance of \$50,000 for the Robinvale Preschool, to achieve minimum standards for the outdoor play area, or
2. Council may not contribute additional funding assistance for the Robinvale Preschool, to achieve minimum standards for the outdoor play area.

Recommendations

That Council:

1. **Provide additional funding assistance of \$50,000 to the Robinvale Preschool for the construction of undercover all-weather play area, 3 x 8m storage shed and concreting for each.**
2. **Request the YMCA (as preschool licensee and a beneficiary of the project), to provide financial support.**

89/18 Motion

MOVED Cr Katis

That Council:

1. **Provide additional funding assistance of \$50,000 to the Robinvale Preschool for the construction of undercover all-weather play area, 3 x 8m storage shed and concreting for each.**
2. **Request the YMCA (as preschool licensee and a beneficiary of the project), to provide financial support.**

SECONDED Cr Norton

The Motion was put and CARRIED

Robinvale Preschool Committee

3 McCartney Court

Robinvale, VIC 3549

rvalepreschool.committee@gmail.com

Attention Bruce Myers
Director Community & Cultural Services

Dear Bruce,

The Robinvale Pre School Committee is requesting the financial support of the Swan Hill Shire, for the approximate amount of \$130,000, to ensure the completion and hence compliance, of the new Early Learning Centre at Robinvale College, for opening in January 2019. This is as a result of no funds been allocated from the initial budget.

The Swan Hill Shire has entered a Joint User Agreement with Robinvale College and the YMCA around the construction of a new Early Learning Centre (ELC) and administration building at Robinvale College. The Robinvale Pre School committee has contributed \$150,000 of their fundraising budget, towards the build of the new ELC. This fundraising budget highlights the community support around the new centre and its commitment to its completion.

The Robinvale Pre School Committee have engaged in a contract with Jeavons Landscape Architects to complete the scope of works for the outdoor space at the ELC. A concept plan has been developed and the following is a breakdown of requirements for the ELC to be compliant, along with quotes that the Robinvale Pre School committee has sort to complete these scope of works:

The main areas required for the outdoor play space are list:

- Establishing of earthworks, drainage, irrigation system
- Fencing / Storage sheds
- Concrete Paving and bike track
- Undercover eating / playing area
- Multi-play equipment, swings & sandpit
- Soft landscaping & children safety surfaces

Further funding has been sort through the Inclusive Kindergartens Facilities Program – Buildings & Playgrounds of which \$103,000 has been requested for the provision of suitable play equipment.

This year marks 50 years that the Robinvale Pre School has been operating within our community. It will be the final year for our preschool and will close at the end of the school year. For more than 10 years our preschool with the assistance of family and our local community support, have been raising funds to go towards the new preschool.

We recognize the financial contribution that the Swan Hill Shire has contributed to the ELC building project, however we are requesting further support to ensure the scope of works around the outdoor space are complete to allow the centre to open in January 2019.

Please feel free to contact us if you have any questions regarding the outdoor space project.
We look forward to hearing from you.

Kind regards,

Robinvale Preschool Committee

Jessica Brigante, Carmel Natale and Stella Healy

SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION

C.18.13 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.

90/18 Motion

MOVED Cr Norton

That Council note the contents of the report.

SECONDED Cr Jeffery

The Motion was put and CARRIED

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

AGENDA ITEMS

- Councillor Only session
- Gillespie Street
- Water Fountains test results
- Pick my project Assessment
- KSI's 4th Quarter
- Community Satisfaction Survey
- Municipal Association of Victoria Membership Subscription Renewal 2018/19

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

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

Apologies

- Cr Gary Norton

OFFICERS

- John McLinden, Chief Executive Officer
- Heather Green, Director Development and Planning
- Svetla Petkova, Director Infrastructure
- Bruce Myers, Director Community & Cultural Services
- Kelsey Corrie, Environmental Health Officer
- Meagan Monk, Community Recreation & Grants Officer
- Helen Morris, Organisational Development Manager

Other

- Nil

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
31 July 2018 at 2.10pm, Swan Hill Visitors Information Centre**

AGENDA ITEMS

- Swan Hill Hospital Advocacy
- Swan Hill Pony Club
- S5 & S6 Delegations
- Robinvale Pre-school request for assistance
- Our Region, Our River

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

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

Apologies

- Nil

OFFICERS

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

Other

- Nil

CONFLICT OF INTEREST

- Nil

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

AGENDA ITEMS

- Balranald Shire – Joint Meeting
- Commercial Industrial Review
- Youth Affairs Council Victoria
- Footpath Missing Links
- Our Region, Our River

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

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

Apologies

- Nil

OFFICERS

- John McLinden, Chief Executive Officer
- Heather Green, Director Development and Planning
- Svetla Petkova, Director Infrastructure
- Bruce Myers, Director Community & Cultural Services
- Stefan Louw, Development Manager
- Jan McEwan, Family Youth & Children's Services Manager

Other

- Andy Bell and Rhiannon Jennings from Youth Affairs Council Victoria

CONFLICT OF INTEREST

- Nil

COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
14 August 2018 at 1.45pm, Swan Hill Town Hall, Council Chambers

AGENDA ITEMS

- Councillor Only Session
- Robinvale Asian Supermarkets
- Aged Care Discussion Paper
- Creative Strategy
- Our Region, Our River
- Youth Inc

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Les McPhee
- Cr Bill Moar
- Cr John Katis
- Cr Chris Jeffery
- Cr Gary Norton

Apologies

- Cr Ann Young
- Cr Lea Johnson

OFFICERS

- John McLinden, Chief Executive Officer
- Heather Green, Director Development and Planning
- Svetla Petkova, Director Infrastructure
- Bruce Myers, Director Community & Cultural Services
- David Lenton, Director Corporate Services
- Camille Cullinan, Manager Cultural Development & Libraries
- Yvette Myhill, Performing Arts & Venue Director
- Kelsey Corrie, Environmental Health Officer

Other

- Bryce Ives, Creative Strategy consultant

CONFLICT OF INTEREST

- Nil

C.18.14 SIGN & SEAL REPORT

Responsible Officer: Chief Executive Officer

Attachments: Nil.

Declarations of Interest:

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

Summary

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

Discussion

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

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

Consultation

Not applicable

Financial Implications

Not applicable

Social Implications

Not applicable

Economic Implications

Not applicable

Environmental Implications

Not applicable

Risk Management Implications

Not applicable

DECISIONS WHICH NEED ACTION/RATIFICATION

21 August 2018

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 |
|-----|---|--|------------------------|
| 888 | Lease of Land in Karinie Street, Pumpa Manufacturing Lease at the Front of the Depot (Occupation Lease) | Between Swan Hill Rural City Council and Pumpa Manufacturing Pty Ltd | 17-07-18 |
| 889 | Section 173 Agreement 29 Hodges Road and 503 Hayward Road, Piangil | Between Swan Hill Rural City Council and Immuto Fleur Nominess Pty Ltd | 24-07-18 |

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.

91/18 Motion

MOVED Cr Katis

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

SECONDED Cr Johnson

The Motion was put and CARRIED

SECTION D – NOTICES OF MOTION

SECTION E – URGENT ITEMS NOT INCLUDED IN AGENDA

SECTION F – TO CONSIDER & ORDER ON COUNCILLOR REPORTS

Cr Bill Moar

Agribusiness Committee Meeting
VHM Exploration Briefing at Lalbert
Planning Scheme Review – Murray River Shire
Opening of Solar Farm – Swan Hill
Business breakfast
Opened/Launched – Small Business Festival Month

Cr Lea Johnson

Solar Farm Opening
Swan Hill “Needs A New Hospital” (NANH) Committee meeting (each Tuesday)
Hospital Campaign Launch
Facebook interview for Campaign
Ratepayers meeting
Community Tree Campaign BBQ
Hospital Campaign Rally

Cr Gary Norton

MAV Board Meeting
Boundary Bend Progress Association
Piangil Community Group meeting
MAV Metro Forum
Nyah District Action Group
MAV Rural Forum
Robinvale Almond Blossom Festival

Cr Chris Jeffery

Swan Hill Inc Board Meeting
Swan Hill “Needs a New Hospital” Launch
Swan Hill Indoor Sports and Recreation Budget meeting

Cr Ann Young

Swan Hill “Needs A New Hospital” (NANH) Committee meeting (each Tuesday)
Swan Hill Art Gallery
Community Planning Day – trips Woorinen South, Ultima and Lake Boga
Staff send-off Graeme Jarvie
Senior Citizens AGM
Salvation Army – Welcome to new officers
Carol King Story
Rural Women’s Network Conference – Ballarat

Cr John Katis

Meeting with new doctor to settle in Robinvale
Community Meeting on Doctor issue in Robinvale
Meeting with Senior Officer of Community Issues

Cr Les McPhee

Chisholm Reserve Committee meeting
Business Breakfast
Interview Nine News re: Riverfront
Solar Farm Opening at Blackwire Reserve
Neighbourhood House meeting
3SH Radio interview
Mayor/CEO Meeting
Swan Hill Needs A New Hospital meeting
Ultima Progress Association Meeting
Swan Hill Need A New Hospital Launch
Mayor/CEO Robinvale visit
Lunch with Robinvale Euston Business Association (REBA)
Swan Hill Needs A New Hospital meeting
Business lunch with Matthew Guy
Interview with ABC Radio
Swan Hill Needs A New Hospital meeting
Mayor/CEO meeting
Meeting with Jodi Walters from Special School re: Town Hall Hire
BPW changeover dinner
Stop Violence against women photo
Welcome Rev. Peter Blundell to Swan Hill as new Anglican Rector
MMLLEN meeting
Swan Hill Needs A New Hospital meeting
Mayor/CEO meeting
Swan Hill Needs A New Hospital rally
VHM Exploration information night at Lalbert Football Club
MAV Rural and Regional Forum
Neighbourhood House meeting
Mayor/CEO meeting
Opening CWA conference

SECTION G – IN CAMERA ITEMS

Nil

There being no further business the Mayor, Councillor Les McPhee closed the meeting at 4.45pm.