



AGENDA

SCHEDULED MEETING OF COUNCIL

Tuesday, 19 April 2022

To be held at the Swan Hill Town Hall
McCallum Street, Swan Hill
Commencing at 2pm

COUNCIL:

Cr J Benham – Mayor

Cr B Moar
Cr A Young
Cr LT McPhee
Cr C Jeffery
Cr S King
Cr N McKay

SECTION A – PROCEDURAL MATTERS3

SECTION B – REPORTS.....4

B.22.25 STRATEGIC ASSET MANAGEMENT PLAN4

B.22.26 FELDTMANN LANE ROAD DISPOSAL49

B.22.27 INFRASTRUCTURE AUSTRALIA REGIONAL STRENGTHS
AND INFRASTRUCTURE GAPS REPORT54

B.22.28 INDEPENDENT AUDIT & RISK COMMITTEE MEMBER TERM
EXTENSION.....59

B.22.29 COUNCIL PLAN – PROGRESS REPORT FOR THE THIRD
QUARTER OF 2021/2262

B.22.30 AUDIT & RISK COMMITTEE.....89

B.22.31 S5 INSTRUMENT OF DELEGATION TO THE CHIEF
EXECUTIVE OFFICER.....92

B.22.32 S6 INSTRUMENT OF DELEGATION TO MEMBERS OF
COUNCIL STAFF103

B.22.33 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA)
CONFERENCE.....213

SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION215

C.22.5 SIGN & SEAL REPORT215

C.22.6 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE
AND AGENDA ITEMS217

SECTION D – NOTICES OF MOTION.....223

SECTION E – FORESHADOWED ITEMS223

SECTION F – URGENT ITEMS NOT INCLUDED IN AGENDA223

SECTION G – TO CONSIDER & ORDER ON COUNCILLOR REPORTS.....223

SECTION H – IN CAMERA ITEMS224

B.22.34 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT224

B.22.35 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT224

SECTION A – PROCEDURAL MATTERS

- **Welcome**

- **Acknowledgement of Country**

- **Prayer**

- **Apologies/Leaves of Absence**

- **Directors/Officers Present**

- **Confirmation of Minutes**
 - 1) Scheduled Meeting Of Council held on 15 March 2022
 - 2) Unscheduled Meeting of Council held on 5 April 2022

- **Disclosures of Conflict of Interest**

- **Joint Letters and Reading of Petitions**

- **Public Question Time**

- **Open Forum**

SECTION B – REPORTS

B.22.25 STRATEGIC ASSET MANAGEMENT PLAN

Responsible Officer: Director Infrastructure
File Number: S11-25-03
Attachments: 1 [↓ Strategic Asset Management Plan 2022-2025](#)

Declarations of Interest:

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

Summary

This report presents the draft Strategic Asset Management Plan for discussion prior to seeking a Council resolution to approve the draft for community engagement.

Discussion

Section 92 of the Local Government Act 2020 highlights the requirement for good asset management practices across the local government sector in Victoria. Under the Act, councils must adopt an Asset Plan by 31 October following each election. The plan must be developed in accordance with deliberative engagement practices and the first iteration of the Asset Plan must be adopted by 30 June 2022.

The Strategic Asset Management Plan 2022-2025 (SAMP) focuses on high level asset management and how Council will manage infrastructure and make decisions about assets into the future. The SAMP incorporates the Asset Management Policy as determined and approved by Council and links to the Council objectives as defined in the Council Plan to provide achievable asset management objectives.

The SAMP has defined the following key Asset Management Objectives:

- a) Plan for, encourage and support the development of high quality, flexible, accessible and future focused Community spaces and infrastructure that meets the needs of communities now and into the long-term future.
- b) Inform, consult, and involve stakeholders in decisions that affect them and their communities.
- c) Asset management decisions are evidence based using an integrated process, which includes community participation, has a long-term focus, and balances competing social, financial and environmental priorities.
- d) Asset sustainability is built into business cases for proposed future funding requirements prior to the introduction of new assets or services to ensure the whole of life cost of the assets or services are fully understood.
- e) Asset portfolios are monitored for potential deficiencies or underuse and drivers that may impact asset needs or operations in the region are identified.

- f) Council will manage its asset portfolio in a manner that ensures its compliance to the relevant legislation and regulations.
- g) Non-discretionary funding for the maintenance, operation and renewal of existing assets is prioritised ahead of discretionary funding of new assets.
- h) Develop Asset Management Plans for all Asset Portfolios and incorporate into long term financial plans.
- i) Maintaining quality asset data in accordance with corporate asset data requirements to help Council make informed decisions.
- j) We will incorporate consideration of changing climate and resilience into our asset management thinking.

These objectives are linked directly to the Council Plan Pillars, via the associated actions. This ensures that the overall focus of Council is consistent across all of its strategic documents and provides a common platform to develop an asset management system that is harmonious with the Council's strategic themes. The Asset management objectives demonstrate how the assets can positively contribute to delivering the strategic themes and in turn the strategic goals of Council.

Other key features of the SAMP include:

- Asset Portfolio – What do we have and how do we record it?
- Organisational context – Who are we, who are our key stake holders and how does asset management fit into the organisation?
- Asset Management System – how does everything link in and who is responsible/accountable?
- Asset Management Plans – What will we consider when developing Asset Management Plans for each of our asset portfolios?
- Performance and improvement – How are we performing against the National Asset Management Assessment Framework and how can we further improve?

Consultation

The Strategic Asset Management Plan has been circulated internally for comment. It is recommended that this strategy now be released for public engagement.

Financial Implications

The Strategic Asset Management Plan links asset management objectives, the Council Plan and the Long-term Financial Plan to provide a framework for asset management decisions to ensure Council continues to be sustainable into the future.

Social Implications

Well maintained infrastructure is critical for the benefit and enjoyment of all community members to enable them to access services that they rely on, on a daily basis, and reduce risk to the community. The SAMP provides a framework for Council to plan for and maintain high quality, flexible, accessible and future focused

Community spaces and infrastructure that meets the needs of communities now and into the long-term future.

Economic Implications

The SAMP outlines a number of considerations with regard to asset management decisions. This includes demand analysis to ensure the Council infrastructure is meeting the needs of the community, including business and industry. Asset portfolios are monitored for potential deficiencies or underuse and drivers that may impact asset needs or operations in the region are identified.

Environmental Implications

The SAMP ensures environmental implications are considered through demand drivers and levels of service with the Asset Plans. Changing climate and resilience is incorporated into Council's asset management thinking and environmental risks will be considered through both community and technical levels of service.

Risk Management Implications

The SAMP outlines how infrastructure risk management of critical assets will be assessed and outlines risk and treatment plans.

Council Plan Strategy Addressed

Prosperity - Infrastructure that enables prosperity.

Options

Council may choose to adopt or amend the recommendation.

Recommendations

That Council release the Strategic Asset Management Plan 2022-2025 for public consultation.

STRATEGIC ASSET MANAGEMENT PLAN

2022 - 2025



DOCUMENT HISTORY AND VERSION CONTROL

DOCUMENT TYPE:	Operational plan
DOCUMENT STATUS:	DRAFT
RESPONSIBLE OFFICER:	Enterprise Assets Manager
APPROVED BY:	Council resolution
DATE ADOPTED:	TBC
LAST REVIEW:	TBC
NEXT REVIEW:	TBC
VERSION NUMBER:	0.1 DRAFT
RELATED POLICIES/ PROCEDURES/ DOCUMENTS:	Annual Report 2020/21 Asset Management Policy CPOL/INFRA516 Asset Recognition and Valuation Procedure PRO/CORP240 Community Engagement Policy CPOL/GOV025 Community Engagement Guidelines PRO/GOV025 Community Vision and Council Plan 2021-2025 Financial Plan 2021/22 to 2030/31 Long Term Financial Plan – 2020/21 to 2029/30 Risk Management Framework

Version	Date	Reviewed
0.1 DRAFT	LOD	Initial Draft and format using 2017-21 Council Plan
0.2 DRAFT	LOD	2021-2025 Council Plan incorporated and formatting
0.3 DRAFT	SP	Director review
0.4 DRAFT	RB	Media review and formatting

Documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Swan Hill Rural City Council website - www.swanhill.vic.gov.au - to ensure that the version you are using is up to date.

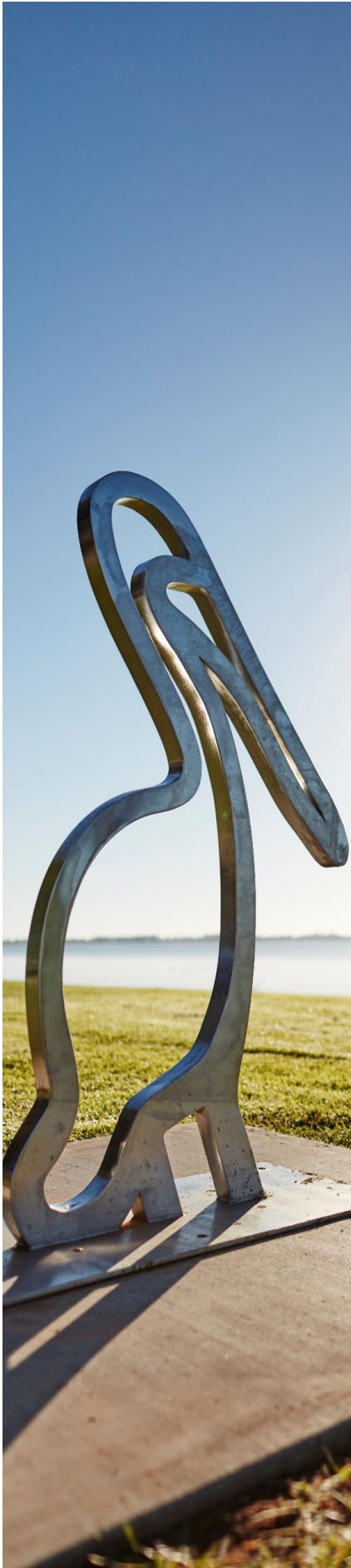


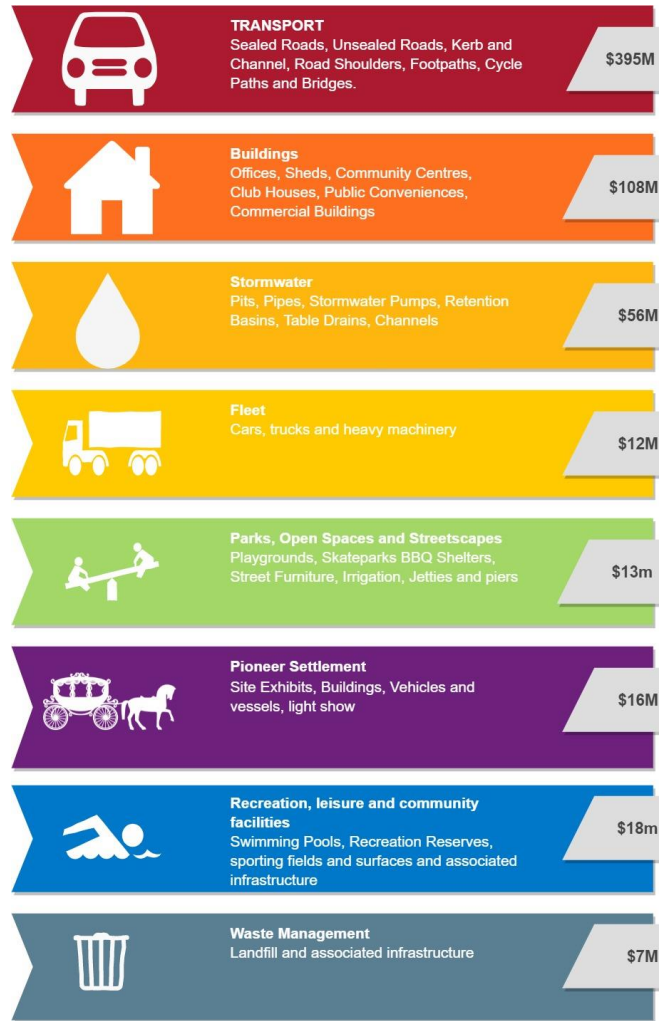
TABLE OF CONTENTS

- 1 EXECUTIVE SUMMARY 4**
- 2 INTRODUCTION..... 5**
 - 2.1 PURPOSE..... 5
 - 2.2 SCOPE..... 5
- 3 ASSET PORTFOLIO 6**
 - 3.1 WHAT DO WE HAVE?..... 6
 - 3.2 ASSET REGISTER 7
- 4 ORGANISATIONAL CONTEXT 8**
 - 4.1 STRATEGIC AND CORPORATE GOALS 9
 - 4.2 STAKEHOLDERS 11
 - 4.3 ASSET MANAGEMENT POLICY 13
- 5 ASSET MANAGEMENT OBJECTIVES AND REQUIREMENTS 14**
- 6 THE ASSET MANAGEMENT SYSTEM AND ASSET PLANNING .. 24**
 - 6.1 THE ASSET MANAGEMENT SYSTEM..... 24
 - 6.2 ACCOUNTABILITY ACROSS THE ASSET MANAGEMENT SYSTEM..... 25
 - 6.3 PROCESSES..... 26
- 7 ASSET MANAGEMENT PLANNING 27**
 - 7.1 ASSET MANAGEMENT PLAN REVIEWS 27
 - 7.2 LEVELS OF SERVICE 27
 - 7.3 FUTURE DEMAND 28
 - 7.4 LIFECYCLE MANAGEMENT PLAN..... 33
 - 7.5 RISK MANAGEMENT..... 36
 - 7.6 FINANCIAL SUMMARY 37
- 8 PERFORMANCE EVALUATION AND IMPROVEMENT..... 38**
- 9 CONCLUSION 41**

1 EXECUTIVE SUMMARY

Swan Hill Rural City Council (Council) has a responsibility to efficiently manage the services and assets it provides to the community. This Strategic Asset Management Plan (SAMP) articulates the systems, framework, processes and drivers for decisions regarding the construction, upgrade, renewal, maintenance and disposal of assets.

Council assets are grouped into the following portfolios:



This SAMP focuses on the high-level management of the above portfolios and how our asset portfolio will meet the service delivery needs of the community in the future. One key element of the SAMP is the linkage of Council strategic objectives, as identified in the Council Plan, with asset management objectives. Another key element is to provide a framework for the planning, prioritising and decision making of all other asset management activities.

The current level of asset management practice, shows that there are opportunities for improvement. Accordingly, the current level of practice is considered operational, whereas the aspiration of Council is to optimise the asset management practice by ensuring alignment with the International Standard ISO 55000, being an organisationally integrated Asset Management System.

2 INTRODUCTION

2.1 PURPOSE

The purpose of this Strategic Asset Management Plan is to:

- Apply the Asset Management Policy (AM Policy) as determined and approved by Council.
- Link Council objectives as defined in the Council Plan to achievable strategic asset management objectives.
- Detail the role of the assets, assets management and the Asset Management System (AMS) in supporting the achievement of the Council objectives.
- Provide clarity and direction for everyone within Council from Councilors and Executive, Senior Council Officers, and delivery teams.
- Guide the approach for developing Asset Management Plans (AMP's) and how all components of the AMS interact.
- Present a consolidated plan at the asset portfolio level for achieving the strategic asset management objectives and linking these to Council's long term financial plan.
- Build strong stakeholder engagement and leadership for informed and robust asset management decision making processes that support the functionality and the sustainability of the AMS.
- Present the plan for creating or improving the asset management system to ensure the required capabilities and resources are available to achieve the asset management objectives.

The SAMP underpins a business process vital to the achievement of the strategic objectives, much in the same way as a financial strategy.

Section 92 of the Local Government Act 2020 highlights the requirement for good asset management practices across the local government sector in Victoria. Under the Act, councils must adopt an Asset Plan by 31 October following each election.

2.2 SCOPE

The SAMP applies to all Council owned assets as defined by the Asset Recognition and Valuation Procedure PRO/CORP240 including:

- | | |
|---------------------------|--|
| • Buildings | • Fleet |
| • Sealed roads | • Recreational, leisure and community facilities |
| • Unsealed roads | • Parks, open spaces and streetscapes |
| • Footpaths and cycleways | • Waste management |
| • Stormwater | |

All Assets must meet the capitalisation threshold of \$10,000, with the exception of Fleet at \$2,500 and Pioneer Settlement assets at \$5,000¹. The processes defined within the SAMP apply to all Council departments, officers, employees and contractors.

¹ PRO/CORP240 Asset Recognition and Valuation Procedure

3 ASSET PORTFOLIO

3.1 WHAT DO WE HAVE?

Council manages a variety of assets enabling us to provide services to our customers - from roads, buildings, heavy machinery, sporting facilities and storm water to street furniture. Council assets provide a foundation for community livability and allow Council to carry out everyday activities delivering respective services.

Table 1 Asset Portfolio²

Asset Class	Sub-class	Replacement value \$'000	Depreciated Value \$'000	Annual Depreciation \$'000
Buildings	Specialised	104,136	44,796	722
	Non-Specialised	4,436	4,278	78
	Total	108,572	49,074	800
Plant and equipment	Plant machinery and equipment	12,383	4,197	398
	Total	12,383	4,197	398
Infrastructure	Sealed Roads	259,995	175,610	3,546
	Unsealed Roads	104,350	92,410	1,358
	Footpaths and cycleways	31,103	20,794	388
	Stormwater	56,348	35,868	594
	Recreation, leisure, and community	18,493	12,541	279
	Waste Management	6,819	291	231
	Parks, open spaces, and streetscapes	12,629	7,047	328
	Other Infrastructure (includes saleyards)	13,786	10,061	213
	Total	503,523	354,622	6,937
Culture and Heritage assets	Pioneer Settlement vehicles and vessels ²	5,730	5,730	49
	Pioneer Settlement site exhibits ³	2,607	2,607	21
	Pioneer Settlement Buildings ¹	7,814	644	11
	Total	16,151	8,981	81
Total Asset cost		640,629	416,874	8,216

The calculated replacement value of the assets considered within this strategy is \$640.6 Million, with a depreciated replacement cost of \$416.8M and an annual depreciation expense of \$8.2M.

Council also own or manage \$70.7M of land (including land under road reserves, crownland and freehold). Ongoing maintenance and operational requirements of this land, such as mowing and weed spraying etc., will be considered through the individual asset management plans (Transport, Stormwater, Buildings, and Open Space etc.).

All Council's assets are individually stored in Council's asset register. Assets fixed in place such as buildings and roads are recorded in Council's financial management system. Fleet assets are managed separately in Council's vehicle management program.

In addition to this, but not included in the SAMP as they do not require lifecycle management, Council also own;

- \$1.78M of Artworks
- \$2.1M of Library books
- \$4.4M of Fixtures and fittings
- \$1.2M of Computers and Telecoms

These assets have separate strategies and management plans.

² 2020-2021 Annual Report

³ Market Value. Revalued 20/21 so no depreciation/appreciation applied

3.2 ASSET REGISTER

Council has an established corporate asset data management system utilising Civica Authority. Council currently has road, building, stormwater, bridges and open space assets recorded in this system.

Council also maintains spatial information for our assets. Master data is stored in MapInfo format and then linked to the aspatial data within Authority. Council's corporate GIS system is Spectrum Spatial Administrator.

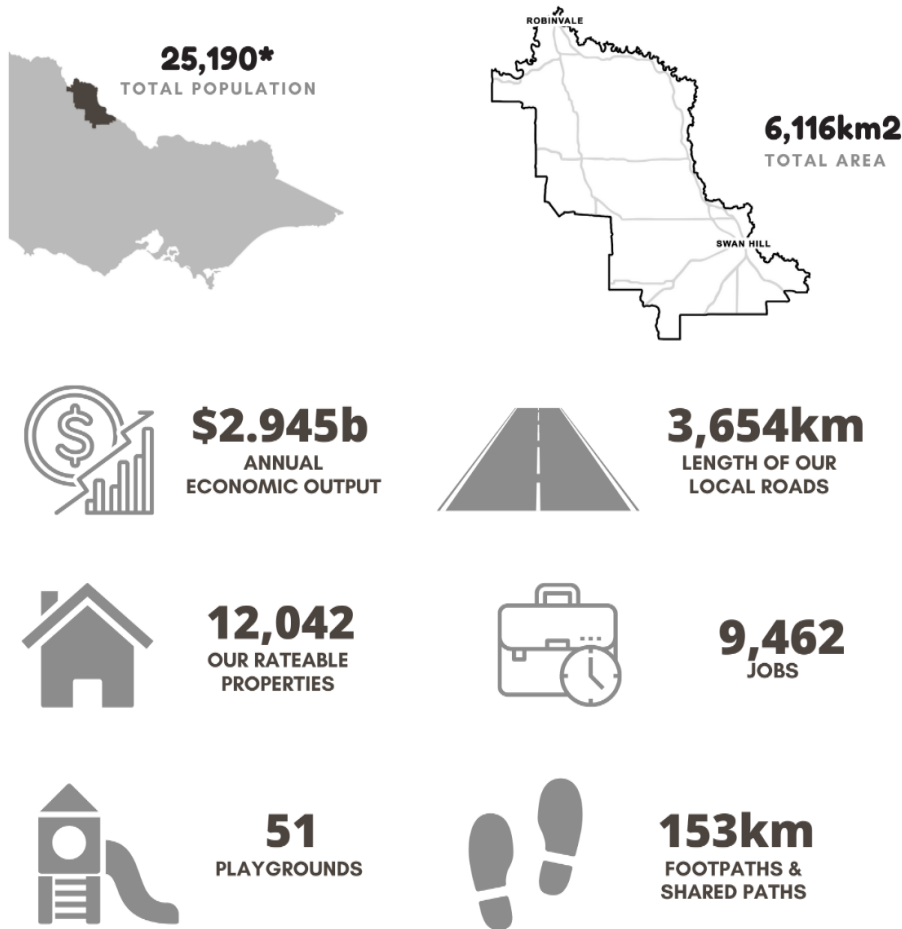


4 ORGANISATIONAL CONTEXT

The Swan Hill municipality covers 6,116 square kilometres, that over 40 nationalities call home, creating a community that is diverse, welcoming and resilient.

Our region has experienced significant economic growth over the past decade, led by the expansion of horticultural/agricultural practices and supported by an innovative manufacturing sector. With more than 40 commercially grown products – including almonds, olives, stone fruit, grapes, vegetables, cereals, legumes, lucerne, sheep, beef and dairy – it is easy to see why our municipality is an important part of Victoria’s food bowl.

The beautiful Murray River winds through much of the municipality, offering a major draw card for visitors and those who call the region home.



*2019 ABS data estimates the Swan Hill Rural Council residential population to be 20,649, however, due to ongoing concern that the ABS consistently underestimates the population of Robinvale, Council commissioned Geografia to undertake a population determination study. The ABS census figure of 2016 show the Robinvale population as 3359 people. The work of Geografia has reliably demonstrated that the true Robinvale population sits at approximately 7900 people; making the total residential population 25,190.

4.1 STRATEGIC AND CORPORATE GOALS

Community Vision

Built on strong foundations that embrace our rich history and natural environment, our region will be a place of progression and possibility, we are a community that is happy, healthy & harmonious - we are empowered, we are respectful and we are proud.

Our Mission

We will lead, advocate, partner and provide efficient services and opportunities for growth and the wellbeing of our community, environment and economy.

Our Values

Council values our residents and community and will be responsive to their needs. In pursuing our objectives, we believe in, and are committed to the following values:

- **Community engagement:** We will ensure that our communities are consulted, listened to and informed.
- **Leadership:** We will be at the centre of our community and by actively engaging our community we will form the collective view on strategic issues and will then express our views through strong advocacy and action.
- **Fairness:** We will value and embrace the diversity of our community and ensure that all people are treated equally.
- **Accountability:** We will be transparent and efficient in our activities and we will always value feedback.
- **Trust:** We will act with integrity and earn the community's trust by being a reliable partner in delivering services, projects and providing facilities

Strategic Pillars have been set by Council within the Council Plan⁵. Council has identified four key result areas.



Liveability

We will be a healthy, connected and growing community supported by a range of infrastructure and services.



Prosperity

We will continue to build and strengthen a prosperous local economy, through sustainable growth and education. We will focus on creating jobs and wealth through adding value to existing strengths in all areas of our economy.



Harmony

We will be a welcoming community for all, recognised for our maturity and respect for each other.



Leadership

We will ensure accountable leadership, advocacy and transparent decision making.

Refer to Section 5. Asset Management Objectives and Requirements for initiatives and actions within the Council Plan and how they relate directly to Asset Management objectives.

⁵ Council Plan 2021-2025

4.2 STAKEHOLDERS

This section describes the internal and external stakeholders who have a direct interface on the strategic asset planning, management and service delivery.

4.2.1 Internal Stakeholders

Internal Stakeholders are either roles or functional groups that have a direct interface with strategic asset management. Engagement with internal stakeholders is achieved through a variety of formal and informal communication channels comprising of Corporate Software suites (including email, SysAids), meetings, performance appraisals and workshops.

Table 2 - Internal Stakeholders Roles and Responsibilities

Key Stakeholder	Role and Responsibility in Asset Management
Councillors	<ul style="list-style-type: none"> Act as stewards for infrastructure assets. Create the vision, culture and values that guide the asset management policy and proactively promote these values inside and outside of the organization. Set Levels of Service, risk, and cost standards. Approve and review Asset Management Plans and Improvement Strategies and monitor the outcomes. Ensure appropriate resources and funding for AM activities are made available to integrate AM policies and AMP's into the corporate governance framework.
Executive Leadership Team (ELT)	<ul style="list-style-type: none"> Establish an "overarching" AM Policy and an AM Strategy with linkage to the Council Plan and the Long-Term Financial Plan for consideration by council. Implement and continuously review the corporate AM Policy and Strategy with agreed resources. Ensure that internal stakeholders, at all levels, are appropriately engaged in the planning, development, implementation, and operation of the asset management system. Ensure the community and key stakeholder inputs are integrated into the plan. Ensure that accurate and reliable information is presented to council for decision-making. Support integration of asset management systems into business processes creating vertical and horizontal alignment of the asset management system.
Operations Manager	<ul style="list-style-type: none"> Manage routine maintenance programs on roads, parks and open spaces Manage Fleet and Plant Manage annual renewal program of works.
Enterprise Asset Manager	<ul style="list-style-type: none"> Collate asset information, prepare AMP's, policy, and strategies. Manage and maintain up to date asset data within the asset system to assist with decision making for financial plans.
Manager – Engineering and Strategic Projects	<ul style="list-style-type: none"> Management of engineering design of construction projects. Manage standards for design of assets. Manager of Waste Services
Project Management Office	<ul style="list-style-type: none"> Project Manage project and programs over an agreed criteria. Contract management.

Key Stakeholder	Role and Responsibility in Asset Management
Finance Manager and Financial Accountant	<ul style="list-style-type: none"> • Management of accounting system used to track expenditure on assets and develop term financial plan. • Financial reporting and auditing.
Internal Auditors	<ul style="list-style-type: none"> • Monitor the performance and compliance of Council officers regarding policies, processes, and obligations.
Works Technical Officers	<ul style="list-style-type: none"> • Ensure that we are meeting the Levels of Service defined under the Road Management Plan and identify potential remedial action required.
Asset Owners and All Other Staff	<ul style="list-style-type: none"> • Ensuring Assets are fit for purpose and meet specified Levels of Service. • Development of Business cases for new/upgraded assets as required. • Contribute to asset management strategies and consider future costs of assets prior to renewal, upgrade, or construction. • Be innovative in asset management by identifying and communicating opportunities for improvement or changes in asset status to the EAM. • Ensure external stakeholder are aware of Council Asset Management obligations and that the community, developers and contractors understand our processes and policies (for example that new and gifted assets align with Council’s vision and strategies and are built to a standard that will ensure longevity).

4.2.2 External Stakeholders

External stakeholders are entities or bodies that are not employed or engaged directly by Council but have an interest or contribute to asset management.

The community are the primary external stakeholders within the Asset Management System and are the main beneficiaries of the services. They also contribute to operating funds through rates, charges and fees.

Table 3 - External Stakeholders Roles and Responsibilities

Key Stakeholder	Role and Responsibility in Asset Management
Community	<ul style="list-style-type: none"> • Residents, ratepayers, and visitors are the ultimate beneficiaries of the asset management planning process. Their feedback is collected throughout the year as well as a yearly satisfaction survey.
State/Federal Government Authorities and Agencies and External funding bodies	<ul style="list-style-type: none"> • Providing input regarding overall infrastructure performance in conjunction with infrastructure under their jurisdiction. • Provision of grants/funding.
External Auditors	<ul style="list-style-type: none"> • Independently monitor the performance and compliance of Council officers regarding policies, processes, and obligations.
Developers	<ul style="list-style-type: none"> • Providing input regarding their interests in future investment in the infrastructure. • Provision of as constructed plans for updating of asset registers.

Key Stakeholder	Role and Responsibility in Asset Management
Contractors and goods and service providers	<ul style="list-style-type: none"> • Provision and maintenance of our Assets to specified standards within procurement guidelines. • Provision of as constructed plans/operating manuals for updating of asset registers.

The Local Government Act 2020 stipulates various Council obligations, duties and administrative requirements for Community Engagement. Council has developed a Community Engagement Framework to ensure that the community have input and are consulted about decisions made. For further information refer to the Community Engagement Policy ⁶and the Community Engagement Guidelines⁷.

Developers/goods and service providers rely on Council to provide guidance and/or conditions to ensure that the desired level of service is delivered. Planning permit conditions developed through engineering referrals and detailed schedules of works for contractors, help to ensure that Council maintains an asset portfolio that will meet the specified Levels of Service and are fit for purpose.

4.3 ASSET MANAGEMENT POLICY

The Asset Management Policy⁸ recognises the importance of assets to the community and provides a commitment of sustainable service delivery and a framework of how to achieve the strategic long-term plan and long term financial objectives of Council.

The Asset Management Policy provides guidelines for implementing consistent asset management process throughout Swan Hill Rural City Council (Council) to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate Levels of Service to community and the environment.
- Safeguarding infrastructure assets, including physical assets and employees, by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

⁶ Community Engagement Policy CPOL/GOV025

⁷ Community Engagement Guidelines PRO/GOV025

⁸ Asset Management Policy CPOL/INFRA516











5 ASSET MANAGEMENT OBJECTIVES AND REQUIREMENTS



The Asset Management Objectives (AM Objectives) outline the results Council is seeking to achieve in order to realise value from community assets. This realisation of value depends on balancing costs, risks, opportunities and performance. These objectives have been aligned with the Asset Management Policy principles.





- A. Plan for, encourage and support the development of high quality, flexible, accessible and future focused Community spaces and infrastructure that meets the needs of communities now and into the long-term future.
- B. Inform, consult, and involve stakeholders in decisions that affect them and their communities.
- C. Asset management decisions are evidence based using an integrated process, which includes community participation, has a long-term focus, and balances competing social, financial and environmental priorities.
- D. Asset sustainability is built into business cases for proposed future funding requirements prior to the introduction of new assets or services to ensure the whole of life cost of the assets or services are fully understood.
- E. Asset portfolios are monitored for potential deficiencies or underuse and drivers that may impact asset needs or operations in the region are identified.
- F. Council will manage its asset portfolio in a manner that ensures its compliance to the relevant legislation and regulations.
- G. Non-discretionary funding for the maintenance, operation and renewal of existing assets is prioritised ahead of discretionary funding of new assets.
- H. Develop Asset Management Plans for all Asset Portfolios and incorporate into long term financial plans.
- I. Maintaining quality asset data in accordance with corporate asset data requirements to help Council make informed decisions.
- J. We will incorporate consideration of changing climate and resilience into our asset management thinking.



The objectives link directly to the Council Plan Pillars, via the associated actions. This alignment ensures the overall focus of Council is consistent across all its strategic documents and provides a common platform to develop an asset management system that is harmonious with the Council's strategic themes. The strategic themes are the Council's intended method to achieve the overall goals. The asset management objectives demonstrate how the assets can positively contribute to delivering the strategic themes and in turn the strategic goals of Council. These links are shown in the following table.

LIVEABILITY			
We will be a healthy, connected and growing community supported by a range of infrastructure and services.			
1.1. A modern municipality: Vibrant, connected and resilient			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
1.1.1. Attractive urban areas and regional townships	Develop/Finalise a number of strategies such as Riverfront Masterplans, rural living strategies, small town strategies	A,B,C,D,E,F,G,H,I	
1.1.2. Ensure adequate provision of a variety of safe and secure housing	Continuing to develop and build on Council owned property and Assist South West Developers	A,C,D,E,F,G,H	
1.1.3. Excellent transport links to allow ease of movement	Advocate for improvement of externally provided transport options (bus, train and rail) and implement relevant actions from the Central Murray Regional Transport Strategy	A,B,C	
1.2. Careful and responsible management of our Environment for a sustainable future			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
1.2.1. Engage, empower and mobilise communities to prepare for, adapt to and mitigate the effects of a changing climate	1.2.1.1. Support initiatives that align with policy such as the Circular Economy and provide tangible outcomes for the community.	A,B,C,E,H,J	
	1.2.1.2. Prepare an advocacy document for renewable energy resources in the municipality	B,I,J	
	1.2.1.3. Develop drainage strategies for key urban areas in the municipality	A,B,C,D,E,F,G,H,I,J	
	1.2.1.4. Implement effective diversion and reuse of waste resources	B,C,D,F,H,I,J	
	1.2.1.5. Develop irrigation strategies for key urban areas in the municipality	A,B,C,D,E,F,G,I,J	






1.2.2. Accessible open spaces and healthy rivers and lakes	1.2.2.1. Improve the presentation of the Lake Boga foreshore and its environs in collaboration with the community	A,B,C,D,E,G,I,J	
	1.2.2.2. Prepare a Murray River and lakes access strategy for the municipality incorporating - camping / walking and bike tracks	A,B,C,D,E,F,G,H,I,J	
	1.2.2.3. Plan and construct open space development of the decommissioned Number 9 Channel	A,B,C,D,F,I,J	
1.3. Building Healthy Communities			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
1.3.1. Encourage active and healthy lifestyles for people of all ages, abilities and interests	1.3.1.1. Continue to implement master plans for all recreation facilities	A,B,C,D,E,F,G,H,I,J	
	1.3.1.2. Develop detailed plans for the Lake Boga - Swan Hill trail	A,B,C,D	
	1.3.1.3. Support initiatives leading to better outcomes for children and families	A,B,E, F	
	1.3.1.4. Partner with agencies to address preventable illnesses and active lifestyles	Not asset dependent	
1.3.2. Spaces where people of all ages, abilities and backgrounds can flourish	1.3.2.1. Reinvigorate performance spaces across the area, including Robinvale Community Art Centre	A,B,C,D,E,F,G,H,I,J	
	1.3.2.2. Incorporate child and family-friendly principles into development of outdoor spaces	A,B,C,D,E,F,G,H,I,J	
	1.3.2.3. Review and implement the public art policy	A,B,F,H,J	
1.4. Foster Creative and Cultural opportunities			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
1.4.1. Promote and celebrate the creative and cultural pursuits within the region	1.4.1.1 Deliver creative industries projects across the region	Not asset dependent	
	1.4.1.2. Support local creatives in developing their businesses (Arts Action)	Not asset dependent	
	1.4.1.3. Enhance artistic outreach programs in smaller towns and communities, including Fairfax Youth Initiative and ACRE programs	A,B,C	

PROSPERITY			
2.1. Effective partnerships for prosperity			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
2.1.1. Support diverse educational opportunities that fosters life-long learning	2.1.1.1. Establish an effective relationship with the education sector through regular engagement	Not asset dependent	
	2.1.1.2. Advocate for the establishment of an education hub in Swan Hill	Not asset dependent	
	2.1.1.3. Support effective and responsive early years education opportunities in Manangatang, Woorinen South and Swan Hill	A,B,C,D,E,F,H,J	
	2.1.1.4. Assist youth with diverse employment pathways through the Empower and Engage! Programs	Not asset dependent	
2.1.2. Support our key industries	2.1.2.1. Establish a Terms of Reference and develop an Annual Plan with the AgriBusiness Committee	Not asset dependent	
	2.1.2.2. Consider the establishment of an Industry Support Committee (Manufacturing and other)	Not asset dependent	
	2.1.2.3. Review the Economic Development Strategy to ensure a targeted focus on key outcomes	Not asset dependent	
	2.1.2.4. Develop a strategic plan for future success of the Pioneer Settlement	A,B,C,D,E,F,G,H,I,J	
	2.1.2.5. Develop an Economic recovery plan in response to Covid-19	Not asset dependent	
	2.1.2.6. Establish a Livestock Exchange Stakeholder committee to improve stakeholder engagement and to better meet the needs of Livestock Exchange users	Not asset dependent	


2.2. A thriving diverse economy			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
2.2.1. Encourage the growth and development of our economy	2.2.1.1. Develop a new planning scheme that is clear in its intention, supports growth and builds confidence and certainty in land use	Not asset dependent	
	2.2.1.2. Continue to support existing businesses to grow through the implementation of the Better Approvals process	Not asset dependent	
	2.2.1.3. Actively pursue the establishment of a designated area migration agreement (DAMA)	Not asset dependent	
2.3. Infrastructure that enables prosperity			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
2.3.1. Digital connectivity that allows people to live, work and play across our region	2.3.1.1. Advocate for high speed broadband access to all businesses and residents	Not asset dependent	
	2.3.1.2. Seek innovative solutions for broadband and mobile connectivity	Not asset dependent	
2.3.2. Assets for our current and future needs	2.3.2.1. Complete road network services review, identify and pursue funding opportunities, focusing on the agricultural sector and industry	A,B,C,D,E,F,G,H,I,J	
	2.3.2.2. Deliver and review Councils capital works program and Major Projects Plan each year	A,B,C,D,E,F,G,H,I,J	
	2.3.2.3. Review current assets and identify future needs - create a program to bridge the gap and identify funding requirements.	A,B,C,D,E,F,G,H,I,J	
	2.3.2.4. Continue to plan and seek funding to implement the development of community infrastructure	A,B,C,D,E,F,G,H,I,J	

HARMONY			
3.1. Communities that are safe, welcoming, and inclusive			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
3.1.1. The diversity of our communities is celebrated	3.1.1.1. Engage with LGBTIQ+ community members to improve inclusion and community awareness through leadership of the Inclusion Network.	Not asset dependent	
	3.1.1.2. Support co-designed development of multicultural events and activities	Not asset dependent	
	3.1.1.3. All-abilities events and activities are well-planned and promoted	A,E,F	
	3.1.1.4. Continue to develop the annual Harmony Day and Lantern Festival events.	Not asset dependent	
3.1.2. Encourage the growth and positive development of our youth	3.1.2.1. Improve Youth Support Services outreach to young people in Manangatang and Robinvale	Not asset dependent	
	3.1.2.2. Ensure young people are involved in co-design of annual events	Not asset dependent	
	3.1.2.3. Support and redevelop the Fairfax Youth Initiative to enhance leadership outcomes for rural and remote youth involved in creative pursuits	Not asset dependent	
	3.1.2.4. Undertake the youth wellbeing actions from the Youth Strategy, specifically mental and sexual health.	Not asset dependent	
3.1.3. Flourishing community organisations	3.1.3.1. Actively promote the benefits of Volunteering in all our communities, streamline the process to facilitate volunteering in Council activities and programs	Not asset dependent	
	3.1.3.2. Provide support and training (Governance, Leadership and Strategic Planning) for our small town progress/improvement groups	Not asset dependent	
	3.1.3.3. Improve engagement with community based special interest groups	A,B	

3.1.4. Our elderly and vulnerable are cared for	3.1.4.1. Support the development of Residential Aged Care services	N/A	
	3.1.4.2. Determine Council's role in aged care services	N/A	
	3.1.4.3. Undertake actions in the Municipal Early to Middle Years Plan associated with improving services to greater assist vulnerable families	N/A	
	3.1.4.4. Actively engage with local support networks to assist with accessibility and inclusion initiatives	N/A	
	3.1.4.5. Review Community Access and Inclusion Strategy (CAIS).	A,B,C,E,F,H,I	
3.1.5. All members of our Communities are supported	3.1.5.1. Work in partnership with local agencies to prevent all forms of Family Violence.	N/A	
	3.1.5.2. Develop and implement a Gender Equality Action Plan (GEAP)	A,B,F,H	
	3.1.5.3. Ensure that we consider people of all abilities in the development of infrastructure and events	A,B,C,D,E,F,G,H,I,J	
	3.1.5.4. Develop a Building Safer Communities program	A,B,F	
3.2. An engaged and respected Aboriginal community			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
3.2.1. Strengthening our trust, relationships and partnerships with Traditional Owners and the Aboriginal and Torres Strait Islander community	3.2.1.1. Develop a Reconciliation Action Plan	N/A	
	3.2.1.2. Adequately resource Aboriginal Engagement	N/A	
	3.2.1.3. Support our Aboriginal community to work towards a treaty or treaties	N/A	

3.2.2. Encourage and support community leadership	3.2.2.1. Continue to offer Aboriginal scholarships and leadership opportunities	N/A	
	3.2.2.2. Continue to assist to develop Our Place identifying an Aboriginal language name and business model	B	
	3.2.2.3. Proactively support leadership within our Aboriginal community	N/A	
3.2.3. Celebration and recognition of Aboriginal and Torres Strait history and culture	3.2.3.1. Investigate and seek funding for Aboriginal tourism opportunities	N/A	
	3.2.3.2. Formal inclusion of Aboriginal and Torres Strait Islander input in Art Gallery programming and cultural activities	N/A	
	3.2.3.3. Support Aboriginal and Torres Strait Islander days of significance	N/A	
LEADERSHIP			
4.1. Excellent management and administration			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
4.1.1. Well managed resources for a sustainable future	4.1.1.1. Invest in the development of employees to enable a highly skilled and engaged workforce	N/A	
	4.1.1.2. Promote a culture of continuous improvement with a focus on efficiency and customer service	I	
	4.1.1.3. Embed rigor in our planning process to ensure long-term sustainability and continuity of Council's services	A,B,C,D,E,F,G,H,I,J	
	4.1.1.4. Develop and implement a Workforce Development Plan	N/A	
4.1.2. Provide robust governance and effective leadership	4.1.2.1. Implement a Project Management Framework and system	D,F,G,I	
	4.1.2.2. Develop and implement a Strategic Asset Management plan and supporting Asset Management plans	A,B,C,D,E,F,G,H,I,J	
	4.1.2.3. Provide Councillors with professional development and support to ensure effective governance	N/A	

	4.1.2.4. Work with Town Representative groups to better plan and deliver projects	A,B,C,D,E,F,J	
4.1.3. Sound, sustainable: o Financial management o Excellence in service delivery o Strategic planning	4.1.3.1 Deliver projects on time, on budget and within scope	N/A	
	4.1.3.2. Working to budget and ensure future planning to meet financial needs	D,E,G,H	
	4.1.3.3. Review two service delivery areas in years 2 (Parks and Gardens / Library) and 4 (Economic and Community development / Circular economy) of this Council Plan to improve and ensure accessibility and consistency of our customer experience	A,B,C,D,E,F,G,H,I,J	
4.2. Transparent communication and engagement			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
4.2.1. Effective and authentic engagement with our community	4.2.1.1. Review our Community Engagement Strategy to ensure our engagement is meeting the needs of the community	N/A	
	4.2.1.2. Embed the Community Engagement principles and practices across the organisation	A,B,C	
	4.2.1.3. Build constructive relationships with special interest groups in our community	A,B,C	
	4.2.1.4. Review our use of social media platforms across Council with a view of increasing Councils exposure and ensuring consistent moderation	N/A	
4.2.2. Visible presence in our community	4.2.2.1. Maximising the opportunities for Councillors and senior staff to represent Council at relevant community meetings, functions and events	A,B,C	
	4.2.2.2. Continue quarterly Coffee with a Councillor around the municipality	N/A	
	4.2.2.3. Arrange structured tours of the municipality where Councillors and senior staff meet with key community groups	A,B,C	

	4.2.2.4. Create a culture where staff are ambassadors for the Council	A,B,C	
4.3. Bold leadership, strong partnerships and effective advocacy			
Initiative	Actions	Contributing AM Objectives	Contributing Asset Portfolio
4.3.1. Create meaningful partnerships across our communities	4.3.1.1. Continue involvement in community groups	N/A	
	4.3.1.2. Support Robinvale with its Committee for Robinvale Euston (C4RE)	N/A	
	4.3.1.3. Support the health and wellbeing partnerships that address preventable illnesses.	A,B,C	
	4.3.1.4. Continue to support and work with Swan Hill Incorporated	N/A	
4.3.2. Strong relationship with State and Federal governments to influence advocacy and funding opportunities	4.3.2.1. Continue to advocate on the following issues: <ul style="list-style-type: none"> • Improved Healthcare for our people, including a new hospital for Swan Hill • A new Murray River Bridge at Swan Hill • Complete the Murray Basin Rail Project • Housing and enabling infrastructure • Better use of environmental water and the development of a plan specific to the Murray River between Swan Hill and Robinvale. 	N/A	
	4.3.2.2. Review Council's advocacy strategy on an annual basis	N/A	
4.3.3. Working together in promotion of the municipality	4.3.3.1. Positively promote our region as a great place	N/A	
	4.3.3.1. Continue to work with Murray River Tourism and Swan Hill Incorporated to promote the municipality	N/A	

6 THE ASSET MANAGEMENT SYSTEM AND ASSET PLANNING

6.1 THE ASSET MANAGEMENT SYSTEM

The objective of this System is to describe how Council will meet its commitments to asset management as documented in its Council Plan and Asset Management Policy.

Using the framework below, Council will ensure ongoing enhancement of AM practices, meeting community needs and assisting Council to maximise the return on investment in asset maintenance, asset renewal and other capital expenditure and to provide the community with safe infrastructure.

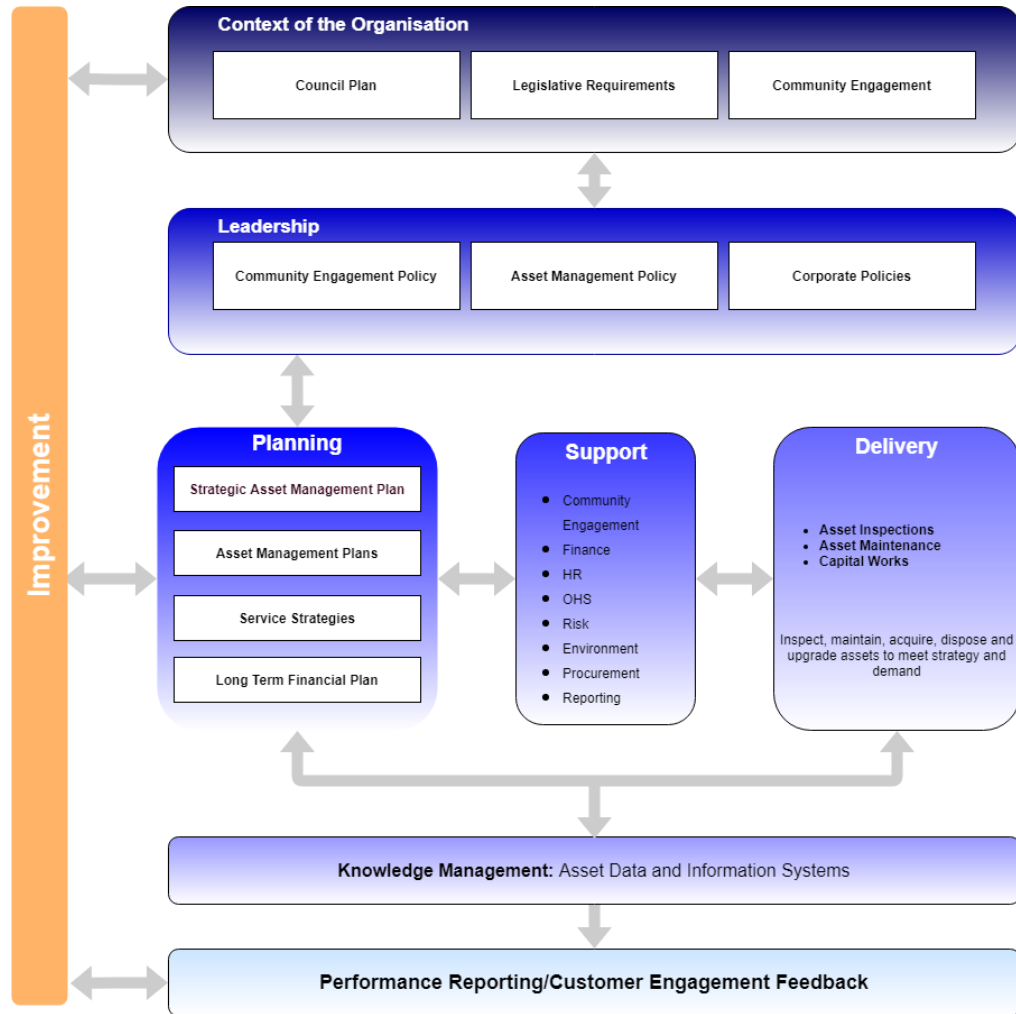


Figure 1- Asset Management System Framework

The Asset Management System is a combination of People, Process and Information Systems that work collectively to deliver good asset management for Council. Regular reviews, performance reporting and stakeholder engagement with all elements interacting will ensure continuous system improvement.

6.2 ACCOUNTABILITY ACROSS THE ASSET MANAGEMENT SYSTEM

The allocation of accountability and responsibility, from a management system perspective, is critical to the effective management of assets and the delivery of services.

Table 4 - Responsibility/Accountability Matrix

Element	Component	Accountable	Responsible	Informed/Consulted
Context of the Organisation	Council Plan	Councillors	CEO, ELT, Managers	C
	Legislative requirements	CEO	ELT, Managers	I
	Community Engagement	Councillors	CEO, ELT, Managers	C
Leadership	Community Engagement Policy	Council	CEO, ELT, Managers	C
	Asset Management Policy	Council	CEO, ELT, Managers	C
	Corporate Policies	Council	CEO, ELT, Managers	C
Planning	Strategic Asset Management Plan	Council	CEO, ELT, Enterprise Asset Manager, Managers	C
	Asset Management Plans	CEO	ELT, Enterprise Asset Manager, Managers	C
	Service Strategies	CEO	ELT, Managers	C
	Long Term Financial Plan	Council	CEO, ELT, Finance Manager	I
Support	<ul style="list-style-type: none"> • Community Engagement • Finance • HR • OHS • Risk • Environment • Procurement • Reporting 	All Council staff		C
Delivery	Asset Inspections	Director Infrastructure	Operations Manager, Enterprise Assets Manager	I
	Asset Maintenance	Director Infrastructure	Operations Manager, Enterprise Assets Manager	I
	Capital Works	CEO	PMO, ELT, Managers	I
Knowledge Management	Asset data and information systems	CEO	CEO, ELT, Enterprise Asset Manager, IT Manager, Managers	I
Performance Reporting/Community Feedback		Councillors, CEO	ELT, Managers	C
Improvement		CEO	ELT, Managers	C
The Asset Management System		Council	CEO, ELT	C

6.3 PROCESSES

The general processes for administering the Asset Management System are both top-down and bottom-up, and incorporate the internal policies and procedures which apply to the various departments within Council. These include the procurement, human resources, financial management, occupational health and safety policies as well as accounting standards.

7 ASSET MANAGEMENT PLANNING

The asset management planning approach provides direction for asset plans and asset specific strategies to achieve the organisational objectives. This includes documentation of decision-making criteria, processes for managing the complete life cycle of assets, demand drivers, risks and opportunities, resources, responsibilities and financial implications.

The following section outlines considerations that must be made for each asset class when developing an asset plan or asset specific strategy.

7.1 ASSET MANAGEMENT PLAN REVIEWS

Asset Management Plans should be reviewed in line with the revaluation schedule (refer to Table 7). This will ensure that asset plans, capital works plans and long-term financial plans align with the actual asset condition and current replacement costs. It will also confirm that Levels of Service are meeting the expectations of the community.

7.2 LEVELS OF SERVICE

Levels of Service can be defined in terms of Community Expectations and Technical requirements that may impact on the desired community outcome.

It is important to monitor the provided service levels as they will regularly change. Customer priorities and community expectations will change over time, and in addition to this current performance is influenced by work efficiencies and technology.

7.2.1 Customer Values and Levels of Service (LoS)

Customer Values indicate which aspects of a service are important to a customer and if the customer recognises value in what they are currently being provided.

The Customer Levels of Service measure how the customer receives the service and whether Council is providing value from the customers' viewpoint. They are considered in terms of:

Quality – How good is the service? What is the condition or quality of the service?

Function – Is it suitable for its intended purpose? Is it the right service?

Capacity/Use – Is the service over or under utilised? Do we need more/less of these assets?

The development and measurement of Customer Values and expected Levels of Service could include consideration or feedback from a combination of sources including, but not limited to:

- Legislative Requirements relating to the management of the assets. What is required and are we compliant?
- Community Satisfaction Surveys/other feedback.
- Deliberative consultation through user groups, workshops, surveys or invitations to make submissions etc.
- Statistics obtained through collection of customer complaints/enquiries, usage statistics, asset inspections, financial and capital expenditure, response times and State or Federal government data such as VicRoads accident statistics.
- Community or Gender Impact Assessment

The community Level of Service measures obtained through the annual Community Satisfaction Survey, provide information on our performance or service delivery. They can indicate areas of possible over or under servicing and potential reallocation of resources to maximise community value.

7.2.2 Technical Levels of Service

Technical Levels of Service are operational and technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to activities and annual budgets covering:

Acquisition/Upgrade – Activities that provide a higher level of service (e.g. widening a road, construction of a new service such as a playground that didn't exist before).

Maintenance/Operation – The activities necessary to retain an asset as near as practicable to an appropriate service (e.g. road patching, building repairs) and the regular activities to provide a service (cleaning, mowing, inspections etc.)

Renewal – The activities that return the service capability of an asset up to that which it had originally provided.

Together the community and technical Levels of Service provide details on service performance, cost and predict whether the service levels are likely to stay the same, get better or worse.

7.3 FUTURE DEMAND

Demand drivers and impacts must be considered as part of the asset planning process to ensure assets perform the appropriate role to satisfy future needs.

7.3.1 Demand Drivers

Drivers affecting demand include: population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, risk and safety etc.

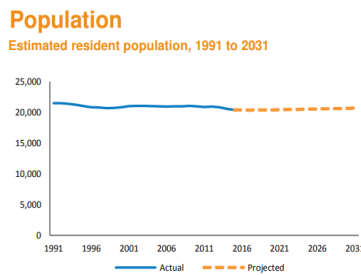
7.3.2 Demand Impact and Demand Management Plan

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 5 - Demand Management Plan.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 5 - Demand Management Plan. Further opportunities will be developed in future revisions of this Strategic Asset Management Plan.

Overall, the municipality's population is expected to remain relatively steady with only a slight increase expected in forecasts



The population growth is expected to be centralised around the Swan Hill and Robinvale urban areas, while the smaller townships are set to remain steady or decline in total numbers. There are currently two large subdivisions occurring in Swan Hill, and future development to occur in Robinvale designed to address a current housing shortage for workers in the region.

The demographics of the Swan Hill Rural City Council area are trending slightly towards an ageing population, with an increase in residents over 65 years.

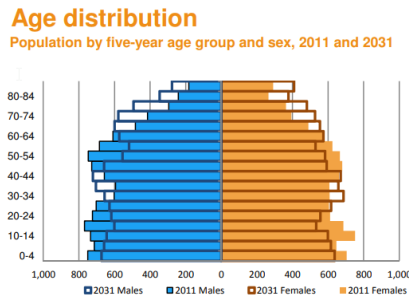


Table 5 - Demand Management Plan

Demand drivers	Present position (2016 census)	Projection 2031	Impact on services	Demand Management Plan
Population⁹	20,584 people	20,708 people	Negligible	Continue to investigate alternative renewal treatments to lower lifecycle costs (e.g., seal types, rejuvenation). Optimise maintenance, renewal, and upgrade practices against asset classifications based on usage
Demography	Age 0- 19 = 25% Age 20-65 = 56% Age 65+ = 19%	Age 0- 19 = 24% Age 20-65 = 53.6% Age 65+ = 22.4%	An ageing population will mean an increase in services for aged including assets that provide for greater access.	Continue to review and develop service levels and asset management plans to ensure accessibility to all community members in line with changing needs.

⁹ 2019 ABS data estimates the Swan Hill Rural Council residential population to be 20,649, however, due to ongoing concern that the ABS consistently underestimates the population of Robinvale, Council commissioned Geografia to undertake a population determination study. The ABS census figure of 2016 show the Robinvale population as 3359 people. The work of Geografia has reliably demonstrated that the true Robinvale population sits at approximately 7900 people; making the total residential population 25,190.

Demand drivers	Present position (2016 census)	Projection 2031	Impact on services	Demand Management Plan
Tourism	656,000 people \$95 million annually		<p>The "Our Rivers Our Region" project is expected to improve tourism infrastructure and result in an increase of tourism to the region.</p> <p>The project will include the installation of several new footpaths and walking trails along the Murray, linking to Swan Hill and throughout the Arts precinct development will increase our asset base.</p>	<p>Strategic and Masterplans are reviewed to ensure tourism impacts to infrastructure are addressed.</p> <p>The provision of long vehicle parking, traffic calming devices and signage are considered in future infrastructure renewals in tourist precincts and CBD areas.</p>
Agriculture	\$1.18 billion annually	Unpredictable as it is dependent on the availability of water.	<p>Increase in Freight particularly from Robinvale region resulting in more heavy vehicles on our roads.</p> <p>We are already seeing a large increase in requests for road train access on our rural roads.</p> <p>Future considerations may be that we will need to upgrade our network to cater for this kind of vehicle.</p>	<p>Appropriate classification and prioritisation of the network to encourage freight movements are along arterial, link and collector roads to minimise damage to local roads.</p> <p>Where appropriate, institute load limits & traffic control devices to reduce the potential for unnecessary upgrade and/or rehabilitation of local road assets.</p>

7.3.3 Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed.

Acquiring new assets will commit the Council to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan.

Analysis of demand within the individual asset plans may also identify assets that may be consolidated or disposed of.

7.3.4 Climate Change and Adaptation

The impacts of climate change can have a significant impact on the assets we manage and the services they provide. In the context of the Asset Management Planning process, climate change can be considered as both a future demand and a risk.

How climate change will impact on assets can vary significantly depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.

As a minimum we should consider both how to manage our existing assets given the potential climate change impacts, and how to create resilience to climate change in any new works or acquisitions.

Opportunities identified to date for management of climate change impacts on existing assets are shown in in below.

Table 6 - Managing the Impact of Climate Change on Assets

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Changing weather patterns	Trending towards increased season extremes	Increasing levels of reactive maintenance due to wash outs, scouring and damage to road pavements.	Schedule long-term capital works program to ensure infrastructure is in good condition and better able to withstand seasonal extremes.
		Potential to affect ground movement in reactive soils and therefore potentially increase defects and reduce life of assets.	Ensure drainage can adequately remove water away from infrastructure. Utilise best practice for design and construction of transport infrastructure to ensure robust assets better able to withstand the impact of severe weather events. Monitor assets to ensure that life of assets is not being significant reduced and budget accordingly.
Higher temperatures	The Murray Basin area has warmed by around a degree since 1910 and will continue to warm (by 0.6–1.5 °C in 2030 relative to 1995, and by 0.9–2.5 °C in 2050 without mitigation), with more hot days and fewer cold days. ¹⁰	Higher temperatures can increase flushing/bleeding on sealed roads. Urban areas with large areas of concrete and seal can exacerbate radiant heat affects.	Ensure sealing programs are using mixes that will withstand higher temperatures. Consider green spaces and shade to reduce ambient temperatures in urban areas particularly around carparks and CBD areas.

10 Timbal, B. et al. 2015, Murray Basin Cluster Report, Climate Change in Australia Projections for Australia’s Natural Resource Management Regions: Cluster Reports, eds. Ekström, M. et al., CSIRO and Bureau of Meteorology, Australia

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Change in agricultural practices due to climate change	Climate change will impact on current farm practices through prolonged droughts or flooding.	Higher water availability through heavy rainfall and flooding could mean more intensive farming in irrigated areas with additional heavy vehicle impacting the network. Droughts would impact on dryland areas resulting in more amalgamations of farms with requirements for infrastructure to accommodate larger machinery.	Maintain a reactive network feeding smaller seasonal roads into a backbone of links and collectors. Regularly review road classifications so that our road network meets the needs of our ratepayers while remaining economically viable to maintain and respectful of the need to protect local flora and fauna.
Legislative requirements to reduce Carbon footprints	Expectations are that governments worldwide will push to be carbon neutral by 2050. The Victorian Government has set a long-term target of net zero emissions by 2050. Victoria's Climate Change Act 2017 establishes a long-term target of net zero greenhouse gas emissions by 2050.	Higher cost to provide services and potential change to standard lives of assets due to changes in material or construction methods. New types of infrastructure such as electric charging stations and solar roads.	Utilise sustainable materials such as recycled glass and tyres in construction to minimise our carbon footprint and landfill requirements. Continual research into industry trends, trials and studies on sustainable materials and practices.

The way in which we construct new assets should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience will have benefits such as:

- Assets will withstand the impacts of climate change.
- Services can be sustained.
- Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint.

The impact of climate change on assets is a complex discussion and further opportunities will be developed in future revisions of this Asset Management Plan.

7.4 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how Council plans to manage and operate the assets at the agreed Level of Service (refer to section 7.1 above).

7.4.1 Background data

An Asset Management Plan (AMP) should detail the assets covered by the plan including the following:

Physical Parameters

Information on the size/dimensions and the replacement value of Council's asset base that will be included in the AMP. The provision of an age profile will give indication on the magnitude and timing of future renewals.

Asset Capacity and Performance

An analysis on the capacity of the asset base to meet customer expectations, usage and design standards. Locations or asset types where deficiencies in service performance are known will be detailed.

Asset Condition

Overall condition of the assets is currently monitored as per Asset Recognition and Valuation Procedure¹¹.

Table 7 - Revaluation Schedule

Asset Class	Asset types included	Responsible Provider	Reval Freq	Last year valued	Next Reval
Buildings	All lockable structures	External Valuer ¹²	2 Years	2020	2022
Sealed Roads	Seals	Enterprise Asset Manager	3 Years	2019	2022
	Sealed pavement				
Unsealed Roads	Kerb and Channel		5 Years	2017	2022
	Shoulders				
Footpaths and Bike paths	Bridges		3 Years	2019	2022
	Paved roads				
Waste Management	Earth Roads (portion only)		5 Years	2020	2025
	Footpaths				
Recreation, Leisure and Community Facilities	Shared footpaths		5 Years	2020	2025
	Landfill				
	Sporting lights, Playing surfaces, Irrigation				

¹¹ PRO/CORP240 Asset Recognition and Valuation Procedure

¹² Value of assets only, condition of components not provided and will need to be done separately

Asset Class	Asset types included	Responsible Provider	Reval Freq	Last year valued	Next Reval
Parks, Open Spaces, and streetscapes	Playgrounds, BBQ shelters, shade sails, irrigation, fencing		5 Years	2020	2025
Other Infrastructure	Street lighting, saleyards etc		5 Years	2020	2025
Pioneer Settlement	Vehicles, vessels and exhibits	External Valuer ¹³	5 Years	2021	2026
	PS Buildings		2 Years	2020	2022

Asset condition is measured using a 1 – 5 grading system¹⁴ as detailed in Table 8 - Simple Condition Grading Model. It is important that consistent condition grades be used in reporting various assets across Council as this supports effective communication and comparison. At the detailed level assets may be measured utilising different condition scales, however, for reporting in the AMP they are all translated to the 1 – 5 grading scale.

It is important to note that condition inspection is separate to defect inspection. Regular defect inspections are made on our infrastructure assets as per the Road Management Plan and as detailed in AMP's. Defect inspections are based on the asset class which is related to the usage of the asset. Higher use assets such as Link roads or CBD footpaths will get inspected at a higher frequency than lower use infrastructure.

Table 8 - Simple Condition Grading Model

Condition Grading	Description of Condition
1	Very Good: only planned maintenance required
2	Good: minor maintenance required plus planned maintenance
3	Fair: significant maintenance required
4	Poor: significant renewal/rehabilitation required
5	Very Poor: physically unsound and/or beyond rehabilitation

Asset Hierarchy

An asset hierarchy provides a framework for defining Levels of Service, intervention and response times based on a priority system. Assets with high use, high risk or high community importance can be assigned different standards and therefore Council may intervene earlier and respond quicker to some assets over others.

It is important to define a system of classifying assets into a hierarchy within an AMP to ensure consistency across Council and to assist with modeling potential treatment costs if Levels of Service are adjusted.

As part of the development of an AMP, the asset hierarchy should be reviewed to identify under-utilised assets to ensure we are not maintaining or replacing assets that could be retired. Conversely, reviews of over-utilised assets and customer demand management options are to be carried out regularly to ensure the appropriate level of service is being applied for maintenance or capital works.

¹³ Value of assets only, condition of components not provided and will need to be done separately

¹⁴ IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

7.4.2 Operation and Maintenance Plan

Operation activities affect service levels including quality and function. This includes expenses such as cleaning, street sweeping, mowing, testing and tagging and essential services.

Maintenance relates to all actions that are necessary to retain an asset as near as practicable to an appropriate condition such as pothole patching, painting and footpath grinding.

Council will endeavour to operate and maintain assets to provide the defined Level of Service to approved budgets in the most cost-efficient manner. Proposed operations and maintenance strategies will be listed in each AMP with the following considerations:

- Review management of operations and maintenance activities to ensure Council obtain the best value.
- Operations and maintenance requirements to be determined at an asset class level to provide an agreed Level of Service to the community.
- Review the current and required skills base and implement workforce acquisition, training and development to meet required maintenance and operational needs.
- Afford provision to adjust Council maintenance budgets to reflect new or disposed assets in the long-term financial plan.

7.4.3 Capital Works Plan

We will plan capital projects to meet Levels of Service objectives by:

- Planning and scheduling capital projects to deliver the defined Levels of Service in the most efficient manner.
- Undertaking project scoping for all capital projects to identify:
 - Any service delivery deficiencies or risks,
 - Range of options to rectify deficiencies or manage risks,
 - Estimated capital and lifecycle costs for different options, and
 - Optimum time for replacement.
- Review current and required skill bases and implement training and development to meet required construction and project management needs.
- Review management of capital project activities to ensure we are obtaining best value for resources used.

There are three types of capital works that will be modelled within an AMP. These are detailed below.

Renewal/Replacement

Renewal and replacement is expenditure that does not increase the assets design capacity, but returns an asset to original service potential. Future maintenance costs will be comparable to existing. Work over and above the restoration of an asset is considered to be an acquisition/upgrade as it results in additional future operating and maintenance costs.

Renewal and replacement are identified through using one of two approaches in the lifecycle model:

- **Method 1:** Asset register data to project renewal costs and timing. This method uses the construction year of the asset and an updated useful life based on the condition of the asset. Assets that have a better condition than expected will have an extended life, whereas assets that are not performing as expected will have their life expectancy reduced to reflect faster degradation.
- **Method 2:** Alternative approach to estimate the timing of renewal based on staff judgement, historical data on previous network renewals, industry standards or other.

Council will endeavor to utilise Method 1, however, this is not always possible due to cost of condition inspections (particularly in the storm water network) and timing.

The typical useful life of asset categories as well as the method used will be detailed within the AMP.

Renewal ranking criteria will be detailed to ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate and that the infrastructure is of a sufficient condition.

Acquisitions

Upgrade/Expansion/New works over or above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operation and maintenance costs. Acquisitions may also be donated to Council, for example, by private developments.

Acquisitions are identified from various sources such as strategies, masterplans, housing developments or partnerships with other stakeholders.

Acquisitions will increase Council’s maintenance obligations and future renewal costs.

Disposals

Disposal is the demolition, scrapping or sale of an asset with no future maintenance or operational costs. Assets identified for possible decommissioning and disposal will be shown in the respective AMP’s.

7.5 RISK MANAGEMENT

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’¹⁵.

An assessment of risks¹⁶ associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

7.5.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets will be identified along with their typical failure mode and the impact on service. Failure modes may include physical failure, collapse or essential service interruption or delivery of service not fit for purpose.

By identifying critical assets and failure modes Council can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

7.5.2 Risk Assessment

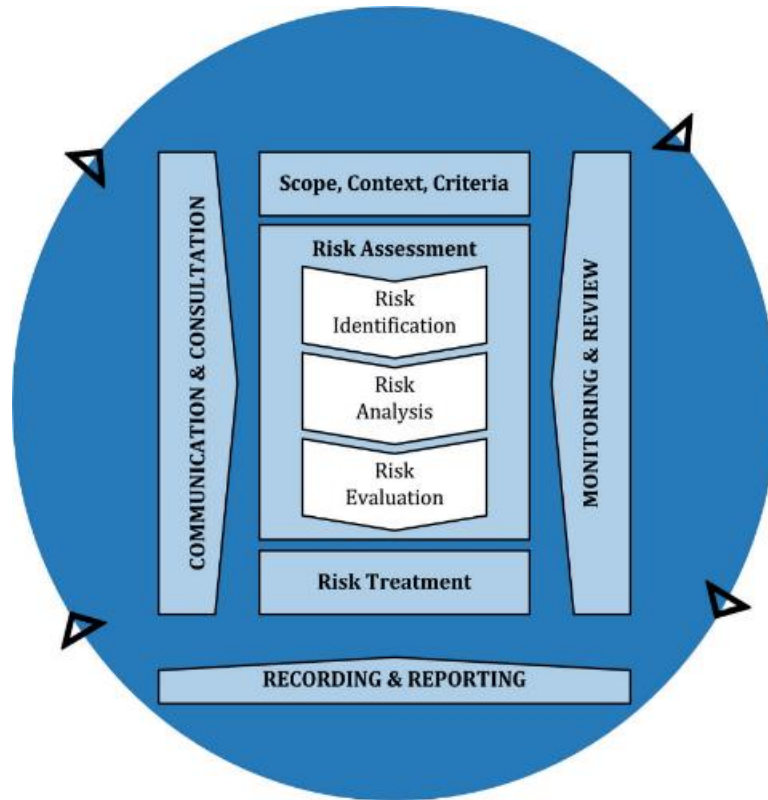
The risk management process used is shown in Figure 6.2 below.

The analysis and problem-solving technique is designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

Figure 2 Risk Management Process – Abridged (Source: ISO 31000:2018, Figure 1, p9)

¹⁵ ISO 31000:2009, p 2

¹⁶ Risk Management Framework



7.5.3 Infrastructure Resilience Approach

The resilience of our infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to 'withstand a given level of stress or demand', and to respond to possible disruptions to ensure continuity of service.

Resilience is built on aspects such as response and recovery planning, financial capacity, climate change and crisis leadership.

7.5.4 Service and Risk Trade-Offs

The decisions made in adopting AMP's will be based on the objectives to achieve the optimum benefits from the available resources. AMP's will detail what Council's service boundaries are, as well as the service and risk trade-offs that Council has identified and their consequences.

7.6 FINANCIAL SUMMARY

The financial summary will contain the financial requirements resulting from all of the information presented in the previous sections described and will include the following:

- Financial indicators and projections,
- Funding strategies,
- Valuation and depreciation forecasts,
- Key assumptions made in the financial forecasts, and
- Reliability and Confidence.

8 PERFORMANCE EVALUATION AND IMPROVEMENT

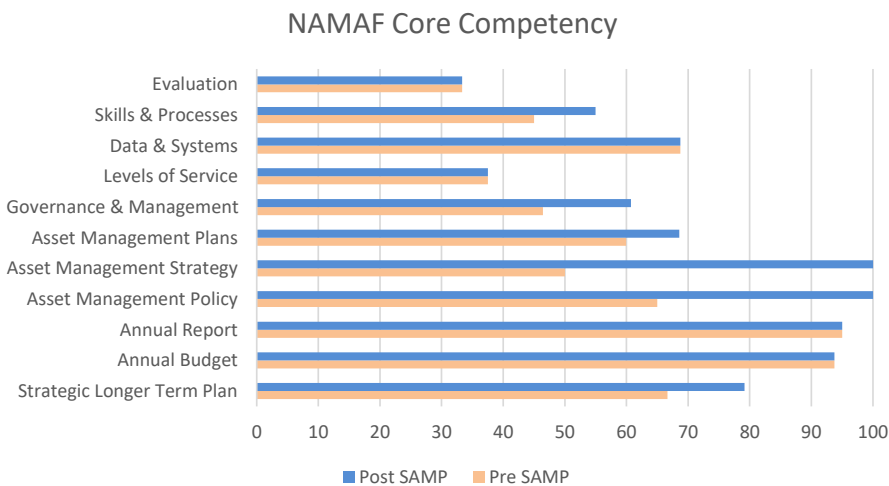
A key part of the Asset Management Strategy is an assessment of the organisation’s maturity and capability to sustainably manage its community infrastructure through effective asset management and financial planning. The National Assessment Framework (NAF) developed for Australian Local Government by the Australian Centre of Excellence for Local Government (ACELG) and the Institute of Public Works Australasia (IPWEA) provides the core asset management competencies required for Council to determine progress in implementing the Local Government and Planning Ministers’ Council (LGPMC) Financial Sustainability Nationally Consistent Frameworks otherwise known as the National Asset Management Framework (NAMF)¹⁷.

The main objective is for Council to focus on achieving, maintaining at least ‘Core’ level asset management and financial planning maturity under the NAMF to ensure it can at the very least:

- Record and report on the state of all assets to the community;
- Meet current statutory reporting requirements;
- Ensure community safety; and
- Provide management information to guide decisions by Council on the cumulating impact of decisions.

Asset management improvement initiatives have been established to improve Council’s Asset Management practices and to bring Council into alignment with the National Asset Management Assessment Framework (NAMAF) and ISO55000 standards. This will assist Council in delivering Levels of Service that meet legislative, governance and community requirements in the most cost-effective way.

Council will track and report on Asset Management performance against the NAMAF Criteria each year as part of the performance reporting process. Council has not yet reached core competency (100) in any of the categories analysed in the assessment, however on adoption of this SAMP Council aims to meet Core Competency in the Asset Management Strategy and Asset Management Policy Categories.



¹⁷ Local Government Financial Sustainability Nationally Consistent Frameworks, Framework 2, ASSET PLANNING AND MANAGEMENT, May 2009

The Institute of Asset Management have developed a maturity scale¹⁸ which has 6 maturity states as follows:

- 0 – Innocent:** The organisation has not recognised the need for this requirement and/or there is no evidence of commitment to put it in place.
- 1 – Aware:** The organisation has identified the need for this requirement, and there is evidence of intent to progress it.
- 2 – Developing:** The organisation has identified the means of systematically and consistently achieving the requirements, and can demonstrate that these are being progressed with credible and resource plans in place.
- 3 – Competent:** The organisation can demonstrate that it is systematically and consistently achieves the relevant requirements set out in ISO 55001.
- 4 – Optimising:** The organisation can demonstrate that it is systematically and consistently optimising its Asset Management practice, in line with the organisation’s objectives and operating context.
- 5 – Excellent:** The organisation can demonstrate that it employs the leading practices, and achieves maximum value from the management of its assets, in line with the organisation’s objectives and operating context.

Swan Hill Rural City Council is currently at state 2 of the asset maturity scale and aims to achieve core competency (state 3) in all categories by 2023/2024 utilising existing levels of resourcing. The following asset management improvement initiatives have been established to assist Council in meeting the target and continue to mature its practices.

NAMAF Category	Improvement Objective	Target
Evaluation	Community and Technical Levels of Service will be monitored and performance reported. Levels of Service will be developed through the AMP process.	To be reported annually on completion of AMP's
Skills and Processes	Council to assess the skills and knowledge required to perform asset data management activities, conduct financial reporting, valuations and develop Asset Management Plans by creating an asset management skills matrix. Staff training needs have been identified and training scheduled.	Dec 2022
	Council to initiate a process to communicate the financial implications of the Asset Management Plans to internal and external stakeholders.	Budget process and stakeholder engagement for each AMP
Data and Systems	Council to define a process for operations, maintenance, renewal and upgrade planning for its existing assets.	75% of assets 2022/2023 100% of assets 2023/2024
	Asset information systems should have the functionality to generate maintenance and renewal programs and produce associated cash flow forecasts.	Include in the ICT strategy
	Perform an asset information system review.	
Levels of Service	Current and target Levels of Service (for both community Levels of Service and associated technical Levels of	75% of assets 2022/2023

¹⁸ IAM Asset Management Maturity Scale and Guidance Version 1.1 14

NAMAF Category	Improvement Objective	Target
	Service) are clearly defined in each Asset Management Plan.	100% of assets 2023/2024
	Complete Service Plans for each of its services in consultation with the community. As per the Missing Links and Public Convenience Strategies	Ongoing as need identified.
Governance and Management	Develop internal processes to promote Asset Management across Council	Dec 2022
	Documented process to evaluate capital projects that includes how the evaluation relates to the LTFP	Dec 2022
	Re-convene the Asset Management Steering Committee, with cross functional representation and clearly defined and documented terms of reference, focused on coordinating the linkages between service delivery and asset management implementation.	June 2022
Asset management Plans	Develop Asset Management Plans for all Asset Portfolios as defined in the SAMP	75% of assets 2022/2023
		100% of assets 2023/2024
Strategic Long Term Plan	Imbed connection of AMP's and LTFP plan and insure long term renewals are in place.	75% of assets 2022/2023
		100% of assets 2023/2024

9 CONCLUSION

Council provides, maintains and is responsible for the replacement of \$496 million of assets. The majority of these assets comprise infrastructure such as roads, drains, community buildings and recreation centres – all vital to the social wellbeing and economic development of the municipality and its people.

Council's asset management strategy includes the ongoing development and review of asset management plans for each infrastructure category. These plans include agreed service levels, replacement schedules, upgrade requirements, appropriate rationalisation, and a process for the development of new infrastructure, that balance community needs and financial capability.

As infrastructure ages, there will be an increasing need for greater funding to replace and maintain the assets we currently have. This will need to be considered in the context of infrastructure growth generated by the ongoing development along the Murray River corridor.

During the four years of the Council Plan, Council is committed to maintaining its existing infrastructure and allocating sufficient resources to ensure that existing infrastructure is maintained to an appropriate standard. Council allocates additional funds annually. Council will also continually review infrastructure assets to ensure the assets are still required to meet community needs, and if this is not the case, rationalise the infrastructure in an appropriate way. Incorporating multi-use or shared-use facilities will also be an ongoing focus over the years of this plan.





B.22.26 FELDTMANN LANE ROAD DISPOSAL

Responsible Officer: Director Infrastructure
File Number: AST-RD-21365-01
Attachments: 1 [Development Plan – Precinct 1](#)

Declarations of Interest:

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

Summary

This report provides a proposal to narrow a section of Feldtmann Lane road reserve, Swan Hill.

Discussion

Swan Hill's South West Development Precinct (SWDP) is located to the south-west of Swan Hill and is approximately 230 ha in area. The area is bounded by Sea Lake Road and Gray Street in the north, Coronation Avenue to the East, Werril Street, Dead Horse Lane in the south, and Dead Horse Lane to the west.

Key to the success of the development will be the amount and type of access provided. Establishing appropriate strategic links and access points will ensure integration of the development into the existing town and provide efficient and equitable access to residents.

Figure 1



In order to achieve this, there is a need to bring uniformity to the road width of Feldtmann Lane. Currently the northern section is 20m wide, whilst the southern section is 34m in width, see Figure 1.

The proposal is to make the road reserve, in its entirety, to a consistent width of 24m. Traffic volume for this road within the completed development, has been assessed at AADT (annual average daily traffic) 3000 (vehicles per day). Currently Feldtmann Lane realises an AADT of 50 and is an unsealed access road receiving minimal maintenance.

Based on use within the Development Plan Overlay (DPO), the above traffic volume would see Feldtmann Lane upgraded to a Collector road. Under the Council adopted Infrastructure Design Manual (IDM), the road will be sealed to a carriageway width of 11.6m with a minimum verge width of 6.0m. Minimum road reserve width to accommodate these requirements is 24.0m. This is also in line with the Swan Hill Planning Scheme.

Widening of the northern section of Feldtmann Lane, will occur at a later stage as part of the development.

To narrow the southern section of Feldtmann Lane, will require Council to discontinue a portion of road and then consolidate this into Council's adjacent freehold land at 15 Feldtmann Lane, Swan Hill, see Figure 2.

Figure 2 Proposed disposal area



PARISH OF CASTLE DONNINGTON

AREA OF ROAD TO BE
DISPOSED = 3,190 m²





Disposal

Portion of road reserve to be discontinued is 3190m² in area and will be consolidated into the adjacent Council owned property being Lot 1 PS807535, Parish of Castle Donnington (15 Feldtmann Lane). This option will cost approximately \$5,000; inclusive of all costs; advertising, legal, survey and planning.

The process required to be followed is outlined under the provisions of the Local Government Act 1989 as at this stage these provisions do not exist within the current LGA 2020, but are continuing indefinitely.

1. Council may, under Clause 3 of Schedule 10 of the Local Government Act 1989:
 - 1.1. Commence the statutory procedures to discontinue that part of Feldtmann Lane, Swan Hill that is a road which is shown in Figure 2;
 - 1.2. Publish a public notice of the proposed discontinuance be given under sections 207A and 223 of the Local Government Act 1989;
 - 1.3. If the road is discontinued, state in the public notice that the land shall be consolidated into Council owned property being Lot 1 PS807535, Parish of Castle Donnington;
 - 1.4. Authorise Rosanne Kava, Acting Chief Executive Officer to undertake the administrative procedures necessary to enable Council to carry out its functions under Section 223 of the Local Government Act 1989, and
 - 1.5. Hear and consider any submissions received pursuant to Section 223 of the Local Government Act 1989 at a Council meeting.

Consultation

Under Section 223 of the Local Government Act 1989, Council is required to publish a notice in the Government Gazette describing the road widening disposal.

Service authorities will be consulted to determine any requirements for easements.

Financial Implications

Total cost to Council will be approximately \$5,000; inclusive of all costs; legal, survey, planning and advertising.

Social Implications

Separates strategic links and access points within the proposed development.

Economic Implications

Allows future development planning.

Environmental Implications

Nil.

Risk Management Implications

Creation of this link will bring the road in line with current Planning and Infrastructure guidelines.

Council Plan Strategy Addressed

Liveability - A modern municipality: Vibrant, connected and resilient.

Options

1. Discontinue a portion of road reserve in the southern section of Feldtmann Lane as described in this report and consolidate into the adjacent land currently owned by Council.
2. Retain the wide section of the road as it currently stands.

Recommendations

That Council:

1. Use its power under Clause 3 of Schedule 10 of the Local Government Act 1989 to:
 - a. Commence the statutory process to discontinue a portion of road reserve in the southern section of Feldtmann Lane shown on the plan attached to this report and labelled Figure 2;
 - b. Publish a notice of the proposed road discontinuance and consolidation under sections 207A and 223 of the Local Government Act 1989;
 - c. Hear and consider any submissions received pursuant to Section 223 of the Local Government Act 1989 at the next available Council meeting.
2. If no submissions are received, proceed with the road discontinuance (as shown in Figure 2) and consolidate the discontinued portion of road with Lot 1 PS 807535, 15 Feldtmann Lane Swan Hill.



SWAN HILL SOUTH WEST DEVELOPMENT PRECINCT
DEVELOPMENT PLAN - PRECINCT 1

All the requirements of Schedule 6 to the DPO within the Swan Hill Planning Scheme must be submitted to the Responsible Authority (along with other documents associated with subdivision application) with the first subdivision application associated with this Precinct 1 - Development Plan to the satisfaction of the Responsible Authority and relevant referral agencies unless otherwise agreed.



Use and layout of this part of precinct may change subject to future amendments to this development plan including rezoning to provide for suitable use and development.

- Western public open space** including:
- Storm water retention
 - Retention of existing redundant native trees
 - Pedestrian footpaths
 - Shade trees
 - Gathering space and picnic facilities

Provide traffic calming treatment to intersections (Eg. Modified T intersections in accordance with Austroads Fig 7.23)

Provide traffic calming treatment to intersections (Eg. Modified T intersections in accordance with Austroads Fig 7.23)

- Northern retarding basin** including:
- Storm water retention
 - Retention of existing native trees
 - Pedestrian footpaths
 - Shade trees

- Central public open space** including:
- Pedestrian footpaths
 - Shelter and seating
 - Shade trees
 - Gathering space and picnic facilities

- Southeastern retarding basin** including:
- Storm water retention
 - Retention of existing native trees
 - Pedestrian footpaths
 - Shade trees
 - Gathering space and facilities

- Central southern retarding basin** including:
- Storm water retention
 - Pedestrian footpaths
 - Shade trees
 - Gathering space and picnic facilities

- Southern public open space** including:
- Storm water retention
 - Pedestrian footpaths
 - Shade trees
 - Play space
 - Retention of existing native trees

LOTS		
Indicative only. Subject to change through the planning permit process of this Precinct 1.		
LOT SIZE (m ²)	NUMBER	TOTAL AREA (ha)
less than 600	22	11.25
600 to 700	109	7.50
700 to 800	130	9.97
800 to 900	36	3.17
900 to 1000	58	5.67
1000 to 1500	25	2.72
2000 +	15	3.40
TOTAL	386	51.78ha
RETARDING BASIN / STORMWATER FUNCTION		3.81ha
ROADS RESERVE		14.58ha
PUBLIC OPEN SPACE		3.28ha
TREE RESERVE		1.58ha
TOTAL SITE AREA (ha)		64.8ha
PUBLIC OPEN SPACE AREA (ha)		
Southern Public Open Space		0.87
Western Public Open Space		0.95
Central Public Open Space		1.05
Landscaped Pedestrian Link		0.26
Entry Public Open Space		0.04
TOTAL PUBLIC OPEN SPACE AREA (ha)		3.17

LEGEND

Road widths are indicative only. Widths to comply with 32M to satisfaction of Responsible Authority.

	Collector street with central median and shared path 35m width road reserve		Buffer zone
	Collector street with shared path 25m width road reserve		Pedestrian connection external to precinct
	Access street 18m width road reserve		Existing tree to be retained
	Footpath		Existing tree to be removed
	Shared path		Bus stop (indicative position)
	Existing Property Boundary		Principle avenue trees
			Central median trees
			Proposed street trees
			Proposed reserve trees
			Proposed playground facilities
			Proposed gathering space and facilities
			Residential lot
			Public open space
			Tree reserve
			Retarding basin / stormwater function

Project Ref: 16.260
Drawing No: LCD-002
Scale: 1:2000 at A1
Date: 11.08.2021
Revision: F

Hansen Partnership Pty Ltd
Level 4, 136 Exhibition Street
Melbourne VIC 3000
Tel: +61 3 9564 8844
Fax: +61 3 9564 8088
Email: info@hansenpartnership.com.au
Web: www.hansenpartnership.com.au

B.22.27 INFRASTRUCTURE AUSTRALIA REGIONAL STRENGTHS AND INFRASTRUCTURE GAPS REPORT

Responsible Officer: Director Development and Planning
File Number: S17-02-01
Attachments: <https://www.infrastructureaustralia.gov.au/2022-regional-strengths-and-infrastructure-gaps-VIC>

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 to update Council on the findings of the Infrastructure Australia Regional Strengths and Infrastructure Gaps Report, highlighting the key issues relevant to Council and suggests the basis of a submission (online) to Infrastructure Australia advocating on behalf of the community for critical infrastructure that is required.

Council should also seek the support of the Murray River Group of Councils for its advocacy efforts and in turn support the submission being prepared by the Murray River Group of Councils.

Given that it is a Federal and State Election year, Council should also provide all Parliamentary Representatives and candidates with an overview of their submission to Infrastructure Australia.

Discussion

Infrastructure Australia has recently released a major report on the Regional Strengths and Infrastructure Gaps for the 48 RDA's across Australia and through an extensive consultation process have identified that there is 479 Infrastructure Gaps across Australia.

As a result of undertaking the research, Infrastructure Australia are now seeking submissions (online) from interested parties and key stakeholders on the reports findings.

The five key areas that have been identified are:

- Availability, diversity and affordability of housing
- Broadband and Mobile coverage
- Water Security
- Access to further Education and skills training
- Connectivity and capacity of public transport

The report indicates these issues were consistently raised in regions across Australia.

The report whilst identifying the Infrastructure Gaps does not nominate any projects within any of the regions and discusses at a very high level each regions strengths and the gaps in services and infrastructure.

Swan Hill falls within the Regional Centre Category and all other communities within the Municipality are considered as falling within the Small Towns Category.

There is not a great deal of attention paid to the impacts of Cross Border issues which has a significant impact within the Municipality and Region however the report does highlight Albury Wodonga as a successful model of communities working in partnership cross border.

Generally the report talks at length about the opportunities for regions in the areas of:

- Health
- Manufacturing
- Agriculture, Forestry and Farming
- Education
- Aerospace
- Tourism
- Transport

And these are issues that are familiar to Swan Hill Rural City Council.

Key points relating to the Loddon Mallee RDA are as follows:

- Bendigo and Mildura feature heavily
- Population Growth is not even across the region
- Climate impacts in the region are significant
- Skills shortages across the region are significant
- Road and Rail Infrastructure should be a priority for the region
- Telecommunications need significant improvements
- Connectivity improvements around public transport required
- Mallee freight network is not in good condition

Interestingly issues around housing did not feature in the gap analysis.

The Murray RDA gaps analysis was also reviewed given the close proximity and the importance of cross border issues with that regions gaps identified as:

- Telecommunications
- Education
- Housing

- Transport

This demonstrates issues that are relevant to both sides of the Murray River.

Infrastructure Australia is calling for online submissions by the 29th April 2022.

The opportunity to make a submission allows Council to continue to articulate its advocacy campaign in the lead up to the Federal and State Elections and the basis of the submission should be around the following issues:

- The significance of Cross Border issues and the need to acknowledge that communities along the Murray River access services and infrastructure on both sides of the River.
- Water security is vital to continue to develop the Swan Hill City Council economy but also the regions. Provision of appropriate infrastructure is critical to allow for economic and population growth.
- Ability to value add by exploring ways to support and grow both current industry and new business investment in the Municipality.
- Developing new employment opportunities through the provision of infrastructure
- Provision of funding that allows for the strategic development of infrastructure to maximise investment return.
- Partnership opportunities with private enterprise to provide infrastructure.
- Housing is a critical issue that cannot be ignored.
- Addressing transport needs both in terms of freight and public will benefit our Municipality and region but it must be coordinated and find solutions for the road network together with critical infrastructure such as bridges.
- Investment in Health and Education is needed.
- The importance of accurate population numbers for towns in our municipality and more widely.

And in particular Council should highlight projects that are considered as priorities:

- Swan Hill Bridge
- Swan Hill Hospital
- Riverfront developments in both Robinvale and Swan Hill Rural
- Increased Solar and Renewable energy opportunities
- Housing right across the Municipality as a key priority to ensuring capacity to build the workforce required
- Upgrade of the Road Network to allow for increased freight movement
- Enhanced Telecommunications
- Support for Tertiary Education to be delivered in an innovative way within the region e.g. Online learning in partnership with a Tertiary Institution

The report should be seen as a way of continuing to advocate strongly on behalf of the community to secure vital infrastructure to ensure that the Municipality continues to grow and prosper.

Consultation

Council should ensure that it is aware of any submission that the Murray River Group of Councils and the Murray Regional Organisation of Councils intends making on the report.

Council should also provide an overview of its submission to Parliamentary Representatives and candidates for the forthcoming Federal Election and State Election later in the year order that there is a clear understanding of Council's Infrastructure priorities.

Financial Implications

There will be minor advocacy costs and any contribution that Council may have to make to Infrastructure Projects is unknown at this point of time.

Social Implications

Advocacy on the issues highlighted will enhance the communities enabling the provision of increased services and infrastructure.

Economic Implications

Council continuing to highlight the need to create employment, investment in infrastructure and the provision of services e.g. Health, Telecommunications, Education will enhance the positive development of the Municipality.

Environmental Implications

Provision of and best use of water is imperative leading to a positive environmental impact.

Improvements to transport and road connectivity will provide benefits for the environment.

Risk Management Implications

Acting on the Infrastructure Gaps highlighted in the report will provide positive outcomes by addressing risk management issues relating to poor infrastructure or lack of services.

Council Plan Strategy Addressed

Leadership - Bold leadership, strong partnerships and effective advocacy.

Options

Council may choose to adopt or amend the recommendation.

Recommendations

That Council:

- 1. Make an online submission to Infrastructure Australia responding to the Regional Strengths and Infrastructure Gaps Report highlighting the issues raised in the body of this report and calling for a strategic approach to addressing the Infrastructure Gaps that will see all regions benefit.**
- 2. Provide the Murray River Group of Councils and Murray ROC details of the submission made to Infrastructure Australia with a view to continuing to work in a collaborative partnership to advocate for Infrastructure that would benefit our cross border region.**
- 3. Provide details of Council's submission to all Parliamentary Representatives and Candidates for the Federal Election (as part of Advocacy documentation) in order to seek their support for Infrastructure that is required within the Municipality.**
- 4. Provide details of Council's submission to the Loddon Mallee RDA Committee and continue to work in partnership with them to advocate for critical Infrastructure needs.**

B.22.28 INDEPENDENT AUDIT & RISK COMMITTEE MEMBER TERM EXTENSION

Responsible Officer: Director Corporate Services
File Number: S15-04-01
Attachments: Nil

Declarations of Interest:

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

Summary

This report seeks a Council resolution to extend the term of the Independent Audit and Risk Committee Chairman, Mr Warren Pollock in order to finalise deliberation with the auditors on the Performance and Financial Statements and accompanying Closing Report and Final Management Letter for the year ending 30 June 2022.

Mr Pollock's term expires on 21 August 2022. The next Audit & Risk Committee meeting to finalise the accounts is on the 8 September 2022, and the lodgement date of the Annual Report with the Minister for Local Government is the 30 September 2022.

Discussion

The Audit and Risk Committee consists of three Independent Members and two Councillors.

The SHRCC Audit and Risk Committee Charter nominates three terms or nine years as the maximum term of appointment for an Independent Committee Member.

Local Government Victoria guidelines for Audit Committees mention that ideally no more than one member should leave the audit committee pursuant to rotation in any one year.

Over the past twelve months, independent member, Mr Robert Jardine completed his first term and did not wish to be reappointed. Mr Rodney Saville also reached his maximum term in the same calendar year. Mr Greg Kuchel replaced Mr Saville in December 2021, and the remaining appointment is pending Council resolution.

With such a new committee, it is recommended that Mr Pollock stay on to see out the audit cycle in his capacity as Chairman.

Mr Pollock has been contacted and is happy to accommodate the request to extend his appointment. Mr Pollock said he thoroughly enjoyed his time on the Committee as the Independent Chairman and appreciates the principle behind rotation of members.

Mr Pollock's position will be advertised in September to coincide with his last meeting and provide sufficient lead-time before the next scheduled meeting of the Committee in December 2022.

A Council resolution to extend the appointment beyond the stated term in the Charter is required and seen as the best solution to ensure an orderly rotation and continuity of membership especially as the September meeting is a particularly important meeting where the Performance and Financial Statements are discussed and any audit issues identified.

An extension to the 30 September will coincide with the lodgement date of the Annual Report with the Minister for Local Government.

Consultation

Officers have advertised the vacant positions in a timely manner and have been successful in gaining suitably experienced applicants on each occasion.

Financial Implications

Audit Committee Members receive a meeting allowance of \$875.50 for Chair and \$515 for independent members plus travel per kilometre based on Australian Taxation Office rates.

Allowances of the Independent Members are included in the Budget.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

An effective Audit and Risk Committee will assist Council in managing the various risks that our business encounters.

Council Plan Strategy Addressed

Leadership - Transparent communication and engagement.

Options

Council may choose to adopt or amend the recommendation.

Recommendation

That Council approve the extension of Warren Pollock's term by six weeks to the 30 September 2022 as Independent Audit and Risk Committee Chairman and proceed to advertise this vacant position.

B.22.29 COUNCIL PLAN – PROGRESS REPORT FOR THE THIRD QUARTER OF 2021/22

Responsible Officer: Director Corporate Services
File Number: S16-28-03
Attachments: 1 [↓ Council Plan – Progress Report March 2022](#)

Declarations of Interest:

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

Summary

The purpose of this report is to present the third quarter progress update of Council's performance against the Council Plan 2021-2025. The period reported is from 1 January 2022 to 31 March 2022.

The quarterly progress report, provided as an attachment, offers a summary of the progress against the four Council Plan areas; Liveability, Prosperity, Harmony and Leadership.

The intent of this report is to give Councillors and the community the confidence that Council is on track to meet its published commitments.

Discussion

In accordance with Section 90 of the *Local Government Act 2020*, Council developed and adopted a four-year Council Plan on 26 October 2021.

The plan is a strategic document outlining what Swan Hill Rural City Council will do to help achieve Council's and the community's vision for the municipality.

The plan describes Council's priorities and outcomes for its four-year term and how these will be resourced.

The plan has been divided into four strategic pillars:



Liveability

We will be a healthy, connected and growing community supported by a range of infrastructure and services.



Prosperity

We will continue to build and strengthen a prosperous local economy, through sustainable growth and education. We will focus on creating jobs and wealth through adding value to existing strengths in all areas of our economy.



Harmony

We will be a welcoming community for all, recognised for our maturity and respect for each other.



Leadership

We will ensure accountable leadership, advocacy and transparent decision making.

This report provides the second quarter update in relation to the actions taken and progress made to achieve these goals and strategic initiatives in the 2021/22 financial year.

Regular reporting to Councillors and the community is a key principle of transparency and good governance. This report will be provided to Council on a quarterly basis and published online for the community to access.

Council has made progress on the following:

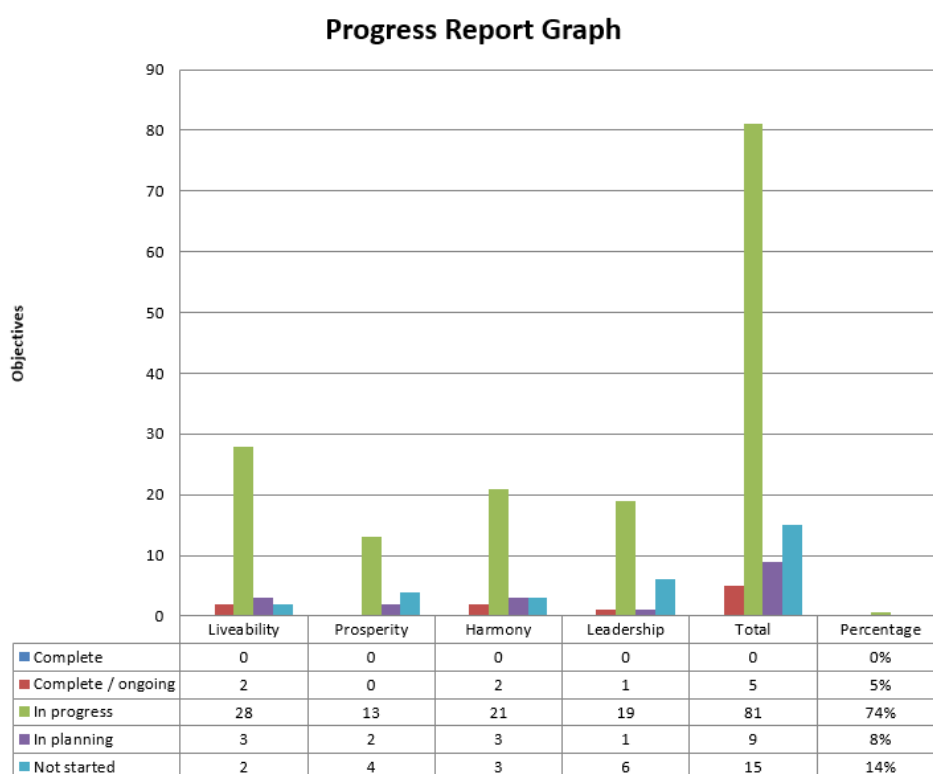
- 1.1.1.5. Develop Nyah Riverfront Masterplan** - Consultant Engaged. To include Nyah West Monash Ave and completed by 30 June 2022.
- 1.1.3.5. Implement relevant actions from the CMRT strategy** - Currently undertaking a study for A-Double access jointly with Gannawarra Shire. Expecting final report with recommendation for improvements and gaps by April.
- 1.2.1.2. Prepare an advocacy document for renewable energy resources in the municipality** - Currently finalising the intended form and scope of the advocacy document, where Council will look to engage the services of a Consultant in Q2 of 2022 to assist in the development of the advocacy document.
- 1.3.2.3. Review and implement the public art policy** - Public Art Policy formally adopted by Council 15 March 2022.
- 2.1.2.6. Establish a Livestock Exchange Stakeholder committee to improve stakeholder engagement and to better meet the needs of Livestock Exchange users** - Aiming to have established by April 2022. Advertised for expressions of interest due by 18 March. Further interest is sought for the positions which received no nominations by the due date.
- 3.1.1.2. Support co-designed development of multicultural events and activities-** Harmony Day 2022 planned by committee of community members supported by Council officers.
- 3.1.2.2. Ensure young people are involved in co-design of annual events –** Robinvale Youth Council established in March 2022.
- 4.1.1.4. Develop and implement a Workforce Development Plan –** Implementation has commenced with the GEAP being submitted on 31 March 2022.

4.1.2.1. Implement a Project Management Framework and system – Framework is implemented within the PMO. Key staff training is completed. PM software tool implementation planning has commenced.

4.2.2.2. Continue quarterly Coffee with a Councillor around the municipality – Coffee with a Councillor resumed on the 19 March.

The following objective was marked as complete and ongoing during the third quarter:

4.1.3.2. Working to budget and ensure future planning to meet financial needs



Consultation

Council consulted the community during the development of the Council Plan 2021-2025 .

Financial Implications

This report contains no financial implications, however many of the initiatives contained within the Council Plan requires Council to allocate funds in its 2021/22 budget to implement the Council Plan.

Social Implications

The report is provided and made available to the community to increase awareness of the activities of Council, provide a mechanism for transparency and could increase community involvement in decision making at Council level.

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

Council is required to be compliant with the *Local Government Act 2020* in regards to the Council Plan and annual reporting. This quarterly report supports that compliance.

Council Plan Strategy Addressed

Leadership - Transparent communication and engagement.

Options

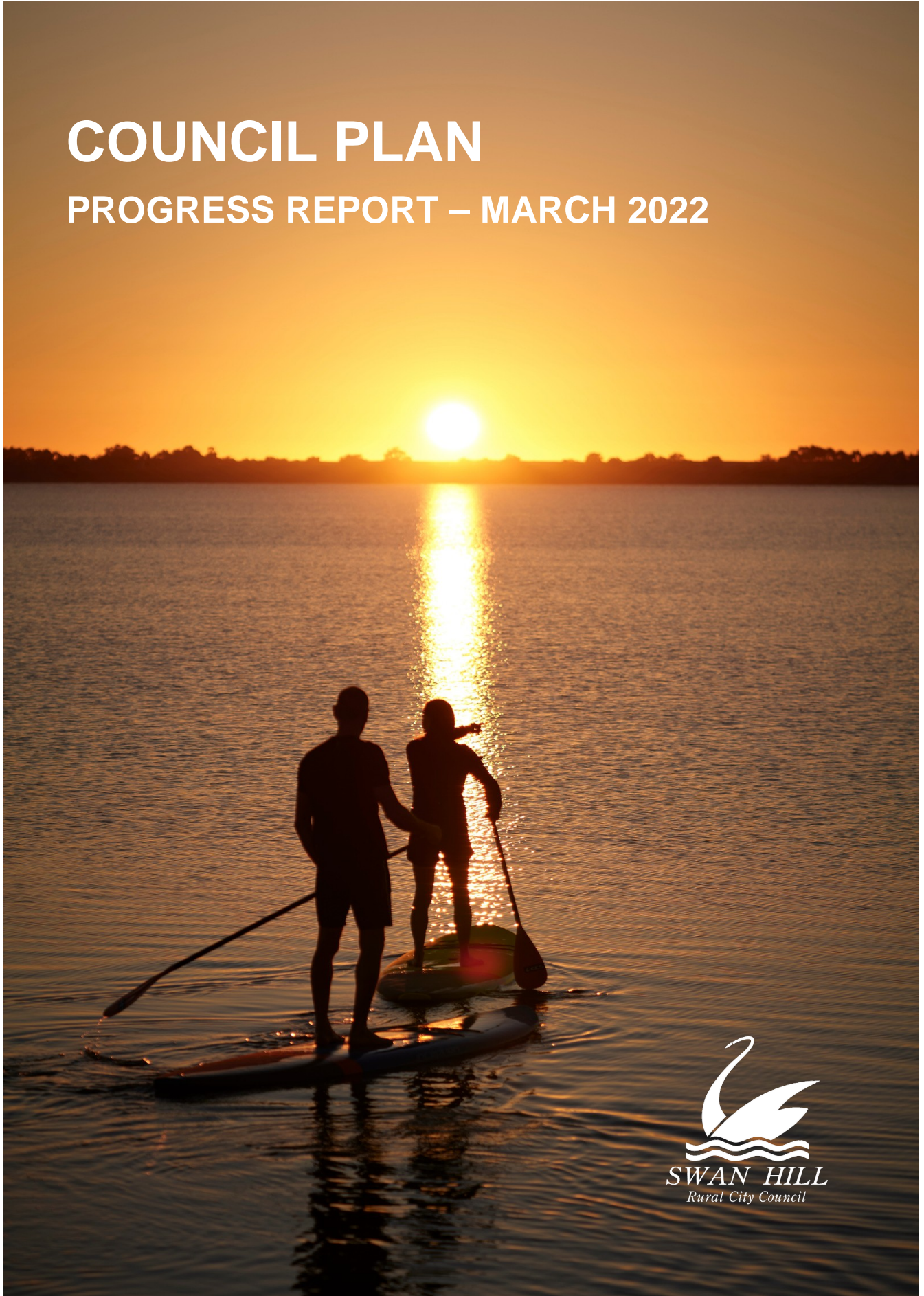
1. That Council adopt the third quarter Council Plan - Progress Report 2021/22 as presented.
2. That Council adopt the third quarter Council Plan - Progress Report 2021/22 with amendments.

Recommendation

That Council adopt the third quarter Council Plan - Progress Report 2021/22 as presented.

COUNCIL PLAN

PROGRESS REPORT – MARCH 2022



CONTENTS

Introduction	2
Overall results snapshot	3
Strategic Pillars	5
Liveability	6
Prosperity	11
Harmony	14
Leadership	18

INTRODUCTION

What is the Council Plan?

The Council Plan is a strategic document outlining what the Swan Hill Rural City Council (Council) will do to achieve Council's and the community's vision for the municipality. The 2021-2025 plan describes Council's Strategic Initiatives for its four-year term.

The Council Plan is an important document that drives everything the Swan Hill Rural City Council does over a four- year period. It sets the vision, priorities and outcomes for Council's term and lists how progress will be measured. The plan guides Council's annual budget, which determines the projects, services, events and other initiatives that will be funded and delivered in the next financial year.

Council is held accountable for its progress on the Council Plan's outcomes through quarterly progress reports, and annually in the Swan Hill Rural City Council's Annual Report.

How we will track and measure our progress

Each of the Council Plan Initiatives has a number of actions that will track Council's progress. Council will report on its progress in completing the four-year priorities quarterly with updated progress commentary.

All actions will be marked with the following symbols to represent their current status:



Complete - the action has been completed.



Complete/ongoing - actions that span over a number of years that cannot be marked as completed until later years.



In progress - these actions are past the planning phase, and are in progress towards completion.



In planning - actions that are not complete or in progress but actions have been taken are marked as in planning stage.



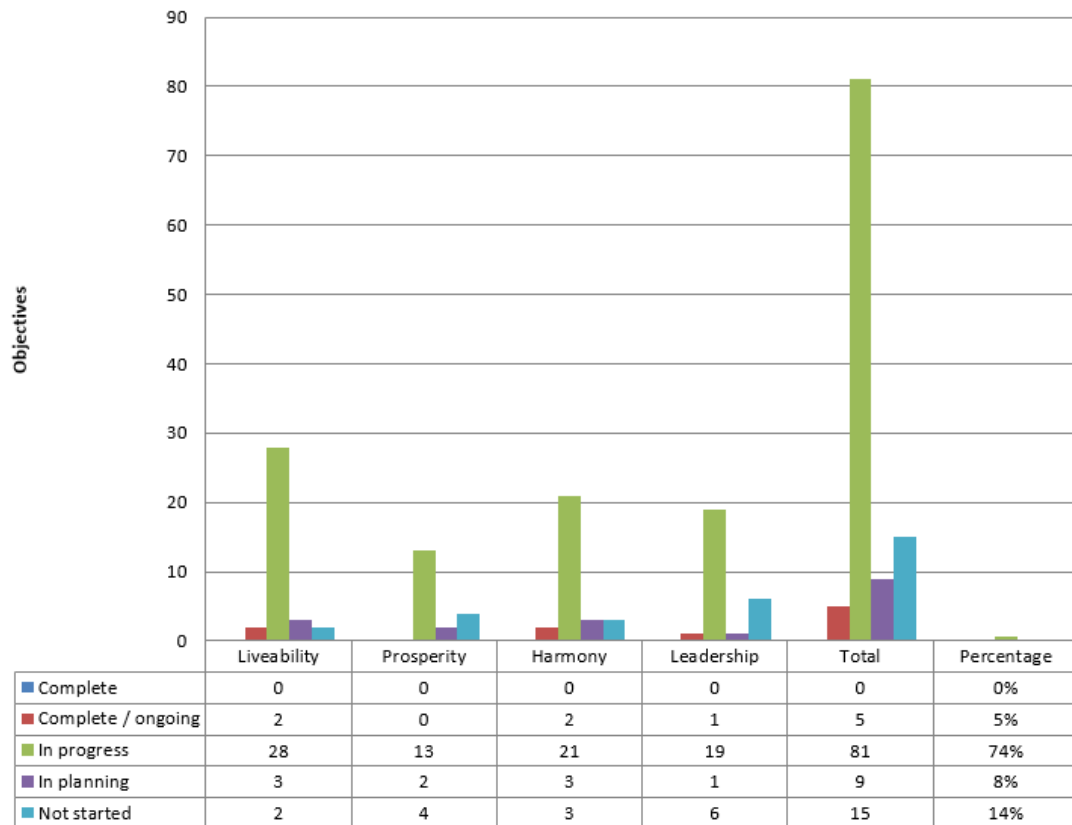
Not started - actions that have not been commenced at the time of reporting.

OVERALL RESULTS SNAPSHOT

The Council Plan 2021-25 includes 29 initiatives and 110 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. As some objectives/actions span over a number of years they cannot be marked as completed until later years.

Progress Report Graph



Council has made progress on the following:

- 1.1.1.5. **Develop Nyah Riverfront Masterplan** - Consultant Engaged. To include Nyah West Monash Ave and completed by 30 June 2022.
- 1.1.3.5. **Implement relevant actions from the CMRT strategy** - Currently undertaking a study for A-Double access jointly with Gannawarra Shire. Expecting final report with recommendation for improvements and gaps by April.
- 1.2.1.2. **Prepare an advocacy document for renewable energy resources in the municipality** - Currently finalising the intended form and scope of the advocacy document, where Council will look to engage the services of a Consultant in Q2 of 2022 to assist in the development of the advocacy document.
- 1.3.2.3. **Review and implement the public art policy** - Public Art Policy formally adopted by Council 15 March 2022.
- 2.1.2.6. **Establish a Livestock Exchange Stakeholder committee to improve stakeholder engagement and to better meet the needs of Livestock Exchange users** - Aiming to have established by April 2022. Advertised for expressions of interest due by 18 March. Further interest is sought for the positions which received no nominations by the due date.
- 3.1.1.2. **Support co-designed development of multicultural events and activities**- Harmony Day 2022 planned by committee of community members supported by Council officers.
- 3.1.2.2. **Ensure young people are involved in co-design of annual events** – Robinvale Youth Council established in March 2022
- 4.1.1.4. **Develop and implement a Workforce Development Plan** – Implementation has commenced with the GEAP being submitted on 31 March 2022.
- 4.1.2.1. **Implement a Project Management Framework and system** – Framework is implemented within the PMO. Key staff training is completed. PM software tool implementation planning has commenced.
- 4.2.2.2. **Continue quarterly Coffee with a Councillor around the municipality** – Coffee with a Councillor resumed on the 19 March.

The following objective was marked as complete and ongoing during the third quarter:

- 4.1.3.2. **Working to budget and ensure future planning to meet financial needs**

STRATEGIC PILLARS

The Community Vision is supported by four themed pillars – which form the key directions and focus of this Council Plan.

Our vision for the municipality anchors and connects these pillars to deliver real outcomes for the community.



Liveability

We will be a healthy, connected and growing community supported by a range of infrastructure and services.



Prosperity

We will continue to build and strengthen a prosperous local economy, through sustainable growth and education. We will focus on creating jobs and wealth through adding value to existing strengths in all areas of our economy.



Harmony

We will be a welcoming community for all, recognised for our maturity and respect for each other.



Leadership











We will ensure accountable leadership, advocacy and transparent decision making.


















Liveability




1. We will be a healthy, connected and growing community supported by a range of infrastructure and services

1.1. A modern municipality: Vibrant, connected and resilient				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
1.1.1. Attractive urban areas and regional townships	1.1.1.1. Finalise and implement rural living / rural residential strategy	2022/23	In Progress 	Underway, final report expected May 2022, implementation to commence upon Council adoption, which is expected June 2022.
	1.1.1.2. Complete stage 1 of Vibrant Villages project	2021/22	In Progress 	Nyah, Nyah West, Lake Boga and Woorinen township earmarked works fully completed by 30 June 2022.
	1.1.1.3. Continue to implement relevant actions of the Swan Hill Riverfront Masterplan.	2021-2025	In Progress 	Concept design for splash park, upgrade pond and new wharf. Construction works for Marraboor River boardwalk/lookout, Monash Drive Carpark and Footpath upgrade to be constructed mid 2022.
	1.1.1.4. Complete and implement the Robinvale Riverfront Masterplan	2021-2025	In Progress 	Draft plan received Dec 2021
	1.1.1.5. Develop Nyah Riverfront Masterplan	2021/22	In Progress 	Consultant Engaged. To include Nyah West Monash Ave and completed by 30 June 2022.
	1.1.1.6. Develop Boundary Bend Riverfront Masterplan	2022/23	Not Started 	No funding in this years budget for this project - will commence once funding is available
	1.1.1.7. Develop a Small Town Strategy	2022/23	Not Started 	On work plan for 2023.

STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
1.1.2. Ensure adequate provision of a variety of safe and secure housing	1.1.2.1. Explore the development or sale of Council and other government land in urban areas	2022/23	In Progress 	Council continues to review land ownership with a view for development or sale. For example Feldtmann Lane and development of land in Ronald Street, Robinvale for housing.
	1.1.2.2. Develop and build houses on Council owned property	2021-2025	In Progress 	Ronald Street housing project has commenced first 4 houses due to be completed in April however there may be possible delays.
	1.1.2.3. Continue to Implement the Robinvale housing strategy	2021-2025	In Progress 	Three funded projects are underway to help in the provision of housing across the municipality. Two projects relate specifically to Robinvale - Seasonal Workers Accommodation Program and Robinvale housing Investment Strategy. In addition the construction of 4 dwellings in Ronald Street is underway.
	1.1.2.4. Continue development of Tower Hill stages	2021-2025	In Progress 	Stage 13 released and sold as at 31 December 2021. Stage 14 under development to be released in early 2022.
	1.1.2.5. Assist South West Development Precinct developers	2021-2025	In Progress 	This is ongoing as developers require assistance.
1.1.3. Excellent transport links to allow ease of movement	1.1.3.1. Advocate for a review of the Swan Hill Town Bus route	2022/23	In Progress 	Letter has been sent to PTV and local MPs advocating for review of the Swan Hill Town bus route in light of the growth of the town and ongoing requests from the community for new bus stops. Ongoing and regular communication occurs with PTV (every two months).
	1.1.3.2. Advocate for the completion of the Murray Basin Rail Project	2021-2025	In Progress 	Council continues to support the Rail Freight Alliance and its work in advocating for the completion of the Murray Basin Rail Project. Council has previously signed a petition seeking additional State government funding and has acknowledged the Federal Government's contribution of a further \$200m for the completion of the project.
	1.1.3.3. Advocate for the continual improvement of the Murray Valley Highway and upgrade of the Robinvale Sea Lake Road	2021-2025	In Progress 	Recent improvements to MVH following adoption of the Central Murray Regional Transport Strategy several years ago include completion of enhancements to the Lake Charm to Lake Boga section and construction of truck stops/rest areas between Robinvale and Swan Hill. A list of possible improvements has been provided to the department of transport for inclusion in the Murray Valley Highway strategy.
	1.1.3.4. Actively participate in the Central Murray Regional Transport Forum	2021-2025	Complete and Ongoing 	The technical group of the CMRT Forum met in September.
	1.1.3.5. Implement relevant actions from the CMRT strategy	2021-2025	In Progress 	Currently undertaking a study for A-Double access jointly with Gannawarra Shire. Expecting final report with recommendation for improvements and gaps by April.

1.2. Careful and responsible management of our Environment for a sustainable future				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
1.2.1. Engage, empower and mobilise communities to prepare for, adapt to and mitigate the effects of a changing climate	1.2.1.1. Support initiatives that align with policy such as the Circular Economy and provide tangible outcomes for the community, for example: ↑ cleaner air for all, quality and smell ↓ litter, roadside dumping, co-mingling waste	2021-2025	In Planning 	When state-wide educational material is received from Sustainability Victoria, Council will review and amend existing policies and community information materials. Grant fund application has also been made to RV Household Education and Behaviour Change Fund - Round 2. The main focus and goal of the project is to educate and help residents to quickly adapt to and correctly use new household recycling and waste services.
	1.2.1.2. Prepare an advocacy document for renewable energy resources in the municipality	2022/23	In Planning 	Currently finalising the intended form and scope of the advocacy document, where Council will look to engage the services of a Consultant in Q2 of 2022 to assist in the development of the advocacy document.
	1.2.1.3. Develop drainage strategies for key urban areas in the municipality	2023/24	In Planning 	A brief is being prepared to engage a consultancy to prepare a city-wide drainage strategy.
	1.2.1.4. Implement effective diversion and reuse of waste resources	2022/23	In Progress 	A grant application is being prepared for implementation of the business case for a mattress recycling process.
	1.2.1.5. Develop irrigation strategies for key urban areas in the municipality	2022/23	In Progress 	Contract has been awarded for the irrigation system upgrade of Riverside Park in Swan Hill. The project is awaiting approval of the Cultural Heritage Management Plan which is anticipated to occur shortly. A review of the irrigation requirements within the municipality townships is continuing. As part of Vibrant Villages project quotes have been obtained for the rolling out a new automated cloud based irrigation systems in small townships including Managatang, Nyah / Nyah West with completion by June 2022.
1.2.2. Accessible open spaces and healthy rivers and lakes	1.2.2.1. Improve the presentation of the Lake Boga foreshore and its environs in collaboration with the community	2021-2025	In Progress 	An irrigation plan and cultural heritage assessment has been completed and approved for the southern end of Lake Boga (between Caravan Park and housing estates). A draft landscape master plan for this section of public land has now been completed and feedback is being sought from stakeholders within Council and the community.
	1.2.2.2. Prepare a Murray River and lakes access strategy for the municipality incorporating - camping / walking and bike tracks	2024/25	In Progress 	Drafting ELT and Council Report for Camping & Trail Strategy.
	1.2.2.3. Plan and construct open space development of the decommissioned Number 9 Channel	2022/23	In Progress 	Path tender has been accepted and lighting tender currently being evaluated. The remaining Irrigation and Landscaping tenders are being drafted. Path work to commence early April 2022.

1.3. Building Healthy Communities				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
1.3.1. Encourage active and healthy lifestyles for people of all ages, abilities and interests	1.3.1.1. Continue to implement master plans for all recreation facilities	2021-2025	In Progress 	Detailed designs for Robinvale Football Change rooms completed. Consultant brief drafted for conceptual designs and governance model for Swan Hill Sporting Hub - issued out March 2022. Funding application with SRV for the construction Robinvale Football Change room submitted.
	1.3.1.2. Develop detailed plans for the Lake Boga - Swan Hill trail	2022/23	In Progress 	Initial discussions with VicRail and VicTrack have been initiated to ascertain their requirements for the railway crossing but will take considerable time.
	1.3.1.3. Support initiatives leading to better outcomes for children and families	2021-2025	In Progress 	Virtual early years information hub has been established and was due to be launched pre-Christmas. Delayed by Covid outbreak.
	1.3.1.4. Partner with agencies to address preventable illnesses and active lifestyles	2021-2025	In Progress 	Assisting with transition of Primary Care Partnership into new Primary Health Unit which took place 31 March 2022.
1.3.2. Spaces where people of all ages, abilities and backgrounds can flourish	1.3.2.1. Reinvigorate performance spaces across the area, including Robinvale Community Art Centre	2022/23	In Progress 	Applying for grants for significant audio visual upgrades to Robinvale Community Arts Centre. Notified by July, installation by Christmas if successful. Recruitment of Venue and Performing Arts Manager role completed February-March 2022.
	1.3.2.2. Incorporate child and family-friendly principles into development of outdoor spaces	2022/23	In Progress 	Part of ongoing Child Safety Standards work, in conjunction with other work areas including Parks and Gardens.
	1.3.2.3. Review and implement the public art policy	2021/22	In Progress 	Public Art Policy formally adopted by Council 15 March 2022.







1.4. Foster Creative and Cultural opportunities				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
1.4.1. Promote and celebrate the creative and cultural pursuits within the region	1.4.1.1 Deliver creative industries projects across the region	2022/23	In Progress 	Continuing inter LGA and interstate opportunities using the ACRE Project as a vehicle. 2022 will see ACRE Exhibition tour to Gannawarra Shire.
	1.4.1.2. Support local creatives in developing their businesses (Arts Action)	2022/23	Complete and Ongoing 	Programs that support and develop local creatives include the collaboration with Arts Action as well as exhibitions directly targeting younger creatives such as Big Fish 5 and Blackout. Workshops presented by industry experts will target professional development, business plans, legal issues and copyright for Aboriginal artists of our region and will be a feature during the exhibition Blackout.
	1.4.1.3. Enhance artistic outreach programs in smaller towns and communities, including Fairfax Youth Initiative and ACRE programs	2022/23	In Progress 	New strategic plan for Fairfax underway, grant applications for operational funding submitted in December 2022, and partnership with Country Education Partnership agreed. Recruitment of Venue and Performing Arts Manager role completed February-March 2022. Successful \$251,000 grant for Fairfax announced March 2022.












Prosperity

2. We will continue to build and strengthen a prosperous local economy, through sustainable growth and education. We will focus on creating jobs and wealth through adding value to existing strengths in all areas of our economy

2.1. Effective partnerships for prosperity				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
2.1.1. Support diverse educational opportunities that fosters life-long learning	2.1.1.1. Establish an effective relationship with the education sector through regular engagement	2022/23	In Progress 	Regular meeting with SuniTAFE to consider shared opportunities.
	2.1.1.2. Advocate for the establishment of an education hub in Swan Hill	2023/24	In Progress 	Councillors support grant application for Federal funding of Country Universities Centre in Swan Hill. Application submitted March 2022.
	2.1.1.3. Support effective and responsive early years education opportunities in Manangatang, Woorinen South and Swan Hill	2023/24	In Progress 	The Planning Early Years Infrastructure Project in Manangatang and Woorinen South commenced in September 2021. Rachael Williams from Local Logic Place is the consultant contracted to facilitate community consultation about the future of early years infrastructure including preschools and Maternal and Child Health in both of these small communities. Brandrick's Architects have been contracted to develop concept designs for renovation of existing infrastructure and/or options for relocating early years infrastructure onto primary school sites. First draft of concept plans and initial findings presented to Woorinen South and Manangatang communities in March 2022.
	2.1.1.4. Assist youth with diverse employment pathways through the Empower and Engage! Programs	2022/23	In Progress 	Empower and Engage programs focusing on Manangatang and Robinvale - established links with Student Representative Councils at both schools, and regular presence in both towns. Ongoing.

STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
2.1.2. Support our key industries	2.1.2.1. Establish a Terms of Reference and develop an Annual Plan with the AgriBusiness Committee	2022/23	Not Started 	To be commenced
	2.1.2.2. Consider the establishment of an Industry Support Committee (Manufacturing and other)	2022/23	Not Started 	To be commenced
	2.1.2.3. Review the Economic Development Strategy to ensure a targeted focus on key outcomes	2022/23	In Progress 	Reviewing preferred base data approach to support the development of the new strategy.
	2.1.2.4. Develop a strategic plan for future success of the Pioneer Settlement	2023/24	In Planning 	Scope document for tender being drafted. Scope to be finalised once a decision from Heritage Victoria has been made by early March 2022.
	2.1.2.5. Develop an Economic recovery plan in response to Covid-19	2021/22	Not Started 	A response plan was developed in late 2020 and will be used as background for the development of a recovery plan in 2022.
	2.1.2.6. Establish a Livestock Exchange Stakeholder committee to improve stakeholder engagement and to better meet the needs of Livestock Exchange users	2022/23	In Planning 	Aiming to have established by April 2022. Advertised for expressions of interest due by 18 March. Further interest is sought for the positions which received no nominations by the due date.

2.2. A thriving diverse economy				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
2.2.1. Encourage the growth and development of our economy	2.2.1.1. Develop a new planning scheme that is clear in its intention, supports growth and builds confidence and certainty in land use	2024/25	Not Started 	On work plan for 2024/25.
	2.2.1.2. Continue to support existing businesses to grow through the implementation of the Better Approvals process	2021-2025	In Progress 	Better Approvals team continue to support existing and proposed businesses in the municipality.
	2.2.1.3. Actively pursue the establishment of a designated area migration agreement (DAMA)	2021-2023	In Progress 	Background work is underway to determine regional interest.









2.3. Infrastructure that enables prosperity				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
2.3.1. Digital connectivity that allows people to live, work and play across our region	2.3.1.1. Advocate for high speed broadband access to all businesses and residents	2022/23	In Progress 	Working with NBN and Telstra with Federal funding application - Connectivity Round 2
	2.3.1.2. Seek innovative solutions for broadband and mobile connectivity	2022/23	In Progress 	Working with NBN and cross Border Commissioner funding application for new towers to support Woorinen, Nyah, Piangil and Murray Downs
2.3.2. Assets for our current and future needs	2.3.2.1. Complete road network services review, identify and pursue funding opportunities, focusing on the agricultural sector and industry	2022/23	In Progress 	Consultant currently finalising a High Performance Freight Vehicle (HPFV) strategy for both SHRCC and Gannawarra Shire. This strategy will be used for future grant fund applications.
	2.3.2.2. Deliver and review Councils capital works program and Major Projects Plan each year	2021-2025	In Progress 	Participation and review of 22/23 program completed. Planning processes for the 22/23 program have commenced.
	2.3.2.3. Review current assets and identify future needs - create a program to bridge the gap and identify funding requirements.	2021-2025	In Progress 	The Storm Water Asset Management Plan (SWAMP) has been presented at assembly with minor updates required. The Transport Asset Management Plan (TAMP) 2020 - Valuation on 2021 Asset condition data currently being done and when complete TAMP will be updated to reflect results.
	2.3.2.4. Continue to plan and seek funding to implement the development of community infrastructure	2021-2025	In Progress 	Submitted a funding application with both Federal and State Governments to support the Robinvale Riverfront Masterplan including a new nature / adventure playground and skate park. Outcome announcement in June 2022. Finalise Local Roads Community Infrastructure projects round 2 and 3. Funding application for a regional university centre in Swan Hill has been submitted.










3. We will be a welcoming community for all, recognised by our maturity and respect for each other.







Harmony

3.1. Communities that are safe, welcoming and inclusive				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
3.1.1. The diversity of our communities is celebrated	3.1.1.1. Engage with LGBTIQ+ community members to improve inclusion and community awareness through leadership of the Inclusion Network.	2022/23	In Progress 	Local LGBTIQ+ committee has been rejuvenated with secretariat now - meet was held with new LGBTIQ+ Commissioner and partner agencies in December. Follow-up meeting held 15 March, to plan for further visits and work in August.
	3.1.1.2. Support co-designed development of multicultural events and activities	2022/23	In Progress 	Ongoing on a case by case basis. Harmony Day 2022 planned by committee of community members supported by Council officers. Harmony day held on 26 March 2022.
	3.1.1.3. All-abilities events and activities are well-planned and promoted	2022/23	In Progress 	Ongoing - working with other multicultural groups to promote events grants, and providing knowledge of existing events, lining Harmony Day and Lantern Festival committees.
	3.1.1.4. Continue to develop the annual Harmony Day and Lantern Festival events.	2022/23	In Progress 	Harmony Day 2022 planned by committee of community members supported by Council officers, held on 26 March.
3.1.2. Encourage the growth and positive development of our youth	3.1.2.1. Improve Youth Support Services outreach to young people in Manangatang and Robinvale	2022/23	In Progress 	Ongoing - Novo Youth Council operates with a co-deisgn model for all events - including PUSH, planned for 4 February 2022.
	3.1.2.2. Ensure young people are involved in co-design of annual events	2023/24	In Progress 	Robinvale Youth Council established in March 2022.
	3.1.2.3. Support and redevelop the Fairfax Youth Initiative to enhance leadership outcomes for rural and remote youth involved in creative pursuits	2022/23	In Progress 	Strategic work underway for redesigned FYI model - multiple applications for funding for 2022-2025 submitted. Application for Federal Restart Investment to Sustain and Expand (RISE) submitted, successful with \$251,000 grant in early March 2022.
	3.1.2.4. Undertake the youth wellbeing actions from the Youth Strategy, specifically mental and sexual health.	2023/24	In Progress 	Ongoing - Empower and Engage programs focusing on Manangatang and Robinvale and focusing on mental health as a result of Covid - planned for resumption of school 2022. Visits and engagement work resumed in February 2022.

STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
3.1.3. Flourishing community organisations	3.1.3.1. Actively promote the benefits of Volunteering in all our communities, streamline the process to facilitate volunteering in Council activities and programs	2022 - 2024	In Progress 	A Loddon Mallee volunteering consortium is being established and Council has expressed interest in joining - this consortium is focused on people with disability, First Nations people and newly arrived migrants.
	3.1.3.2. Provide support and training (Governance, Leadership and Strategic Planning) for our small town progress/improvement groups	2022/23	In Progress 	Drafting ELT and Council Report on the Future Community Planning.
	3.1.3.3. Improve engagement with community based special interest groups	2022/23	In Planning 	Council to take a more active profile and to initiate meetings with service and other organisations
3.1.4. Our elderly and vulnerable are cared for	3.1.4.1. Support the development of Residential Aged Care services	2023/24	In Progress 	Respond to opportunities for development or increase of aged care places in the region
	3.1.4.2. Determine Council's role in aged care services	2022/23	In Progress 	Information update to be provided to Councillors on current status of aged care reforms. Scheduled for February 2022.
	3.1.4.3. Undertake actions in the Municipal Early to Middle Years Plan associated with improving services to greater assist vulnerable families	2022/23	In Progress 	Ongoing - Recruitment for Enhanced Maternal and Child Nurse to expand the program, due Feb 2022. Infrastructure work underway as per 2.1.1.3. EMCH Nurse recruited Feb-March 2022.
	3.1.4.4. Actively engage with local support networks to assist with accessibility and inclusion initiatives	2022/23	In Progress 	Ongoing - Youth Program working with schools, headspace, and other agencies such as health services to ensure inclusion in all events and programs.
	3.1.4.5. Review Community Access and Inclusion Strategy (CAIS).	2021/22	In Progress 	Most recent CAIS document being reviewed by officers.

STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
3.1.5. All members of our Communities are supported	3.1.5.1. Work in partnership with local agencies to prevent all forms of Family Violence.	2021 - 2025	In Progress 	Application for Prevention of Family Violence funding submitted in late February 2022.
	3.1.5.2. Develop and implement a Gender Equality Action Plan (GEAP)	2021/22	In Progress 	The People matters survey was completed in July 2021, internal data extractions completed. Data from both was submitted to Gender Equality Commissioner by 1 December 2021. Data collected will form the basis of the GEAP which is on track for completion by March 2022. Draft GEAP developed and currently in consultation stage.
	3.1.5.3. Ensure that we consider people of all abilities in the development of infrastructure and events	2021-2025	In Progress 	Swan Hill Riverfront all abilities equipment recently installed. Will be considered as part of the Gender Impact Assessments.
	3.1.5.4. Develop a Building Safer Communities program	2022/23	In Planning 	A list of potential community safety projects is being compiled for potential funding submissions, including CCTV in public parks.

3.2. An engaged and respected Aboriginal community				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
3.2.1. Strengthening our trust, relationships and partnerships with Traditional Owners and the Aboriginal and Torres Strait Islander community	3.2.1.1. Develop a Reconciliation Action Plan	2022/23	Not Started 	Awaiting recruitment of appropriate staff
	3.2.1.2. Adequately resource Aboriginal Engagement	2022/23	In Progress 	New Council web page dedicated to engaging with local Aborigines on key elements including welcome to country ceremonies, public art program and project developments. Funding request in 2022/23 budget for additional resources.
	3.2.1.3. Support our Aboriginal community to work towards a treaty or treaties	2021-2025	Not Started 	Recruitment for vacant positions and extra funding for Aboriginal support needs to be achieved to enable this work to proceed.




STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
3.2.2. Encourage and support community leadership	3.2.2.1. Continue to offer Aboriginal scholarships and leadership opportunities	2021-2025	In Progress 	Opportunities for scholarships advertised in February/March 2022. Scholarship advertising conducted with no applications received. Looking at other options, potential traineeships in this space.
	3.2.2.2. Continue to assist to develop Our Place identifying an Aboriginal language name and business model	2021/22	In Progress 	This work is ongoing depending on the site and development of "Our Place"
	3.2.2.3. Proactively support leadership within our Aboriginal community	2021-2025	Not Started 	
3.2.3. Celebration and recognition of Aboriginal and Torres Strait history and culture	3.2.3.1. Investigate and seek funding for Aboriginal tourism opportunities	2022-2025	In Planning 	This is ongoing and is limited as Council is often not an acceptable body to apply. Apply State Government grant to support planning activities for Pentland Island
	3.2.3.2. Formal inclusion of Aboriginal and Torres Strait Islander input in Art Gallery programming and cultural activities	2021-2025	Complete and Ongoing 	Collaborating and mentoring of emerging Aboriginal curators for the upcoming exhibition Blackout. Formal inclusion of Aboriginal community members through constitutional changes to Gallery Advisory Committee. Ongoing adoption of recommendations from Australian Museums and Galleries Association's "First Peoples: A roadmap for enhancing Indigenous engagement in museums and galleries"
	3.2.3.3. Support Aboriginal and Torres Strait Islander days of significance	2021-2025	Complete and Ongoing 	Funding support NAIDOC Week



















1. We will ensure accountable leadership, advocacy and transparent decision making.

Leadership

4.1. Excellent management and administration				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
4.1.1. Well managed resources for a sustainable future	4.1.1.1. Invest in the development of employees to enable a highly skilled and engaged workforce	2021-2025	In Progress 	Training needs analysis has been completed following the staff review process in September 2020, Organisational Training Plan implementation has commenced. The 2022 Staff Review process will commence in May 2022 and a draft Organisation Training Plan will be presented to ELT on 4 April 2022.
	4.1.1.2. Promote a culture of continuous improvement with a focus on efficiency and customer service	2021-2025	Not Started 	Ongoing work will see improvements when the IT strategy is implemented and changes to customer interactions.
	4.1.1.3. Embed rigor in our planning process to ensure long-term sustainability and continuity of Council's services	2021-2025	Not Started 	
	4.1.1.4. Develop and implement a Workforce Development Plan	2021/22	In Progress 	Workforce Development Plan completed and approved in December 2021. Implementation has commenced with the GEAP being submitted on 31 March 2022.
4.1.2. Provide robust governance and effective leadership	4.1.2.1. Implement a Project Management Framework and system	2021/22	In Progress 	Framework is implemented within the PMO. Key staff training is completed. PM software tool implementation planning has commenced. Training of wider organisation will commence after PM software implementation.
	4.1.2.2. Develop and implement a Strategic Asset Management plan and supporting Asset Management plans	2021/22	In Progress 	Draft Strategic Asset Management Plan (SAMP) being presented to ELT 18 March 2022, Council Assembly 5 April 2022 then for approval for public engagement at Council meeting 19 April 2022. Expected final ratification 14 June 2022.
	4.1.2.3. Provide Councillors with professional development and support to ensure effective governance	2021-2025	In Progress 	Councillors provided with opportunities to attend MAV and LGPro courses and workshops
	4.1.2.4. Work with Town Representative groups to better plan and deliver projects	2021-2025	In Progress 	Drafting ELT and Council Report on the Future Community Planning.

STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
4.1.3. Sound, sustainable: o Financial management o Excellence in service delivery o Strategic planning	4.1.3.1 Deliver projects on time, on budget and within scope	2021-2025	In Progress 	Ongoing and achieving but subject to large cost increases in materials caused by the pandemic. PMO is targeted to be cost neutral
	4.1.3.2. Working to budget and ensure future planning to meet financial needs	2021-2025	Complete and Ongoing 	The quarterly finance report for Dec 2021 was tabled at the February Council meeting and the March 2022 quarterly report will be presented to Council at the April Council meeting. The preparation of the 2022/23 Budget well underway and on track to be adopted by Council in June. Council discussed draft program budgets on 1 March 2022 and Finance staff have been given the Ok to prepare the External Budget; which will be advertised and released seeking public submissions in May. Officers are also preparing rating options to ensure an even distribution of the rates across all rating sectors following significant revaluation movements in the residential and irrigated farming sectors.
	4.1.3.3. Review two service delivery areas in years 2 (Parks and Gardens / Library) and 4 (Economic and Community development / Circular economy) of this Council Plan to improve and ensure accessibility and consistency of our customer experience	2022/23 & 2024/25	Not Started 	Not commenced

4.2. Transparent communication and engagement				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
4.2.1. Effective and authentic engagement with our community	4.2.1.1. Review our Community Engagement Strategy to ensure our engagement is meeting the needs of the community	2022/23	Not Started 	Not commenced
	4.2.1.2. Embed the Community Engagement principles and practices across the organisation	2023/24	In Progress 	Community Engagement Coordinator has started to attend the weekly PMO meetings and will assist with the development of PMO training across the organisation. Community engagement training will be offered to key staff in the organisation, training will be based on the Community engagement Guidelines.
	4.2.1.3. Build constructive relationships with special interest groups in our community	2021-2025	In Planning 	Work in partnership with EDU, aligning KSI for their team to establish a key stakeholder group.
	4.2.1.4. Review our use of social media platforms across Council with a view of increasing Councils exposure and ensuring consistent moderation	2021/22	In Progress 	Social Media Policy has been reviewed. Online webinar completed re: defamation, the online slides have been emailed out to managers of social media sites. Currently doing an audit of Council managed Social media tools.
4.2.2. Visible presence in our community	4.2.2.1. Maximising the opportunities for Councillors and senior staff to represent Council at relevant community meetings, functions and events	2021-2025	Not Started 	Restricted opportunities due to COVID-19 limitations
	4.2.2.2. Continue quarterly Coffee with a Councillor around the municipality	2021-2025	In Progress 	Coffee with a Councillor (CwC) resumed on the 19 March. CwC will be held bi-monthly at events throughout the municipality, discussions held concluded that stand alone events are not effective at engaging our community.
	4.2.2.3. Arrange structured tours of the municipality where Councillors and senior staff meet with key community groups	2022/23	Not Started 	COVID-19 has not permitted the commencement of structured tours.
	4.2.2.4. Create a culture where staff are ambassadors for the Council	2021-2025	In Progress 	Review and continue to improve internal communication tools. Acknowledge and reward staff appropriately

4.3. Bold leadership, strong partnerships and effective advocacy				
STRATEGIC INITIATIVES	ACTION	DUE DATE	PROGRESS	COMMENTARY
4.3.1. Create meaningful partnerships across our communities	4.3.1.1. Continue involvement in community groups	2021-2025	In Progress 	Ongoing
	4.3.1.2. Support Robinvale with its Committee for Robinvale Euston (C4RE)	2022/23	In Progress 	Scheduled initial meeting in October 2021 was unable to take place. New date to be established in first quarter 2022.
	4.3.1.3. Support the health and wellbeing partnerships that address preventable illnesses.	2023/24	In Progress 	Finalising the transition from the Primary Care Partnership model to the Primary Health Unit model, took place 31 March 2022.
	4.3.1.4. Continue to support and work with Swan Hill Incorporated	2021-2025	In Progress 	CEO meets with Swan Hill Inc on monthly basis to discuss opportunities.
4.3.2. Strong relationship with State and Federal governments to influence advocacy and funding opportunities	4.3.2.1. Continue to advocate on the following issues: <ul style="list-style-type: none"> Improved Healthcare for our people, including a new hospital for Swan Hill A new Murray River Bridge at Swan Hill Complete the Murray Basin Rail Project Housing and enabling infrastructure Better use of environmental water and the development of a plan specific to the Murray River between Swan Hill and Robinvale. 	2021-2025	In Progress 	Construction of 4 houses in Ronald St Robinvale, part funded by State Government Grant. Various studies on housing opportunities in Robinvale and the region are underway - due early 2022. Advocacy against proposal by State Government to remove rates from social housing. Representations to Federal and State Governments on need for improved water and wastewater infrastructure for small towns.
	4.3.2.2. Review Council's advocacy strategy on an annual basis	2021-2025	In Progress 	Advocacy Strategy adopted on 21 May 2019 - review by 30 June 2022. Investigating new (more modern) ways of producing this information - through media and website.
4.3.3. Working together in promotion of the municipality	4.3.3.1. Positively promote our region as a great place	2021-2025	In Progress 	Continue with Tourism promotion across the municipality and region and during all recruitment.
	4.3.3.2. Continue to work with Murray River Tourism and Swan Hill Incorporated to promote the municipality	2021-2025	In Progress 	Former CEO Board member of Murray River Tourism Board. We continue to work actively on issues of mutual interest, eg Workshop scheduled for February 2022. CEO and Chair of Swan Hill Inc meet monthly to discuss opportunities and issues of common interest.



B.22.30 AUDIT & RISK COMMITTEE

Responsible Officer: Chief Executive Officer
File Number: S15-28-01
Attachments: 1 [↓](#)Audit Committee Minutes

Declarations of Interest:

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

Summary

Council's Audit and Risk Committee met on 9 December 2021 and this report summarises the items that were discussed at this meeting.

Discussion

The Audit and Risk Committee met on 9 December 2021 and as well as the usual procedural items the agenda items included:

1. Quarterly Risk Report
2. Excessive Annual Leave Balances including LSL
3. Internal Audit updates on recommendations
4. Internal Audit Reviews
5. Chairperson's 2021 Report
6. Pandemic Planning and Response
7. Quarterly Review of Financial Performance & Position to 30/9/2021
8. Significant Legislative Changes affecting Council
9. Suspected and Actual Frauds, Theft and Breaches of the Law by Management

Consultation

Not applicable.

Financial Implications

The sitting fees paid to independent members on the Audit and Risk Committee is adjusted annually by CPI. Sitting fees are included in Council's Budget.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

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

Council Plan Strategy Addressed

Leadership - Excellent management and administration.

Options

Not applicable.

Recommendation

That Council note the items discussed at the 9 December 2021 meeting of the Audit and Risk Committee.

Confidential attachment

- Audit Committee Confidential Minutes
9 December 2021

B.22.31 S5 INSTRUMENT OF DELEGATION TO THE CHIEF EXECUTIVE OFFICER

Responsible Officer: Chief Executive Officer
File Number: 74-00-23
Attachments:
1 [↓](#) Maddocks Letter 27-01-2022
2 [↓](#) S5 Delegation to CEO

Declarations of Interest:

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

Summary

Section 11 of the Local Government Act (2020) enables Council to delegate to the Chief Executive Officer, 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 11 of the Local Government Act 2020.

The delegation of Council powers and obligations are 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.

As per letter attached from Maddocks dated 27 January 2022 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.

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

Ensures the CEO has the appropriate delegation to implement the Council Plan.

Economic Implications

Ensures the CEO has the appropriate delegation to implement the Council Plan.

Environmental Implications

Ensures the CEO has the appropriate delegation to implement the Council Plan.

Risk Management Implications

Appropriate delegation ensures the organisation can run effectively and efficiently.

Council Plan Strategy Addressed

Leadership - Excellent management and administration.

Options

1. That Council adopt the delegations as presented.
2. That Council adopt the delegations with variations, noting that the efficiency of Council operations would be affected.

Recommendation

That Council adopt the delegations as presented.



Maddocks

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

Telephone 61 3 9258 3555
Facsimile 61 3 9258 3666

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

DX 259 Melbourne

Email Letter

From Maryam Popal	Date 27 January 2022
Direct 03 9285 3305	Email Maryam.Popal@maddocks.com.au
Partner Melanie Olynyk	

Our Ref MSB:MARP:628721

Dear subscriber

Delegations and Authorisations Service Update First Update for 2022

We are pleased to provide you with our first update to the Delegations and Authorisations Service for 2022. This takes into account legislative changes which were assented to, or made, on or after 8 July 2021, and some other miscellaneous changes, which affect councils' powers, duties and functions.

The update is contained on the new Maddocks Digital platform, which can be accessed by clicking 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, S16 and S17 Instruments, as well as our S1 and S9 Explanatory Notes. We have outlined some of the changes to each Instrument below.

1. Changes to the S6 Instrument of Delegation, Council to other Members of Council Staff (S6)

The following changes have been made to the S6:

- 1.1. A number of changes have been made to the *Cemeteries and Crematoria Act 2003* (**Cemeteries and Crematoria Act**). For example, s 74 has been inserted which, pursuant to the *Cemeteries and Crematoria Amendment Act 2003*, will commence on 1 March 2022 unless proclaimed earlier. Sections 84F(2)(d), 84H(4), 84I(5), 84I(6)(a) and (b), 110(1A) of the *Cemeteries and Crematoria Act* have also been inserted, and s 83(2) of the *Cemeteries and Crematoria Act* has been amended to remove reference to '(sole holder)'.
- 1.2. Sections 19EA(3), 19N(2), 38G(2), 39(2) and 43 of the *Food Act 1984* (**Food Act**) have been inserted pursuant to the *Food Amendment Act 2020*. Section 39A has also been amended to reflect the new power to register or renew the registration of a food premises. These provisions are in force.
- 1.3. Sections 19IA(1) and (2), 39A(6), 40(1) and 40E of the *Food Act* have also been inserted. While they contain duties, rather than powers, it was thought it may assist to have these noted in the instrument.

Interstate offices
Canberra Sydney

Affiliated offices around the world through the
Advoc network - www.advoc.com

[628721: 31599213_1]



Maddocks

- 1.4. Section 45AC of the Food Act has been inserted to enable a delegate to authorise a person for the purposes of bringing proceedings.
- 1.5. Section 38G(4) of the Food Act has been amended to reference the correct provision.
- 1.6. Section 12A of the *Planning and Environment Act 1987 (P&E Act)* has been removed as it has been repealed.
- 1.7. Section 113(2) of the P&E Act has been inserted pursuant to the *Planning and Environment Amendment Act 2021*. It relates to the power to request the Minister for a declaration for land to be proposed to be reserved for public purposes.
- 1.8. Sections 91ZU, 91ZZC, 91ZZE, 142D, 142G, 142I, 206AZA, 207ZE, 311A and 317ZDA of the *Residential Tenancies Act 1997 (RT Act)* have been removed from the S6 and inserted in the S7. This is because the specific power of delegation provided under the RT Act only applies to Part 14 and regulations under this part. Therefore, the delegation of other powers and functions under the RT Act comes from the *Local Government Act 2020*.
- 1.9. Section 96 of the *Road Management Act 2004* has been inserted to enable a delegate to authorise a person for the purpose of instituting legal proceedings.
- 1.10. The *Residential Tenancies Regulations 2021* have been removed from the S6. Upon review, it was determined that the power to approve any other toilet system is not a power under the *Residential Tenancies Regulations 2021* but rather a power under other legislation, such as the *Environment Protection Regulations 2021*.

2. Changes to the S7 Instrument of Delegation, CEO to Members of Council staff (S7)

The changes made to the S7 include or reflect the following:

- 2.1. Section 232A of the *Building Act 1993 (Building Act)* has been amended to reflect that councils have a duty to receive a complaint brought under Part 13 Division 2 of the Act.
- 2.2. Section 68A of the *Domestic Animals Act 1994* has been amended. The duty to prepare a domestic animal management plan is now in force.
- 2.3. Section 347(3) of the *Environment Protection Act 2017* has been inserted. This relates to the power to take proceedings for an offence against a provision relating to permits under the *Environment Protection Regulations 2021*.
- 2.4. Sections 49A, 49B and 49C of the *Great Ocean Road and Environs Protection Act 2020* have been inserted pursuant to *Great Ocean Road and Environs Protection Amendment Act 2021*. However, the provisions do not come in force until 1 September 2022, unless proclaimed earlier.
- 2.5. Section 33A of the *Impounding of Livestock Act 1994* has been inserted to enable the delegate to appoint an authorised officer for the specific purpose of filing charge sheets in respect of alleged offences committed in the municipal district.
- 2.6. Section 3 of the *Infringements Act 2006* has been inserted to enable the delegate to appoint an issuing officer (who must be a member of council staff).
- 2.7. Clause 5(1)(a) in Schedule 10 of the *Local Government Act 1989 (LGA 1989)* has been amended to correct a typographical error.
- 2.8. Sections 111C, 134(6), 167, 189(2) and (5) of the *Major Transport Projects Facilitation Act 2009* have been inserted. These provisions have been inserted under the *Suburban Rail Loop Act 2021*.
- 2.9. Section 28(a) of the *Public Health and Wellbeing Act 2008* has been amended to include reference to a 'pandemic declaration'.



Maddocks

- 2.10. Sections 91ZU, 91ZZC, 91ZZE, 142D, 142G, 142I, 206AZA, 207ZE, 311A and 317ZDA of the *Residential Tenancies Act 1997* have been inserted. See comment above under S6 changes.
- 2.11. Section 77(4) of the *Road Safety Act 1986* has been inserted to enable the delegate to authorise an officer to take proceedings for any offence which relates to the parking or leaving standing of a vehicle.
- 2.12. Section 3 of the *Sex Work Act 1994* has been inserted, which enables the delegate to appoint an authorised officer.
- 2.13. Sections 8(1) and 10(5) of the *Subdivisions Act 1988* have been amended to reflect the new provisions under the *Subdivision (Procedures) Regulations 2021*.
- 2.14. The *Suburban Rail Loop Act 2021* has been inserted.
- 2.15. Regulation 3 of the *Road Safety (Traffic Management) Regulations 2019* has been inserted to enable the delegate to appoint a school crossing supervisor.
- 2.16. The *Road Safety (Vehicles) Regulations 2021* have been inserted and the *Road Safety (Vehicles) Interim Regulations 2019* have been removed.
- 2.17. The *Subdivision (Procedures) Regulations 2021* have been inserted and the *Subdivision (Procedures) Regulations 2011* have been removed.
- 2.18. Under the miscellaneous powers section, the power to enter into a licence for the occupation or use of property has been reinserted.

3. Changes to the S11 Instrument of Appointment and Authorisation (S11)

The following change has been made to the S11:

- 3.1. Section 347(3) of the *Environment Protection Act 2017* has been inserted under Part B, which relates to the power to take proceedings for an offence against a provision relating to permits under the *Environment Protection Regulations 2021*.

4. Changes to the S12 Instrument of Delegation and Authorisation by the Municipal Building Surveyor (S12)

The S12 Instrument of Delegation and Authorisation relates to the powers, duties and functions of a council's Municipal Building Surveyor (MBS). The following changes have been made to the S12:

- 4.1. As a preliminary, the provisions in the S12 have been amended to reflect where the MBS is acting as a relevant building surveyor.
- 4.2. The power to issue building permits as provided for in ss 24 and 24A of the Building Act have been slightly amended for the purposes of clarity.
- 4.3. Sections 25A and 238(1) of the Building Act are now in force.
- 4.4. Section 37K(1) of the Building Act has been slightly amended to include reference to a 'relevant owner'. Section 101 has also been slightly amended for the purposes of clarity.
- 4.5. Section 205(4) of the Building Act has been inserted pursuant to the *Cladding Safety Act 2020*.

5. Changes to the S13 Instrument of Delegation by CEO of CEO Powers (S13)

The S13 Instrument of Delegation contains powers, duties and functions vested in Council's CEO (rather than in the council itself). The following changes have been made to the S13:

- 5.1. Section 105 of the *Local Government Act 2020* has been inserted. This provision refers to the Principal Accounting Officer of a council, and so we have included the power to designate a person as a Principal Accounting Officer.



Maddocks

5.2. Section 36 of the *Tobacco Act 1987* has been inserted to enable the delegate to nominate a person to be appointed an inspector.

5.3. The *Local Government (Land Information) Regulations 2021* has been inserted to enable the delegate to sign land information certificates.

6. S16 Instrument of Delegation by the CEO to Staff (Bushire Reconstruction) (S16)

The following changes have been made to the S16:

6.1. Section 60(1A)(a) of the P&E Act has been deleted as it has been repealed.

6.2. Section 61A of the P&E Act has been amended to reflect that s 80 of the *Local Government 1989* is now repealed.

7. S17 Instrument of Appointment and Authorisation (Oaths and Affirmations Act 2018) (S17)

The following change has been made to the S17:

7.1. Footnote 1 has been amended to reflect that s 97B of the LGA 1989 is now repealed. However, the definition of 'senior officer' in the LGA 1989 remains.

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 always, 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.

If you have any questions about this Update, please direct your queries to Maryam Popal (maryam.popal@maddocks.com.au) or myself (melanie.olynyk@maddocks.com.au).

Yours sincerely
Maddocks

Transmission authorised by:
Melanie Olynyk
Partner

INSTRUMENT OF DELEGATION

**S5 INSTRUMENT OF DELEGATION TO THE CHIEF EXECUTIVE
OFFICER**

19 APRIL 2022

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the Local Government Act 2020 (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 19 April 2022;
2. the delegation
 - 2.1 is subject to any conditions and limitations set out in the Schedule;
 - 2.2 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 remains in force until Council resolves to vary or revoke it.

Delegation Sources

- Local Government Act 2020

Titles

Abbreviation	Position
CEO	Chief Executive Officer

S5 Instrument of Delegation to the Chief Executive Officer

Local Government Act 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
11(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 <p>arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</p>	CEO	<p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> 1. if the issue, action, act or thing is an issue, action, act or thing which involves 1.1 entering into a contract exceeding the value of \$1,000,000; 1.2 making any expenditure that exceeds \$1,000,000 (unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$2,000,000); 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days; 1.4 electing a Mayor or Deputy Mayor; 1.5 granting a reasonable request for leave under s 35 of the Act; 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; 1.7 approving or amending the Council Plan; 1.8 adopting or amending any policy that Council is required to adopt under the Act; 1.9 adopting or amending the Governance Rules; 1.10 appointing the chair or the members to a delegated committee; 1.11 making, amending or revoking a local law; 1.12 approving the Budget or Revised Budget; 1.13 approving the borrowing of money;

Local Government Act 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			<p>1. 14 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;</p> <p>2. 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;</p> <p>3. 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;</p> <p>4. 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</p> <p>4. 1 policy; or</p> <p>4. 2 strategy</p> <p>adopted by Council;</p> <p>5. 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 s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or</p> <p>6. 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.</p>

B.22.32 S6 INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF

Responsible Officer:	Chief Executive Officer
File Number:	74-00-23
Attachments:	1 ↓ Maddocks Letter 27-01-2022
	2 ↓ S6 Delegation to members of Council Staff
	3 ↓ Additional S6

Declarations of Interest:

Rosanne Kava - 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, or changes to position titles or 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 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 11 of the Local Government Act 2020. 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 approved 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 reviews of legislative changes have 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

Ensures staff have the appropriate delegation to implement the Council Plan.

Social Implications

Ensures staff have the appropriate delegation to implement the Council Plan.

Economic Implications

Ensures staff have the appropriate delegation to implement the Council Plan.

Environmental Implications

Ensures staff have the appropriate delegation to implement the Council Plan.

Risk Management Implications

Appropriate delegation ensures that the organisation can operate efficiently and effectively.

Council Plan Strategy Addressed

Leadership - Excellent management and administration.

Options

1. That Council adopt the delegations as presented.
2. That Council adopt the delegations with variations, noting that the efficiency of Council operations would be affected.

Recommendation

That Council adopt the delegations as presented.



Maddocks

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

Telephone 61 3 9258 3555
Facsimile 61 3 9258 3666

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

DX 259 Melbourne

Email Letter

From Maryam Popal	Date 27 January 2022
Direct 03 9285 3305	Email Maryam.Popal@maddocks.com.au
Partner Melanie Olynyk	

Our Ref MSB:MARP:628721

Dear subscriber

Delegations and Authorisations Service Update First Update for 2022

We are pleased to provide you with our first update to the Delegations and Authorisations Service for 2022. This takes into account legislative changes which were assented to, or made, on or after 8 July 2021, and some other miscellaneous changes, which affect councils' powers, duties and functions.

The update is contained on the new Maddocks Digital platform, which can be accessed by clicking 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, S16 and S17 Instruments, as well as our S1 and S9 Explanatory Notes. We have outlined some of the changes to each Instrument below.

1. Changes to the S6 Instrument of Delegation, Council to other Members of Council Staff (S6)

The following changes have been made to the S6:

- 1.1. A number of changes have been made to the *Cemeteries and Crematoria Act 2003* (**Cemeteries and Crematoria Act**). For example, s 74 has been inserted which, pursuant to the *Cemeteries and Crematoria Amendment Act 2003*, will commence on 1 March 2022 unless proclaimed earlier. Sections 84F(2)(d), 84H(4), 84I(5), 84I(6)(a) and (b), 110(1A) of the *Cemeteries and Crematoria Act* have also been inserted, and s 83(2) of the *Cemeteries and Crematoria Act* has been amended to remove reference to '(sole holder)'.
- 1.2. Sections 19EA(3), 19N(2), 38G(2), 39(2) and 43 of the *Food Act 1984* (**Food Act**) have been inserted pursuant to the *Food Amendment Act 2020*. Section 39A has also been amended to reflect the new power to register or renew the registration of a food premises. These provisions are in force.
- 1.3. Sections 19IA(1) and (2), 39A(6), 40(1) and 40E of the *Food Act* have also been inserted. While they contain duties, rather than powers, it was thought it may assist to have these noted in the instrument.

Interstate offices
Canberra Sydney

Affiliated offices around the world through the
Advoc network - www.advoc.com

[628721: 31599213_1]



Maddocks

- 1.4. Section 45AC of the Food Act has been inserted to enable a delegate to authorise a person for the purposes of bringing proceedings.
- 1.5. Section 38G(4) of the Food Act has been amended to reference the correct provision.
- 1.6. Section 12A of the *Planning and Environment Act 1987 (P&E Act)* has been removed as it has been repealed.
- 1.7. Section 113(2) of the P&E Act has been inserted pursuant to the *Planning and Environment Amendment Act 2021*. It relates to the power to request the Minister for a declaration for land to be proposed to be reserved for public purposes.
- 1.8. Sections 91ZU, 91ZZC, 91ZZE, 142D, 142G, 142I, 206AZA, 207ZE, 311A and 317ZDA of the *Residential Tenancies Act 1997 (RT Act)* have been removed from the S6 and inserted in the S7. This is because the specific power of delegation provided under the RT Act only applies to Part 14 and regulations under this part. Therefore, the delegation of other powers and functions under the RT Act comes from the *Local Government Act 2020*.
- 1.9. Section 96 of the *Road Management Act 2004* has been inserted to enable a delegate to authorise a person for the purpose of instituting legal proceedings.
- 1.10. The *Residential Tenancies Regulations 2021* have been removed from the S6. Upon review, it was determined that the power to approve any other toilet system is not a power under the *Residential Tenancies Regulations 2021* but rather a power under other legislation, such as the *Environment Protection Regulations 2021*.

2. Changes to the S7 Instrument of Delegation, CEO to Members of Council staff (S7)

The changes made to the S7 include or reflect the following:

- 2.1. Section 232A of the *Building Act 1993 (Building Act)* has been amended to reflect that councils have a duty to receive a complaint brought under Part 13 Division 2 of the Act.
- 2.2. Section 68A of the *Domestic Animals Act 1994* has been amended. The duty to prepare a domestic animal management plan is now in force.
- 2.3. Section 347(3) of the *Environment Protection Act 2017* has been inserted. This relates to the power to take proceedings for an offence against a provision relating to permits under the *Environment Protection Regulations 2021*.
- 2.4. Sections 49A, 49B and 49C of the *Great Ocean Road and Environs Protection Act 2020* have been inserted pursuant to *Great Ocean Road and Environs Protection Amendment Act 2021*. However, the provisions do not come in force until 1 September 2022, unless proclaimed earlier.
- 2.5. Section 33A of the *Impounding of Livestock Act 1994* has been inserted to enable the delegate to appoint an authorised officer for the specific purpose of filing charge sheets in respect of alleged offences committed in the municipal district.
- 2.6. Section 3 of the *Infringements Act 2006* has been inserted to enable the delegate to appoint an issuing officer (who must be a member of council staff).
- 2.7. Clause 5(1)(a) in Schedule 10 of the *Local Government Act 1989 (LGA 1989)* has been amended to correct a typographical error.
- 2.8. Sections 111C, 134(6), 167, 189(2) and (5) of the *Major Transport Projects Facilitation Act 2009* have been inserted. These provisions have been inserted under the *Suburban Rail Loop Act 2021*.
- 2.9. Section 28(a) of the *Public Health and Wellbeing Act 2008* has been amended to include reference to a 'pandemic declaration'.



Maddocks

- 2.10. Sections 91ZU, 91ZZC, 91ZZE, 142D, 142G, 142I, 206AZA, 207ZE, 311A and 317ZDA of the *Residential Tenancies Act 1997* have been inserted. See comment above under S6 changes.
- 2.11. Section 77(4) of the *Road Safety Act 1986* has been inserted to enable the delegate to authorise an officer to take proceedings for any offence which relates to the parking or leaving standing of a vehicle.
- 2.12. Section 3 of the *Sex Work Act 1994* has been inserted, which enables the delegate to appoint an authorised officer.
- 2.13. Sections 8(1) and 10(5) of the *Subdivisions Act 1988* have been amended to reflect the new provisions under the *Subdivision (Procedures) Regulations 2021*.
- 2.14. The *Suburban Rail Loop Act 2021* has been inserted.
- 2.15. Regulation 3 of the *Road Safety (Traffic Management) Regulations 2019* has been inserted to enable the delegate to appoint a school crossing supervisor.
- 2.16. The *Road Safety (Vehicles) Regulations 2021* have been inserted and the *Road Safety (Vehicles) Interim Regulations 2019* have been removed.
- 2.17. The *Subdivision (Procedures) Regulations 2021* have been inserted and the *Subdivision (Procedures) Regulations 2011* have been removed.
- 2.18. Under the miscellaneous powers section, the power to enter into a licence for the occupation or use of property has been reinserted.

3. Changes to the S11 Instrument of Appointment and Authorisation (S11)

The following change has been made to the S11:

- 3.1. Section 347(3) of the *Environment Protection Act 2017* has been inserted under Part B, which relates to the power to take proceedings for an offence against a provision relating to permits under the *Environment Protection Regulations 2021*.

4. Changes to the S12 Instrument of Delegation and Authorisation by the Municipal Building Surveyor (S12)

The S12 Instrument of Delegation and Authorisation relates to the powers, duties and functions of a council's Municipal Building Surveyor (MBS). The following changes have been made to the S12:

- 4.1. As a preliminary, the provisions in the S12 have been amended to reflect where the MBS is acting as a relevant building surveyor.
- 4.2. The power to issue building permits as provided for in ss 24 and 24A of the Building Act have been slightly amended for the purposes of clarity.
- 4.3. Sections 25A and 238(1) of the Building Act are now in force.
- 4.4. Section 37K(1) of the Building Act has been slightly amended to include reference to a 'relevant owner'. Section 101 has also been slightly amended for the purposes of clarity.
- 4.5. Section 205(4) of the Building Act has been inserted pursuant to the *Cladding Safety Act 2020*.

5. Changes to the S13 Instrument of Delegation by CEO of CEO Powers (S13)

The S13 Instrument of Delegation contains powers, duties and functions vested in Council's CEO (rather than in the council itself). The following changes have been made to the S13:

- 5.1. Section 105 of the *Local Government Act 2020* has been inserted. This provision refers to the Principal Accounting Officer of a council, and so we have included the power to designate a person as a Principal Accounting Officer.



Maddocks

5.2. Section 36 of the *Tobacco Act 1987* has been inserted to enable the delegate to nominate a person to be appointed an inspector.

5.3. The *Local Government (Land Information) Regulations 2021* has been inserted to enable the delegate to sign land information certificates.

6. S16 Instrument of Delegation by the CEO to Staff (Bushire Reconstruction) (S16)

The following changes have been made to the S16:

6.1. Section 60(1A)(a) of the P&E Act has been deleted as it has been repealed.

6.2. Section 61A of the P&E Act has been amended to reflect that s 80 of the *Local Government 1989* is now repealed.

7. S17 Instrument of Appointment and Authorisation (Oaths and Affirmations Act 2018) (S17)

The following change has been made to the S17:

7.1. Footnote 1 has been amended to reflect that s 97B of the LGA 1989 is now repealed. However, the definition of 'senior officer' in the LGA 1989 remains.

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 always, 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.

If you have any questions about this Update, please direct your queries to Maryam Popal (maryam.popal@maddocks.com.au) or myself (melanie.olynyk@maddocks.com.au).

Yours sincerely
Maddocks

Transmission authorised by:
Melanie Olynyk
Partner

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

19 APRIL 2022

Instrument of Delegation

In exercise of the powers conferred by the 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:

- AO: Authorised Officer
- CEO: Chief Executive Officer
- CSRO: Customer Service & Revenue Officer
- DCS: Director Corporate Services
- DDP: Director Development & Planning
- DI: Director Infrastructure
- DM: Development Manager
- EAM: Enterprise Asset Manager
- EHO: Environmental Health Officer
- ESPM: Engineering and Strategic Projects Manager
- FM: Finance Manager
- MBS: Municipal Building Surveyor
- MERO: Municipal Emergency Resource Officer
- MFPO: Municipal Fire Prevention Officer
- ND: Not Delegated - Not Delegated
- PHRSC: Public Health & Regulatory Services Co-ordinator
- PM: Project Manager
- PO: Planning Officer
- PTL: Planning Team Leader
- SRO: Senior Revenue Officer

3. declares that:

3.1 this Instrument of Delegation is authorised by Council passed on 19 April 2022; and

3.2 the delegation:

3.2.1 remains in force until varied or revoked;

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

3.2.3 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;

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;

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; 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 or delegated committee.

Delegation Sources

- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- 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 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	DDP, PHRSC	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions 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 s 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 s 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,	DDP	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	or for any other specified purpose, or for the use of any specified equipment or a specified process		Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 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 s 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 s 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 s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DDP, EHO, PHRSC	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 19EA(3)	Function of receiving copy of revised 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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 191A(1)	Power to form opinion that the food safety requirements or program are non-compliant.	EHO, PHRSC	Where Council is the registration authority
s 191A(2)	Duty to give written notice to the proprietor of the premises	EHO, PHRSC	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 191A(3))
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 19N(2)	Function of receiving notice from the auditor	EHO, PHRSC	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	

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 s 19C or an inspection under ss 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 or renew the registration of a food premises	DDP, EHO, PHRSC	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	DDP, EHO, PHRSC	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	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	EHO, PHRSC	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	NID	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 s 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 s 38A	EHO, PHRSC	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	EHO, PHRSC	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	EHO, PHRSC	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	EHO, PHRSC	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 s 38E(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 38G(1)	Power to require notification of change of the food safety program type used for the food premises	DDP, EHO, PHRSC	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	EHO, PHRSC	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	DDP, EHO, PHRSC	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	EHO, PHRSC	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	DDP, EHO, PHRSC	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	EHO, PHRSC	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	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	

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	NID	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	EHO, PHRSC	
s 40F	Power to cancel registration of food premises	DDP, PHRSC	Where Council is the registration authority
s 43	Duty to maintain records of registration	EHO, PHRSC	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 or renewing registration of a component of a food business	EHO, PHRSC	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 45AC	Power to bring proceedings	EHO, PHRSC	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	EHO, PHRSC	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO, DDP, DM	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	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	ND	If authorised by the Minister

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DDP, DM, PO, PTL	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	DDP, DM	
s 4I	Duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements	DDP, DM, PO, PTL	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DDP, DM, PTL	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	ND	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(5)	Function of receiving notice of the Minister's decision	DDP, DM, PTL	
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, PTL	
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, PTL	
s 12B(1)	Duty to review planning scheme	ND	
s 12B(2)	Duty to review planning scheme at direction of Minister	ND	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 s 14(a) to (d)	ND	
s 17(1)	Duty of giving copy amendment to the planning scheme	DDP, DM, PO, PTL	
s 17(2)	Duty of giving copy s 173 agreement	DDP, DM, PO, PTL	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, DDP, DM, PO, PTL	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 s 19 to a planning scheme	DDP, DM, PTL	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DDP, DM, PTL	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.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, DDP	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21A(4)	Duty to publish notice	DDP, DM, PO, PTL	
s 22	Duty to consider all submissions	CEO, DDP	Except submissions which request a change to the items in s 22(5)(a) and (b)
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, PTL	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DDP, DM, PO, PTL	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DDP, DM, PO, PTL	
s 27(2)	Power to apply for exemption if panel's report not received	DDP, DM, PTL	
s 28(1)	Duty to notify the Minister if abandoning an amendment	DDP, DM, PTL	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	DM, PO, PTL	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	DM, PO, PTL	
s 30(4)(a)	Duty to say if amendment has lapsed	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	DDP, DM, PO, PTL	
s 32(2)	Duty to give more notice if required	DDP, DM, PO, PTL	
s 33(1)	Duty to give more notice of changes to an amendment	DDP, DM, PO, PTL	
s 36(2)	Duty to give notice of approval of amendment	DDP, DM, PO, PTL	
s 38(5)	Duty to give notice of revocation of an amendment	DDP, DM, PTL	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	ND	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Function of lodging copy of approved amendment	DDP, DM, PO, PTL	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DDP, DM, PO, PTL	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	DM, PO, PTL	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Strategic Plan comes into operation. It will affect a limited number of councils
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
	Power to endorse the draft Statement of Planning Policy		
s 46AZC(2)	Duty not 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, PTL	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 function or duty or exercising a power in relation to the declared area	DDP, DM, PO, PTL	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(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	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 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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Duty to consider a late submission if directed to do so by the Minister	DDP, DM	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	ND	
s 46GS(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(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DDP	
s 46GT(4)	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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DDP, PM	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions 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	DDP, PM	
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
	Power to specify the manner in which the payment is to be made		
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DDP, PM	Where Council is the collecting 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DDP, DCS	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DDP, DCS	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DDP, DCS	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	DDP, DCS	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
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 specified in the plan, as responsible for those works, services or facilities	DDP, DM	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DI, DDP, 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DI, DDP, 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	DI, DDP, 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 the 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 2020	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	DDP, DM	Where Council is the development agency under an approved 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)	DDP, DM	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	DDP, DM	Where Council is the collection agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the development agency
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)	DDP, DCS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DDP, DCS	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	DDP, DCS	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	DDP	Where Council is a collecting agency or development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DDP	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)	DDP, DCS	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DDP, DM, PO, PTL	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DDP, DM, PO, PTL	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DDP, DM, PTL	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DDP, DM, PTL	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DDP, DM, PTL	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DDP, DM, PTL	
s 46Q(1)	Duty to keep proper accounts of levies paid	DM, PO, SRO, PTL, DCS	
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	DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PTL	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DDP, DM, PTL	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, PTL	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, PTL	Must be done in accordance with Part 3

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s46Q(4)(e)	Duty to expend that amount on other works etc.	DDP, DM, PTL	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, PTL	
s 46QD	Duty to prepare report and give a report to the Minister	DDP	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	ND	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	ND	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, DDP, DM, PTL	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DDP, DM, PO, PTL	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	DDP, DM, PO, PTL	
s 50(4)	Duty to amend application	DDP, DM, PO, PTL	
s 50(5)	Power to refuse to amend application	DDP, DM, PTL	
s 50(6)	Duty to make note of amendment to application in register	DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50A(1)	Power to make amendment to application	DDP, DM, PO, PTL	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DDP, DM, PO, PTL	
s 50A(4)	Duty to note amendment to application in register	DDP, DM, PO, PTL	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	DDP, DM, PO, PTL	
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, PTL	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DDP, DM, PO, PTL	
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, PTL	
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, PTL	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DDP, DM, PO, PTL	
s 52(3)	Power to give any further notice of an application where appropriate	DDP, DM, PO, PTL	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DDP, DM, PO, PTL	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DDP, DM, PO, PTL	
s 54(1)	Power to require the applicant to provide more information	DDP, DM, PO, PTL	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1B)	Duty to specify the lapse date for an application	DDP, DM, PO, PTL	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DDP, DM, PO, PTL	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DDP, DM, PO, PTL	
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, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DDP, DM, PO, PTL	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	DDP, DM, PO, PTL	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DDP, DM, PO, PTL	
s 57A(5)	Power to refuse to amend application	DDP, DM, PTL	
s 57A(6)	Duty to note amendments to application in register	DDP, DM, PO, PTL	
s 57B(1)	Duty to determine whether and to whom notice should be given	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DDP, DM, PO, PTL	
s 57C(1)	Duty to give copy of amended application to referral authority	DDP, DM, PO, PTL	
s 58	Duty to consider every application for a permit	DDP, DM, PO, PTL	
s 58A	Power to request advice from the Planning Application Committee	DDP, DM, PO, PTL	
s 60	Duty to consider certain matters	DDP, DM, PO, PTL	
s 60(1A)	Duty to consider certain matters	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DDP, DM, PO, PTL	
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, PTL	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
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, PTL	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, DDP, DM, PTL	
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, PTL	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DDP, DM, PTL	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DDP, DM, PO, PTL	
s 62(2)	Power to include other conditions	DDP, DM, PO, PTL	
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, PTL	
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 s 173 agreement	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DDP, DM, PO, PTL	
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), 46G V(7) or 62(5)	DDP, DM, PO, PTL	
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 s 62(1)(a)	DDP, DM, PO, PTL	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DDP, DM, PO, PTL	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DDP, DM, PO, PTL	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(3)	Duty not to issue a permit until after the specified period	DDP, DM, PM, PO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	DDP, DM, PM, PO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DDP, DM, PO, PTL	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DDP, DM, PM, PO	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DDP, DM, PO, PTL	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 s 64 or 65	DDP, DM, PO, PTL	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, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(2)	Power to extend time	DDP, DM, PO, PTL	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	DDP, DM, PO, PTL	
s 71(1)	Power to correct certain mistakes	DDP, DM, PTL	
s 71(2)	Duty to note corrections in register	DDP, DM, PO, PTL	
s 73	Power to decide to grant amendment subject to conditions	DDP, DM, PO, PTL	
s 74	Duty to issue amended permit to applicant if no objectors	DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DDP, DM, PTL	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DDP, DM, PTL	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DDP, DM, PO, PTL	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DDP, DM, PM, PO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	DDP, DM, PO, PTL	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76D	Duty to comply with direction of Minister to issue amended permit	DDP, DM, PO, PTL	
s 83	Function of being respondent to an appeal	DDP, DM, PTL	
s 83B	Duty to give or publish notice of application for review	CEO, DDP, DM, PTL	
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, PTL	
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, PTL	
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, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	DDP, DM, PTL	
s 84AB	Power to agree to confining a review by the Tribunal	DDP, DM, PO, PTL	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	DDP, DM, PTL	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DDP, DM, PTL	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DDP, DM, PTL	
s 91(2)	Duty to comply with the directions of VCAT	CEO, DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DDP, DM, PTL	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DDP, DM, PO, PTL	
s 93(2)	Duty to give notice of VCAT order to stop development	DDP, DM, PO, PTL	
s 95(3)	Function of referring certain applications to the Minister	DDP, DM, PO, PTL	
s 95(4)	Duty to comply with an order or direction	DDP, DM, PO, PTL	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, DDP, DM, PO, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PTL	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DDP, DM, PO, PTL	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, DDP, DM, PO, PTL	
s 96F	Duty to consider the panel's report under s 96E	DDP, DM, PTL	
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 s 23 of the Planning and Environment (Planning Schemes) Act 1996)	DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, ND, DDP	
s 96J	Power to issue permit as directed by the Minister	DDP, DM, PTL	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DDP, DM, PO, PTL	
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, PTL	
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, PTL	
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, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CEO, DDP, DM, PTL	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, DDP, DM, PTL	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DDP, DM, PTL	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DDP, DM, PTL	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DDP, DM, PTL	
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, PTL	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97Q(4)	Duty to comply with directions of VCAT	CEO, DDP, DM, PTL	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, DDP, DM, PTL	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, DDP, DM, PTL	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, DDP, DM, PTL	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, DDP, DM, PTL	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, DDP, DM, PTL	
s.107(1)	function of receiving claim for compensation	CEO, DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 107(3)	Power to agree to extend time for making claim	CEO, DDP, DM, PTL	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	ND	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, DDP, DM, PTL	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, DDP, DM, PO, PTL	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DDP, DM, PO, PTL	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DDP, DM, PTL	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DDP, DM, PTL	Except Crown Land

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 129	Function of recovering penalties	DDP, DM, PTL	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, DDP, DM, PTL	
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, PTL	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO, DDP, DM, PTL	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CEO, ND, DDP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(g)	Power to grant and reserve easements	CEO, DDP	
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 173(1)	Power to enter into agreement covering matters set out in s 174	ESPM, DI, DDP, DM, PTL	
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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	ESPM, DI, DDP, DM, PTL	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, ND, DDP, DM	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	ND, DDP, DM	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	ND, DDP, DM	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DDP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DDP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DDP	
s 178A(5)	Power to propose to amend or end an agreement	CEO, DDP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DDP, DM, PTL	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PTL	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DDP, DM, PTL	
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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, DDP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DDP	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DDP	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DDP	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO	After considering objections, submissions and matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, DDP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, DDP	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, DDP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, DDP	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, DDP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	DDP, DM, PO, PTL	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DDP, DM, PTL	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DDP, DM, PTL	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DDP, DM, PTL	
s 182	Power to enforce an agreement	CEO, DDP, DM, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DDP, DM, PO, PTL	
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, PTL	
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, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184G(2)	Duty to comply with a direction of the Tribunal	DDP, DM, PTL	
s 184G(3)	Duty to give notice as directed by the Tribunal	DDP, DM, PTL	
s 198(1)	Function to receive application for planning certificate	DDP, DM, PO, PTL	
s 199(1)	Duty to give planning certificate to applicant	DDP, DM, PO, PTL	
s 201(1)	Function of receiving application for declaration of underlying zoning	DDP, DM, PO, PTL	
s 201(3)	Duty to make declaration	DDP, DM, PTL	
	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, PTL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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, PTL	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DDP, DM, PO, PTL	
	Power to give written authorisation in accordance with a provision of a planning scheme	DDP, DM, PO, PTL	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DDP, DM, PO, PTL	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	ND, DDP, DM	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 s 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 s 526	CEO	
s 526A(3)	Function of receiving report of inspection	EHO, MBS, PHRSC	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Power and Functions 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 s 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	ESPM, DI, EAM	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	ESPM, DI, EAM	Subject to s 11(10A)

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	ESPM, DI, EAM	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	ESPM, DI, EAM	Where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	ND	Power of coordinating road authority where it is the discontinuing body Unless s 12(1) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	ESPM, DI, EAM	Duty of coordinating road authority where it is the discontinuing body Unless s 12(1) applies

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(6)	Function of hearing a person in support of their written submission	ESPM, DI, EAM	Function of coordinating road authority where it is the discontinuing body Unless s 12(1) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	ESPM, DI, EAM	Duty of coordinating road authority where it is the discontinuing body Unless s 12(1) applies
s 12(10)	Duty to notify of decision made	ESPM, DI, EAM	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	ESPM, DI, EAM	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, DI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	ESPM, DI, EAM	
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	ESPM, CEO, DI	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	ESPM, CEO, DI	
s 15(2)	Duty to include details of arrangement in public roads register	ESPM, DI, EAM	
s 16(7)	Power to enter into an arrangement under s 15	ESPM, CEO, DI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16(8)	Duty to enter details of determination in public roads register	ESPM, DI, EAM	
s 17(2)	Duty to register public road in public roads register	ESPM, DI, EAM	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	ESPM, DI	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	ESPM, DI, EAM	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	ND	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	ESPM, EAM	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(1)	Power to designate ancillary area	ESPM, DI, EAM	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	ESPM, DI, EAM	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	ESPM, DI, EAM	
s 19(4)	Duty to specify details of discontinuance in public roads register	ESPM, DI, EAM	
s 19(5)	Duty to ensure public roads register is available for public inspection	ESPM, DI, EAM	
s 21	Function of replying to request for information or advice	ESPM, CEO, DI, EAM	Obtain consent in circumstances specified in s 11(2)

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(2)	Function of commenting on proposed direction	ESPM, CEO, DI, EAM	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	ESPM, CEO, DI, EAM	
s 22(5)	Duty to give effect to a direction under s 22	ESPM, DI	
s 40(1)	Duty to inspect, maintain and repair a public road.	ESPM, DI, OM	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	ESPM, DI, OM	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	ESPM, EAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(1)	Power to declare a public road as a controlled access road	ESPM, DI	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	ESPM, DI	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	ESPM, DI, EAM	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	ESPM, DI	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)	ESPM, DI, EAM	Where Council is the responsible road authority, infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	ESPM, DI, EAM	
s 49	Power to develop and publish a road management plan	ESPM, DI, EAM	
s 51	Power to determine standards by incorporating the standards in a road management plan	ESPM, DI, EAM	
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	ESPM, DI, EAM	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	ESPM, DI, EAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Power to amend road management plan	ESPM, DI, EAM	
s 54(7)	Duty to incorporate the amendments into the road management plan	ESPM, DI, EAM	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	ESPM, DI, EAM	
s 63(1)	Power to consent to conduct of works on road	ESPM, DI	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	ESPM, DI	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	ESPM, DI	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(1)	Power to consent to structure etc	ESPM, DI	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	ESPM, DI, EAM	Where Council is the coordinating road authority
s 67(3)	Power to request information	ESPM, DI, EAM	Where Council is the coordinating road authority
s 68(2)	Power to request information	ESPM, DI, EAM	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	ESPM, CEO, DI	
s 72	Duty to issue an identity card to each authorised officer	CEO	
s 85	Function of receiving report from authorised officer	ESPM, DI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to keep register re s 85 matters	ESPM, DI	
s 87(1)	Function of receiving complaints	ESPM, DI	
s 87(2)	Duty to investigate complaint and provide report	ESPM, CEO, DI, EAM	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, DDP	
s 112(2)	Power to recover damages in court	ESPM, CEO, DI, EAM	
s 116	Power to cause or carry out inspection	ESPM, DI, EAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 119(2)	Function of consulting with the Head, Transport for Victoria	ESPM, DI, EAM	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	ESPM, DI	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	ESPM, DI, EAM	
s 121(1)	Power to enter into an agreement in respect of works	ESPM, DI	
s 122(1)	Power to charge and recover fees	ESPM, DI	
s 123(1)	Power to charge for any service	ESPM, DI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	ND	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	ND	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	ND	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	ESPM, DI	
sch 2 cl 5	Duty to publish notice of declaration	ESPM, DI, EAM	
sch 7 cl 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	ESPM, DI, OM	Where Council is the infrastructure manager or works manager
sch 7 cl 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	ESPM, DI, OM	Where Council is the infrastructure manager or works manager

Road Management Act 2004				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	
	by any proposed installation of infrastructure or related works on a road or road reserve of any road			
sch 7 cl a 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	ESPM, DI, EAM, OM	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure	
sch 7 cl 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	ESPM, DI, EAM	Where Council is the infrastructure manager or works manager	
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	ESPM, DI	Where Council is the infrastructure manager or works manager	
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	ESPM, DI, OM	Where Council is the coordinating road authority	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	ESPM, DI, OM	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	ESPM, DI, OM	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	ESPM, DI, OM	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	ESPM, DI, EAM, OM	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	ESPM, DI, EAM	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	ESPM, DI, EAM	Where Council is the infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(1)	Power to consent to proposed works	ESPM, DI, OM	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	ESPM, DI, EAM	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	ESPM, DI, EAM	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	ESPM, DI, EAM	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	ESPM, DI, EAM	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	ESPM, DI, EAM	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl18(1)	Power to enter into an agreement	ESPM, DI	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	ESPM, DI, EAM, OM	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	ESPM, DI, OM	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	ESPM, DI, OM	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	ESPM, DI	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	ESPM, DI	Where Council is the responsible road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl 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	ESPM, DI, EAM	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	ESPM, DI	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	Power and Functions 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

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			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, PTL	
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 Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions 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	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	DM	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	DDP, PHRSC	
r 10	Function of receiving application for registration	EHO, PHRSC	
r 11	Function of receiving application for renewal of registration	DDP, PHRSC	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	DDP, EHO, PHRSC	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DDP, EHO, PHRSC	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	EHO, PHRSC	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DDP, PHRSC	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	DDP, PHRSC	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(4) & (5)	Duty to issue certificate of registration	EHO, PHRSC	
r 14(1)	Function of receiving notice of transfer of ownership	EHO, PHRSC	
r 14(3)	Power to determine where notice of transfer is displayed	EHO, PHRSC	
r 15(1)	Duty to transfer registration to new caravan park owner	EHO, PHRSC	
r 15(2)	Duty to issue a certificate of transfer of registration	EHO, PHRSC	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	EHO, PHRSC	
r 17	Duty to keep register of caravan parks	EHO, PHRSC	
r 18(4)	Power to determine where the emergency contact person's details are displayed	DDP, EHO, PHRSC	
r 18(6)	Power to determine where certain information is displayed	DDP, EHO, PHRSC	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	DDP, EHO, PHRSC, CSRO	
r 22(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 public emergency warnings	ESPM, DDP, EHO, PHRSC	
r 25(3)	Duty to consult with relevant floodplain management authority	DDP, EHO, PHRSC, PTL	
r 26	Duty to have regard to any report of the relevant fire authority	ESPM, DDP, EHO, 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	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	DDP, EHO, MBS, PHRSC	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DDP, EHO, MBS, PHRSC	
r 41 (4)	Function of receiving installation certificate	DDP, EHO, PHRSC	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DDP, EHO, MBS, PHRSC	
sch 3 cl 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	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	ESPM, DI, EAM	
r 9(2)	Duty to produce written report of review of road management plan and make report available	ESPM, DI, EAM	
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)	ESPM, DI, EAM	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	ESPM, DI, EAM	
r 13(1)	Duty to publish notice of amendments to road management plan	ESPM, DI, EAM	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	ESPM, DI, EAM	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 16(3)	Power to issue permit	ESPM, DI, EAM, OM	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	ESPM, DI, EAM	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	ESPM, DI, OM	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	ESPM, DI, EAM, OM	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	ESPM, DI, OM	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))	ESPM, DI, OM	Where Council is the responsible road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DI, DDP	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 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 s 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

INSTRUMENT OF DELEGATION

ADDITIONAL S6

19 APRIL 2022

Delegation Sources

- Planning and Environment Act 1987

Positions

Abbreviation	Position
CEO	Chief Executive Officer
DDP	Director Development & Planning
DM	Development Manager

additional S6

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s61(1)A	power to determine permit application, either to decide to grant a permit.	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 application.
s61(1)B	power to determine permit application, to decide to grant a permit with conditions.	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 application.
s61(1)C	power to determine permit application or to refuse a permit application.	CEO, DDP	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.

B.22.33 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) CONFERENCE

Responsible Officer: Chief Executive Officer
File Number: S16-04-05
Attachments: Nil

Declarations of Interest:

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

Summary

This report proposes that Council be represented at the ALGA Conference in Canberra (19-22 June 2022) by the Mayor, Councillor Benham, the Chief Executive Officer, Scott Barber and one other Councillor.

Discussion

The annual ALGA Conference in Canberra is the only opportunity that Local Government has to bring all Mayors; CEO's and key decision makers together at the one event.

At previous events Swan Hill Rural City Council has taken the opportunity to meet with Federal Ministers and Shadow Ministers to communicate the major projects and issues that are affecting the people of the municipality. Joint advocacy meetings with the Murray River Group of Councils have been extremely effective on topics such as the Basin Plan.

It is suggested that Council send Mayor Councillor Jade Benham, the Chief Executive Officer and one other Councillor as its delegation to ensure that maximum benefit can be gained from the 3 days.

This delegation composition has been found in previous years to be an effective representation of Swan Hill Rural City Council at the conference.

Councillors Moar, McKay and Young have expressed their interest in attending. Cr Stuart King is on leave of absence until after the Federal Election on 21 May 2022.

Council may choose to approve a larger or smaller delegation to attend.

Financial Implications

Accommodation and travel costs are associated with attending this conference. Travel has usually been undertaken by car.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

Not applicable.

Council Plan Strategy Addressed

Leadership - Bold leadership, strong partnerships and effective advocacy.

Options

Council can choose to change the number of representatives attending the conference.

Recommendations

That Council:

- 1. Authorise the travel of the Mayor, Cr Jade Benham, the Chief Executive Officer, Scott Barber and another Councillor to represent Council at the ALGA Conference in Canberra from 19 June 2022 to 22 June 2022.**
- 2. Request all participants to submit reports to Council upon return from the conference.**

SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION

C.22.5 SIGN & SEAL REPORT

Responsible Officer: Chief Executive Officer

Attachments: Nil.

Declarations of Interest:

Rosanne Kava - 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.

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

No.	Document Type	Document Description	Date signed/sealed
1094	Occupancy Lease – Lake Boga Ski Club	Between Swan Hill Rural City Council and Lake Boga Ski Club	22/03/2022
1095	Deed of Release – Optus Mobile Site M8105	Between Swan Hill Rural City Council and Optus Mobile Limited Pty Ltd	22/03/2022
1096	Section 173 Agreement for private pipeline in Councils Road Reserve in Lake Boga, Long Lake Road.	Between Swan Hill Rural City Council and Redland Fruit Pty Ltd	22/03/2022
1097	Section 173 Agreement for private pipeline in Councils Road Reserve in Happy Valley – Happy Valley Landing Road, Happy Valley	Between Swan Hill Rural City Council and Romeo Farms Pty Ltd	22/03/2022

DECISIONS WHICH NEED ACTION/RATIFICATION

19 April 2022

1098	Section 173 Agreement for private pipeline in Councils Road Reserve – Woorinen Road	Between Swan Hill Rural City Council and R and M Property Pty Ltd	05/04/2022
------	---	---	------------

Conclusion

Council authorise the signing and sealing of the above documents.

Recommendation

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

C.22.6 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS

Responsible Officer: Chief Executive Officer
File Number: S15-05-06
Attachments: 1 [↓](#) Council Assembly Attendance

Declarations of Interest:

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

Summary

The following report provides details of Councillor Assemblies on a monthly basis.

Discussion

Whilst Minutes have not been recorded, Agenda items and those in attendance are reported and 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

Leadership - Bold leadership, strong partnerships and effective advocacy.

Options

Council Assemblies are reported to ensure good governance and transparency.

Recommendation

That Council note the contents of the report.

COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
15 March 2022 at 12.30pm, Swan Hill Town Hall – Council Chambers

AGENDA ITEMS

- Discussion on rate remodelling
- Federal Election Paper
- Acting CEO arrangements
- Heritage Council Discussions

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Bill Moar
- Cr Les McPhee
- Cr Jade Benham
- Cr Nicole McKay
- Cr Chris Jeffery
- Cr Ann Young

Apologies

- Cr Nicole McKay

Leave of Absence

- Cr Stuart King

OFFICERS

- Rosanne Kava, Acting Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- Helen Morris, Acting Director Corporate Services
- Heather Green, Director Development and Planning
- Svetla Petkova, Director Infrastructure
- Warren Snyder, Finance Manager
- Ash Free, Financial Accountant

Other

- Felicia Chalmers

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
22 March 2022 at 1pm, Swan Hill Town Hall – Council Chambers**

AGENDA ITEMS

- Goshen mineral sands
- Chapman Lane Tresco
- Gender Equality Consultant
- Victorian Landfill Survey Summary and Discussion
- Feldtmann Lane Road disposal and land acquisition
- Abuse incident at Riverside Park
- Up-date on Bridge
- Increased environmental water flows
- Councillor Allowances

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Bill Moar
- Cr Les McPhee
- Cr Jade Benham
- Cr Ann Young
- Cr Nicole McKay
- Cr Chris Jeffery (attended virtually)

Leave of Absence

- Cr Stuart King

OFFICERS

- Rosanne Kava, Acting Chief Executive Officer
- Bruce Myers, Director Community & Cultural Services
- Heather Green, Director Development and Planning
- Svetla Petkova, Director Infrastructure
- Kate Jewell, Development Manager
- Gaye Cutajar, Technical Officer – Engineering
- Peter Ross, Manager - Engineering

Other

- Genine Hook, consultant – Gender Equality

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
5 April 2022 at 1pm, Swan Hill Town Hall – Council Chambers**

AGENDA ITEMS

- Councillor Only session
- Delegations
- Council Plan Q3 KST/progress report
- Strategic Asset Management Plan
- Infrastructure Australia – Analysis Report
- Butterworth Street
- Audit and Risk Committee – Warren Pollock Term Extension

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Bill Moar
- Cr Les McPhee
- Cr Jade Benham
- Cr Ann Young
- Cr Nicole McKay

Apologies

- Cr Chris Jeffery

Leave of Absence

- Cr Stuart King

OFFICERS

- Bruce Myers, Acting Chief Executive Officer/Director Community & Cultural Services
- Helen Morris, Acting Director Corporate Services
- Heather Green, Director Development and Planning
- Svetla Petkova, Director Infrastructure (attended virtually)
- Laura O'Dwyer, Enterprise Assets Manager
- Roger Lambert, Engineering Design Advisor
- Ash Free, Finance Manager
- Dennis Hovenden, Acting Economic & Development Manager
- Simon Myers, Performing Arts and Venue Manager

Other

- Nil

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
12 April 2022 at 1pm, Swan Hill Town Hall – Council Chambers**

AGENDA ITEMS

- Peter Walsh
- Ali Cupper
- Robinvale Housing Revitalization Investment Strategy
- 51 Feldtmann Lane Road Disposal
- Leisure Centres Current Project Budgets
- MRGC Draft Federal Election Advocacy Paper

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Bill Moar
- Cr Les McPhee
- Cr Jade Benham
- Cr Ann Young
- Cr Nicole McKay
- Cr Chris Jeffery

Apologies

Leave of Absence

- Cr Stuart King

OFFICERS

- Rosanne Kava, Acting Chief Executive Officer
- Helen Morris, Acting Director Corporate Services
- Heather Green, Director Development and Planning
- Gaye Cutajar, Technical Officer – Engineering
- Peter Ross, Manager - Engineering
- Nathan Keighran, Liveability and Project Development Coordinator
- Ian Baker, Project Management Officer PMO Manager

Other

- The Hon. Peter Walsh
- Ms Ali Cupper
- Holmes Dyer (attended virtually)

CONFLICT OF INTEREST

- Nil

SECTION D – NOTICES OF MOTION

SECTION E – FORESHADOWED ITEMS

SECTION F – URGENT ITEMS NOT INCLUDED IN AGENDA

SECTION G – TO CONSIDER & ORDER ON COUNCILLOR REPORTS

SECTION H – IN CAMERA ITEMS

Recommendation

That Council, pursuant to section 66(2)(a) of the *Local Government Act 2020* , resolve to close the meeting to members of the public to consider the following items which relate to matters specified under section 3(1), as specified below:

B.22.34 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT

(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

B.22.35 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT

(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.