



MINUTES

SCHEDULED MEETING OF COUNCIL

Tuesday, 15 March 2022

Held at the Swan Hill Town Hall
McCallum Street, Swan Hill
Commenced 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

Confirmed 19 April 2022

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SECTION A – PROCEDURAL MATTERS

- **Welcome**

Mayor, Councillor Jade Benham assumed the chair and declared the meeting open at 2.00pm.

- **Acknowledgement of Country**

Mayor, Councillor Jade Benham read the Acknowledgement of Country.

“Swan Hill Rural City Council acknowledges the traditional custodians of the land on which we meet, and pays its respects to their elders, past and present.”

- **Prayer**

Cr Ann Young read the prayer.

We beseech you Lord, that we may be granted wisdom, understanding and sincerity of purpose, in the decisions we are called on to make for the welfare of the people of the Rural City of Swan Hill.

- **Apologies/Leaves of Absence**

Cr Nicole McKay - Apology

Cr Stewart King – Leave of Absence

23/22 Motion

MOVED Cr Jeffery

That the apologies and leaves of absence be accepted.

SECONDED Cr McPhee

The Motion was put and CARRIED

- **Directors/Officers Present**

Rosanne Kava, Acting Chief Executive Officer

Bruce Myers, Director Community and Cultural Services

Heather Green, Director Development and Planning

Kate Jewell, Development & Planning, Planning & Compliance

Terri McCormick, Executive Support Officer

- **Confirmation of Minutes**

- 1) Scheduled Meeting Of Council held on 15 February 2022
- 2) Unscheduled Meeting of Council held on 22 February 2022

24/22 Motion

MOVED Cr McPhee

That the minutes of the Scheduled Meeting Of Council held on 15 February 2022 and the minutes of the Unscheduled Meeting of Council held on 22 February 2022 be confirmed.

SECONDED Cr Jeffery

The Motion was put and CARRIED

- **Disclosures of Conflict of Interest**

Cr Bill Moar declared a conflict of interest in item B.22.16.

- **Joint Letters and Reading of Petitions**

Nil

- **Public Question Time**

25/22 Motion

MOVED Cr McPhee

That standing orders be suspended 2.04pm.

SECONDED Cr Jeffery

The Motion was put and CARRIED

Alison Black
Residential Land Robinvale

19 Anniversary Drive Robinvale is zoned General Residential. It also carries a development plan overlay. The area of the property is 6.16 hectares. The majority of the property is currently planted with grape vines and used for primary production. Is Council aware of any plans to develop this property for residential use? Such a development would relieve the shortage of land for housing in Robinvale.

The Acting Chief Executive Officer, Rosanne Kava responded:

No. Council is not aware of any current plans to develop this property for residential use.

Alison Black
Swan Hill Rural City Council Budget – 2021/22

The Budget 2021/22 lists the 'Pioneer Settlement' as a service area under 2.1 Strategic Objective – Economic Growth, Services.

The NET budget figure for 2021/22 is shown as \$887,000.00. In effect a subsidy of \$887,000.00.

Can Council confirm if these funds are also used to financially support the Tourist Information Centre located at the corner of McCrae and Curlewis Streets, the Swan Hill Regional Art Gallery located at Horseshoe Bend, as well as the Pioneer Settlement located at 125 Monash Drive? If so what is the financial split with respect to funding between these three organisations? If more organisations are funded under the banner of 'Pioneer Settlement' can Council identify them and advise the financial support provided?

The Acting Chief Executive Officer, Rosanne Kava responded:

I can confirm that the 2021/22 budget for the Pioneers Settlement is \$887,000, which is the net cost to Council. This cost relates entirely to the Pioneer Settlement and includes income of the order of \$50,000 from commercial leases.

The Tourist Information Centre and the Art Gallery are not budgeted under the Pioneer Settlement, nor is any other program.

26/22 Motion

MOVED Cr Jeffery

That Standing Orders be resumed at 2.06pm.

SECONDED Cr McPhee

The Motion was put and CARRIED

- **Open Forum**

Nil

SECTION B – REPORTS

B.22.14 CAR PARK SHADE STRUCTURES AT ROBINVALE IGA

Responsible Officer: Director Infrastructure
File Number: S01-07-06
Attachments: Nil

Declarations of Interest:

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

Summary

This report seeks Council decision on the car park shade structures on Council land at Robinvale IGA. Over the years conversations with the owners of Robinvale IGA have explored options to create shaded areas for parking for their clients. On 18 January 2021 Council received a letter and a petition from concerned members of the community and customers requesting Council “work in conjunction with Faren Pty Ltd and Ritchies Supermarkets and Liquor Stores to install shade sails in the Robinvale IGA supermarket carpark”.

Discussion

The provision of shade sails for the Robinvale IGA supermarket car park was requested by the members of the community and customers, who presented Council with a petition containing over 1000 signatures in support of the installation of shade sails. At the Council meeting on 16 February 2021, Council requested officers to investigate the matter and prepare the report for a Council meeting.

Council officers worked with Robinvale IGA to explore options to satisfy the community need and desire.

Possible Solar Photo Voltaic Structures

Council owns approximately 1/3 of the car parking used mainly by IGA’s customers. The supermarket in 2021 was in the process of renewing its rooftop solar panels and an option to create shade by installing them at the carpark instead of the roof seemed a win-win solution for the supermarket’s power generation and the provision of shaded parking for its customers.

Under that model Council would provide the land, virtually free of charge, to create a larger solar garden and improve the payback period of the solar panels.

This option was investigated further by the supermarket and on the 21 August 2021 their representatives indicated their disinterest in the offer as the investment would have been around \$1M and they decided to proceed with replacing the solar panels on their roof.

Shade Sails for the Car Park

As there is still a major need expressed by the community for installing shade sails to the Robinvale supermarket carpark, Robinvale IGA proposed to install the Car Park Shade Structures only in conjunction with Council agreeing to install the shade structures on Council's section of land at the same time. Therefore, IGA proposed to obtain quotes for the installation of shade sails only (No Solar) for the entire carpark and separate the cost for the Council-owned section of carpark which would be forwarded to Council for review and approval.

After discussions with IGA, two quotes were requested by Council. IGA sourced one quote that appeared to be a realistic and competitive. However, IGA was unable to get a second quote. Therefore, two options have been raised for consideration.

Option 1. - Council invest in the project by paying for the cost of installing Shade Sail structures on the Council owned component of the land.

Option 2. - Council decide not to proceed with installation of the Shade Sail Structures on the Council land, leaving IGA to install shade sails on their own land.

If Council decides to proceed with Option 1, as part of the Council Procurement Policy a public tender process will need to be used by inviting parties from either a select list or via public advertisement.

Consultation

Consultation has taken place with IGA who are enthusiastic to provide improved amenity for the customers.

Financial Implications

This is not a budgeted project and if Council proceeds with it the funds will need to be found from other projects.

The quote obtained by IGA gave an estimated cost of around \$550,000 including GST. Council's share of this would be around \$215,000 including GST. The cost per car space would be around \$3,500.

There are 159 carparks altogether on the Robinvale IGA site - 98 or about 62% are on IGA Land and 61 or about 38% are on Council land in carpark.

If Council decides to proceed with funding, as part of the Council Procurement Policy a public tender process will be used for all procurements valued at \$200,000 and above (excl. GST) for goods, services or works.

Social Implications

Sun and heat in the region causes the temperature to raise to extreme degrees inside the parked vehicles during the summer, which causes safety issues for all

customers including mums with babies and children, the elderly and teams of workers who arrive at the supermarket.

The provision of shade sails over the open car parks would provide customers a better shopping experience and improved amenity for the public.

There are no other publicly owned Council car parks with shade structures within the municipality and the risks and social concerns would be the same across all of Council's area.

Economic Implications

The car park shade structures on Council land would not provide any economic benefit to Council given the likely upfront capital costs and no return on investment.

It may entice people to park and visit other shops, although usually patrons prefer to park outside the shop they visit.

Environmental Implications

Installing a shade sail above a car park will provide a solid shade environment, unlike trees that are constantly moving. This shady area will potentially help minimise customers' cars overheating.

Risk Management Implications

There wouldn't be any payback period on investment of installing the carpark shade sails on Council land.

There are other areas which would require the same level of investment and protection from the sun across the municipality.

There is no budget for this project and another project will need to be delayed to accommodate this expenditure.

Procurement will need to include an agreement with IGA and formal tendering of the works to gain savings by sharing costs to mobilise the contractor, site establishment and potentially bulk purchasing. This, however, will delay the project further.

Council Plan Strategy Addressed

Liveability - Building Healthy Communities.

Options

After conducting an investigation into the proposed installation of Car Park Shade structures the following options are proposed for Council to consider.

Option 1. - Invest in the project of installing Shade Sail structures on the Council land to provide a better outcome for the public. Identify project works which will be deferred to accommodate this unbudgeted expenditure.

Option 2. - Council decide not to proceed with installation of the Shade Sail Structures on the Council land and leave it to IGA to install shade on their land for their customers.

Option 3. - Council include the project in the 10 Years Major Projects Program (unfunded) and decide on possible funding at the next budget review.

Recommendations

That Council:

- 1. Include the “Installation of Shade Sails at Robinvale IGA” project in the 10 years major projects list as unfunded and decide on funding at the next budget review.**
- 2. Write to the petitioner Alison Black informing her of Council’s decision.**

27/22

MOVED Cr Moar

That Council:

- 1. Include the “Installation of Shade Sails at Robinvale IGA” project in the 10 years major projects list as unfunded and decide on funding at the next budget review.**
- 2. Write to the petitioner Alison Black informing her of Council’s decision.**

The Motion LAPSED due to want of a seconder.

MOVED Cr McPhee

That Council

- 1. Decided not to proceed with installation of the Shade Sail Structures on the Council land and leave it to IGA to install shade on their land for their customers.**
- 2. Write to the petitioner Alison Black informing her of Council’s decision.**

SECONDED Cr Jeffery

The Motion was put and CARRIED

B.22.15 DECRIMINALISATION OF SEX WORK – SWAN HILL RURAL CITY COUNCIL ADVOCACY TO MUNICIPAL ASSOCIATION OF VICTORIA (MAV)

Responsible Officer: Director Development and Planning
File Number: S23-01-01
Attachments: Nil

Declarations of Interest:

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

Summary

On 22 February 2022 the Sex Work Decriminalisation Bill 2021 was passed by the Victorian Parliament. The Bill received Royal Assent on 1 March 2022.

Fiona Patten MP led a review which commenced in November 2019 into the legislative environment sex work.

It is acknowledged that by decriminalising sex work in Victoria, the Victorian Government is seeking to maximise sex workers' safety, health and human rights, while at the same time aiming to reduce stigmatisation and fear of criminal repercussions of sex workers.

However, it is regarded that the Sex Work Decriminalisation Act 2021 has been passed by the Victorian Government without adequate detail on implementation and adequate recognition of the impacts on Victorian communities that will flow on from the proposed changes to planning controls.

The purpose of this report is to provide Council with information to enable an urgent approach be made to State representatives, relevant Ministers and the Municipal Association of Victoria to halt the implementation of the Sex Work Decriminalisation Act 2021.

Discussion

Decriminalisation will make consensual sex work legal and criminal offences will no longer apply to street-based sex work in most locations across Victoria.

The Act foreshadows that new regulations will be made which will be more lenient than current controls and restrictions on the form, content and size of the advertising of sex services, but no detail has been provided of the proposed new regulations.

Information has been provided by the State Government that outlines the changes to planning and zoning controls. The land use definition of 'brothel' will be replaced with the term 'sex services premises'. Changes will also be made to Planning Schemes across the State to remove restrictions regarding the location of sex services premises.

Planning controls will be altered to align a sex services premises to that of a shop, thereby meaning that the same rules that would apply to a hairdresser for example would apply to a sex services premises. In the Commercial 1 zone, which applies to the retail core of Swan Hill and Robinvale, a shop is not required to obtain planning approval, providing a condition around size of the premises is met.

The legislation also proposed to include the provision of sexual services under the home based business provisions. This would allow someone to use up to a third of the area of their principal place of residence, and up to two additional sex workers to offer sexual services in residential areas without a planning permit. A permit could be granted to allow up to 200 square metres and a third worker to offer sexual services.

Monitoring and enforcement will fall to local government.

Another change that the Act allows which could cause significant community disquiet is the ability of a person to 'solicit or invite any person to engage in sex work' in a place near where children are present (school, education or care service, children's services) or a place of worship after 7p.m. to 6 a.m.

The public health regulatory framework has not been addressed. There have been changes made to the Public Health and Wellbeing Act 2008, but no detail has been released as to which agency will be responsible for management of infection control, general cleanliness and hygiene of sex services premises. It has been alluded to by the State Government that these responsibilities will fall back to local government.

Concerns

The need for the recognition of sex work as a legitimate form of employment is recognised, however it is regarded that the proposed relaxation of planning controls is a step too far and is discordant with community expectations.

Further, the impact on Council's Environmental Health, Local Laws and Statutory Planning staff, particularly in a small and low resourced workforce like Swan Hill RCC, will be significant. Council currently does not have any Planning or Building Enforcement resource, to monitor sex services premises that may establish and would certainly require this function.

The following is not an exhaustive list of other significant impacts that are of concern;

- Child safety responsibilities with home based sexual services
- Loitering and solicitation in residential and retail areas
- Safety of home based sexual workers
- Advertising signage and community expectations
- Soliciting near schools, places of worship
- Impacts on retail premises near sex work 'shops'
- Parking provision
- Public health preservation

- Alcohol and other drug considerations

Council Plan Strategy Addressed

Leadership - Excellent management and administration.

Options

Council may choose to adopt or amend the recommendation.

Recommendation

That Council write letters as a matter of urgency to:

- **Municipal Association of Victoria (MAV)**
- **The Hon. Richard Wynne MP, Minister for Planning**
- **The Hon. Peter Walsh MP, Member for Murray Plains**
- **Ms Ali Cupper MP, Member for Mildura**
- **Members for Northern Victoria - Mark Gepp, Tania Maxwell, Tim Quilty and the Hon. Jaclyn Symes**
- **The Hon. Natalie Hutchins, Minister for Crime Prevention**

Highlighting the serious ramifications that may arise as a result of the significant relaxation of the regulatory environment concerning sex services premises.

28/22 Motion

MOVED Cr McPhee

That Council write letters as a matter of urgency to:

- **Municipal Association of Victoria (MAV)**
- **The Hon. Richard Wynne MP, Minister for Planning**
- **The Hon. Peter Walsh MP, Member for Murray Plains**
- **Ms Ali Cupper MP, Member for Mildura**
- **Members for Northern Victoria - Mark Gepp, Tania Maxwell, Tim Quilty and the Hon. Jaclyn Symes**
- **The Hon. Natalie Hutchins, Minister for Crime Prevention**
- **Ms Fiona Patten, Member of the Victorian Legislative Council**

Highlighting the serious ramifications that may arise as a result of the significant relaxation of the regulatory environment concerning sex services premises.

SECONDED Cr Jeffery

The Motion was put and CARRIED

Councillor Moar left the Chambers at 2.30pm.

B.22.16 USE AND DEVELOPMENT OF A DWELLING IN THE FARMING ZONE AFFECTED BY LAND SUBJECT TO INUNDATION OVERLAY LOCATED AT NO. 27 RIVER ROAD, SWAN HILL

Responsible Officer: Development Manager
File Number: 2021-116
Attachments: 1 Preliminary proposed plans
2 Referrals
3 Conditions

Declarations of Interest:

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

Applicant	Roy Costa and Associates Pty Ltd
Proposal	Single dwelling
Zoning	Farming zone
Overlay	Land subject to inundation
Reason for reporting to Council	Refusal recommendation
Advertised	No
Number of objections	N/A

Summary

The purpose of this report is to consider a planning permit application for the use and development of the land at 27 River Road Swan Hill for the purposes of a dwelling. The land is contained within a Farming zone, and is impacted by a Land Subject to Inundation Overlay (LSIO).

The officer recommendation is to issue a Notice to Decision to issue a Refusal to Grant a Permit in this instance.

Discussion

Subject Site

The subject site comprises an irregularly shaped parcel having an area of 2.305ha. The land is occupied by a shed which is located centrally on the parcel. Access to the land is available only by the River Road frontage.

The parcel was created through a boundary realignment that was enacted by Lower Murray Water, when a reserve was created to the south of the subject land to allow for the development of the land for the purposes of the Swan Hill Water Treatment Plant (WTP). The subdivision was exempt from the need for a planning permit as the subdivider was an acquiring authority.

The incompatibility of the proposed development of the subject site with the soon to be developed WTP will be discussed later in this report.



Figure 1 – subject land outline in red.

Surrounding existing land use and development

The subject land (see figure 1) is located on the periphery of the Swan Hill township, being approximately 1.5 kilometres north-east of the Swan Hill CBD. The area within which the subject site is located has developed a rural residential character despite maintaining a Farming zoning due to the cumulative impact of house lot excisions and permissions granted to construct dwellings on small lots.

The land is on the western side of River Road, being 144 metres north of the River Road's intersection with Arnoldt Street. A Goulburn Murray Water channel is on the eastern side of River Road, with the Murray River immediately to the east of the channel.

The land is flat and has been recently developed with a large barn style shed.

Land to the south is the vacant parcel that will be developed for the WTP. Abutting the site to the north and east are rural residential type properties.

The subdivisional pattern prevalent in the general locality is mixed with lots ranging 1.3 ha to over 13 ha.

Proposed water treatment plant abutting the site

As introduced in the previous section of this report, Lower Murray Water (LMW) has purchased 25 River Road to be developed and used for the Swan Hill Water

Treatment Plant. This facility is more akin to an industrial use in appearance and function, and would certainly impact the amenity of residents should Council be of a mind to grant a planning permit for the proposal. LMW have lodged an objection to this application on that basis

The proposed WTP is an important future piece of infrastructure for the Swan Hill community and its establishment should not be hampered by the construction of a dwelling on a small lot in the Farming zone. Indeed, LMW stated in their objection to the proposal that their understanding, and correctly so, was that dwellings on small lots in the Farming zone were explicitly discouraged by the Planning Scheme.



Figure 2 – Surrounding area.

Proposal

The planning application seeks approval to use and develop the land for a single storey dwelling having a total floor area of 379.99 sqm. The dwelling will be setback 58 metres from the River Road frontage and will utilise the existing access and driveway.

Assessment

After a preliminary assessment of the proposal, the applicant was advised that due to significant conflict between the requirements of the Farming Zone, the proposed development of a water treatment plant on the abutting allotment and the advice from the relevant floodplain manager, the application would be unlikely to be supported.

The future development of what effectively will present and operate as an industrial use in close proximity of the proposed dwelling has drawn formal objection from Lower Murray Water, who express extreme concern about the incompatibility of the two land uses. Indeed, LMW specifically selected this site because of the understanding that it is not good planning practice to construct dwellings on small sites in the Farming Zone.

The applicant then advised that they would be willing to enter into a section 173 agreement acknowledging the potential reduction in amenity. Council officers advised that a section 173 agreement was not an appropriate mechanism as it removes the natural justice right of the future occupants for amenity and quiet enjoyment of the dwelling.

It is necessary at this point to advise that the other external referral authority, North Central Catchment Management Authority, as the floodplain manager, also lodged an objection to the proposal due to flooding concerns.

Policy direction

Planning Policy Framework – Swan Hill Planning Scheme

Clause 13.03-1S – Floodplain management – The objective of this policy is to protect life and property from the hazards of riverine and overland flows above all other policy consideration. The proposal does not meet the objective of the zone as it creates a risk to any future inhabitants of the dwelling as well as adding additional strain on emergency services in the event of an emergency.

This policy also seeks to ensure that the effects from flooding are minimised by avoiding intensification of inappropriately located use and development and appropriate consideration be given to the cumulative impacts of proposals on flood behaviour. It is acknowledged that a single dwelling will not have a severe impact as a result of flooding. However, it is important to consider this application in the context of many proposals that have been received and approved in the past. Additionally, if approved, the proposed dwelling has the potential to inspire similar proposals, which in turn reinforces the cumulative effect all these proposals have had and will have in the event that the area floods.

Clause 13.07-1S – Land use compatibility – This clause seeks to protect amenity and human health and safety while allowing for uses that are likely to have a

negative impact on these matters. The strategies further seek to ensure that incompatible uses are located away from each other and that appropriate mitigation measures are implemented if this cannot be achieved. It is acknowledged that the applicant has agreed to enter into a Section 173 agreement, mitigating the expectation of a reduction of amenity given the existing and future uses of nearby and adjoining land. However, this is not considered to be an effective tool in this instance as the effects of the reduction in amenity will still be borne by potential future residents on the land. Additionally, it is considered that the introduction of an incompatible land use has the potential to inhibit the future growth and expansion of Lower Murray Water's proposed water treatment facility and thereby unjustly prejudicial to that development.

Farming Zone provisions – Clause 35.07 of the Swan Hill Planning Scheme

The purpose of the zone is to ensure compliance with the Municipal Planning Strategy and the Planning Policy Framework while providing for agriculture and complementary use and development and preventing uses not related to agriculture. Existing surrounding land uses makes it unlikely for the proposed dwelling in this particular location to be affected by, or have an effect on, agricultural activities on adjacent land. However, the grant of a permit for a dwelling does have the potential to lead to a proliferation of new dwellings in the area, which in turn would impact the remaining productive agricultural land nearby.

It is worth highlighting the fact that this area has slowly evolved into a rural residential locality without the proper strategic work to justify such a change in land use. Furthermore, land use and development should accord with the relevant planning framework attributed to the land at any time, and not at the request of a few land owners at the expense of due process, proper strategic work and justification to the contrary. This application exemplifies the type of proposals that seeks to shape strategy by way of incremental and cumulative effect prior to the undertaking of necessary strategic work to warrant zoning change and should not be supported at this time.

Land subject to Inundation Overlay provisions – Clause 44.04 of the Swan Hill Planning Scheme

The purpose of the overlay is to reduce risk to life, health and safety from flooding and the overlay requires the Responsible Authority to consider any advice received from the relevant floodplain manager. The subject land is within the North Central Catchment Management Authority's (NCCMA) responsibility. The NCCMA as a section 55 referral has objected to the proposed use and development based on the projected flood risks and likely depth of flooding of the land. In the response received by the NCCMA, it is stated that the depth of flooding for this particular piece of land is estimated to be above the recommended depth of flooding for the construction of a single dwelling. The recommended depth for a single dwelling is between 0.3m to 0.5m, while the estimated depth of flooding in the event of a 1% Annual Exceedance Probability is up to 1.3m deep for the subject land.

Consultation

Public notification

The application was notified by sending letters to adjoining land owners and by placing a sign on the site.

Advertising of the application drew one objection, from a neighbouring property that has a planning permit for a Caravan and Camping Park.

Then grounds of objection were as follows:

Potential Flooding on our property.

Potential Fire hazard.

Potential Noise pollution

Potential Waste disruption

Potential Rural zoning change

Potential Green wedge change

Potential Recycling Town water

Lower Murray Water - approval.

Potential interference with major rural - Tourism project -subject to Local Council laws/litigation

Potential interference with major rural - Tourism project -subject to Victorian - Objection - Potential litigation

Potential with National Rural -Tourism Project - subject to National - Objection - Litigation.

Consultation with the applicant was held at an Assembly of Council on 22 February 2022.

External referrals

The application was referred externally to the following authorities for comment

1. Lower Murray Water – Objection
2. North Central Catchment Management Authority – Objection

Both responses are appended to this report.

Financial Implications

The proposal will not have financial implications to Council.

Social Implications

A possible social impact is the potential to create a land use conflict between the future water treatment plant and the proposed dwelling.

Economic Implications

Not applicable.

Environmental Implications

In the event of a flood it is possible for the wastewater onsite can have negative environmental impacts through mixing with floodwaters and being transported off the site and into the environment.

Risk Management Implications

If the proposed development is approved by Council and is subsequently subject to flooding which claims the loss of life or property damage Council could be liable for issuing the permit when knowing the flood risk and making a decision when the flood plain manager has advised against it.

Conclusion

A recommendation for refusal of the Use and Development for a Dwelling in the Farming Zone is based on an assessment against the requirements of the Swan Hill Planning Scheme and the incompatibility of the proposed residential use of the land abutting the proposed Water Treatment Plant.

Council Plan Strategy Addressed

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

Options

1. That Council issues a Refusal to Grant a Planning Permit for the Use and Development of a Dwelling in the Farming Zone at No. 27 River Road, Swan Hill for the following reasons:
 - a. Proposal is inconsistent with the State and Local Planning policies, in particular it does not meet the requirements of the following provisions of the Swan Hill Planning Scheme:
 - Clause 13.03-1S – Floodplain management
 - Clause 13.07-1S – Land use compatibility
 - Clause 21.06-1 – Rural areas
 - b. Proposal is inconsistent with the Provisions of the Farming Zone.
 - c. The proposal is inconsistent with the Land Subject to Inundation Overlay

2. That Council grants a permit for the Use and Development of a Dwelling in the Farming Zone at No. 27 River Road, Swan Hill, subject to conditions and in accordance with the endorsed plans.

Recommendation

That Council issues a Notice of Refusal to Grant a Permit for the Use and Development of a Dwelling in the Farming Zone at No. 27 River Road, Swan Hill, for the following reasons:

- a. Proposal is inconsistent with the State and Local Planning policies, in particular it does not meet the requirements of the following provisions of the Swan Hill Planning Scheme:
 - Clause 13.03-1S – Floodplain management
 - Clause 13.07-1S – Land use compatibility
 - Clause 21.06-1 – Rural areas
- b. Proposal is inconsistent with the Provisions of the Farming Zone.
- c. The proposal is inconsistent with the Land Subject to Inundation Overlay

29/22

MOVED Cr Jeffery

That Council issues a Notice of Refusal to Grant a Permit for the Use and Development of a Dwelling in the Farming Zone at No. 27 River Road, Swan Hill, for the following reasons:

- a. Proposal is inconsistent with the State and Local Planning policies, in particular it does not meet the requirements of the following provisions of the Swan Hill Planning Scheme:
 - Clause 13.03-1S – Floodplain management
 - Clause 13.07-1S – Land use compatibility
 - Clause 21.06-1 – Rural areas
- b. Proposal is inconsistent with the Provisions of the Farming Zone.
- c. The proposal is inconsistent with the Land Subject to Inundation Overlay

The Motion LAPSED due to want of a seconder

MOVED Cr McPhee

That Council issues a Notice of decision to Grant a Permit for the Use and Development of a Dwelling in the Farming Zone at No. 27 River Road, Swan Hill, with the following conditions:

1. Prior to the commencement of works approved by this permit, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will form part of this permit. The plans must be generally in accordance with the plans submitted with the application, but modified to show:
 - a) A vegetated screen for the length of the entire southern boundary. The vegetated screen is to have a minimum depth of 4 metres and is to consist of indigenous native species with adequate spacing.
2. Prior to the occupation of the dwelling, a vegetated screen as shown on the endorsed plan is to be planted, to the satisfaction of the Responsible Authority.
3. The landscaping shown on the endorsed plan(s) must be maintained to the satisfaction of the Responsible Authority. Any dead diseased or damaged trees must be replaced with same species to the satisfaction of the Responsible Authority.
4. Prior to commencement of works, the owners of the land must enter into an agreement with the Responsible Authority and in accordance with Section 173 of the *Planning and Environment Act 1987*. The agreement must provide for:
 - a) The southern abutting parcel may be subject to intensive water treatment and associated uses.
 - b) The land and its occupants may experience off site effects, including noise, sprays and dust that may cause a loss of residential amenity.
 - c) Existing agricultural and rural uses in the area have a 'right to farm' or right to legally continue the use.

Prior to the commencement of works:

- d) Application must be made to the Register of Title to register the Section 173 Agreement on title to the land under Section 181 of the same Act.
 - e) The owners must pay all costs (including Council's costs) associated with the preparation, execution, registration and (if later sought) cancellation of the Section 173 Agreement.
5. The development and use allowed by this permit and as shown on the

endorsed plans to accompany the permit shall not be amended for any reason without the prior written consent of the Responsible Authority.

6. Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency services vehicles.
7. The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire fighting purposes.
8. The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.
9. The finished floor level of the proposed dwelling must be constructed a minimum of 0.3 metres above the 1% AEP flood level of 67.9 metres AHD, i.e no lower than 68.2 metres AHD.
10. The dwelling must be sited on an earthen fill pad with a finished surface level no lower than 67.9 metres AHD.

Engineering Department

11. Prior to the occupation of the building, the permit holder must ensure that stormwater runoff from the development/site can be retained within the boundaries of the lot to the satisfaction of the Responsible Authority.

12. Storm water runoff from all buildings, tanks and paved areas must be connected into the existing drainage system.

Health Department

13. Prior to the occupation of the dwelling, the dwelling must be fitted with a wastewater treatment and disposal system to a design approved by Council's Environmental Health Officer and such that all effluent is disposed of within the boundaries of the allotment. The wastewater disposal system must be protected from inundation from flood waters up to the 1 in 100 flood level.

14. All construction and ongoing activities must be in accordance with sediment control principles outline in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

15. The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full potential occupancy, including an appropriately sized disposal area based on a full water

balance specific to the proposal and subject land in accordance with the requirements of Council's Environmental Health Officer.

16. The wastewater disposal area must be located a minimum of 60 meters from irrigation drains and channels, and from any dams, and at least 20 meters from any bores.

17. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.

Expiry

18. This permit will expire if one of the following circumstances applies:

- a) The development is not commenced within two (2) years of the date of this permit.
- b) The development is not completed within four (4) years of the date of this permit.
- c) The use is not commenced within two (2) years of the completion of the development.

In accordance with section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

NOTES:

1. All building works associated with this development must be in accordance with the Building Act 1993, Building Regulations 2018 and the Building Code of Australia.
2. A building permit will be required for the building work associated with this development.
3. The existing vehicle crossing must be upgraded if required, in accordance with the Infrastructure Design Manual (IDM) standards.
4. A works within the road reserve permit will be required from Council prior to commencement of any works within the road reserve area (crossover).
5. A separate permit must be obtained from Council's Public Health Services Department prior to installation of the septic tank system.

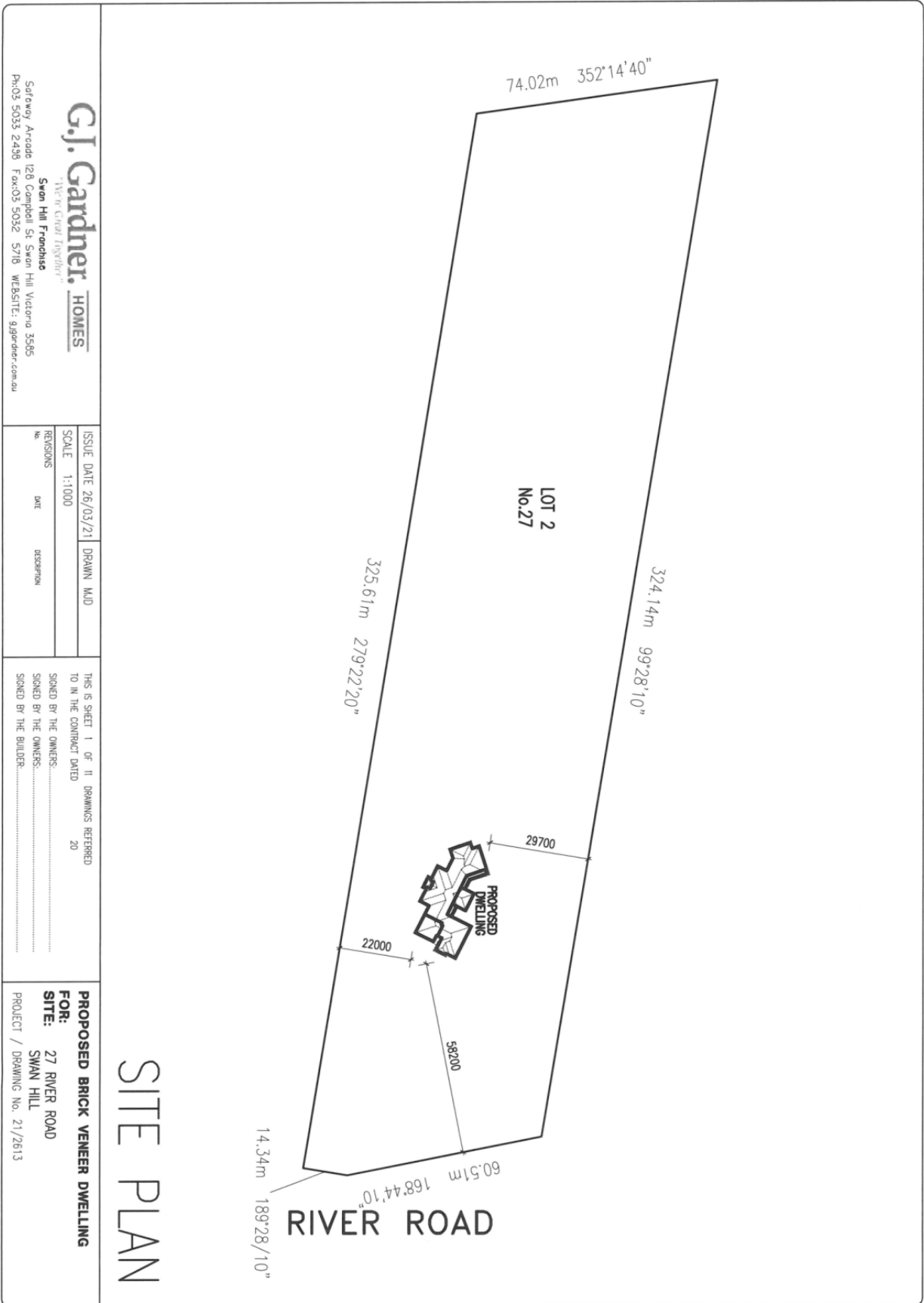
6. Flood levels for the 1% AEP (100-year ARI) flood event have been declared for this area under provisions of the Water Act 1989. In the event of a 1% AEP flood event, it is possible that the property may be subject to inundation from the Murray River. The declared 1% AEP flood level for the location is 67.9 AHD. The estimated depth of flooding is in the order of 0.5 metres to 1.7 metres deep.

7. The property may be afforded protection by the Murray River levee from flood events up to and including the 1% AEP flood. The conditions of these works is unknown and there is currently no formal arrangement for the management of these works.

SECONDED Cr Young

The Motion was put and CARRIED

Councillor Moar returned to the Chambers at 2.51pm and was informed of the decision.



G.J. Gardner. HOMES
 We're Great Together!
 Swan Hill Franchise
 Sofrway Arcade 128 Campbell St Swan Hill Victoria 3585
 Ph:03 5033 2498 Fax:03 5032 5718 WEBSITE: g Gardner.com.au

ISSUE DATE	26/03/21	DRAWN	MJD
SCALE	1:1000		
REGIONS		DATE	DISCUSSION

THIS IS SHEET 1 OF 11 DRAWINGS REFERRED TO IN THE CONTRACT DATED 20
 SIGNED BY THE OWNERS:.....
 SIGNED BY THE BUILDER:.....

PROPOSED BRICK VENEER DWELLING
FOR: 27 RIVER ROAD
SITE: SWAN HILL
PROJECT / DRAWING No. 21/2613

© COPYRIGHT: THIS DRAWING REMAINS THE PROPERTY OF G.J. GARDNER HOMES & IS PROVIDED FOR THE USE AS DESCRIBED & MAY NOT BE USED OR REPRODUCED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION. ANY LANDSCAPING (WHEN SHOWN) ARE FOR ILLUSTRATIVE PURPOSES ONLY AND DO NOT FORM PART OF ANY CONTRACT.

AREA	
DWELLING	292.05m ²
GARAGE	39.37m ²
PORCH	6.21m ²
ALFRESCO	25.34m ²
VERANDAH	17.02m ²
TOTAL	379.99m²

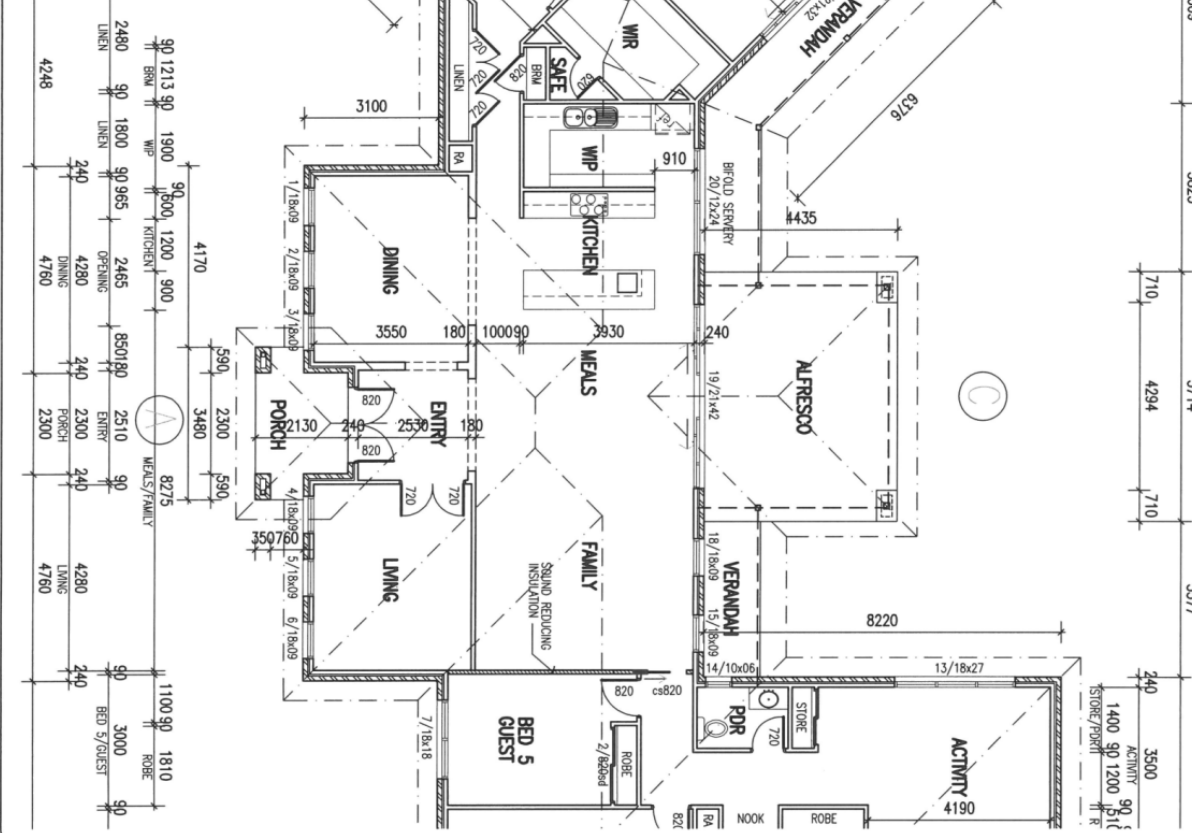
THIS IS SHEET 2 OF 11 DRAWINGS REFERRED TO IN THE CONTRACT DATED 20
 SIGNED BY THE OWNERS:.....
 SIGNED BY THE BUILDERS:.....
 SIGNED BY THE ARCHITECT:.....

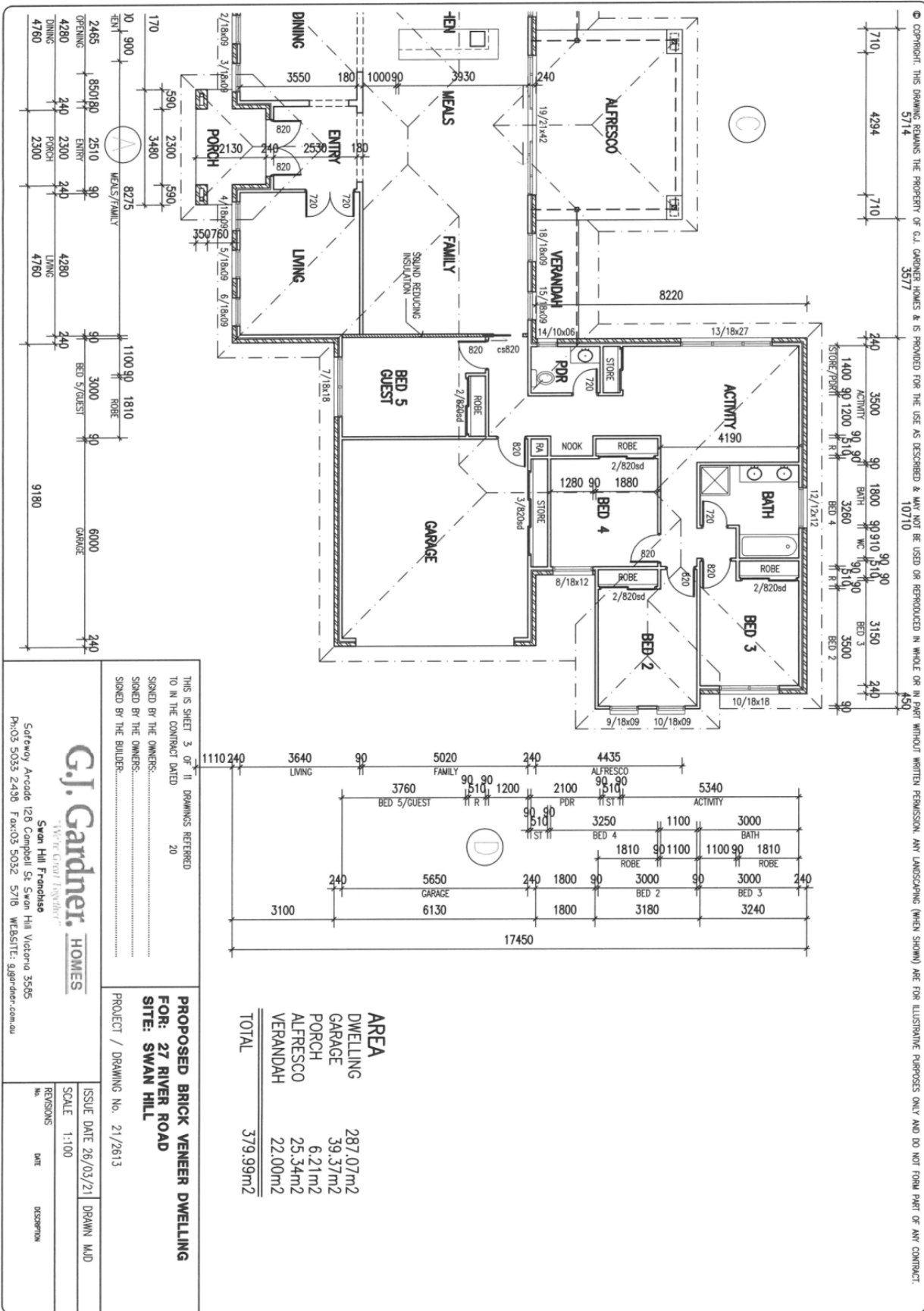
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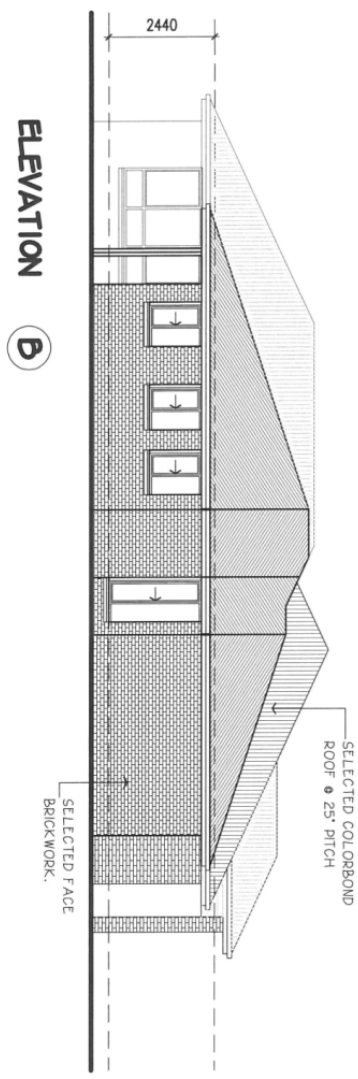
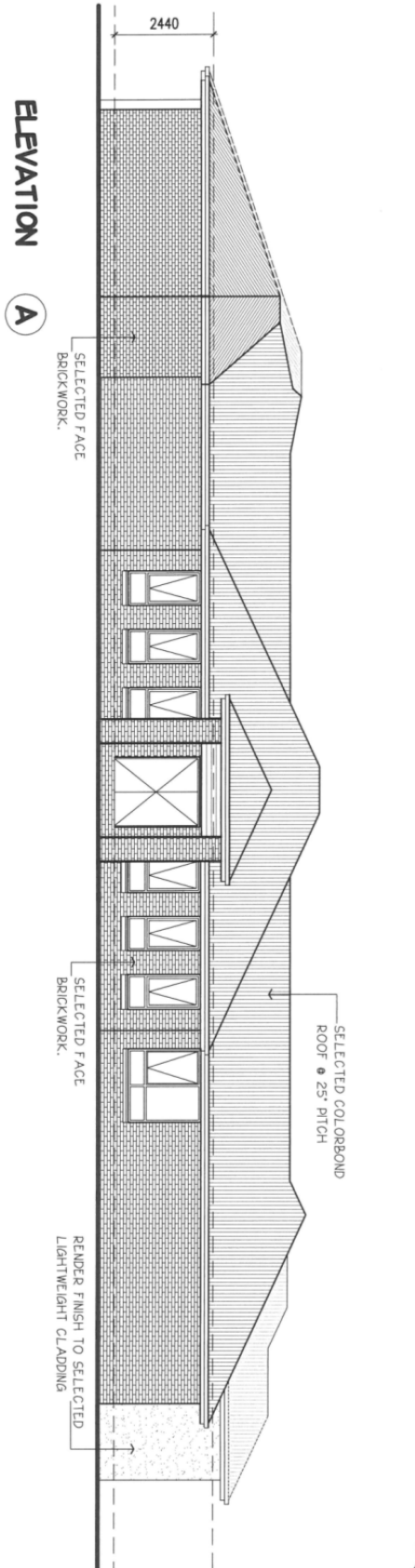
**PROPOSED BRICK VENEER DWELLING
 FOR: 27 RIVER ROAD
 SITE: SWAN HILL**

PROJECT / DRAWING NO. 21/2613

ISSUE	DATE	BY	DESCRIPTION
SCALE	1:100		DRAWN MJD
REVISIONS			
No.		DATE	DESCRIPTION







CONTROL JOINTS AS PER ENGINEER'S DESIGN

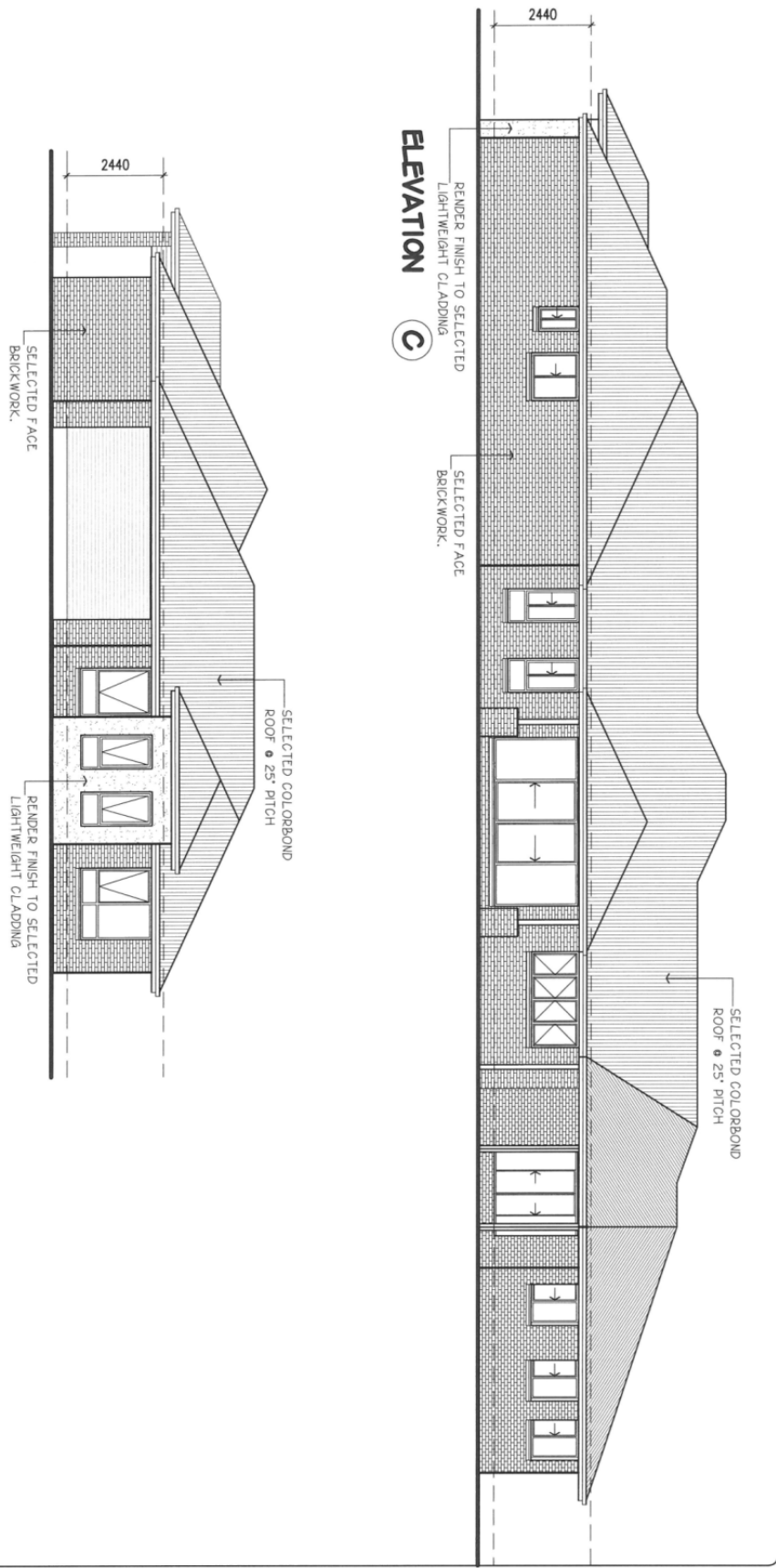
ELEVATIONS

G.J. Gardner. HOMES
"We're Great Together"
 Swan Hill Franchise
 Safeway Arcade 128 Campbell St Swan Hill Victoria 3595
 Ph:03 5033 2438 Fax:03 5032 5718 WEBSITE: ggardner.com.au

ISSUE DATE	26/03/21	DRAWN	MJD
SCALE			
REVISIONS		DATE	DESCRIPTION

THIS IS SHEET 4 OF 11 DRAWINGS REFERRED TO IN THE CONTRACT DATED 20
 SIGNED BY THE OWNERS
 SIGNED BY THE ENGINEER
 SIGNED BY THE BUILDER

PROPOSED BRICK VENEER DWELLING
FOR: 27 RIVER ROAD
SITE: SWAN HILL
PROJECT / DRAWING No. 21/2613



CONTROL JOINTS AS PER ENGINEER'S DESIGN

ELEVATIONS

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 Safeview Arcade 128 Campbell St Swan Hill Victoria 3585
 Ph:03 5033 2498 Fax:03 5032 5718
 Website: g Gardner.com.au

ISSUE DATE	26/03/21	DRAWN	MAD
SCALE			
REVISIONS		DATE	DESCRIPTION

THIS IS SHEET 5 OF 11 DRAWINGS REFERRED TO IN THE CONTRACT DATED 20
 SIGNED BY THE OWNERS:.....
 SIGNED BY THE BUILDER:.....

PROPOSED BRICK VENER DWELLING
FOR SITE: 27 RIVER ROAD SWAN HILL
 PROJECT / DRAWING No. 21/2613



26 July 2021

PROP 62938
PM

SWAN HILL RURAL CITY COUNCIL
DX 31066
SWAN HILL VIC 3585
Attention: Julie Lunde

Dear Madam

OBJECTION

**PLANNING APPLICATION #2021-116
USE AND DEVELOPMENT OF A DWELLING IN THE FARMING ZONE
27 RIVER ROAD, SWAN HILL, LOT 2 PS 643888**

Receipt of the above application for a Planning Permit for the Use and Development of a Dwelling in the Farming Zone is acknowledged.

Lower Murray Water (LMW) advise that it **objects** to the granting of a permit for a Dwelling.

Lower Murray Water have purchased the land at 25 River Road Swan Hill (Reserve 1 PS 643888L). This land will be used for the future site of the Swan Hill Water Treatment Plant (WTP).

The land selected for the location of the future Swan Hill WTP was based upon many factors such as proximity to the Murray River (raw water source) and the existing Goulburn Murray Water pump station, the ability to easily connect back into Swan Hill urban reticulation and also importantly the proximity to neighbours. Knowing that the planning scheme did not allow for construction of dwellings within the farming zone on the size of lots surrounding the future WTP site was considered as part of site selection. Allowing a dwelling to be constructed within the farming zone, close to the future WTP would impact on the future design and distance of key infrastructure from existing houses, increasing the risk of impacting on amenity.

LMW is in the initial stages of commencing the rezoning process of 25 River Road to Public Utility Zone.

Mildura (Head Office)
T 03 5051 3400
741-759 Fourteenth Street
Mildura Victoria 3500
PO Box 1438
Mildura Victoria 3502
AUSDOC DX 50023

Swan Hill (Area Office)
T 03 5036 2150
73 Beveridge Street
Swan Hill, Victoria 3585
PO Box 1447
Swan Hill, Victoria 3585
AUSDOC DX 30164

Kerang (Area Office)
T 03 5450 3960
56 Wellington Street
Kerang Victoria 3579
PO Box 547
Kerang Victoria 3579
AUSDOC DX 57908

E contactus@lmw.vic.gov.au

lmw.vic.gov.au



ABN 18 475 808 826

All Emergencies
1800 808 830



Should you require any further information, please contact Lower Murray Water's Land Development Team on 03 5051 3400.

Yours faithfully

A handwritten signature in grey ink, appearing to read 'Stuart Mensch', written over a faint horizontal line.

**STUART MENSCH
MANAGER LAND DEVELOPMENT**



NCCMA Ref: NCCMA-F-2021-00944
 Council Ref: 2021-116
 Date: 10 August 2021

Julie Lunde
 Planner
 Swan Hill Rural City Council
 Po Box 488,
 Swan Hill Vic 3585

Dear Julie

Planning Permit Application No: 2021-116
Development Description: Single dwelling
Street Address: 27 River Road Swan Hill Vic 3585
Cadastral Location: Lot 2 PS643888, Parish Of Castle Donnington
Applicant: Roy Costa, Roy Costa Planning and Development

Thank you for your referral under Section 55 of the *Planning and Environment Act, 1987* dated 06 August 2021, and received by North Central Catchment Management Authority (CMA) on 06 August 2021, regarding the above matter.

North Central CMA, pursuant to *Section 56 of the Planning and Environment Act 1987*, **objects** to the granting of a permit on the following grounds:

1. *The proposal is not consistent with the objectives of the Victorian Planning Policy Framework (VPP) Clause 13.03-1S as the proposal is likely to increase the risk to life, property and community infrastructure to flood hazard. The policy identifies that any floodplain management manual of policy and practice, or catchment management, river health, wetland or floodplain management strategy adopted by the relevant responsible floodplain management authority should be considered. In July 2019, North Central CMA's Board adopted the "Guidelines for Development in Flood Affected Areas". These guidelines were released by the Department of Environment, Land, Water and Planning (DELWP) in February 2019 and provide an assessment framework and method to assist decisions on development in flood affected areas. As detailed in these guidelines, development should not intensify the harmful impacts of flooding. These guidelines identify that an appropriate depth of flooding for the subdivision of land and construction of a single dwelling is between 0.3 to 0.5 metres. The estimated depth of flooding at the location of the proposed dwelling in the event of a 1% AEP flood is up to 1.3 metres deep. This potential depth of flooding poses an unacceptable increase in risk to the life and safety of future occupants.*
2. *The proposal is not consistent with the purpose of the Land Subject to Inundation Overlay (LSIO) as the proposed development is not compatible with the flood hazard.*
3. *The proposal is not consistent with the decision guidelines in the Victorian Planning Provisions Practice Note 11 'Applying for a Planning Permit Under the Flood Provisions', in that:*
 - a. *It is likely to result in danger to the life, health and safety of the occupants due to flooding on the site.*
 - b. *It relies on low-level access to and from the site.*

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- c. *It is likely to increase the burden on emergency services and the risk to emergency personnel.*
- d. *It is likely to increase the amount of flood damage to public or private assets.*
- 4. *The incremental long-term effects of such developments. While a single development may not cause a significant change, the cumulative effect of several similar developments may be substantial.*

Advice to Applicant / Council

Flood levels for the 1 % AEP (100-year ARI) flood event have been declared for this area under provisions of the Water Act 1989. North Central CMA advises that in the event of a 1% AEP flood event it is possible that the property may be subject to inundation from Murray River. The declared 1% AEP flood level for the location described above is 67.9 metres AHD. The estimated depth of flooding on the above property is in the order of 0.5 metres to 1.7 metres deep. However, it is recommended that a licensed surveyor be engaged to determine the exact effect of the applicable flood level on the property.

North Central CMA advises that this property may be afforded protection by the Murray River levee from flood events up to and including the 1% AEP flood. The condition of these works is unknown and there is currently no formal arrangement for the management of these works. Therefore, this levee cannot be relied upon to provide protection from future flood events.

Should you have any queries, please do not hesitate to contact me on **(03) 5440 1896**.

To assist the CMA in handling any enquiries and the supply of further information, please ensure you quote **NCCMA-F-2021-00944** in your correspondence.

Yours sincerely

A handwritten signature in black ink that reads "Peter O'Toole".

Peter O'Toole

Waterways and Floodplain Officer

Cc: Roy Costa, Roy Costa Planning and Development

Information contained in this correspondence is subject to the definitions and disclaimers attached.





Attached: Definitions and Disclaimers

Definitions and Disclaimers

1. The area referred to in this letter as the 'proposed development location' is the land parcel(s) that, according to the Authority's assessment, represent(s) the location identified by the applicant. The identification of the 'proposed development location' on the Authority's GIS has been done in good faith and in accordance with the information given to the Authority by the applicant(s) and/or local government authority.
2. While every endeavour has been made by the Authority to identify the proposed development location on its GIS using VicMap Parcel and Address data, the Authority accepts no responsibility for or makes no warranty with regard to the accuracy or naming of this proposed development location according to its official land title description.
3. **AEP** as Annual Exceedance Probability – is the likelihood of occurrence of a flood of given size or larger occurring in any one year. AEP is expressed as a percentage (%) risk and may be expressed as the reciprocal of ARI (Average Recurrence Interval).
Please note that the 1% probability flood is not the probable maximum flood (PMF). There is always a possibility that a flood larger in height and extent than the 1% probability flood may occur in the future.
4. **ARI** as Average Recurrence Interval - is the likelihood of occurrence, expressed in terms of the long-term average number of years, between flood events as large as or larger than the design flood event. For example, floods with a discharge as large as or larger than the 100-year ARI flood will occur on average once every 100 years.
5. **AHD** as Australian Height Datum - is the adopted national height datum that generally relates to height above mean sea level. Elevation is in metres.
6. No warranty is made as to the accuracy or liability of any studies, estimates, calculations, opinions, conclusions, recommendations (which may change without notice) or other information contained in this letter and, to the maximum extent permitted by law, the Authority disclaims all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient or other person through relying on anything contained in or omitted from this letter.
7. This letter has been prepared for the sole use by the party to whom it is addressed and no responsibility is accepted by the Authority with regard to any third party use for the whole or any part of its contents. Neither the whole nor any part of this letter or any reference thereto may be included in any document, circular or statement without the Authority's written approval of the form and context in which it will appear.
8. The flood information provided represents the best estimates based on currently available information. This information is subject to change as new information becomes available and as further studies are carried out.

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628-634 Midland Highway, Huntly
PO Box 18, Huntly Victoria 3551

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1. Prior to commencement of works approved by this permit, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of this permit. The plans must be generally in accordance with the plans submitted with the application, but modified to show:
 - a) A vegetated screen along the southern boundary of proposed lot 1 for the length of the entire southern boundary. The vegetated screen is to have a minimum depth of 4 metres and is to consist of indigenous native species with adequate spacing.
2. The development and use allowed by this permit and as shown on the endorsed plans to accompany the permit shall not be amended for any reason without the prior written consent of the Responsible Authority.
3. Prior to the occupation of the dwelling, a vegetated screen as shown on the endorsed plan is to be planted, to the satisfaction of the Responsible Authority.
4. Prior to commencement of works, the owners of the land must enter into an agreement with the Responsible Authority and in accordance with Section 173 of the Planning and Environment Act 1987. The agreement must provide for:
 - a) The south abutting is subject to intensive water treatment uses.
 - b) The land and its occupants may experience off site effects, including noise, sprays and dust that may cause a loss of residential amenity.
 - c) Existing agricultural and rural uses in the area have a 'right to farm' or right to legally continue the use.
 - d) The size of the land cannot be further reduced through a future realignment of titles to below the minimum subdivision size for the zone that applied to the land when the subdivision took place.
5. Prior to the commencement of works:
 - a) Application must be made to the Registrar of Titles to register the Section 173 Agreement on the title to the land under Section 181 of the same Act. The owners must pay all costs (including Council's costs) associated with the preparation, execution, registration and (if later sought) cancellation of the Section 173 Agreement.
6. The materials to be used in the construction of the buildings and works hereby permitted shall be of non-reflective type, to the satisfaction of the Responsible Authority.
7. Prior to the occupation of the dwelling hereby permitted, the dwelling must be connected to a reticulated sewerage system or if not available, the waste water must be treated and retained on-site in accordance with the State Environment Protection Policy (Waste of Victoria) under the Environment Protection Act 1970 and to the satisfaction of the Responsible Authority.

8. Prior to the occupation of the dwelling hereby permitted, the dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire fighting purposes.
9. Prior to the occupation of the dwelling hereby permitted, the dwelling must be connected to a reticulated electricity supply or have an alternative energy source to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the building(s), the permit holder must ensure that stormwater runoff from the development/site can be retained within the boundaries of the lot to the satisfaction of the Responsible Authority.
11. Prior to the occupation of the dwelling, the dwelling shall be fitted with a wastewater treatment and disposal system to a design approved Council's Environmental Health Officer and such that all effluent is disposed of within the boundaries of the allotment.

12. EXPIRY

This permit will expire if one of the following circumstances applies:

- a. The development is not commenced within two (2) years of the date of this permit.
- b. The development is not completed within four (4) years of the date of this permit.

In accordance with section 69 of the Planning and Environment Act 1987, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

B.22.17 COMMUNITY AND EVENT GRANTS POLICY REVIEW

Responsible Officer: Director Development and Planning
File Number: S12-25
Attachments: 1 Community and Events Grants Policy CPOL/
COMM805

Declarations of Interest:

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

Summary

This report is to update the Community and Event Grants Policy CPOL/COMM805 to reflect amendments that were implemented in 2021-2022 Community Grants round and make further improvements.

Discussion

The Community and Event Grants Policy guides the allocation of community and event grant funds, through Council's annual Community Grants Program.

It is proposed to update the Policy to conform with the changes made to the program in the 2021/2022 round. These changes were included in guideline documents that were made available to applicants.

Brief details of the amendments and further improvements are as follows:

- Expanded definitions regarding the eligibility criteria
- Clearer outline of what can and cannot be funded through the grant program
- Redefined assessment factors
- Clearer instructions regarding the pre-assessment and assessment processes
- Processes to inform decision making on earlier notification, funding amount allocation, rolled over, postponed and/or cancelled event/grants.
- Notification process for unsuccessful grants

A copy of the revised grants policy CPOL/COM805 is attached.

It is proposed that the Community and Event Grants Policy updates are adopted, to enable implementation for the 2022-2023 Community Grants Program round.

Consultation

Economic and Community Development Officers and Managers.

Financial Implications

Not applicable.

Social Implications

Council officers will have clearer guidelines to assist with determining applicant eligibility for the grant program.

Applicants will have a better understanding of what projects/events would be suitable for funding through Council's grant scheme.

Action may result in more Council-supported projects/events across our municipality.

Economic Implications

Clearer policy and procedure will assist with determining applicant eligibility and making more informed decisions regarding financial and/or logistical assistance.

More projects/events being supported will encourage community participation, visitation and economic growth.

Environmental Implications

Not applicable.

Risk Management Implications

If the event is held on Council owned or managed grounds the organiser must contact Council's Events Officer, so that the event can go through Council's Event Management Approval process which contains a risk management component.

Council Plan Strategy Addressed

Harmony - Communities that are safe, welcoming and inclusive.

Options

1. Council adopts the changes to the Community and Events Grants Policy CPOL/COMM805.
2. Council does not adopt the changes to the Community and Events Grants Policy CPOL/COMM805.

Recommendation

That Council adopts the amended the Community and Events Grants Policy CPOL/COMM805.

30/22 Motion

MOVED Cr Jeffery

That Council adopts the amended the Community and Events Grants Policy CPOL/COMM805.

SECONDED Cr Young

The Motion was put and CARRIED

Date adopted	March 2007
Last review	February 2022
Next review	February 2025
Responsible Officer	Economic Development Coordinator

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



POLICY TITLE COMMUNITY AND EVENT GRANTS POLICY

POLICY NUMBER CPOL/COMM805

1. PURPOSE

This policy provides guidance for the allocation of community and event grant funds to the community.

2. SCOPE

This policy applies to grants made by the Swan Hill Rural City Council (Council) to community groups and other organisations for the purpose of encouraging and supporting community, and event development within the municipality. This includes cultural, heritage, recreational and environmental activities aiming to improve community identity, pride, cohesion, and economic development opportunities.

The policy covers the administrative processes to facilitate the allocation of money set aside in Council's annual budget for community grants, scholarships and events.

3. POLICY

Grants will be considered for any project or program that complements the Council Plan, and enhances the health, wellbeing and/or economic benefit of the community.

The budget for the Community and Event Grants Program will be determined by Council annually and divided into the following categories:

- 3.1. Community Development Fund**– Funding for community groups and organisations to assist with projects, programs and activities.
- 3.2. Youth Endeavour Scholarship**– Funding to facilitate school students' transition out of secondary school.
- 3.3. Event Support Fund**– Funding for organisations and community groups to assist in the support and development of events in the municipality.

4. RELATED POLICIES/PROCEDURES/DOCUMENTS

Council Loan Support POL/CORP202

Community and Events Grants Policy CPOL/COMM805		
Version: 1.4	This document is uncontrolled when printed	Page 1 of 2

5. RELATED LEGISLATION

Nil

6. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	March 2007	Initial Release
1.1	December 2014	Review
1.2	May 2018	Review
1.3	September 2020	Review
1.4	February 2022	Review

Signed: _____ **Mayor** **Date:** _____

Date adopted	March 2007
Last review	February 2022
Next review	February 2025
Responsible Officer	Economic Development Coordinator

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



PROCEDURE TITLE **COMMUNITY AND EVENT GRANTS PROCEDURE**

PROCEDURE NUMBER **PRO/COMM805P**

ENABLING POLICY

Community and Event Grants Policy CPOL/COMM805

ENABLING LEGISLATION

Nil

1. PURPOSE

This procedure has been developed to facilitate an equitable basis for the provision of financial assistance and logistical support to community groups and organisations in order to stimulate the local economy, improve and support community pride, and develop cohesion within the community.

2. SCOPE

The procedure extends to cover the administrative processes to facilitate the allocation of monies set aside by Swan Hill Rural City Council (Council) in the annual budget under its Community and Event Grants programs. The procedure is limited to only those proposals that are eligible for funding under the criteria identified in the Grants and Funding Guidelines, and to the submissions received under that program during the grant opening period.

All applications for grants under the Community Development Fund, Youth Endeavour Scholarship or Event Support Fund must use the Community and Event Grants guidelines to apply for and acquit funds.

All grant recipients will be required to enter into an agreement with Council and submit the required documentation before any funds are distributed. Recipients must also provide evidence they have acknowledged Council's contribution to the project or event and complete the post event or project, Evaluation and Acquittal Report.

All applications will be considered on their merits and assessed against funding criteria, as set out in the Grants and Funding Guidelines.

Community and Events Grants Procedure PRO/COMM805P		
Version: 1.4	This document is uncontrolled when printed	Page 1 of 10

3. PROCEDURE

3.1. Responsibilities

Parties having responsibilities under this procedure are set out below:

- The Community and Event Grants Program falls under the authorisation of the Chief Executive Officer.
- The Director of Development and Planning shall be responsible for the implementation of the Community and Event Grants Procedure.
- The day to day operation of the scheme shall be the responsibility of the Economic and Community Development Manager.

3.2. Budget

- Council shall allocate an annual amount to the Community Development Fund, Youth Endeavour Scholarship and Event Support Fund programs.
- Council shall have the right to vary the base allocation.

3.3. Community and Event Grant Categories

The budget for the Community and Event Grants Program will be determined by Council annually and divided into the following categories:

- Community Development Fund
- Youth Endeavour Scholarships
- Event Support Fund

3.4. Advertising

An advertisement and/or media release, calling for submissions to the Community Development Fund and Event Support Fund programs shall be carried out no later than May each calendar year.

Advertising may take place through print, radio, on Council’s website and social media, with guidelines available to be downloaded from Council’s website.

Eligible schools will be contacted towards the end of each year to advise Council of their nominations for the Youth Endeavour Scholarship.

4. COMMUNITY DEVELOPMENT FUND

4.1. Applications

All requests for financial support will be managed through online applications to the Community Development Fund during the open period, unless under exceptional circumstances as ratified by the Director of Development and Planning. This process will provide Council with a consistent, equitable and transparent methodology to ensure the appropriate level of funding and/or support is provided to each applicant community group or organisation.

Community and Events Grants Procedure PRO/COMM805P		
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Applications need to be completed in full with any supporting documentation included at the time of submission. Applications that do not include all of the required information will be deemed ineligible. Late applications will not be accepted.

Funds are limited therefore not all applications may be funded or funded to the amount requested.

4.2. Eligibility

Community groups and organisations based within the municipality are eligible. Groups and organisations based outside the municipality, but with a project proposal delivering program services, activities or events to residents of the municipality are also eligible.

Funding will only be provided to community groups and organisations that comply with all the following statements:

- Operate within or provide services targeting residents within the municipality.
- Operate on a non-for profit basis.
- Have a formal legal structure or are auspiced by a community group or organisation that fulfil this requirement (i.e. incorporated or auspiced by an incorporated organisation).
- Provide access to Council residents either as members, participants or supporters.
- Ensure adequate legal and insurance requirements are met.
- Operate for the benefit of the community.

Funding will not be provided for the following:

- Individuals, religious groups and for profit commercial enterprises.
- Projects that are the responsibility of other agencies or government departments.
- Projects for capital works that are completed on private property. However, projects that are to be carried out on properties that are heritage listed are exempt.
- Recurrent operating or maintenance costs associated with day-to-day operations.
- Salaries, where the salary forms part of the organisation's usual responsibility (not including instructor or tuition fees).
- Projects that have already been completed or for costs that have already been expended.
- Projects that are clearly a duplication of an existing service, program, project or event.
- Projects that request financial assistance for catering.
- Groups or organisations that are in debt to Council.
- Groups or organisations that support gambling activities.
- Multiple/recurrent applications from a community group or organisation.
- Projects that have received funding through other Council programs/sponsorship.
- Schools are ineligible to apply.

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Generally, funding will only be provided for applications that include:

- New or upgraded equipment essential to the operation of the community group.
- Structural repairs or minor upgrades to community facilities.
- Current OHS or risk management issues.
- New programs or activities within a community that improve social connectedness, physical or mental health and provide opportunities for community participation in social, learning or civic activities.
- Projects or activities that have broad community benefit or support specific high-need groups.
- Projects that promote local sustainability initiatives, create proud community spaces and promote responsible water use and conservation.
- Protection, conservation and restoration of heritage items and assets.
- Projects that support the development of the group or organisation, by providing opportunities to share skills, encourage participation and increase club capacity.

Groups/organisations can also submit an application to the Event Support Fund, however submissions must comply with eligibility criteria for that funding stream.

Groups/organisations who have outstanding acquittals are INELIGIBLE to apply for future rounds of funding until their acquittal has been received and approved by Council, unless exceptional circumstances outside of the applicants control deem it to be appropriate.

4.3. Evaluation

A committee chaired by the Chief Executive Officer, or their delegate, shall be responsible for the assessment of applications for funding under the Community Grants Program and making recommendations to Council for the allocation of grant funds. The committee will consist of two nominated Councillors and relevant Council Officers.

Prior to the committee meeting the relevant Community Development Officer shall be responsible for preparing a preliminary review of each application to assess eligibility.

Each application is assessed on its merits, through a weighted evaluation process, with the following factors taken into account:

- Does the project support community development and resilience?
- Does the project represent value for money?
- Will the project add to the sustainability of the applicant group/organisation?
- Is there alternate funding source(s) available?

Other considerations:

- Does the project engage local businesses?
- Will the project be completed and acquitted within the financial year of the receipt of funds?
- Does the application include a cash contribution from the group/organisation?
- Has the project budget been completed correctly with the required quotes provided?
- Has the group/organisation previously received funding through the Community

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Grants Program? If yes, was the project completed and acquitted correctly?

Recommendations from the panel are presented to Council for approval at the July scheduled meeting of Council. Applicant organisations will be advised in writing of the grant amount within 14 days.

Groups/organisations will be required to enter into a signed agreement with Council and will be able to claim the approved funding upfront.

Unsuccessful applicants will be formally advised in writing, and be provided with the opportunity to receive feedback regarding their application.

If a funded project can't be completed as outlined in the application or within the prescribed timeframe, the applicant must submit a variation proposal. Approval must be obtained from Council before proceeding.

In the exceptional circumstance that a project cannot proceed within the financial year it received funding for, Council may approve one roll over until the end of the subsequent financial year with the same contractual agreement in place.

Should the project not be completed within this extended timeframe, due to circumstances outside the organisations control, the applicant must formally notify Council in writing and provide evidence of any project expenditure. This information will enable Council to make an informed decision regarding the amount of grant funds which must be returned to Council.

If the unspent funds are not returned as requested, it will affect future applications for funding.

5. YOUTH ENDEAVOUR SCHOLARSHIP

The Youth Scholarship Program is to assist school leavers who endeavour to undertake further education, jobs, training and career opportunities.

Scholarships at \$500 each will be on offer to the following secondary schools in the municipality:

- 2 x Swan Hill College, Swan Hill
- 1 x St Mary MacKillop College, Swan Hill
- 1 x Manangatang P12
- 1 x Clontarf Robinvale
- 1 x Clontarf Swan Hill
- 1 x Swan Hill Flo Campus
- 2 x Robinvale College
- 1 x Glenvale School

The scholarship is to aid students to take the next step after leaving secondary school and may fund, but is not limited to the following items:

- Education and training fees, books and uniform
- Purchase of a vehicle, driving lessons, licence fees
- Tools and equipment

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5.1. Eligibility

Secondary school students completing year 12 or leaving school to complete an apprenticeship, TAFE course, work full time or similar are eligible to apply.

5.2. Criteria

- A student who has worked hard and who has aspirations to complete further training, study or pursue career opportunities after secondary school eg. Traineeship, TAFE, job, University.
- A student who may require financial assistance to take the next step after secondary school.
- Schools are to provide Council with a 'student brief' outlining who the successful student is and why they should receive the scholarship.
- A student can not to have received another student scholarship.

5.3. Acknowledgement

- The Mayor or Councillor is to be provided the opportunity to present the scholarship to the successful student.
- Schools are to provide a minimum of four weeks' notice of the successful recipient and date and time the scholarship is scheduled to be presented.
- Schools are to acknowledge Swan Hill Rural City Council as the sponsor of the Swan Hill Rural City Council Youth Endeavour Scholarship in any media or presentation/awards nights. The Council logo is also to be used where the opportunity exists such as in media, presentation/award nights (eg: Corflute signs/banners and/or booklets, social media).

5.4. Opening and Closing Dates

- Schools are to coordinate the scholarship timelines.
- The allocated number of scholarships for each school (outlined above) can be claimed only once per financial year.

5.5. Grant Claim

- Schools will be provided scholarship funds after the receipt of a tax invoice and a student brief.

6. EVENT SUPPORT FUND

All requests for logistical support and event sponsorship will be managed through applications to the Event Support Fund during the open period, unless under exceptional circumstances as ratified by the Director of Development and Planning. This process will provide Council with a consistent, equitable and transparent methodology to ensure the appropriate level of funding and/or support is provided to each applicant organisation or community group.

All applications must be lodged online. Applications need to be completed in full with any supporting documentation included at the time of submission.

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Applications that do not include all of the required information will be deemed ineligible. Late applications will not be accepted.

Council support may consist of:

Logistical Support (In-kind)

Provide information or advice, provision of signage, traffic management, park/reserve preparation, cleaning, etc.).

and/or

Event Sponsorship (Financial)

Provide financial assistance to eligible applicants that satisfy the funding criteria.

If the event is held on Council owned or managed grounds the organiser must contact Council's Events Officer, so that the event can go through Council's Event Management Approval process.

6.1. Eligibility

This policy applies to any community group or profit-based organisation that wishes to stage an event within the Swan Hill Rural City Council municipality. Support will be considered for events that meet at least one of the following criteria:

- Are new or emerging events.
- Have the ability to have strong economic and/or social benefit to the region.
- Promote growth, encourage visitation to the region and innovation.
- Promote and encourage participation across all sectors of the community.
- Celebrate diversity.
- Reduce the isolation of individuals and groups within a community.
- Are inclusive and accessible to all members of the community, including youth and older persons.
- Demonstrate partnerships with other local groups and individuals.
- Existing events that have been funded for more than three years will have to show new or innovative elements to continue to receive funding.

Successful funding through the event category does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing events.

Organisations or community groups can apply for:

- Community Events (up to \$1,000 per application)
- To support community events, including one-off or regular celebrations, which generate community participation in the Swan Hill Rural City Council area.
- Minor Events (up to \$2,000 per application)
- Major Events (up to \$5,000 per application)
- To assist in conducting events which generate tourism activity.
- To assist in conducting special events which generate significant tourism activity and provide an increased public profile for the Swan Hill Rural City Council.

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In exceptional circumstances the panel may recommend that an event receive more than the above maximum allocations.

Groups/organisations can submit multiple applications to the Event Support Fund but each submission must be for a different event. Groups/organisations can also submit an application to the Community Development Fund, however submissions must comply with eligibility criteria for that funding stream.

Groups/organisations who have outstanding acquittals are INELIGIBLE to apply for future rounds of funding until their acquittal has been received and approved by Council, unless exceptional circumstances outside of the applicants control deem it to be appropriate.

Funding will be provided to organisations/groups that satisfy all of the following:

- Have a formal legal structure or are auspiced by a community group or organisation that fulfil this requirement (i.e. incorporated or auspiced by an incorporated organisation)
- May have limited capacity to raise funds.
- Are located within the municipality and primarily serve residents of the Swan Hill Rural City Council, or are located outside the municipality but provide an event that primarily impacts upon Swan Hill Rural City Council residents and visitors (evidence of this service may be required).
- Ensure adequate legal and insurance requirements are met.
- If previously funded by Council, have satisfactorily fulfilled all requirements regarding financial acquittal and reporting.

Meeting the eligibility criteria is not a guarantee of funding. The decision made by Council is final. Council will not be responsible for any expenses incurred as a result of an applicant's anticipation of successful funding.

Funding will not be provided for:

- Events that have already commenced or been completed, unless Council's prior written consent has been received.
- Recurrent operating or maintenance costs for day-to-day operations.
- Salaries, where the salary forms part of the organisation's usual responsibility.
- Events which have already been held, or for costs that have already been expended.
- Events that are clearly a duplication of an existing event.
- Events that have a political or religious purpose and objective.
- Events that are deemed to be inappropriate or offensive.
- Cash prizes.
- Events or activities that benefit a single person only.
- Events that have received funding through other Council programs/sponsorship.
- Organisations that support or the intended purpose of the event promotes gambling or alcohol, drugs, or tobacco use.
- Schools are ineligible to apply.

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6.2. Evaluation

A committee chaired by the Chief Executive Officer or their delegate shall be responsible for the assessment of funding and logistical support applications under the Event Support Fund and making recommendations to Council for the allocation of grants. The committee will consist of two nominated Councillors and relevant Senior Council Officers.

- A preliminary review of each application is completed by the authorised officer to assess eligibility.
- Eligible applications are evaluated by an assessment panel comprising of Senior Council Officers and two nominated Councillors.
- Recommendations are made based on the panel's decisions.

Each application is assessed on its merits, through a weighted evaluation process, with the following factors taken into account:

- Economic benefit to the region (particularly in regard to local businesses).
- Social benefit to the region (contribution, alignment with tourism objectives, ability to boost region's profile, opportunities to engage with or showcase our cultural, arts, sporting or leisure elements).
- Growth and innovation (event format, attendance, economic impact, skills and learnings)

Other considerations:

- Events that engage local businesses will be looked upon favourably.
- Events that foster social and economic development which increases knowledge and awareness, and engages community members in meaningful participation and involvement in community life.
- Events that are striving towards sustainability (i.e. without Council support) and can create long-term benefits for the community.
- Applications that include a cash contribution from the group/organisation, will be looked on favourably.
- Project budget has been completed correctly, with income equalling expenditure.

Recommendations from the panel are presented to Council for approval at the July scheduled meeting of Council. Applicant organisations will be advised in writing of the grant amount within 14 days. In exceptional circumstances an organisation or community group may require earlier notification and this request must be approved by the panel.

Groups/organisations receiving Event Support Fund grants will be required to enter into a signed agreement with Council. Groups/organisations who receive financial support will be able to claim the funding upfront. Logistical Support does not get claimed.

Unsuccessful applicants will be formally advised, provided a reasoning for the outcome and will be offered the opportunity to inquire further.

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If the event is unable to proceed in the format and time frame initially planned due to further restrictions or other unforeseen circumstances, applicants must submit a variation proposal. Approval must be obtained before proceeding with the event.

In the exceptional circumstance that an event cannot proceed within the financial year it received funding for, Council may approve one (1) roll over until the end of the subsequent financial year with the same contractual arrangements in place.

Should the rolled over event be unable to be held within this extended time frame, due to circumstances outside of the organisers control, the applicant must formally notify Council in writing and provide evidence of pre-planning expenses. This information will enable Council to make an informed decision regarding the amount of grant funds which must be returned to Council.

If the unspent funds are not returned as requested, it will affect future applications for funding.

7. REPORTING

A report will be provided annually to Council describing the successful recipients of funding, the use made of the funds and the community benefit.

A report on the distribution of the funding and outcomes will form part of Council’s Annual Report.

8. RELATED POLICIES/PROCEDURES/DOCUMENTS

- Council Loan Support POL/CORP202
- Grants and funding guidelines
- Community Grants Funding Agreement

9. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	March 2007	Initial Release
1.1	December 2014	Review
1.2	May 2018	Review
1.3	September 2020	Review
1.4	February 2022	Review

Signed: _____ CEO Date: _____

B.22.18 PUBLIC ART POLICY

Responsible Officer:	Director Community & Cultural Services
File Number:	S04-25-01
Attachments:	1 Public Art Policy POL/CULT704 2 Public Art Plan

Declarations of Interest:

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

Summary

This report provides the reviewed Public Art Policy for consideration and adoption, and details on Council's first Public Art Plan, which will guide the operational process of public art development and installation.

Discussion

During the development of major infrastructure projects, Council has the opportunity to encourage the incorporation of public art. Public art has been acknowledged as important to community health and wellbeing, stimulating comment and interpretation amongst community members. Public art is also increasingly designed with a practical purpose such as seating, shade and lighting, or into streetscape redevelopments.

This Policy allows Council, where possible and appropriate, to support community initiatives to create public artworks. The development of capital works or programs of significant cost could also incorporate public art in design with cross-departmental consultation.

The Policy enables the operational Public Art Plan and provides Council with the necessary rights of approval prior to procurement of any public art, and the Asset Management principles to plan for the lifetime of public art pieces.

The Public Art Plan provides Council officers with a best practice management plan for the key principles of consultation, engagement, commissioning, and conservation. Central also to the plan is the need for artistic excellence, consideration of placement, financial opportunities and conservation needs.

Consultation

A Public Art Policy has been in place since 2017, and the draft Plan was developed during 2019-2020 by the Regional Art Gallery and Economic and Community Development teams, and other internal departments of Council such as Engineering, Asset Management and Parks and Gardens, with expert external advice. Previously, the Public Art Policy was presented for discussion and feedback provided by Councillors and the Executive Leadership Team.

Financial Implications

While indicative contribution figures may be provided as a guideline for consideration in major projects, it is anticipated that procurement and installation costs associated with public art are included where possible in project scoping, and that ongoing maintenance costs are budgeted and planned for appropriately.

Social Implications

The value of public art to community health and wellbeing is well documented, and large complex master plans such as the Riverfront are likely to create opportunities for elements of public art in their design.

Economic Implications

The design and installation of public art can assist local artists in showcasing their skills, providing opportunities for positive economic outcomes. Recent examples have also shown the increase in skills developed by local tradespeople in the construction and installation.

Environmental Implications

Where possible, public art will comply with relevant environmental requirements and in most cases is likely to complement the natural and built environment.

Risk Management Implications

All risk management issues will be identified and managed on a case-by-case basis.

Council Plan Strategy Addressed

Harmony - Communities that are safe, welcoming and inclusive.

Options

- 1. Council may endorse the draft Public Art Policy and note the Public Art Plan as presented,**
- 2. Council may modify the draft Public Art Policy prior to adoption,**
- 3. Council may decide to not adopt the Policy.**

Recommendations

That Council:

- 1. Adopt the Public Art Policy as presented.**
- 2. Note the Public Art Plan for operational use.**

31/22 Motion

MOVED Cr McPhee

That Council:

- 1. Adopt the Public Art Policy as presented.**
- 2. Note the Public Art Plan for operational use.**

SECONDED Cr Jeffery

The Motion was put and CARRIED

Date Adopted	July 2017
Date Reviewed-current as at	March 2022
To be Reviewed	March 2025

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



POLICY TITLE **PUBLIC ART POLICY**

POLICY NUMBER **POL/CULT704**

PURPOSE

To provide direction for the development of public art for Council and the community.

SCOPE

This applies to all departments of the Council.

DEFINITION

Public art is art in any media that has been planned and executed with the intention of being staged in the physical public domain, usually outside and accessible to all.

POLICY

Council acknowledges the importance of public art to community health and wellbeing and actively supports the concept. Development of capital works or programs of significant cost will incorporate public art in design with cross-departmental consultation.

Where possible and appropriate, Council will support community initiatives to create public artworks.

Council will provide clear guidelines for community members and Council departments wishing to initiate public artworks by means of a Public Art Plan.

Council will consider the integration of public art into Council-sponsored streetscape projects and other projects as directed by Council.

Public art will be creative, enriching the natural and built assets of the municipality and reflect its unique character, history and future aspirations.

The Public Art Plan provides guidelines for the lifetime of public art.

RELATED POLICIES / DOCUMENTS

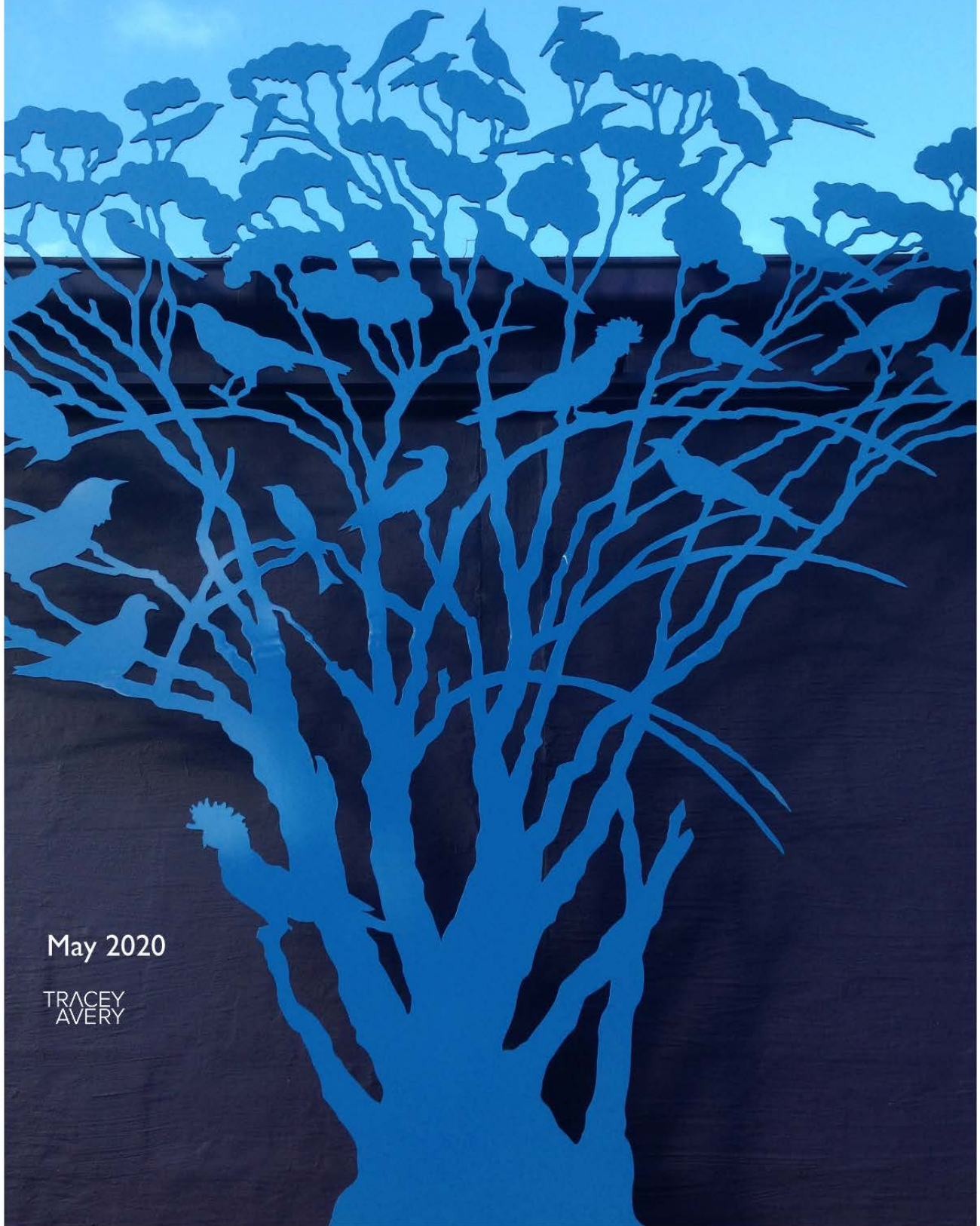
Nil

RELATED LEGISLATION

Nil

Signed: _____ **Mayor** **Date:** _____

Swan Hill Rural City Council - Public Art Plan



May 2020

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Cover image [Artist: Judy Holding, photographed August 2019.]

Text: Tracey Avery, May 2020 and conservation advice by Caroline Kyi, Kyi Conservation. Images: Tracey Avery 2019, except where others acknowledged.

Tracey Avery
BSc (Hons) DipAGMS PhD AMA GAICD

Arts and Heritage Consultant

PO Box 308
Flemington
Victoria. 3031
Australia

E: frontofhouse@traceyavery.com

ABN: 15 684 611 515

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Swan Hill Rural City Council – Public Art Plan, FINAL DRAFT, May 2020

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4

Introduction

The Swan Hill Rural City Council acknowledges the traditional custodians of the land in which we live, and pays its respects to their elders, past and present.

The Swan Hill Rural City Council (COUNCIL) is undertaking a range of projects across the municipality incorporate public art into new developments and improved streetscapes in Swan Hill and rural townships. Plans include the implementation of plans for the Swan Hill Riverside Park, including the provision of a new building for the Swan Hill Regional Art Gallery and a number of public artworks for the Riverside Walk. Community plans also highlight the growing importance of public art to provide unique identities, local pride and added tourism interest to small rural towns.

The purpose of the Swan Hill Rural City Council Public Art Plan is to provide Council with the framework for future planning and decision-making around the commissioning, siting, and long-term management of a public art program.

1. Plan purpose

The Plan is to be endorsed by COUNCIL as a basis for establishing a comprehensive public art program, with a governance and funding model that will enable Council to deliver and maintain an on-going collection of public artworks. The current Plan includes a proposal to commission the initial stages of the programs with funding identified up to 2025.

2. Framework for public art program

The framework is based on a review of the existing public art policy, current public and community artworks in public places in the municipality, and a number of public art strategies of regional and rural local government areas in Australia.

2.1 Existing policy and practice

[existing collection, public art policy and management, acknowledging community support and funds put into existing collection]

2.2 Proposed policy and practice

Considerations for an appropriate future public art policy include:

- Ensure the retention the Council's recognition of the importance of having a public art program, including a 'percent for art' scheme;
- Provide for a method of governance and management that will deliver new public art, via a Public Art Committee;
- Link policy to a more comprehensive Public Art Plan, instead of a Public Art Asset Management Plan;
- Retain a Councillor link to the governance model, while adding representation from areas of Council with responsibility for each aspect of a successful long-term program;
- Ensure dedicated funding for the 'percent for art' program.
- Provide a long-term view to collection management and conservation. Benefits include reducing conservation associated costs and establishing a strong cultural pedigree for the public art program

Based on these considerations, a revision of COUNCIL's current Public Art Policy is given in Appendix I.

2.3 Governance model

The governance model proposed is a Public Art Committee which has the following features:

- The revised Public Art Policy provides a governance framework which includes the formation of a Public Art Committee;
- Committee chaired by the Director of the Swan Hill Regional Art Gallery;
- Responsibility for complying with the Public Art Policy and for delivering this Public Art Plan;
- Committee has designated positions created to cover areas with key responsibility for:
 - Works (COUNCIL)
 - Regional Arts Victoria (coinciding with the co-funded position of Creative Arts Facilitator)
 - Asset management (COUNCIL)
 - Planning (COUNCIL)
 - Community planning (COUNCIL)
 - Councillor representative (COUNCIL)
 - External member with arts industry expertise
 - External member with tourism industry expertise
- All public art commissions to be managed through, and signed off by, the Committee with identified funding sources and completed checklist of project principles and asset management requirements.
- All permanent public art commissions to include review of early design concepts by a qualified materials conservator

2.4 Funding models

A sustainable public art program that delivers and maintains the condition of high-quality artworks requires on-going, dedicated funding. The key aspects of funding the public art program are as follows.

3.4.1. Public Art Fund

A dedicated Public Art Fund (the 'Fund') is recommended to be created to hold short and long term funds for capital and conservation work, and to capitalise on strategic opportunities to extend the range of projects where public art may be included. The Fund will allow:

- contributions from grants and donations, and private and public partnership projects;
- development contributions where specific arrangements have been agreed around private developments which opt to incorporate the 'percent for art' policy (see section 3.4.2), and

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contributions have been determined through Council's Development Assessment calculations of the construction value of the project.

3.4.2. 'percent for art' policy

Designated 'percent for art' projects will have a minimum % amount towards public art. Under this scheme, developers and COUNCIL are required to commit a % of the total project cost to approved public art. For example, 1-5% of the capital project budget; allocating 50% of the resulting amount for commissioning and a further 25% for maintenance, and 25% for long-term specialist conservation.

To ensure public art projects are viable for the fair payment of artists to design and construct works, the 'percent for art' policy could have a range of thresholds as a guide:

Project Value	'percent for art'
\$100,000 - \$500,000	5% (\$5,000 - \$20,000)
\$500,001 - \$1,000,000	3.5% (\$17,500 - \$35,000)
\$1,000,001 - \$5,000,000	2% (\$20,000 - \$100,000)
Over \$5,000,000	1% (from \$50,000)

3. Public Art Development Guidelines

Guidelines for managing a public art program and commissioning new works are based on a review of Australian and international best-practice guidelines. To achieve a COUNCIL collection of distinctive public artworks,

Working with Council staff and based on community plans, there are many types of artworks that could contribute to a distinctive collection of public artworks:

- mosaic murals
- mural art (painted)
- screens and fences – pierced or printed with patterns, symbols or scenes – as stand-alone artworks or attached to built structures
- figurative sculpture
- solar-powered light works

Beyond free-standing artworks, there are opportunities to consider the potential to commission a public artist when COUNCIL is building or refurbishing infrastructure such as:

- Public facilities – privacy and shade screens
- Shade structures, covered walkways
- Picnic shelters
- Street seating
- Signage
- Power poles
- Bollards

These opportunities provide advantages, including:

- works such as murals will bring Swan Hill, Robinvale, and small towns into the networks of existing public art trails in Victoria and beyond;
- the evocative experiences of 'light and shade' stand out as a distinctive feature of the region – trees along the river, the Pioneer Settlement night-time experience of sound and light, and shading devices attached to buildings.

Examples of Australian and international public artworks are included at Appendix 2 as inspirations for future works.

Swan Hill Rural City Council – Public Art Plan, FINAL DRAFT, May 2020



4.1 Key principles

Key principles	Explanation of principles
Cultural principles	
Diversity of stories and voices	Respects and is inclusive of diversity -
Curatorial themes are developed for each commission, specific to the location of the new work	<p>New works consider broad themes which reflect local experiences and aspirations, and are developed through talking with and listening to community. The themes below can be used to stimulate ideas inspired by the place, the community and the history of Swan Hill region. They offer opportunities for a diverse range of creative developments that are not limited to a location, but rather informed by many locations.</p> <p>Themes may explore local perspectives on:</p> <ul style="list-style-type: none"> • River to land • Sustaining life • Growing community • Meeting places • Networks and routes • Connecting past and future • Local knowledge • Traditions and innovations
Artistic principles	
Best-practice commissioning	<p>The commissioning of high-quality art that achieves:</p> <ul style="list-style-type: none"> • Innovation, originality, creative expression • Respects and actively engages with people, place and context • Contributes to the development of the art form • Remunerates arts workers fairly • Documents and provides for long-term care
Visual principles	
Siting and setting	Significant features around the site will frame the work; include site maintenance and protection considerations
Placement	A zone or area is identified for the opportunity – the specific siting of a work within the zone is confirmed during the commission process to ensure that the final work responds sensitively to its setting, and does not compromise other considerations.
Scale	Scale must be relevant to how the work is viewed by people –whether on foot or seen from road.
Visibility	As appropriate to the site, considering safety aspects if viewing from roadway, i.e., highly reflective pieces may not be permitted in certain situations.
Engagement principles	
Public engagement	Active involvement of community and on-going access to information about the works
Community consultation	<p>Communities consulted about possible locations and types of works through Community Place-making Plans;</p> <p>Artist commissions to include time for working with community members</p> <p>E.g., specific pieces can tie in with community events, commemorations, etc. that effect the community.</p>
Capacity building	Each project identifies capacity building opportunities for COUNCIL staff, artists and community representatives – building in skills transfer between more and less experienced participants

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Key principles	Explanation of principles
Tourism	Connects potential artwork to a new or existing trail experience Adds a new stopping point onto an existing art/heritage/tourism trail, e.g., Australia-wide silo and water towers with painted scenes https://www.australiansiloarttrail.com GrainCorp silo art trail – National Australian north-south/south-north route takes people through Swan Hill and Moulamein: http://www.graincorp.com.au/about-graincorp/siloart
Conservation principles/Asset management	
Construction techniques	Documented in an operations manual appended to asset register
Materials	Documented in an operations manual appended to asset register
Maintenance	Notes where local staff can maintain and where specialist is required. Design must factor in access for maintenance, gardening, irrigation, lighting/power at the site.
Financial	
Sustainable commissioning and management	Commission and long-term maintenance are pre-determined early in budget and design concept process

4.2 Draft commissioning process steps

Commissioning steps follow best-practice guidelines recommended by the National Association for Visual Artists (NAVA), and are drawn from *Public Art – Making it happen: commissioning guidelines for local councils (Public Art – Making it happen)*, developed by Arts SA. The full document should be followed broadly by the Public Art Committee, with variations to suit local circumstances over time. Note that NAVA is currently updating this guidance.

Commissioning public art is a time-intensive process. To respond to the nature of COUNCIL (small size but with high art-related skills and experience), one option is for Council to consider using a pre-approval panel model through an initial EOI process. The purpose of the panel is to undertake a transparent process to gain a pool of suitable public art and related design professionals who can be called on to deliver individual or groups of projects over a multi-year period. The initial EOI can focus on identifying individuals and companies who can meet the requirements for excellence in artistic achievement, working collaboratively with local communities, and meeting any other requirements deemed in line with the principles.

Creative industries by their nature, and in this case public art commissions, are a specialised field with highly individualised responses to briefs or requests for submissions. These situations may sometimes require management that requires flexibility within COUNCIL's Procurement Policy, where the range of competitive options may be limited. In these cases, identified artists' proposals and estimation of costs will need to be presented to the Executive Leadership Team by the chair of the Public Art Committee for approval and to ensure every effort is made to address procurement guidelines.

Stages of commissioning process
Project initiation and development

Stages of commissioning process
Artist brief
Contract
Artist selection
Design proposal
Maintenance schedule
Installation
Publicity
Launch
Project evaluation
De-accessioning (and accessioning) policy
Gifts and artwork proposals

A sample brief and contract are provided in *Public Art – Making it happen*. The example is based on a local government commission in parkland and can be easily adapted for projects across the municipality.

4. Site selections for public art commissions

One purpose of this Plan is to create a blueprint that will support a range of transformative developments across the Swan Hill municipality from 2020 to 2025, including the Swan Hill riverfront precinct and Riverwalk, the Robinvale riverfront precinct and small rural townships.

This section gives the list of locations identified, and guidance on how site conditions will be assessed, to ensure that the potential life-span and maintenance requirements are established for each site, prior to commissioning.

5.1 Locations

The following locations have been identified to provide significant opportunities for installations and activations within the wider Swan Hill region. An Implementation Plan 2020-25 is given in Appendix I.

Locations based within parks and along waterfront spaces:

- Swan Hill Riverfront including Riverside Park
- Robinvale Riverfront
- AN Lewis Park, Nyah
- Memorial Park, Piangil
- Lake Boga foreshore
- Boundary Bend Memorial Park

Locations based within existing road networks and pedestrian pathways:

- Swan Hill – McCallum Street
- Robinvale – Perrin/Robin Street
- Beverford – Murray Valley Highway
- Lake Boga - Murray Valley Highway
- Nyah West – Monash Drive
- Woorinen South – Station Street/community centre
- Ultima – Dillon street / sea lake road
- Manangatang – Wattle Street / Pool

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5.2 Assessing site conditions for potential public artworks

It is important to address the benefits and limitations of various site types and consider lighting/utilities, climate, topography, and exposure to sun, wind and water. Specific conditions will affect the ongoing conservation requirements of a work. Equally, different materials, and combinations of materials will be more or less robust in different sites. Rankings aim to streamline the selection process and make the most appropriate selection for a given location. Installing works is almost like matching a person with a home; the conditions and integration of the works have to be considered together. Each site would be assessed in conjunction with a proposal for a new work. This site information and ranking would be provided to artists and would be included in the asset management plan.

Conservation rankings for potential locations	Explanation
A	Highly supportive of long-term installation
B	Suited to long-term installation with more regular maintenance required
C	Suited to ephemeral installations

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Lisanne Gibson,

https://www.researchgate.net/profile/Lisanne_Gibson/publication/27244713_The_governance_of_heritage_significance_in_outdoor_cultural_objects_in_Queensland/links/5602970008ae3b544e3504b5.pdf?inViewer=true&disableCoverPage=true&origin=publication_detail

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Swan Hill Rural City Council, *Creative Strategy*, 2018-2022.

Swan Hill Rural City Council, *Lighting Strategy*, 2015.

Swan Hill Riverfront Masterplan Report, 2013

[Ref. for COUNCIL small town 'Milk Bar plans, 2019]

Acknowledgements

Swan Hill Rural City Council staff: Bruce Myers, Ian Tully, Felicity O'Rourke, Nathan Keighran.

Regional Arts Victoria: Kim Bennett.

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Appendix I - Swan Hill Rural City Council, Proposed Public Art Policy**POLICY TITLE: PUBLIC ART POLICY****POLICY NUMBER: POL/CULT704****PURPOSE**

To provide direction for the development of public art for Council and the community.

SCOPE

This applies to all departments of the Council.

DEFINITION

Public art is art in any media that has been planned and executed with the intention of being staged in the physical public domain, usually outside and accessible to all.

POLICY

Council acknowledges the importance of public art to community health and wellbeing.

Council actively supports the development of a public art program and the long-term management of a Council-owned public art collection. Council recognises that public art works and other items of outdoor cultural heritage may overlap and are best managed as a whole. Public art will be creative, enriching the natural and built assets of the Swan Hill municipality and reflect its unique character, history and future aspirations.

The Public Art Plan (the Plan) will provide comprehensive program guidelines and be administered within the Arts and Culture portfolio. The Plan will be a framework for the management of a public art program, including guidelines and policies for siting, funding, commissioning, conservation and maintenance, accessioning and deaccessioning for the lifetime of public art. The Plan will be underpinned by industry best-practice, following the nationally-recognised guidelines provided in the document '*Public Art – Making it happen: commissioning guidelines for local councils*', developed by ArtsSA.

The Plan will include a governance framework which ensures cross-departmental consultation, Council and community representation, plus clear responsibilities for the delivery of Plan. The governance framework designates the formation of a Public Art Committee, chaired by the Director of the Swan Hill Regional Art Gallery and include representatives in designated committee positions stated in the Public Art Plan. Positions cover areas with key Council responsibilities for community arts, asset management, planning, economic and community development, plus a Councillor representative, and a minimum of two external members with relevant public art experience.

Commissioning opportunities will be identified for Council-owned sites, and provide guidance on appropriate opportunities for the Public Art Committee to work with professional artists and community groups. Where possible and appropriate, Council will support community initiatives to create public artworks that meet the Plan guidelines.

Within the public art program, Council supports the development of a 'percent for art' policy. The 'percent for art' policy will provide project planning and funding mechanisms to allow for the incorporation of public artworks into Council. Development of capital works or programs of significant cost or significant opportunity for public benefit, including council-sponsored streetscape projects and other projects as directed by Council. The

Swan Hill Rural City Council – Public Art Plan, FINAL DRAFT, May 2020

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Public Art Plan will include threshold guidelines which meet minimum standards for the funding and long-term maintenance of permanent works.

Council will incorporate Public Art in design with cross-departmental consultation, co-ordinated/managed by the Public Art Committee.

RELATED POLICIES / DOCUMENTS

TBC - Swan Hill Rural City Council Public Art Plan 2020; Small Town Milk Bar Plans 2019.

RELATED LEGISLATION

Nil

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Appendix 2 - Implementation Plan 2020-25

The Implementation Plan draws on master planning exercises, including the small town 'Milk Bar' plans, and experience within Council of public art. The locations and opportunities suggests how a mix of distinctive art types could become the foundation of Council's public art program.

Key to shaded colours:

	Free-standing/figurative sculpture
	Solar light-based work
	Mosaic mural
	Painted mural
	Screen/fence

Site Location	Reference document, where applicable	Proposed opportunity
Swan Hill Riverfront Precinct	Swan Hill Riverfront Masterplan Report, 2013	Sculptural element
Robinvale Riverfront Precinct		Painted mural artwork on roof of Community Centre
Beverford	Community Placemaking 'Milk Bar' Plan 2019	Linked group of power pole artworks
Beverford		Central area at node of power poles has space to interpret or add larger free-standing artwork
Lake Boga	Community request	Silo artwork
Boundary Bend	Community Placemaking 'Milk Bar' Plan 2019; (#6 on map – area in front of garage/café opposite river park area)	Sculptural elements
Nyah	Community Placemaking 'Milk Bar' Plan 2019	[TBC]

Site Location	Reference document, where applicable	Proposed opportunity
Nyah West	Community Placemaking 'Milk Bar' Plan 2019	Renew Sculpture Circle elements (#8 on Milk Bar Plan, reserve opposite shop row currently filled with wire animals)
Nyah West	Community Placemaking 'Milk Bar' Plan 2019	Painted mural (#10 on Milk Bar Plan, shop row end wall facing highway)
Piangil	Community Placemaking 'Milk Bar' Plan 2019	Free- standing sculptural public artworks
Woorinen	Community request	Silo art – painted mural
Woorinen South	Community Placemaking 'Milk Bar' Plan 2019	Painted mural – water tanks (#1 on Milk Bar Plan,
Woorinen South	Community Placemaking 'Milk Bar' Plan 2019	Art fence (#11 on Milk Bar Plan, bordering railway line)
Ultima	Community request	Silo art – painted mural
Ultima	Community Placemaking 'Milk Bar' Plan 2019	Mural screen (#5 on Milk Bar Plan, Corner of Dillon and McClelland Streets)

Appendix 3 - Examples of inspiring public artworks

Images below are examples of works in the four categories which have been made by professional artists who are known to meet the artistic quality and regional/rural experience aims of the public art program.



Mural art (mosaic) Helen Bodycomb, World within, world without, Melbourne, 2010.
<https://helenbodycomb.com/portfolio/world-within-world-without/>



Mural art (painted), Top: 'Our Story' on Warnambool water tower, and bottom, 'Sea Walls', Cairns, Claire Foxton, 2018, Cairns photos by Yoshi Yanagita, <https://www.clairefoxton.com.au/>



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[Leo Villareal](#), 2013. San Francisco Bay Bridge, “using equipment developed by Philips Lighting. The artwork, which originally appeared in March 2013 as a two-year installation, will now permanently illuminate the San Francisco Bay’s night sky 25,000 Philips connected light points and an advanced cloud-based connected lighting platform to remotely monitor and maintain the lighting system.”
<http://applications.nam.lighting.philips.com/blog/index.php/2016/01/28/artist-leo-villareal-shines-a-permanent-light-on-san-francisco-with-led-lighting-from-philips/>



Brooke Andrew, ‘The Weight of History, The Mark of Time’, 2015, Barangaroo, Sydney.
<https://brookandrew.wordpress.com/2015/09/03/the-weight-of-history-the-mark-of-time-2015/>



James Tapscott, Transference, 2009, Lake Tyrell, Victoria. <https://studio-jt.net/transference-field/6xb03jpywjh18csjxedmuhn0biffq>



James Darling & Lesley Forwood, *Wall Work 5: from Kamojima to Kamojinja*, 2010, 13.5 tonnes Mallee roots, 1.9 x 24.0 x 1.7 m, at the 2010 Setouchi Triennale (Setouchi International Art Festival), Ogijima, Seto Inland Sea, Kagawa Prefecture, Japan – made with mallee roots from the artists' property in South Australia.
<https://www.darlingandforwood.com/2010-wall-work-5>

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James Darling & Lesley Forwood, *Malleefowl nest 8:Autumn*, 2001, *Empathy: Beyond the Horizon*, Taidemuseo, Pori, Finland. <http://www.darlingandforwood.com/2001-malleefowl-nest-8-autumn/>



m3architecture, Facade depicting Greek figure Sybil. Perforated panel by Tensile.
<https://www.tensile.com.au/project/the-womens-college-copper-panel-facade/>



Bruce Munro, Moon Harvest, Buckinghamshire, 2014, (temporary exhibition with projected light through hay bales). <https://www.brucemunro.co.uk/work/moon-harvest/>



Example of the annual Photoville Fence outdoor event (photos screen printed onto a canvas that can be tied to chain-link fencing, 2015, <https://madmimi.com/s/3110e5>)

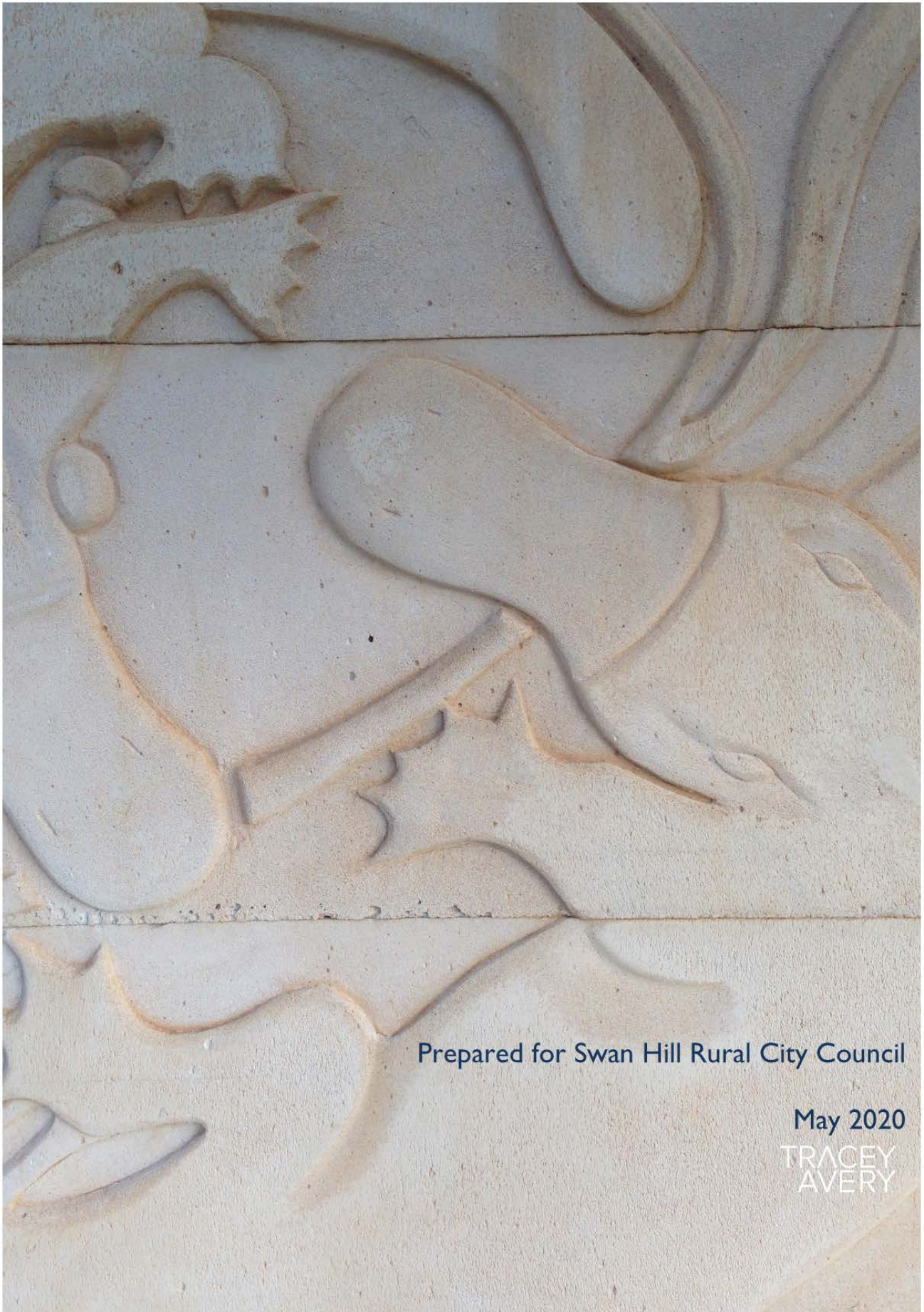


Martin Hill, 'What is Life?', 2009 Lake Wanaka, New Zealand. Artist statement: "...The sculpture uses life's universal organising principle known as tensegrity in its construction. None of the stems touch; they are held under compression by tension from the threads. It is in total dynamic balance and stress is distributed equally throughout the system. making it flexible and resilient – the same characteristics found in sustainable societies" . <https://martin-hill.com/work/sculptures/what-is-life>

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Martin Hill, 'Interdependence', 2010, Rusted steel links. Queenstown New Zealand.
<https://martin-hill.com/work/sculptures/interdependence/>



Prepared for Swan Hill Rural City Council

May 2020
TRACEY
AVERY

32/22 Motion

MOVED Cr McPhee

That Council resolve *en bloc* items B22.19, B.22.20 and B.22.21 as per the recommendations.

SECONDED Cr Jeffery

The Motion was put and CARRIED

B.22.19 COMMUNITY ENGAGEMENT POLICY AND GUIDELINES

Responsible Officer:	Director Corporate Services
File Number:	S16-25P-03
Attachments:	1 Community Engagement Policy 2 Community Engagement Guidelines

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 adopt the reviewed Community Engagement Policy and Community Engagement Guidelines.

Discussion

The Community Engagement policy and Community Engagement guidelines build on Council's current community engagement practice and have been developed in line with the requirements of the Local Government Act 2020.

The policy provides guidance to Council and staff on the intention of community engagement and compliance with the Act. The guidelines have been developed to provide more detail, examples and techniques to assist staff to carryout community engagement activities.

Both the Community Engagement Policy and Community Engagement Guidelines have been reviewed with minimal changes recommended.

A number of minor changes have been suggested:

- A small number of sentence changes in the policy and the guidelines
- Inclusion of Let's Talk as an example of engagement techniques

Consultation

Community Engagement & Communications Unit, Executive Management Team

Financial Implications

Not applicable.

Social Implications

The policy and guidelines support Council in its ongoing drive for good governance and the importance of open and transparent decision making, ensuring consistency and clarity when engaging with the community.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

The guidelines provide direction and information to Council and employees on the implementation of community engagement practices.

Council Plan Strategy Addressed

Leadership - Transparent communication and engagement.

Options

1. Adopt the attached policy and guidelines as presented.
2. Adopt the attached policy and guidelines with amendments.

Recommendation

That Council adopt the attached policy and guidelines as presented.

33/22 Motion

MOVED Cr McPhee

That Council adopt the attached policy and guidelines as presented.

SECONDED Cr Jeffery

The Motion was put and CARRIED

Date adopted	February 2021
Last review	March 2022
Next review	March 2026
Responsible Officer	Organisational Development Manager

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



POLICY TITLE **COMMUNITY ENGAGEMENT POLICY**

POLICY NUMBER **CPOL/GOV025**

1. PURPOSE

Swan Hill Rural City Council is committed to providing genuine and transparent opportunities for the community to participate in purposeful and planned community engagement processes to inform Council's planning and decision-making processes that affect, impact or interest them.

The purpose of this policy is to outline Council's approach to:

- create a consistent best practice approach to engagement;
- facilitate informed and sustainable decision making;
- improve information delivery and sharing; and
- promote a consistent inclusive and accessible approach to engagement.

2. SCOPE

The policy applies to Councillors, all Council officers, volunteers, consultants and contractors associated with Council and should be used to inform all stages of a community engagement process.

3. DEFINITIONS

Community: Includes individuals, groups of people, stakeholders, special interest groups, business groups, community groups and community organisations. A community can refer to a geographic location (community of place), a community of similar interest (community of practice) or a community of affiliation or identity (such as an industry or sporting club).

Community engagement: Community engagement is a planned process that supports public decision-making. It includes:

- Sharing information and providing updates
- Seeking feedback and gathering input
- Dialogue and deliberation

It is also sometimes referred to as public participation.

Council: Can refer to the Swan Hill Rural City Council as an organisation as well as the Mayor, Councillors, Administrators, Council staff, Executive Council Officers, consultants, and contractors working on behalf of the Swan Hill Rural City Council.

Community Engagement Policy CPOL/GOV025		
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International Association for Public Participation (IAP2):

The International Association for Public Participation (IAP2) is an international organisation dedicated to advancing the practice of public participation.

4. POLICY

Community engagement enables the public to participate in decisions that have an impact on their lives. Councillors will make decisions based on legislative requirements, the expert advice of Council officers and community inputs gathered through formal and informal engagement.

Council will:

- ensure that the purpose of community engagement is genuine and adheres to the principles of this policy;
- use the IAP2 Public Participation Spectrum to assist with selecting the level of participation;
- ensure there is consideration given to value for money, principles and scale of engagement required, in line with the IAP2 spectrum;
- ensure the information provided to the community is clear, easy to understand and accessible to all people;
- clearly communicate which aspects of the engagement are negotiable, and which are not negotiable;
- use various techniques and approaches to maximise public participation within reasonable timeframes;
- close the loop: inform the community about how their input has influenced the final outcome or decision; and
- undertake evaluation processes to learn from each community engagement experience to ensure continuous improvement of our consultation practices.

5. PRINCIPLES

Council's community and stakeholder engagement approach is guided by the five community engagement principles set out under Local Government Act 2020, including:

- a community engagement process must have a clearly defined objective and scope;
- participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement; and
- participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

Community Engagement Policy CPOL/GOV025		
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6. ROLES AND RESPONSIBILITIES

Councillors and all staff are responsible for the planning, design and delivery of community engagement suitable to the scope and scale of the issues, strategy or plan and in line with principles and commitments in this policy.

Strategies such as the Council Plan and Municipal Strategic Statement engagement may require establishing, or the use of advisory groups and steering committees or special one-off forums/conferences to be a part of appropriate engagement. Local issues including site specific master plans or specific issues such as emergency awareness may require specific engagement plans. This may include community forums, working groups, surveys or other engagement tools.

The Community Engagement Policy should be applied at the planning stage of any project or initiative, when a change in service, activities or infrastructure is considered, when an issue is raised and requires a decision or when more information or evidence is required. Engagement may be required at multiple stages within a project, program or development.

We will identify and manage community engagement activities associated with core business and projects approved in Council's budget. We will only consult on those aspects of core business that are negotiable and where the community can have meaningful input.

7. RELATED POLICIES/PROCEDURES/DOCUMENTS

POL/GOV017 Social Media Policy
 CPOL/GOV026 Councillor Code of Conduct
 CPOL/GOV003 Media Policy
 POL/CORP211 Privacy Policy
 POL/STAFF127 Staff Code of Conduct
 PRO/GOV025 Community Engagement Guidelines
 Customer Service Charter
 Communication and Engagement Strategy

8. RELATED LEGISLATION

Local Government Act 2020
 Local Government Act 1989
 Equal Opportunity Act 2010
 Disability Act 2006
 Privacy and Data Protection Act 2004
 Planning and Environment Act 1987
 Road Management Act 2004
 Multicultural Victoria Act 2011
 Subordinate Legislation Act 1994
 Public Health and Wellbeing Act 2008
 Charter of Human Rights and Responsibilities Act 2006
 Gender Equality Act 2020
 Public Administration Act 2004
 Child Wellbeing and Safety Act 2005

Community Engagement Policy CPOL/GOV025		
Version: 1.1	This document is uncontrolled when printed	Page 3 of 4

9. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	February 2021	Initial release
1.1	March 2022	Review

Signed: _____ Mayor Date: _____



Community Engagement Guidelines



Document information

Document type:	Guidelines
Document status:	Adopted
Responsible officer:	Organisational Development Manager
Approved by:	Council Resolution
Date adopted:	March 2021
Last review:	March 2022
Review date:	March 2026
Version number:	1.1
Related documents, policies, Procedures:	

Evidence of approval:

Signed by the Mayor

DOCUMENT HISTORY

Version number	Issue date	Description of change
1.0	March 2021	Initial release
1.1	March 2022	Review

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.

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Introduction

Interaction with our community is happening daily and in various ways and means. Community and stakeholder engagement is an essential part of significant project planning and decision-making. International research shows that the decision-making of governments is improved when communities are involved (Parvin 2018). It makes local government: respond better to the diverse needs of the community; design better services; and best of all, use the ideas of our community to respond to change. Community involvement in decision making builds trust in government as people become involved, they see themselves reflected in outcomes. A Community Engagement Framework has been developed to identify the extent and context in which the Swan Hill Rural City Council interacts with the community. These guidelines support the implementation of the Council’s Community Engagement Policy.

What is community engagement?

Community engagement is having conversations with people who are potentially impacted by Council decisions. It also involves discerning issues that are important to the community, or to groups within the community, in order to advocate to state and federal government and other bodies that have influence in our area. In our engagement we listen, we consult, we act and report back to our community.

Community engagement is a planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, or affiliation, or connected through issues affecting their wellbeing. The scope is broad with the focus on the collective, rather than on the individual. Engagement must be inclusive and accessible, reflecting the diversity that exists within our community.

Community engagement can take many forms and the International Association for Public Participation (IAP2) has developed the ‘IAP2 public participation spectrum’ to help groups define the public’s role in any public participation process.

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the community with information to assist them in understanding the problems, alternatives and/or solutions; to keep the community informed of the issue and decision.	To obtain input on issues, draft documents and/or decisions; to acknowledge and consider public concerns.	To work directly with the community to determine public concerns and opinions and ensure that these are directly reflected in the alternatives developed and decision made.	To work in partnership with the community on each aspect of the decision making process, including understanding of the issues, developing alternatives and identifying the solution.	To fully delegate control of the decision making process to the community; Council participates in this process as one of the stakeholders and works with the community to implement the decision.

Source: IAP2 – foundations for public participation

Why we engage

Community engagement is a collaborative process that connects Council with the community in a mutually beneficial sharing of new ideas, skills, knowledge, expertise and experience.

Effective community engagement has real benefits for both Council and the community, these include:

- better project and service delivery outcomes
- improved quality of policy being developed
- improved planning and service delivery
- more resilient relationship with the community
- enhancing reputation and meeting local needs
- increased understanding of community issues
- better shared partnerships and networks
- ability to deal with complex issues and emerging issues
- opportunities for a diversity of voices to be heard
- communities are able to identify priorities for themselves and own the solutions

When we engage

At a minimum, community engagement should take place when:

- Council resolves formally to engage;
- There is a requirement to understand the expectations, needs and priorities of the community; to help identify community needs that are not already known;
- Planning for the development of Council's Annual Budget and Council Plan;
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable;
- Community members have expressed an interest or could be interested in a plan or decision that is negotiable;
- Community input can enhance decision-making, project outcomes or future opportunities; or
- There is legislation, policy or agreement requiring community engagement.

In some instances, Council is legislatively and/or legally required to engage with the community. In these cases, we will treat the legally required level of community engagement as the minimum standard.

There are times when Council's level of engagement with the community and key stakeholders will be limited. In certain circumstances, Council will inform the community and stakeholders of Council's decisions and actions.

This includes times when an immediate resolution is required; technical or other expertise is required; an initiative involves confidential or commercial information; there are clear and defined legislative responsibilities that must be met; when council is developing or reviewing internal policies and procedures; when responding to an emergency; and where there is a risk to public safety.

Who we engage with

Council will engage with community and stakeholders that are impacted by/interested in a project or Council decision. This can include anyone who lives, works, plays, visits or has an interest in the Swan Hill Municipality.

For each engagement Council will identify the communities or stakeholders who are impacted and seek to engage with them to ensure Council has representative feedback to guide the project or decision making.

Stakeholders bring value to an issue such as: expertise, local knowledge, diverse perspectives or potential support. They also have a varying level of interest or influence, and this variation needs to be identified in the scoping phase of engagement planning.

How we engage

There is no one-size fits all approach to community engagement activities. A variety of methods and tools will be required to cater for the different purposes of engagement as well as the broad range of groups and individuals in the community.

Council recognises that no single model or formula fits all situations. The method, extent and depth of Community Engagement will vary according to the scope and scale of the issue, strategy or plan.

The International Association for Public Participation (IAP2) identifies and defines various levels of Community Engagement. The IAP2 spectrum in Figure 1 depicts these different levels and the promise to the participants you will engage with.

Appendix A provides a valuable list of techniques for assisting in the planning, implementation and evaluation of community engagement activities. This is not intended to provide an exhaustive list, but rather it offers a broad selection of techniques covering all types of engagement from 'inform' to 'empower'.

Figure 1: IAP2 spectrum

Inform	Consult	Involve	Collaborate	Empower
Provide balanced and objective information.	Seek feedback on alternatives and/or decisions.	Work directly with the community during the process to ensure needs is considered.	Partner with the community during each aspect of decision making.	Final decision making power sits with community.
Promise to keep community informed.	Promise to keep community informed, listen to issues & provide feedback as to how input affected the decision.	Promise to ensure aspirations are directly reflected in the alternatives and provide feedback as to how input affected the decision.	Promise to look to the community for advice and incorporate this advice into the alternatives.	Promise to implement what the community decides.
Example techniques				
<ul style="list-style-type: none"> Let's Talk Fact sheets Web sites Open days Public Notices 	<ul style="list-style-type: none"> Let's Talk Public comment Focus groups Survey 	<ul style="list-style-type: none"> Let's Talk Advisory committees Workshop Deliberate polling 	<ul style="list-style-type: none"> Let's Talk Citizen advisory committee 	<ul style="list-style-type: none"> Let's Talk Citizen juries Ballots Delegated decisions
Example of when this engagement level may be appropriate				
In the event of an emergency	Undertaking a survey on playground redevelopment	Seeking input from an Advisory Committee on sustainability initiatives and plans	Stakeholder led discussions on developing community vision key directions	Building capacity skills of small business employees through skills based training
Role of the Community and/or stakeholders				
Listen	Contribute	Participate	Partner	Lead

Deliberative engagement

Deliberative practices take place at the highest three levels of influence on the IAP2 spectrum, 'Involve', 'Collaborate' or 'Empower'.

Deliberative engagement allows for discussion and the possibility of consensus if needed. The key features of a deliberative process are to come to a decision after considering all information and prioritising and weighing solutions. By its very name, it requires a level of engagement that is measured, considered and has the involvement of others. Deliberation can be scaled to fit the size and impact of the project. Some projects may require skilled facilitators to ensure a fair and equitable process.

Examples of deliberative practices are

- working with advisory groups
- online proposals and ideas are discussed by a panel of community members
- participants are asked to consider and prioritise ideas
- a representative group participates in a series of sessions of information exchange in order to reach consensus.

Projects most suited to a deliberative approach include those where the outcome will have a far-reaching or long-term effect, and issues where there is considerable community concern or division about the alternatives.

Participatory engagement

Participatory practices take place at the first two levels of influence on the spectrum, 'Inform' and 'Consult' and involve one-way information exchange either from Council to community or community to Council.

Participatory engagement typically occurs when feedback is invited on ideas, alternatives or draft documents.

Examples of participatory practices are

- Surveys
- Polls, ideas gathering
- Submissions

Participation at this level can be very broad, including by stakeholders who choose to track the project but offer no direct input.

Submissions process

Members of the community have a right to make submissions on matters relevant to the activities and projects of Council under a number of Acts, including the Local Government Act 1989 and the Planning and Environment Act 1987.

Council will continue to follow any prescribed process in relation to the public's right to make a submission.

Statutory requirements

Some elements of community engagement are directed by statutory requirements.

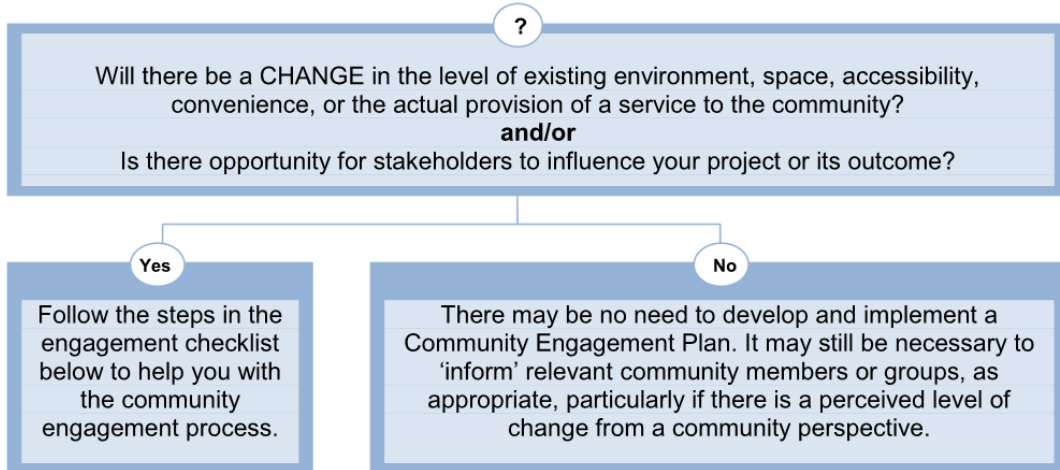
Under the Local Government Act 2020 Council has a statutory obligation to develop a long-term Community Vision, Financial Plan and Asset Plan, as well as a four-year Council Plan.

Under the Public Health and Wellbeing Act 2008 Council has a statutory requirement to develop a four-year Municipal Public Health and Wellbeing Plan.

Council will meet its statutory obligations by ensuring the community will have an opportunity to participate in the development of these plans.

How do you determine if you need to undertake community engagement?

Engagement is a planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, or affiliation and/or identify to address issues affecting their well-being. By linking 'community' to 'engagement' the scope and focus shift from the individual to the collective, with the associated implications for inclusiveness to ensure consideration is made of the diversity that exists within any community.



Other considerations

What is the broader context of the project or issue at hand? When determining whether or not Community Engagement is necessary, consider the following:

- Is there a history associated with the project or issue that may impact on the current situation?
- Does the project or issue have the potential to become highly politicised?
- Is there an opportunity to build or maintain a positive relationship through engaging proactively and openly with a section of the community?
- Is there a chance that there will be considerable public outrage if the community is displeased with, or feels no ownership over, the outcome?
- Do you need to take into account any relevant legislation?

As a guide, the lowest type of community engagement to be implemented is set out below:

Matter	Community engagement approach
Community Vision	Deliberative engagement
Council Plan	Deliberative engagement
Financial Plan	Deliberative engagement
Asset Plan	Deliberative engagement
Budget	Participatory engagement
Making of a Local Law	Participatory engagement
Acquiring or selling land	Participatory engagement
Other statutory and non-statutory plans, strategies or policies, service planning and capital works projects	Level to be selected depending on the complexity of the matter

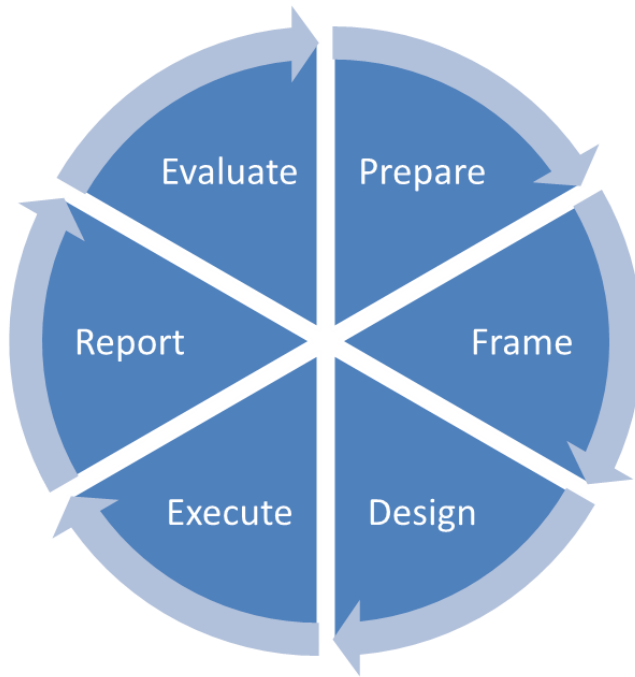
Roles and responsibilities for good practice engagement

Community	Mayor & Councillors	CEO & Executive	All Staff	Engagement specialists
Expect council to provide meaningful engagement opportunities	Lead engagement with the community on the development of the Council Plan and other key strategic documents	Champion CE principles and CE policy within the council in the deliberative practices	Plan, deliver and evaluate engagement including advising the community of the outcomes of engagement on council decisions	Provide expert advice for better engagement practice and outcomes
Become active citizens by participating in engagement opportunities	Enact the requirements of the Act by approving a CE policy that includes the CE principles and deliberative practices	Provide advice (advocate) to councillors on the requirements of the Act to embed CE principles and have a CE Policy including deliberative practices	Embed the Council's community engagement policy (including deliberative practices) into the way we work	Collaborate and share knowledge across council teams and build capacity of staff over time
Become well informed about the issue and listen to diverse perspectives before contributing	Set the strategic direction for Council as articulated from the community via the deliberation	Provide the authorising environment for staff to deliver effective engagement	Work collaboratively with other staff and share engagement data and learnings	Champion evaluation of engagement activities for continuous improvement and learning
Track council's follow-through on promises from engagement	Mayor has a leadership role on reporting the progress to the community (once per year on implementation of the Council Plan)	Be prepared to learn and adapt/develop the organisations deliberative approaches over time	Be prepared to learn and adapt/develop the organisations deliberative approaches over time	Be prepared to learn and adapt/develop the organisations deliberative approaches over time
Expect feedback on how engagement results have informed Council's decision making	Be willing and prepared to give some higher level of influence to the community for some key projects / issues / plans	Follow through on the 'Promises' made to the community about their level of influence for any given project / planning process		

Engagement Checklist

This checklist has been developed to promote and assist Council to implement good community engagement practice. It is based on the IAP2 Quality Assurance Standard.

The actions are divided into six stages including prepare, frame, design, execute, report and evaluate.



Stage 1: Prepare

Preparation is integral to developing a relevant, targeted, and successful engagement program that is tailored to the expectations and needs of persons and groups affected by the subject matter. A thorough understanding of the subject matter will set a strong basis for framing and design.

- Research and understand the context, scope and purpose of the Plan, Strategy or Project. Also conduct research into industry trends, best practice examples and drivers.
- Identify any legislative requirements including reporting and deadlines for the completion of the project.
- Review the Council Community Engagement Policy to understand the underlying approach, principles, and governance structures.
- Identify Council resources including human, equipment and technology that will be required to take part in the engagement program.
- Research current Council plans, strategies and projects that are interlinked to your project to ensure consistency.

Stage 2: Frame

Your engagement should have a robust framework, identifying key issues, internal and external stakeholders, and performance measures. Building your framework will increase transparency and the level of participation as you will have clarity of scope when discussing the engagement with participants.

- Convene a project control group including Council officers you have identified through your resources review and allocate responsibilities.
- Collaborate with the project control group to define the problem and articulate:
 - Issues that need to be addressed/answered/resolved
 - Elements that are negotiable & non-negotiable
 - Legislative requirements in relation to making the decision
 - Who the final decision maker is
 - The decision maker's ideal outcome
- Prepare a stakeholder analysis to identify internal and external stakeholders with an interest in the subject matter. Identify issues and the best communication channels for stakeholder groups.
- Conduct a risk assessment including identification of internal and external parameters.
- Determine the desired level of public participation, and the weighting their input will have on decision making.
- Set key performance indicators regarding level of engagement, satisfaction with engagement methods and outcomes of engagement.
- Confirm your engagement budget for the project.

Stage 3: Design

The design of your engagement plan brings together the key decisions you made in prepare and frame stages. How you design your engagement will impact the evaluation and reporting elements of the project.

- Extend the problem definition work already conducted. Consider the best way to seek input from the public including:
 - What is the purpose of the question?
 - Am I seeking data or more in-depth feedback?
 - What engagement tools will be most effective for the stakeholders I am seeking to engage?
 - How will I record the feedback?
 - Is this question understandable and free of jargon?
 - Is the question relevant and related to an aspect of the project that the community will influence through their feedback?
- Develop an engagement plan that is tailored to promote the inclusion, participation, and accessibility of stakeholder groups by:
 - Identifying engagement tools and techniques that will be used to maximise participation;
 - Considering a design thinking approach that outlines the phases and timeframes for key milestones including;
 - The release of information in a format that is easily accessible to stakeholders;
 - The rollout of engagement activities;
 - Providing feedback to the project control group, engagement participants and the community;
 - Dates for submission and approval of key documents;
 - Reporting requirements for key performance indicators;
 - Identify the resources that will need to be used at each stage of the engagement.
- Your engagement plan should be complemented by a communications strategy which outlines:
 - Deadlines for the provision of information to engagement participants, the project control group and decision makers;
 - Channels to communicate with potential participants (social media, newspaper advertisements, media releases, mailing lists, engagement platforms, webinars, seeking the assistance of stakeholder groups to distribute information);
 - How you are going to measure the reach and effectiveness of communication channels.
- Reach out to stakeholder groups and leaders to seek their input into the engagement design.

Stage 4: Execute

You have developed an engagement plan that has the objective(s), identified stakeholders and the best way to engage them – now put your work into action.

- Test any platform you will be using, particularly for online engagement. Develop comfort with its functionality and be sure to provide basic trouble shooting advice to participants.
- Consider occupational health and safety when you are packing, transporting, and setting up engagement activities. Also check if there are any permit or site-specific requirements to address.
- Conduct a pre-engagement brief with your engagement representatives. It is important that participants know that representatives are informed and understand the key issues that are affecting them. The briefing should also identify any potential 'hot topics' and provide representatives with the tools to discuss them in a constructive manner with the community.
- When talking with participants:
 - Acknowledge the scope of the engagement and any limitations or constraints;
 - Be clear about participant's level of influence in decision making;
 - Be open to new ideas, connections and partnerships that may be established through engagement;
- Ask questions that extend the thoughts and ideas of participants to test robustness. Don't be afraid to ask the 'what if' or 'have you considered' questions. And don't be afraid of answers that don't meet your own values;
- If you are unsure you have understood the input, check back in by rephrasing the participants' thoughts to make sure you understood them correctly;
- Remember, you do not have to provide a solution to every issue that is raised on the day. The important thing is to hear what a participant is saying and respond with authenticity and an open mind;
- Have a mechanism for referring issues that do not relate to the engagement that participants raise on the day. It is important to bring participants back to the subject at hand while giving them concrete pathways to follow up their other concerns.
- Take the time to pack down neatly.
- Conduct a debrief straight after the engagement to ensure you are able to identify key learning's and areas for further exploration or follow up.

Stage 5: Report

The purpose of this stage is to advise participants, stakeholders and decision makers about the findings of the engagement and how the input has been used to make decisions. This part of the engagement plan is often referred to as 'closing the loop'.

- Examine the findings of your engagement and determine:
 - Major themes from feedback;
 - Any data trends that are evident;
 - Any contrary views, what level of support they have, and how can they be compared to the support of major themes;
 - What projects, propositions or idea have strong or weak support;
 - Areas for further investigation;
 - Difference in feedback between demographics (gender, age, income, education);
 - Difference in the feedback offered by different townships and regions.
- Feedback the findings to participants, stakeholders and decision makers through mechanisms identified in your communications plan. Present the analysis in a format that is understandable to a broad audience, and provide an avenue for participants, stakeholders and decision makers to offer clarification if required.
- Record the analysis of engagement and articulate how it has been used in determining scope, content and direction of the piece of work.

Stage 6: Evaluate

Reflective practice allows us to refine and continually improve our practices. Evaluation is an important element of any engagement activity.

- Seek feedback from participants, stakeholders and decision makers about the process.
- Measure your progress against the KPI's you set during frame stage regarding level of engagement, satisfaction with engagement methods and outcomes of engagement.
- Ensure any changes in practice align with Council's continuous improvement mechanisms.

Appendix A: Matrix of techniques

Table 1 – Engagement techniques for INFORM level

Consider techniques	Always think it through	What can go right	What can go wrong
Printed materials <ul style="list-style-type: none"> • Fact sheets • Newsletter • Media advertising • Brochures • Issue papers • Letters • Media releases • Media conference 	<ul style="list-style-type: none"> • Keep it short and simple • Make it visually interesting and engaging but not too busy or slick • Proof-read all documents • Ask randomly selected staff members to trial material and provide feedback before distribution to the public • Use language that is inclusive and jargon free • Always include opportunities for comment and include reply paid forms or envelopes to encourage two-way communication • Explain public role and how comments have affected project decisions • Offer interpretation services 	<ul style="list-style-type: none"> • Can reach a large target audience • Public look for information in regular format e.g. newsletter, media column • Allows for technical and legal reviews • Written comments returned in reply paid format • Documentation of public involvement facilitated • Mailing list development 	<ul style="list-style-type: none"> • Distribution planning inadequate • Materials do not reach the mark • Materials not read • Limited capacity to communicate complicated concepts • Information misinterpreted
Displays <ul style="list-style-type: none"> • Council Offices • Libraries • Community centres • Shopping centre • Schools • Childcare centres 	<ul style="list-style-type: none"> • Establish regular sites if possible to build on community culture • Develop a distribution list • Make sure personnel at locations know what materials are about & where they are located & who to contact for further information • Consider electronic displays, eg. Touch screens, TV video loop presentations • Make sure materials are removed when past their use by date 	<ul style="list-style-type: none"> • Information is accessible to the public at relatively little cost • Public use the distribution locations to look for materials • Public visit Council facilities and may learn more about service provision • Public ask for further information at Council distribution sites 	<ul style="list-style-type: none"> • Distribution sites are overcrowded with information and the materials get lost among the collection of materials • There is no active promotion of the materials • Upkeep of information at sites is not well managed
Website Information directly into the household	<ul style="list-style-type: none"> • Needs to be visible and easy to navigate • Keep information updated 	<ul style="list-style-type: none"> • Capable of reaching a large audience at low cost • Popular information resource 	<ul style="list-style-type: none"> • People without access disadvantaged • Technical difficulties • Hard to navigate

Table 2 – Engagement techniques for CONSULT level

Consider techniques	Always think it through	What can go right	What can go wrong
Printed materials, displays, website	Refer to Table 1	Refer to Table 1	Refer to Table 1
Briefings <ul style="list-style-type: none"> • Council staff • Councillors • Technicians • Consultants • Key stakeholders • Community groups (including marginalised groups) 	<ul style="list-style-type: none"> • Keep it short and simple • Use clear, jargon free, inclusive language • Use easy to read diagrams and visuals that are consistent with the verbal and written content 	<ul style="list-style-type: none"> • Control of information/presentation • Opportunities to clarify misinformation • Reach a wider variety of people • Build community capacity • Evaluate & readjust approach 	<ul style="list-style-type: none"> • Some groups may be left out of briefings • Inaccurate information may be passed on to community • Expectations may be raised • Information may be used inappropriately
Mailed surveys / questionnaires / response sheets <ul style="list-style-type: none"> • Blanket distribution • Random distribution • Selected distribution 	<ul style="list-style-type: none"> • Surveys / questionnaires should be developed using specific guidelines and trialed before distribution • Collection and method of analysis to be considered and clarified • Level of engagement and parameters need to be clear 	<ul style="list-style-type: none"> • Can gather information from people other than those with special interest • Gather information from people who might not attend meetings • Can gather specific information • Statistically tested results have more credibility 	<ul style="list-style-type: none"> • Response rate can be poor • Communities over surveyed • Can be labour intensive • Questions may be misinterpreted • Results not trusted • Results not fed back to communities effectively
Technical Assistance Attendance at: <ul style="list-style-type: none"> • Briefings • Meetings • Workshops 	<ul style="list-style-type: none"> • Technical resource persons must be perceived as credible by communities • Ensure technical resource persons have access to information about the communities attitudes 	<ul style="list-style-type: none"> • Build credibility & address public concerns about equity • Facts in dispute can be debated and consensus reached 	<ul style="list-style-type: none"> • Resource availability may be limited • Technicians may not be prepared for working too closely with communities and may lack empathy with community concerns
Open house <ul style="list-style-type: none"> • Communities engage at their own pace in a comfortable environment • Drop in to individually to view plans, ask questions, give opinions, have an informal chat and a coffee, tea etc. 	<ul style="list-style-type: none"> • Be there when you say you are going to be • Consider the demographics of the area and time sessions accordingly • Greet people at the door and explain the format, provide comments sheet • Give people a task e.g. "good/bad" dots to place on the displays to record their preferences 	<ul style="list-style-type: none"> • Facilitates a wide variety of people • Break down perceived barriers • Fosters communication • More convenient for people • Engages people more effectively • Minimise aggressive approach to Council staff 	<ul style="list-style-type: none"> • Difficult to document public input • Agitators may stage themselves at each display • Usually more staff intensive than a meeting
Feedback Register <ul style="list-style-type: none"> • Resident pool for feedback 	<ul style="list-style-type: none"> • Check the register content is relative to your purpose 	<ul style="list-style-type: none"> • Gather input from a broad range of people 	<ul style="list-style-type: none"> • Register maintenance can be resource intensive

Table 3 – Engagement techniques for INVOLVE level

Consider techniques	Always think it through	What can go right	What can go wrong
Printed materials, displays, website, briefings, open house, information, technical assistance,	Refer to Tables 1 and 2	Refer to Tables 1 and 2	Refer to Tables 1 and 2
Focus Groups Use to test message with randomly selected people or to gain input to assist planning for engagement	<ul style="list-style-type: none"> • Clear tasks • Relevant representation • Skilled facilitation 	<ul style="list-style-type: none"> • Provides opportunity to test material • Verify prior assumptions • Raise unexpected additional benefits 	<ul style="list-style-type: none"> • Participants may feel restricted by the approach • May be perceived as exclusive • May be costly
Interviews <ul style="list-style-type: none"> • Face to face • Telephone 	<ul style="list-style-type: none"> • Be clear and open about the intent • Consider questions carefully to gather relevant information • Ensure effective information recording methods • Be inclusive • Be equitable 	<ul style="list-style-type: none"> • Gather clear understanding of public concerns and issues • Individuals feel inclined to provide input based on personalised format • Able to reach more people by varying timeframe for interviews 	<ul style="list-style-type: none"> • Can be very time consuming • Participants can take their issues out on the interviewer • Participants are tired of being interviewed on a range of issues and will not engage willingly
Workshops Commence with presentation and allow for interaction in small groups with feedback to larger group to bring all the information together at the end of the workshop	<ul style="list-style-type: none"> • Know how you plan to use public input before the workshop • How you are going to manage the group – rules for engagement • Use trained facilitators and give them clear instructions to ensure the aims of the workshop are achieved • How are you going to feedback outcomes of workshop to participants 	<ul style="list-style-type: none"> • Participants can use the opportunity to raise their concerns, needs, issues • Foster equity and credibility • Opportunity to hear the “silent” voices • Special interest groups get to listen to other voices • Unexpected additional benefits • Relational benefits 	<ul style="list-style-type: none"> • Small numbers of participants • Resistance to breaking up into small groups by some participants • Special Interest groups monopolise the workshop • Participants alter the agenda • Facilitators not impartial or not skilled enough to deal with some behaviours • Information session format used rather than workshop format • Feedback not recorded effectively
Field trips Tour of project site or comparable site for stakeholders, elected members, community groups, media	<ul style="list-style-type: none"> • Set up booking system to manage demand effectively • Make accessible to diverse groups • Provide itinerary/tour guide • Plan question/answer session • Plan refreshment break and provide water during the trip • Consider safety 	<ul style="list-style-type: none"> • Opportunity to develop rapport with stakeholders • Increase knowledge of issues and process for all involved • Unexpected additional benefits 	<ul style="list-style-type: none"> • Number of participants can be limited by resource availability • Intention can be misinterpreted • Project site may reveal unintended conditions • Aggrieved participant may take the opportunity to monopolise captured audience

Table 4 – Engagement techniques for COLLABORATE level

Consider techniques	Always think it through	What can go right	What can go wrong
Council Advisory Committees with specific focus	<ul style="list-style-type: none"> Chairperson needs to be engaging, clear and inclusive There needs to be formal mechanism for Advisory Groups to feed directly into Council's decision making process, otherwise it may be tokenistic The Terms of Reference and focus of Advisory Group need to be clearly defined Tasks/actions need to be outlined and carried out 	<ul style="list-style-type: none"> Potential for larger number of representatives on specific issues and increases representativeness Developing skills of larger number of people Detailed input can be gained 	<ul style="list-style-type: none"> Can be costly - providing necessary assistance to these groups so they can overcome any barriers to participation (e.g. may include need for interpreters, childcare, assistance for disabled, staff time for administration and support) Participants may misunderstand their role as advisors, not decision makers.
Community representatives on Council committees	<ul style="list-style-type: none"> Input is ongoing - this aids planning and other developmental processes Representatives, if they are not Councillors, are seen by community and Council as 'independent' Requires timely administration and individual liaison in particular the provision of minutes and reports to assist decision making 	<ul style="list-style-type: none"> Demonstrates Council's commitment to citizen participation in decision making If combined with support, can develop skills of representative so they can develop skills of people in their own community Opportunities to develop multi-sector partnerships e.g. public, private, Non-Government and community partnerships and bring together different resources, skills and energies to respond to priority issues in the community 	<ul style="list-style-type: none"> There is a limit to number of community representatives who can be on a committee, so they are not able to represent everyone Costly to develop skills of representatives Can be costly to provide necessary administration and assistance to overcome barriers to participation such as interpreters, bilingual workers, assistance for sensory disabled, childcare etc.

Table 5 – Engagement techniques for EMPOWER level

Consider techniques	Always think it through	What can go right	What can go wrong
<p>Mediation / negotiation / dialogue Designed to create shared meanings through effective listening and reflective questioning.</p>	<ul style="list-style-type: none"> Establish firm guidelines Ensure the role of the mediator / negotiator and participants are clear Seek commitment to the process 	<ul style="list-style-type: none"> Helps participants towards an understanding of others viewpoint Forward thinking approach sets new directions Win / Win outcomes Promotes accountability on both sides 	<ul style="list-style-type: none"> Can be difficult to identify who the parties are and who and what they represent Time and resource intensive Knowledge and skill base required to facilitate mediation / negotiation not acknowledged
<p>Citizen juries Group of citizens selected to learn about an issue and then examine the data by questioning decision-makers, technicians, and interested parties – all of who are witnesses to the process. The Jury makes recommendations based on their evaluation of the discussions.</p>	<ul style="list-style-type: none"> Ensure the sessions are managed by a skilled facilitator Be clear about how the results will be used Ensure a cross-section from the community Consider current levels of expertise of participants 	<ul style="list-style-type: none"> Great opportunity to develop deep understanding of an issue Positions of interest can shift Limitations and possibilities can be identified Can dispel misinformation Can build credibility Can provide unexpected benefits 	<ul style="list-style-type: none"> Group selection can be mistrusted Participants may not show up on the day Sessions can lose focus Cost can be extensive
<p>Design charrettes Sessions where participants become involved in the design of a projects features</p>	<ul style="list-style-type: none"> Plan how the design sessions will take place Provide clear information and guidelines for participants Provide clear parameters Provide technical support Provide opportunities to foster creative ideas 	<ul style="list-style-type: none"> Can create effective partnerships and working relationships with communities and individuals Can develop sense of trust for all concerned Can identify issues and concerns in early stages of projects Can result in improved outcomes 	<ul style="list-style-type: none"> Participants can be exposed to views and arguments from different backgrounds Special interest lobbying can be diffused Can develop capacity in communities Can provide unexpected benefits
<p>Deliberative polling Selecting people from communities to measure informed opinions. Essential elements required to ensure a democratic deliberative process are, influence, inclusion and deliberation (Carson, Hartz-Karp, 2005).</p>	<ul style="list-style-type: none"> Ensure a skilled facilitator is used Commit to full process Consider resources required and check against budget and hidden costs Aim for a cross-section of participants from communities Plan to develop capacity in communities 	<ul style="list-style-type: none"> Participants can be exposed to views and arguments from different backgrounds Special interest lobbying can be diffused Can develop capacity in communities Can provide unexpected benefits 	<ul style="list-style-type: none"> Mistrust of the organisers and unfamiliar process can hamper participation People do not have the time required to commit to the process Timeframes are unrealistic Agenda too ambitious or not specific enough

How we do it

Community engagement planning at Council sees expert teams working together across our organisation and utilising our broad relationships across our community.

Internally our staff can draw on our:

Communication and Engagement Team

The communication and engagement team:

- oversee these guidelines and build general staff's community engagement capability;
- are skilled at research methods, can help plan engagements and develop engagement tools;
- hold data on previous engagements and are constantly building knowledge on what the community tells us;
- oversee the evaluation of community engagements and advise Council on best practice;
- let our community know about opportunities to participate, and, provide feedback on the resulting decisions of Council; and
- oversee important communication channels to the community, such as our Community Newsletters and Social media platforms.

Advisory committees

These committees are made up of community members, leaders and experts interested in giving their time to help Council decision-making.

These committees can help our staff plan engagement, particularly in groups our traditional methods have not reached, such as young people, the Aboriginal and Torres Strait Islander community, and non-English speakers.

Staff across council

Relationship building is a key function of all Council business and Council staff maintain and build relationships and connections with communities, interest groups, cultural groups, and businesses.

Council staff provide a wealth of connection that can be drawn on for quality community engagement.

Resources and tools to support community engagement

Independent research

Community satisfaction and preferred methods of engagement are captured in regular independent research.

Council uses feedback from Local Government Victoria's annual community satisfaction survey, a survey that collects feedback about Council from randomly selected local community members, to compare our customer satisfaction ratings with other Victorian councils and benchmark our performance from year to year.

Communication channels

Council promotes opportunities to participate in community engagement activities through a range of communication channels including:

- [Let's Talk](https://letstalk.swanhill.vic.gov.au/)
- Swan Hill Rural City Council website <https://www.swanhill.vic.gov.au/>
- Community newsletters
- Social media including Instagram, Facebook and Twitter
- Print promotions such as letters, posters or flyers
- Drop in sessions, site visits and open days
- Focus groups, workshops and stakeholder briefing sessions
- Media releases and/or advertising

All communications must be in line with Council's Design and Writing Style Guide.

Engagement platform

Council's engagement platform captures all community engagement activities at a central location that our community can access 24/7. The platform has many tools to communicate content and collect feedback, enabling Council staff to craft unique and enjoyable experiences that inspire the community to engage with us.

Training

Staff undertake training to increase understanding of community engagement processes and tools, and to build capacity in order for staff to deliver sound community engagement activities.

Appendix B: References

Quality Assurance Standard, For Community and Stakeholder Engagement, (2015)
<https://iap2.org.au/resources/quality-assurance-standard/>
IAP2 – foundations for public participation

Rural Council Victoria (2020) Community Engagement – A guide to community engagement in rural and regional Victoria

Parvin P (2018) Democracy Without Participation: A New Politics for a Disengaged Era. *Res Publica*. February 2018, Vol 24, 1: 31–52. Available at:
<https://link.springer.com/article/10.1007/s11158-017-9382-1> Accessed November 2020.

Local Government Victoria

Local Government Act 2020

B.22.20 CIVIC RECEPTIONS, RECEPTIONS AND THE PROVISION OF THE HOSPITALITY POLICY

Responsible Officer: Chief Executive Officer
File Number: S16-25P-014
Attachments: 1 Civic receptions, receptions and the provision of the hospitality policy

Declarations of Interest:

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

Summary

The Civic Receptions, Receptions and the Provision of Hospitality policy is due for review. The review process to date has resulted in no change to the intent of the policy.

Discussion

This policy provides guidance and standards of Civic Functions, Mayoral Receptions and/or provision of hospitality.

Consultation

The Chief Executive Officer completed the initial review of the Travel by Councillors Policy, and the document was presented to the Executive Leadership Team on Monday, 7 March 2022.

Financial Implications

The budget includes funding to support the implementation of this policy.

Social Implications

The policy should enhance Council representation at civic functions, ceremonies, receptions and/or the provision of hospitality within the community.

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Nil

Council Plan Strategy Addressed

Leadership - Excellent management and administration.

Options

That Council adopt the Civic Reception, Reception and the Provision of Hospitality Policy as presented.

Or

That Council adopt the Civic Reception, Reception and the Provision of Hospitality Policy with amendments

Recommendation

That Council adopt the Civic Reception, Reception and the Provision of Hospitality Policy as presented.

34/22 Motion

MOVED Cr McPhee

That Council adopt the Civic Reception, Reception and the Provision of Hospitality Policy as presented.

SECONDED Cr Jeffery

The Motion was put and CARRIED

Date adopted	November 2008
Last review	March 2022
Next review	March 2025
Responsible Officer	Chief Executive Officer

Fully compliant with Victorian Charter of Human Rights and Responsibilities Act 2006
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POLICY TITLE **CIVIC RECEPTIONS, RECEPTIONS AND THE PROVISION OF HOSPITALITY**

POLICY NUMBER **CPOL/GOV014**

1. PURPOSE

This policy provides guidance for the approval and standards of civic functions, ceremonies, receptions and/or the provision of hospitality provided by Swan Hill Rural City Council (Council).

2. SCOPE

This policy applies to Council's CEO, Councillors, and staff involved in organising Civic and Mayoral Receptions.

3. POLICY

The provision of Civic, Mayoral or other formal receptions and hospitality is an important part of building relationships with other levels of Government and other appropriate authorities.

Council will, upon written request and at its sole discretion, provide a Civic Reception for visiting dignitaries. Council will consider providing Civic Receptions for:

- The Queen or her Heirs as the Sovereign of Australia
- The Governor-General
- The Governor of Victoria
- Federal or State Government representatives – Ministerial level and above
- Visiting delegations from Sister City relations
- Visitors of national or international significance
- Others as determined by the Mayor and CEO

Mayoral receptions may be provided for persons/organisations where recognition is considered appropriate but a full Civic Reception is not justified.

Requests for Civic Receptions will be handled in accordance with the Civic Receptions and the provision of Hospitality Procedure.

4. RELATED POLICIES/PROCEDURES/DOCUMENTS

POL/GOV009 Councillor Attendance at Functions

PRO/GOV014 Civic Receptions and the Provision of Hospitality Procedure

Civic Receptions, Receptions and the Provision of Hospitality CPOL/GOV014		
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5. RELATED LEGISLATION

Nil

6. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	November 2008	Initial release
1.1	January 2013	Review
1.2	May 2016	Review
1.3	February 2019	Review
1.4	March 2022	Review

Signed: _____ Mayor Date: _____

Date adopted	November 2008
Last review	March 2022
Next review	March 2025
Responsible Officer	Chief Executive Officer

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



PROCEDURE TITLE **CIVIC RECEPTIONS, RECEPTIONS AND THE PROVISION OF HOSPITALITY PROCEDURE**

PROCEDURE NUMBER **PRO/GOV014P**

ENABLING POLICY

Civic Receptions, Receptions and the Provision of Hospitality CPOL/GOV014

ENABLING LEGISLATION

Nil

1. PURPOSE

The purpose of this procedure is to outline Swan Hill Rural City Council's (Council) requirements for the provision of Civic Receptions, Mayoral Receptions and/or the provision of hospitality to visiting dignitaries and delegates.

2. SCOPE

This procedure applies to all Civic Receptions, Mayoral Receptions and other ceremonies hosted by Council for visiting dignitaries, delegates or suitable persons as agreed by the Chief Executive Officer (CEO) and the Mayor.

3. PROCEDURE

3.1. Requests for Civic Reception, Mayoral Reception or other formal ceremonies

Requests for Civic Reception, Mayoral Receptions or other formal ceremonies should be made in writing to the Mayor or CEO. The Mayor, in consultation with the CEO, shall have the discretion to determine whether a Civic Reception, Mayoral Reception or other formal ceremony is held.

Councillors should be advised of a request for a Civic Reception prior to final approval/denial, and the requesting party should receive a written response from Council within 14 days of Council receiving the request.

3.2. Civic Receptions

Civic Receptions are Council's most formal event and as such require formal invitations and a semi-formal dress code.

Civic Receptions, Receptions and the Provision of Hospitality PRO/GOV014P		
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A formal presentation to invited guest/s of honour, of some kind, would normally be made.

Civic Receptions are appropriate for visiting dignitaries such as:

- The Queen or her Heirs as the Sovereign of Australia
- The Governor-General
- The Governor of Victoria
- Federal or State Government representatives – Ministerial level and above
- Visiting delegations from Sister City relations
- Visitors of national or international significance
- Others as determined by the Mayor and CEO.

3.3. Mayoral Receptions

Mayoral Receptions are less formal and do not involve a major function or presentation. This type of function can be provided for persons and/or organisations where recognition is considered appropriate but where a full Civic Reception is not justified.

3.4. Function details

All function details relating to a Civic Reception, Mayoral Reception or other formal ceremony will be decided, and may be modified, at the discretion of the Mayor and/or CEO.

The date, time and invitation list shall include:

- current Elected Council Members
- Local Members of Parliament
- The Council CEO
- Representatives of relevant organisations and the community
- other employees as required

3.4.1. Venue

Civic receptions, Mayoral Receptions and formal ceremonies are to be held at the Town Hall, McCallum Street Swan Hill where possible and are to be given precedence where other internal bookings may occur.

3.4.2. Catering Provided

Civic Receptions and Mayoral Receptions will include a light supper and refreshments. Council is responsible for the provision of all refreshments.

Receptions are usually for an hour unless other arrangements are agreed to by the Mayor and Chief Executive Officer.

The provision of food would normally involve waiting staff serving finger food for the first 40 minutes of the event or a two-course sit down meal.

Preference will be given to locally sourced ingredients and where appropriate these will be identified on menus and promoted.

Civic Receptions, Receptions and the Provision of Hospitality PRO/GOV014P		
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3.4.3. Beverages provided

Orange juice, soft drink, water, light and mid strength beer, red and white wine will be provided.

Other beverages supplied are at the discretion of the Mayor and Chief Executive Officer.

4. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	November 2008	Initial release
1.1	January 2013	Review
1.2	May 2016	Review
1.3	February 2019	Review
1.4	March 2022	Review

Signed: _____ **CEO** **Date:** _____

B.22.21 TRAVEL BY COUNCILLORS POLICY AND PROCEDURE

Responsible Officer: Chief Executive Officer
File Number: S16-S25-02-013
Attachments: 1 Travel by Councillors Policy and Procedure

Declarations of Interest:

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

Summary

The Council policy and procedures concerning travel by Councillors has been reviewed. There have been no major changes to the intent of the document.

Discussion

Council has a range of policies that guide how the Council operate to deliver services and its dealings with the community. These policies are periodically reviewed to ensure they are still applicable.

After review, no major changes were made to the Travel by Councillors policy or procedure. Legislative references were updated to reflect the LGA 2020 with the repeal of the LGA 1989 and Local Government Regulations 2015.

Consultation

The Chief Executive Officer completed the initial review of the Travel by Councillors Policy, and the document was presented to the Executive Leadership Team on Monday, 7 March 2022.

Financial Implications

Nil

Social Implications

Nil

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Travel by Councillors is monitored and a register is maintained in accordance with Council's Public Transparency Policy.

Council Plan Strategy Addressed

Leadership - Excellent management and administration.

Options

That Council adopt the Travel by Councillors Policy and Procedure as presented.

Or

That Council adopt the Travel by Councillors Policy and Procedure with amendments.

Recommendation

That Council adopt the Travel by Councillors Policy and Procedure as presented.

35/22 Motion

MOVED Cr McPhee

That Council adopt the Travel by Councillors Policy and Procedure as presented.

SECONDED Cr Jeffery

The Motion was put and CARRIED

Date adopted	May 2009
Last review	March 2022
Next review	March 2025
Responsible Officer	Chief Executive Officer

Fully compliant with Victorian
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POLICY TITLE TRAVEL BY COUNCILLORS

POLICY NUMBER CPOL/GOV013

1. PURPOSE

The purpose of this policy is:

- To identify the conditions under which Swan Hill Rural City Council (Council) resources may be used for travel by Councillors;
- To ensure that Council complies with its statutory obligations.

2. SCOPE

- 2.1. This policy applies to all Councillors of Swan Hill Rural City Council.
- 2.2. This policy only applies if the Councillor uses Council resources for travel (including, but not limited to, a Council car, reimbursement of private car expenses, overnight accommodation, taxi fares, and airfares).
- 2.3. This policy applies where overnight accommodation is required, or private car expenses are claimed, irrespective of the total distance travelled.
- 2.4. Subject to (2.3) above, this policy does not apply if the total distance travelled is less than 500km.

3. POLICY

- 3.1. Travel by Councillors within the above-mentioned scope can only be undertaken if:
 - The travel has been approved in advance by the Mayor or CEO; or
 - A Councillor has made every reasonable effort to obtain prior approval but has not been able to do so.
- 3.2. The Mayor and CEO must not unreasonably withhold approval of travel by a Councillor.
- 3.3. Overseas travel by Councillors must be approved in advance by resolution of Council.
- 3.4. Overseas travel will only be by economy class unless the Councillor can demonstrate exceptional circumstances to justify business class travel.
- 3.5. In considering a request for travel by a Councillor, the Mayor and CEO must have regard to:
 - The purpose of the travel;
 - Other Council representatives that may be attending the same event;
 - Council's objectives as laid out in the Council Plan;

Travel by Councillor Policy CPOL/GOV013		
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- How the travel will benefit Council or the municipality;
 - The estimated cost of the travel, and any budget implications; and
 - The implications to Council of the Councillor not travelling.
- 3.6. If a Councillor’s request for travel is not approved by the Mayor or CEO, then the Councillor may appeal the decision at the next Ordinary Meeting or Assembly of Council.
- 3.7. Councillors’ private cars will be used as a last resort. Councillors and the CEO must make every endeavour to obtain a Council vehicle for travel. Reimbursement to a Councillor for the private use of a vehicle will only be approved by the CEO after all reasonable attempts to obtain a Council vehicle have failed.
- 3.8. Councillors must comply with the Travel by Councillors Procedure PRO/GOV013.
- 3.9. Councillors are encouraged to report their travel to Council either verbally or in writing.
- 3.10. In the case of overseas or interstate travel, Councillors must provide all of the necessary information to the CEO to enable compliance with the Local Government Act.

4. RELATED POLICIES/PROCEDURES/DOCUMENTS

POL/GOV004 Council Expenses Policy
 PRO/GOV013 Travel by Councillors Procedure

5. RELATED LEGISLATION

Local Government Act 2020 (VIC)

6. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	May 2009	Initial release
1.1	May 2014	Review
1.2	March 2019	Review
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Signed: _____ Mayor Date: _____

Date adopted	May 2009
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Responsible Officer	Chief Executive Officer

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PROCEDURE TITLE TRAVEL BY COUNCILLORS

PROCEDURE NUMBER PRO/GOV013

ENABLING POLICY

Travel by Councillors CPOL/GOV013

ENABLING LEGISLATION

Local Government Act 1989 (VIC)

Local Government (General) Regulations 2015 (VIC)

1. PURPOSE

The purpose of this procedure is to provide guidelines for Councillors when travelling at Swan Hill Rural City Council's (Council) expense.

2. SCOPE

This procedure applies to all Councillors of Swan Hill Rural City Council.

3. PROCEDURE

3.1. Approval in Advance

Requests for travel approval must be made on the Travel Form (Appendix 1) and submitted to the Chief Executive Officer (CEO).

The form must contain the following information:

- Intended dates of travel;
- Intended destination;
- Purpose of the travel;
- How the travel meets Council's objectives as outlined in the Council Plan;
- How the travel will benefit Council or the municipality;
- Estimated costs of the travel (including airfares, accommodation, conference fees, meals, taxis, private car reimbursement, etc).

3.2. Petty Cash Advance

Councillors may request a cash advance prior to travelling. Requests should be made in writing to the CEO.

Travel by Councillor Procedure PRO/GOV013		
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3.3. Reimbursement of Expenses

Reimbursement for reasonable out of pocket expenses by the CEO will be made after substantiation of expenditure including tax invoices and receipts in accordance with the Council Expenses Policy POL/GOV004.

Details of all expenses and receipts should be listed on the Councillors' Expense and Allowance Form, for reimbursement at the conclusion of the period of travel.

3.4. Availability of Register

In accordance with Council's Public Transparency Policy, the register of Interstate and Overseas Travel will be made publicly available.

Also, in accordance with s.40(2) of the Local Government Act 2020, Council must provide details of all reimbursements to the Audit and Risk Committee.

4. RELATED POLICIES/PROCEDURES/DOCUMENTS

- POL/GOV004 Council Expenses Policy
- Travel Form
- Councillors' Expense and Allowance Form
- CPOL/GOV023 Public Transparency Policy

5. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	May 2009	Initial release
1.1	May 2014	Review
1.2	March 2019	Review
1.3	March 2022	Review

Signed: _____ **CEO** **Date:** _____

APPENDIX 1

TRAVEL FORM

Name: _____

Intended dates of travel: From: _____

To: _____

Destination: _____

Reason for Travel: _____

How the travel will meet Council’s objectives: _____

Benefits to Council or the municipality : _____

Estimated Costs:	Airfares	\$	_____
	Accommodation	\$	_____
	Car Hire / Taxis	\$	_____
	Conference Fees	\$	_____
	Meals and Incidentals	\$	_____
	Reimbursement for Private Car use	\$	_____
	Other	\$	_____
	Total Cost	\$	_____
	Less Employee or Councillor contribution	-\$	_____
	Net Cost to Council	\$	_____

Signature: _____ Date: _____

Approved: Not Approved: Signed: _____ Mayor

Approved: Not Approved: Signed: _____ CEO

Approved: Not Approved: Signed: _____ Director/Manager

Please note: If overseas travel, attach a copy of the Council resolution if required.

Travel by Councillor Procedure PRO/GOV013		
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B.22.22 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER (CEO)

Responsible Officer: Chief Executive Officer
File Number: S18-14-05-001
Attachments: Nil.

Declarations of Interest:

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

Summary

Council's Acting CEO Ms Rosanne Kava will be taking leave from 28 March to the 8 April 2022. It will be necessary for Council to appoint a short term acting CEO for this period.

Discussion

Council received notice of leave from Ms Rosanne Kava Acting Chief Executive Officer commencing on 28 March 2022 and returning on 11 April 2022.

It is therefore suggested that Council appoint from within its directorship a person to be an Acting CEO from the 18 March 2022 to the 8 April 2022.

Each of the current directors employed by Swan Hill Rural City Council is capable of performing the job of Acting CEO and in fact, each has fulfilled that role during times of CEO leave.

Consultation

Not applicable.

Financial Implications

Salary cost for the acting CEO will be met from the Salary and Wages budget.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

The Local Government Act 2020 requires Council to appoint a CEO and an acting CEO when a vacancy arises or the CEO is unable to perform the duties of the office of the Chief Executive Officer. This resolution of Council will keep Council compliant with the Local Government Act 2020.

Council Plan Strategy Addressed

Governance and leadership - Effective and efficient utilisation of resources.

Options

Council may adopt or amend the recommendation.

Recommendations

That Council pursuant to section 44 (4) of the Local Government Act 2020 appoints one of the Directors of the Swan Hill Rural City Council to be a short-term Acting CEO commencing at 5pm on Friday, 25 March 2022 and continuing in that role until 5pm Friday 8 April 2022.

36/22 Motion

MOVED Cr Jeffery

That Council pursuant to section 44 (4) of the Local Government Act 2020 appoints Bruce Myers to be a short-term Acting CEO commencing at 5pm on Friday, 25 March 2022 and continuing in that role until 5pm Friday 8 April 2022.

SECONDED Cr McPhee

The Motion was put and CARRIED

SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION

C.22.3 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
1091	Occupancy lease- Paragon café main street pioneer settlement, Monash drive Swan Hill	Between Swan Hill Rural City Council and Belgravia Health and Leisure Group PTY LTD	15/02/2022
1092	Section 173 agreement for private infrastructure in Councils road reserve (irrigation Pipe) Happy Valley Landing road	Between Swan Hill Rural City Council and Grapeland PTY LTD	22/02/2022
1093	Contract of employment – Fixed term – Acting Chief Executive Officer	Between Swan Hill Rural City Council and Rosanne Kava	08/03/2022

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.

37/22 Motion

MOVED Cr McPhee

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

SECONDED Cr Young

The Motion was put and CARRIED

C.22.4 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.

38/22 Motion

MOVED Cr McPhee

That Council note the contents of the report with corrections for those Councillors on leave of absences.

SECONDED Cr Jeffery

The Motion was put and CARRIED

COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA**22 February 2022 at 12.30pm, Swan Hill Town Hall – Council Chambers****AGENDA ITEMS**

- Briefing on the “Building Better Regions Fund – Round 6”
- Use and Development of a Dwelling in the Farming Zone Affected by Land Subject to inundation overlay located at No. 27 River Road, Swan Hill
- Brief Discussion with Council at Assembly – Budget Process and Community Consultation
- Community Grants Policy and Procedure update
- IGA Shade Sails
- Community Engagement Policy
- Proposed MAV rule changes
- Our Place Budget update
- Local roads and community infrastructure fund (LRCI) Round 3

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

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

Leave of absence

- Cr Ann Young
- 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 (attended virtually)
- Kate Jewell, Planning Manager
- Warren Snyder, Finance Manager
- Ash Free, Financial Accountant
- Sarah Rogers, Economic Development & Events Officer/COVID Support Officer
- Karris Box, Development Support Officer
- Gulmira Akhipova, Graduate Engineer
- Felicity O'Rourke, Community Engagement and Communications Coordinator
- Dione Heppell, Construction Project Manager Regional Livestock Exchange Redevelopment

Other

- Nil

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
1 March 2022 at 9am, Swan Hill Town Hall – Council Chambers**

AGENDA ITEMS

- Presentation of Draft Budget to Councillors

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Bill Moar
- Cr Les McPhee
- Cr Jade Benham

Leave of Absence

- Cr Ann Young
- Cr Stuart King

Apologies

- Cr Nicole McKay
- Cr Chris Jeffery

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

- Nil

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
8 March 2022 at 9am, Swan Hill Town Hall – Council Chambers****AGENDA ITEMS**

- Presentation of Draft Budget to Councillors
- Planning changes to support the decriminalisation of sex work
- Public Art Policy
- SHDH Chair Andrew Gilchrist and CEO Peter Abraham
- DAMA

ADDITIONAL ITEMS DISCUSSED

- 19 Arnoldt Street
- Park Surveillance Cameras

ATTENDANCE

Councillors

- Cr Bill Moar
- Cr Les McPhee
- Cr Jade Benham
- Cr Chris Jeffery
- Cr Ann Young
- 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
- Kate Jewell, Development Manager
- Ian Tully, Art Gallery Director
- Dennis Hovenden, Acting Economic & Development Manager
- Roger Lambert, Engineering Design Advisor

Other

- Swan Hill District Health Chair Andrew Gilchrist and Chief Executive Officer Peter Abraham and the Melbourne Hospital Building Team.

CONFLICT OF INTEREST

- Nil

SECTION D – NOTICES OF MOTION

D.22.2 SWAN HILL BRIDGE

Having given due notice, **Councillor Les McPhee MOVED**

That Council write to:

Minister for Transport for NSW, The Hon. David Elliot MP, Victorian Minister for Roads The Hon. Ben Carroll MP, Local Members on both sides of the river, Peter Walsh and Helen Dalton, Federal Minister for Transport, The Hon. Barnaby Joyce MP and Federal Members on both sides of the river Dr Anne Webster MP and The Hon. Sussan Ley, requesting they do everything possible to expedite the building of a new bridge at Swan Hill.

Preamble

The need for a replacement bridge at Swan Hill has been discussed for over 40 years. In early 2007 a Planning Study into the location of a replacement bridge got underway. This study involved community members, staff from both Swan Hill Rural City Council (SHRCC) and the then Wakool Shire being involved in a steering committee. VicRoads was the lead agency and was supported by the then RTA in NSW.

At the end of this study SHRCC voted to support the 4C option provided at a meeting on 15 September 2009. At a further meeting of SHRCC on 20 April 2010, Council then changed its position and supported the preferred VicRoads option of 9A. In the Local Government elections conducted in 2012, the community voiced their resentment about SHRCC supporting the 9A alignment and three new Councillors were elected. At a meeting of 15 April 2014 Council voted to endorse option 4B or a 4B variant as the preferred location. This is still SHRCC's current preferred alignment.

Further investigations have occurred as to the possibility of a replacement bridge on a similar alignment to the current bridge. Both SHRCC and Murray River Council agree that this could be a viable option. This is the first time Local Governments on both sides of the river have agreed on a possible alignment. I understood that discussions had occurred to remove the Heritage listing of the Swan Hill bridge for this to occur.

At a meeting with Transport for NSW late last year we were shown possible alignments and given timelines for a replacement bridge. An on-site meeting with representatives of Transport for NSW, VicRoads and other relevant agencies was held in February of this year. I am concerned at the questions raised on the possible constraints on building the bridge as agreed by both Councils. There was

even some doubt raised as to whether the NSW Heritage Overlay issue had been fully resolved. While the need for due diligence is recognised I am very concerned at the apparent lack of action in progressing this issue which is of such fundamental importance to Swan Hill.

The motion I have proposed is to inform the relevant Ministers and MP's of the history of our replacement bridge saga and for them to get the bureaucrats to move forward as a matter of priority with the work to get a bridge built at Swan Hill.

The Murray River Crossings Study has highlighted the Swan Hill bridge as the number one priority for replacement, and this priority is fully supported by the Murray River Group of Councils.

The substantial funds being spent every year to maintain the current bridge, which is inadequate and not acceptable for our modern society, could be saved. Also we must remember the Federal Government has committed \$60 million towards a new bridge. We don't want to lose that funding.

Swan Hill has waited far too long for a new bridge it is time for action not words or excuses from both State Governments.

39/22

Having given due notice, **Councillor Les McPhee MOVED**

That Council write to:

Minister for Transport for NSW, The Hon. David Elliot MP, Victorian Minister for Roads The Hon. Ben Carroll MP, Local Members on both sides of the river, Peter Walsh and Helen Dalton, Federal Minister for Transport, The Hon. Barnaby Joyce MP and Federal Members on both sides of the river Dr Anne Webster MP and The Hon. Sussan Ley, requesting they do everything possible to expedite the building of a new bridge at Swan Hill.

SECONDED Cr Moar

The Motion was put and CARRIED

SECTION E – FORESHADOWED ITEMS

SECTION F – URGENT ITEMS NOT INCLUDED IN AGENDA

SECTION G – TO CONSIDER & ORDER ON COUNCILLOR REPORTS

Cr Les McPhee

List events / meetings you have attended

Date	Organisation / Group	Details (if relevant)
16/02/2022	Woorinen Progress Association	Meeting
18/02/2022	Lake Boga Lions Club Art & Photography Exhibition	
25/02/2022	CEO Recruitment Update	
01/03/2022	Resident & Ratepayers	Meeting
08/03/2022	CEO Recruitment Shortlisting	

Cr Bill Moar

23/02/2022 Central Victorian Greenhouse Alliance Board Meeting
24/02/2022 Loddon Mallee Local Government Waste Forum Meeting
18/02/2022 Lake Boga Lions Club Art & Photography exhibition

Cr Chris Jeffery

Nothing to report

Cr Ann Young

List events / meetings you have attended

Date	Organisation / Group	Details (if relevant)
17/2/2022	Country Universities	Opportunity for University Campus at Swan Hill
25/2/2022	SHRC	CEO Recruitment update
8/3/2022	SHRC	CEO Recruitment Selection Process

Cr Jade Benham

List events / meetings you have attended

Date	Organisation / Group	Details (if relevant)
17th February 2022	Golf On The Murray	Luncheon with CEO's & Presidents of Golf Australia, Golf Victoria LPGA, PGA Victoria to discuss golf tourism, Golf On The Murray and professional events in the region.
18th February 2022	Australian Retirees Independent	Guest speaker and Q & A
25th February 2022	Murray River Councils Group	Mayors and CEOs briefing
25th February 2022	Village Well	Branding brainstorming session
26th February 2022	Robinvale Aboriginal Community Group	Land use community meeting at the Community Centre. Guest speaker
1st March	Boundary Bend Progress Association	Monthly meeting
2nd March	Tanjavascript:void(0);ia Maxwell	Zoom meeting re: Big Build & other community issues
2nd March	Mayor Liam Wood	Zoom meeting catch up
3rd March	Murray River Councils Group	Mayors Only Meeting
4th March	Swan Hill Primary School	Presenting school and house captains badges
9th March	Ritchies IGA Supermarket	Cutting the ribbon at the Grand Re-Opening
11th March	St Mary's School Robinvale	Assembly and Q & A with Ms McMonnies grade 5/6 class on local government

SECTION H – IN CAMERA ITEMS

Nil.

There being no further business the Mayor, Councillor Jade Benham closed the meeting at 3.14pm.