

# MINUTES

## ORDINARY MEETING OF COUNCIL

Tuesday, 15 December 2015

Held at the Swan Hill Town Hall,  
Meeting Room 1  
Commenced at 2:00 PM

**COUNCIL:**

Cr LT McPhee – Mayor

Cr JN Katis

Cr CM Adamson

Cr GW Norton

Cr GI Cruickshank

Cr JA Kiley

Cr JB Crowe

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## **SECTION A – PROCEDURAL MATTERS**

- **Open**

Mayor, Cr Les McPhee assumed the chair and declared the meeting open at 2pm.

- **Acknowledgement of Country**

Mayor, Cr Les McPhee read the Acknowledgement of Country.

- **Prayer**

Cr Gary Norton read the prayer.

- **Apologies**

No official apologies, Cr Jim Crowe would attend the meeting later due to a medical appointment.

### **Recommendations**

**That the apologies be accepted.**

- **Confirmation of Minutes**

- 1) Ordinary Meeting held on 17 November 2015

### **45/15 Motion**

**MOVED Cr Katis**

**That the minutes be confirmed.**

**SECONDED Cr Adamson**

**The Motion was put and CARRIED**

- **Declarations of Conflict of Interest**

Nil

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

Nil

- **Public Question Time**

Nil – Mrs Joan Slater wished the Councillors and Officers a very Merry Christmas.

## **SECTION B – REPORTS**

### **B.15.95 PREVENTION OF VIOLENCE AGAINST WOMEN**

**Responsible Officer:** Director Community & Cultural Services  
**File Number:** S06-04-01  
**Attachments:** Nil

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

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

#### **Summary**

This report provides Council the opportunity to endorse the statement of commitment in the Loddon Mallee Regional Action Plan for the Prevention of Violence Against Women.

#### **Discussion**

##### ***Violence against women***

The Loddon Mallee Regional Action Plan defines violence against women in accordance with the *United Nations Declarations on the Elimination of Violence against women (1993)*. This defines violence against women as an act of gender-based violence that could cause physical, sexual or psychological harm or suffering, including threats of harm, coercion or arbitrary deprivation of liberty in public or private life.

This definition includes but is not limited to family violence.

Whilst men, women, children, young people and older people can all be victims of violence, overwhelmingly violence is perpetrated by men, and family violence is overwhelmingly perpetrated by men against women. There is a growing body of evidence that women and children are most vulnerable to family violence related health and wellbeing impacts. Some related statistics that have been collated by Our Watch - a body established with Commonwealth and Victorian Government support to drive nation-wide change on this issue - include:

- Family violence is the leading contributor to ill-health and premature death in women under 45. This is more than any other well-known risks including high blood pressure, obesity and smoking.
- Almost every week in Australia a woman dies as a result of family violence. Some research suggests this rate is in fact much higher.
- One in four children / young people have been exposed to family violence against their mother.
- Physical and sexual abuse of children / young people is also more common in households where there is family violence.

(Our Watch: <http://www.ourwatch.org.au>)

### ***Regional incidence of family violence***

The Loddon Mallee region has the second highest regional incidence of reported family violence in the state. Four of the five LGAs in the State with the highest incidence of reported family violence are in Loddon Mallee, and six of the Loddon Mallee LGAs have an incidence rate higher than the State average.

### ***The Plan***

Women's Health Loddon Mallee has coordinated the development of the Loddon Mallee Regional Action Plan for the Prevention of Violence Against Women (the Plan), funded by the Department of Justice. The Plan is one of nine similar regional plans either under development or already published. The Plan is consistent with existing primary prevention of violence against women frameworks at both National and State levels.

The VicHealth *Preventing violence before it occurs (2007)* framework identifies the underlying determinant or driver of violence against women as gender inequality and unequal gender roles, and this is a key focus of the Regional Plan.

The Plan outlines a number of strategies to guide action at regional, local and community levels.

Through consultations across the Loddon Mallee region, the Loddon Mallee Takes a Stand Reference Group has developed a sign-on statement of commitment for organisations and existing partnerships to support the objectives of the plan.

Local government has an important role to play in creating and maintaining environments that promote health and wellbeing. This role is realised through both legislated activities (e.g. the development and implementation of Municipal Health and Wellbeing Plans, the delivery of maternal and child health services) and non-legislated activities (e.g. the provision and management of recreational facilities).

Promoting health and wellbeing can be considered in terms of three spheres of influence: primary prevention, early intervention and intervention. From a family violence perspective, these three spheres could be described as follows:

- Primary prevention: preventing family violence before it occurs (e.g. addressing the underlying causes of family violence such as gender inequality).
- Early intervention: taking action if there are early indicators of potential family violence (e.g. addressing identified community or individual attitudes before they develop into established patterns of behaviour).
- Intervention: taking action after family violence has occurred (e.g. providing support and treatment for victims of family violence).

Local government as a sector is best placed to influence the primary prevention and early intervention spheres. However, some services delivered by the local government sector can also extend into the intervention sphere as particular circumstances may require (e.g. maternal and child health services).

Across the Loddon Mallee region a number of LGAs have been taking action in primary prevention, for example:

- Inclusion of violence against women in Violence Prevention or Community Safety Plan
- Take A Stand Program (bystander training for Council staff and Councillors)
- Enterprise Agreement Family Violence clause
- Engagement and leadership in White Ribbon Day and 16 Days of Activism for the Elimination of Violence Against Women activities
- Prevention of violence against women in emergencies projects and plans

### **Consultation**

The Plan has been developed in consultation with a broad range of community services, local government agencies, women's services, emergency services and sporting and recreational associations across the Loddon Mallee Region.

### **Financial Implications**

There are no specific financial implications arising from this report, although there may be actions undertaken within existing budgets and resources.

### **Social Implications**

The endorsement of the Plan and its objectives provides Council with a number of strategies to guide action at regional, local and community levels, and improve social outcomes.

### **Economic Implications**

Not applicable to this report.

### **Environmental Implications**

Not applicable to this report.

### **Risk Management Implications**

Not applicable to this report.

## **Council Plan Strategy Addressed**

***Community Wellbeing*** - Community services that are efficient and responsive to needs.

## **Recommendations**

1. That Council endorses the statement of commitment:

**“We acknowledge that violence against women is prevalent and serious in the Loddon Mallee Region. We recognise that while any person can be a victim or perpetrator of violence, violence is predominantly perpetrated by men, and in family violence situations, women are predominantly the victims. We understand that that the underlying drivers of violence against women are gender inequality, rigid gender stereotypes and cultures that accept or excuse men’s violence. We commit to working in our own organisations and in partnership with others to end violence against women. We will do this by creating communities, organisations and cultures that are non-violent, gender-equitable, non-discriminatory and that promote respectful relationships. In this way we will address the underlying drivers of violence against women and create a safer community.”**

2. That Council officers review the Loddon Mallee Regional Action Plan for the Prevention of Violence Against Women and identify actions to be undertaken.
3. Council officers incorporate the relevant actions into the next review of the Public Health and Wellbeing Plan.
4. That a report to Council be presented with options for further action.

## **46/15 Motion**

### **MOVED Cr Cruickshank**

**1. That Council endorses the statement of commitment:**

**“We acknowledge that violence against women is prevalent and serious in the Loddon Mallee Region. We recognise that while any person can be a victim or perpetrator of violence, violence is predominantly perpetrated by men, and in family violence situations, women are predominantly the victims. We understand that that the underlying drivers of violence against women are gender inequality, rigid gender stereotypes and cultures that accept or excuse men’s violence. We commit to working in our own organisations and in partnership with others to end violence against women. We will do this by creating communities, organisations and cultures that are non-violent, gender-equitable, non-discriminatory and that promote respectful relationships. In this way we will address the underlying drivers of violence against women and create a safer community.”**

- 2. That Council officers review the Loddon Mallee Regional Action Plan for the Prevention of Violence Against Women and identify actions to be undertaken.**
- 3. Council officers incorporate the relevant actions into the next review of the Public Health and Wellbeing Plan.**
- 4. That a report to Council be presented with options for further action.**

### **SECONDED Cr Adamson**

**The Motion was put and CARRIED**



## **B.15.96 2015 FIRE PREVENTION UPDATE**

**Responsible Officer:** Director Development and Planning  
**File Number:** S24-02-09  
**Attachments:** Nil

**Declarations of Interest:** Officer

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

### **Summary**

This report provides an overview of the fire prevention work Council has undertaken in the 2015 season.

### **Discussion**

Prior to the commencement of fire season, Council issues Fire Prevention courtesy letters in October of each year.

The letters are sent to:

- All property owners who have previously received a Fire Prevention Notice
- Property owners that have had a complaint made to Council regarding the potential fire risk of their property, and
- Properties that Council Officers have identified as a potential fire risk.

The letter asks property owners to be proactive and prepare their property for the upcoming Fire Danger Period and to maintain their property throughout the period to ensure it does not pose a fire risk.

For the 2015/16 fire season the following has taken place in preparation:

- 244 Fire Prevention Courtesy Letters were sent out and 67% of those properties complied with the letter.
- Regulatory Services officers have undertaken 335 property inspections since the 2015 fire season has commenced.

Once the Fire Danger Period has been declared by the CFA, the Municipal Fire Prevention Officers have the power to issue a Fire Prevention Notice under Section 41 of the Country Fire Authority Act 1958. This notice directs the property owner to take the necessary steps to protect life and property, and that of their neighbours, from the threat of fire. 81 Fire Prevention Notices were issued for the current fire season and 79% of those properties have now complied with the Fire Prevention Notice.

Where a property owner has not completed the required works under the Fire Prevention Notice by the due date, Council will engage contractors to undertake the

works to remove the fire risk. When works have been completed by contractors, the property owner will be issued with a penalty infringement notice and an invoice for the costs of the clean up.

Currently there are 20 properties throughout the municipality where contractors are being engaged to complete the works.

This is a significant improvement on previous years. For the previous fire season (2014/15) 124 Fire Prevention Notices were issued compared to only 81 Fire Prevention Notices for the current season (2015/2016). The increase in compliance can in part be attributed to additional courtesy calls from Regulatory Services officers and increased media coverage through radio announcements and media releases.

### **Consultation**

Regulatory Services officers work closely with local communities and property owners across Swan Hill Rural City Council to address fire prevention concerns.

### **Financial Implications**

The Fire Prevention Program is funded through the recurrent budget.

### **Social Implications**

The Fire Prevention Program ensures safety for our community.

### **Economic Implications**

Nil

### **Environmental Implications**

Nil

### **Risk Management Implications**

The Fire Prevention program reduces fire risk across the Swan Hill Rural City area.

**Council Plan Strategy Addressed**

***Built and Natural Environment*** - Sound policies and practices that protect and enhance our natural and built environment.

**Options**

Nil

**Recommendation**

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

**47/15 Motion**

**MOVED Cr Kiley**

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

**SECONDED Cr Norton**

**The Motion was put and CARRIED**

## **B.15.97 MOSQUITO MONITORING PROGRAM**

**Responsible Officer:** Director Development and Planning  
**File Number:** S28-26-02  
**Attachments:** Nil

**Declarations of Interest:** Officer

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

### **Summary**

This report provides an overview of the Mosquito Monitoring Program undertaken in the Swan Hill Rural City Council for the surveillance and management of Mosquitoes to protect the health of the community.

### **Discussion**

In early 1974, an epidemic of the disease Murray Valley-encephalitis occurred throughout much of Australia resulting in 58 cases and 13 deaths. It was particularly devastating to the North West region of Victoria not only in terms of clinical cases and medical costs but a huge financial impact in relation to visitors and reduced attractiveness as a tourist destination.

The Swan Hill Region has a number of mosquito species that have been known to carry diseases such as, Murray Valley Encephalitis (MVE), Ross River Virus Disease and Dog Heartworm. In addition there are many mosquito species within the region known to be capable of carrying diseases not currently found transmitted this far south in Australia (such as Malaria).

In order to prevent the breakout of any diseases as a result of mosquitoes, Council in conjunction with the State Government have undertaken mosquito monitoring, education and control programs. The program focuses on the surveillance and control of both adult and larval mosquito populations.

The purpose of the Program is to:

- Provide public health protection
- Minimise the incidence for mosquito borne diseases within the municipality
- Maintain an early warning system for the outbreak of arboviruses
- Provide an emergency response to arbovirus outbreaks and capacity building
- Identify risk areas in relation to mosquito control
- Undertake communication and education

The program consists of:

- Surveillance: Data Collection, monitoring and surveillance of mosquito populations
- Education: Public awareness and education campaigns
- Suppression: Control mosquito populations by either chemical applications or by implementing good engineering and drainage practices

In order to identify the presence of arboviruses in the environment surveillance of sentinel chicken flocks and the trapping of mosquitoes for virus isolation and human case surveillance is undertaken.

The Sentinel Chicken Surveillance Program is based on detecting the presence of flaviruses (Murray Valley encephalitis and Kunjin viruses) across northern Victoria. The Swan Hill Rural City Council Chicken Site is located at the Robinvale Pound and each week during the season, the 20 chicken flock are bled, and the samples are tested for antibodies to these flaviviruses at the Agri-Bio Arbovirology Laboratory. This program is part of the early warning detection system for an outbreak.

The Mosquito Trapping Program focuses on the distribution of mosquito species and detection of vectors. The Swan Hill Rural City Council has four established sites that are trapped weekly during the season to develop a long term picture and provide early warnings for disease outbreak. The mosquitoes are trapped using traps baited with CO<sub>2</sub> and a light source. The traps are set before dusk and collected after dawn the following morning. Trapped mosquitoes are packed in an esky with ice packs and are transported to the Agri-Bio Arbovirology Laboratory for mosquito species identification and virus screening.

The information gathered from the surveillance is then used to ascertain the need for, or the effectiveness of, particular control measures to continue to provide public health protection.

The past few seasons have seen very dry conditions in the Mallee region, resulting in low trapping numbers which has contributed to low disease rates. In 2012, 14 cases of Ross River Fever were detected in the municipality. This number however dramatically decreased in 2013 with only three cases notified and in 2014 with only four cases. Across the State of Victoria there has not been a case of Murray Valley-encephalitis since the original outbreak in 1974; this is attributed to the ongoing surveillance work undertaken by both the Department of Health and Human Services and Victorian Councils, including Swan Hill Rural City Council.

### **Consultation**

Council work closely with the Department of Health and Human Services in the design and delivery of this program.

### **Financial Implications**

The Program is funded by the Victorian Arbovirus Disease Control Program within the Department of Health and Human Services and the Swan Hill Rural City Council.

### **Social Implications**

The program is an early detection system for arboviruses in the municipality to prevent the occurrence of disease.

### **Economic Implications**

Nil

### **Environmental Implications**

Nil

### **Risk Management Implications**

The program is an early detection system for arboviruses in the municipality to prevent the occurrence of disease.

### **Council Plan Strategy Addressed**

***Community Wellbeing*** - Community services that are efficient and responsive to needs.

### **Options**

Nil

### **Recommendations**

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

### **48/15 Motion**

#### **MOVED Cr Katis**

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

#### **SECONDED Cr Adamson**

**The Motion was put and CARRIED**

## **B.15.90      AUDIT COMMITTEE REPORT**

**Responsible Officer:**            Director Corporate Services  
**File Number:**                    42-02-03  
**Attachments:**                    Nil.

### **Declarations of Interest:**

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

### **Summary**

Council's Audit Committee met on 10 December 2015 and this report summarises the items that were discussed at the meeting.

### **Discussion**

The Audit Committee met on 10 December 2015 and as well as the usual procedural items the agenda items included:

1.      Strategic Internal Audit Plan FY 2014-16
2.      Corporate Credit Card Review
3.      Management of Aged Care Packages Review
4.      Animal Control Review
5.      IT Disaster Recovery Review
6.      Procurement Policy Update
7.      BCP Update
8.      Rates Modelling Internal Audit
9.      Quarterly Report 3 months Financial Report to 30-9-15

### **Consultation**

Not applicable.

### **Financial Implications**

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

### **Social Implications**

Not applicable.

### **Economic Implications**

Not applicable.

### **Environmental Implications**

Not applicable.

### **Risk Management Implications**

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

### **Council Plan Strategy Addressed**

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

### **Options**

Not applicable.

### **Recommendation**

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

### **49/15 Motion**

#### **MOVED Cr Adamson**

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

#### **SECONDED Cr Norton**

**The Motion was put and CARRIED**



**B.15.91 2014/15 BEST VALUE REPORT - INCLUDING LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK INDICATORS**

**Responsible Officer:** Director Corporate Services  
**File Number:** 42-49-00  
**Attachments:** 1 2014/15 Best Value Report

**Declarations of Interest:**

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

**Summary**

A requirement of the Best Value sections of the Local Government Act 1989 is the setting of Quality and Cost Standards for all Council services and annual reporting against these standards to the community. This report contains the actual performance for Council services against the quality and cost targets and LGPRF Indicators set for 2014/15.

**Discussion**

The Local Government Act 1989 requires Council to review its operations to ensure that the services provided to the community represent 'Best Value'.

Best Value requires that quality and cost standards be developed for each major service area. The standards assist the community in determining whether a service is effective (quality) and efficient (cost). Quality and Cost standards and targets are prepared for each major service area and reviewed on an annual basis.

With the introduction of the Local Government Performance Reporting Framework (LGPRF) and mandatory reporting indicators, officers have taken the opportunity to review and align our standards with the LGPRF and have included the results in the Best Value report.

The attached report details the actual result achieved and explanations on variations where targets have not been achieved.

Council currently reports on 146 Quality and Cost Standards across 10 service groups.

The table below provides a brief summary of achievements for the year. Details and variance explanations can be found in the attached report.

**SECTION B - REPORTS**

15 December 2015

Service Group	Number of standards/indicators				Total
	Exceeded	Achieved	Not achieved	Not applicable	
Transport Services (page 3)	6	3	3	-	12
Family and Children's Services (page 5)	2	2	3	-	7
Economic Prosperity (page 7)	1	2	3	1	7
Community Care Services (page 8)	6	-	2	-	8
Community Wellbeing (page 10)	2	-	5	1	8
Waste Management (page 13)	2	-	2	-	4
Community Amenity (page 14)	5	1	3	-	9
Recreation, Culture and Leisure Services (page 16)	22	2	14	-	38
Organisational Support (page 20)	17	14	11	-	42
Governance and Leadership (page 24)	7	3	1	-	11
<b>Total</b>	<b>70</b>	<b>27</b>	<b>47</b>	<b>2</b>	<b>146</b>
<b>Achieved in 2014/15</b>	<b>48%</b>	<b>18.5%</b>	<b>32%</b>	<b>1.5%</b>	<b>100%</b>

Service Group	Number of standards/indicators			Total
	Within expected range	Outside expected range	Not applicable	
LGPRF				
Transport Services (page 3)	3	2	-	5
Family and Children's Services (page 5)	1	3	1	5
Community Care Services (page 8)	7	-	-	7
Community Wellbeing (page 10)	12	-	-	12
Waste Management (page 13)	4	1	-	5
Recreation, Culture and Leisure Services (page 16)	7	2	1	10
Leadership and Governance (page 24)	5	-	-	5
<b>Total</b>	<b>39</b>	<b>8</b>	<b>2</b>	<b>49</b>
<b>Achieved in 2014/15</b>	<b>79.5%</b>	<b>16.5%</b>	<b>4%</b>	<b>100%</b>

**Consultation**

The Quality and Cost Standards and LGPRF indicators have been reviewed in consultation with the employees responsible for each service and members of the Executive Leadership Team.

**Financial Implications**

Not applicable for this item.

**Social Implications**

The performance indicators include measures relating to social outcomes.

**Economic Implications**

The performance indicators include measures relating to economic outcomes.

**Environmental Implications**

The performance indicators include measures relating to environment outcomes.

**Risk Management Implications**

Not applicable for this item.

**Council Plan Strategy Addressed**

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

**Options**

Nil

**Recommendation**

**That Council adopt the 2014/15 Best Value report as presented.**

**50/15 Motion**

**MOVED Cr Cruickshank**

**That Council adopt the 2014/15 Best Value report as presented.**

**SECONDED Cr Kiley**

**The Motion was put and CARRIED**

# Swan Hill Rural City Council Best Value Report 2014/15

## Quality and Cost Standards and Local Government Performance Reporting Framework Indicators

Service Group	Number of standards/indicators				Total
	Exceeded	Achieved	Not achieved	Not applicable	
Transport Services (page 3)	6	3	3	-	12
Family and Children's Services (page 5)	2	2	3	-	7
Economic Prosperity (page 7)	1	2	3	1	7
Community Care Services (page 8)	6	-	2	-	8
Community Wellbeing (page 10)	2	-	5	1	8
Waste Management (page 13)	2	-	2	-	4
Community Amenity (page 14)	5	1	3	-	9
Recreation, Culture and Leisure Services (page 16)	22	2	14	-	38
Organisational Support (page 20)	17	14	11	-	42
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<b>Total</b>	<b>70</b>	<b>27</b>	<b>47</b>	<b>2</b>	<b>146</b>
<b>Achieved in 2014/15</b>	<b>48%</b>	<b>18.5%</b>	<b>32%</b>	<b>1.5%</b>	<b>100%</b>

Service Group	Number of standards/indicators			Total
	Within expected range	Outside expected range	Not applicable	
<b>LGPRF</b>				
Transport Services (page 3)	3	2	-	5
Family and Children's Services (page 5)	1	3	1	5
Community Care Services (page 8)	7	-	-	7
Community Wellbeing (page 10)	12	-	-	12
Waste Management (page 13)	4	1	-	5
Recreation, Culture and Leisure Services (page 16)	7	2	1	10
Leadership and Governance (page 24)	5	-	-	5
<b>Total</b>	<b>39</b>	<b>8</b>	<b>2</b>	<b>49</b>
<b>Achieved in 2014/15</b>	<b>79.5%</b>	<b>16.5%</b>	<b>4%</b>	<b>100%</b>

## Transport Services

(Report adopted by Council December 2002)

Programs included within this service group:

Footpaths

Aerodromes

Roads - sealed and unsealed

<b>Footpaths</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Grinding metres/year	600	136 <sup>(1)</sup>	605
Replacement square metres/year	1,500	3,060 <sup>(1)</sup>	2,055
Average response time to address service requests Weeks	2	2	2
Number of service requests received that address issues on footpaths	50	48	49
Average maintenance expenditure per square metre of footpath Total cost to maintain footpaths / Total square metres of footpaths	\$2.20	\$2.03	\$2

Variance comments:

- <sup>(1)</sup> A full inspection of Council's footpath network resulted in extra footpath replacement and a reduction in grinding.

<b>Aerodromes</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Maintain Swan Hill and Robinvale aerodromes in accordance with Civil Aviation Regulation	100%	100%	90%
Cost increase in maintenance of aerodromes Cost increase in Net Operating Result does not ascend 6% to previous year.	6%	(12%) <sup>(1)</sup>	6%

Variance comments:

- <sup>(1)</sup> The upgrade to the centre of the Aerodrome runway resulted in significant savings in maintenance costs.

<b>Roads</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Completion of asset inspection as per the Road Management Plan	100%	100%	100%
Average response time to address service requests Weeks	3	2	2
Number of Service Requests received that address issues on roads:			
• Sealed roads	90	89	116
• Unsealed roads	100	111 <sup>(1)</sup>	112
Average cost to re-sheet a square metre of unsealed road Total cost of re-sheeting / Square metre of re-sheeting	\$4.20	\$4.47 <sup>(2)</sup>	\$4
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Sealed local road requests</b> Number of sealed local road requests per 100 kilometres of sealed local roads. Expected range: 0 to 200 requests.	10	6.5	10
<b>Sealed local roads below the intervention level</b> Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads. Expected range: 70 - 100%	97%	97%	97%
<b>Cost of sealed local road reconstruction</b> Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed. Expected range: \$30 - \$300.	\$30 - \$300	\$25.24	n/a
<b>Cost of sealed local road resealing</b> Direct cost of sealed local road resealing / Square metres of sealed local roads resealed. Expected range: \$5 - \$30.	\$5 - \$30	\$4.13	n/a
<b>Satisfaction with sealed local roads</b> Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads. Expected range: 50 – 100.	50	52	48

## Variance comments:

- (1) The increase in unsealed roads service requests is a result of below average rainfall for 2014/15.
- (2) Average cost to re-sheet a square metre of unsealed road has increased this year due to using crushed rock on two roads. Crushed rock was used because of the shorter cartage distance however the product was more expensive.

## Family and Children's Services

(Report adopted by Council September 2002)

*Programs within this service:*

Out Of School Hours Child Care consisting of:

- Before and After School Child Care
- Vacation Child Care
- Mobile Vacation Child Care

Preschools

Family Day Care

Maternal and Child Health

<b>Out of School Hours Child Care</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Meet the outcomes of the funding and service agreements Including licensing, children's regs and accreditation	100%	100%	100%
Average cost to families per hour of care	\$3.87	\$3.66	\$3.69

Variance comments:

<b>Family Day Care</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Meet the outcomes of the funding and service agreements Including licensing, children's regs and accreditation	100%	100%	100%
Average cost to families per hour of care	\$3.65	\$3.68	\$3.29

Variance comments:

<b>Maternal and Child Health</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Percentage of children enrolled from birth notifications received	98%	100%	96%
Percentage of children attending for 3.5 - 4 year old developmental assessment	70%	66.3%	69%
Net cost to Council per consultation.	\$71.47	\$81.02 <sup>(1)</sup>	\$68.73
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Participation in first MCH home visit</b> Number of first MCH home visits / Number of birth notifications received. Expected range: 80 - 100%	100%	103.64%	110%
<b>Infant enrolments in MCH service</b> Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received. Expected range: 90 - 110%	90%	100%	82%
<b>Cost of MCH service</b> Cost to Council of the MCH service / Hours worked by MCH nurses. Expected range: \$50 - \$200	\$50 - \$200	n/a <sup>(2)</sup>	-
<b>Participation in the MCH service</b> Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service. Expected range: 80 - 100%	100%	72.27%	125%
<b>Participation in MCH service by Aboriginal children</b> Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service. Expected range: 80 - 100%	100%	66.77%	136%

## Variance comments:

- (1) The cost of each consult to Council exceeded the target due to the varying birth rate, an increase in the complexity of families and a continuous increase in numbers of culturally and linguistically diverse families.
- (2) Not required to be reported on for the 2014/15 financial year.



## Economic Prosperity Services

(Report adopted by Council February 2003)

Programs within this service:

Economic Development Unit

Swan Hill Livestock Exchange

Tower Hill Estate development

<b>Economic Development</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Achieve population growth for the municipality	0.1%	-1.3%	-0.4%
Achieve an unemployment rate lower than the average for Rural and Regional Victoria	4%	4.8%	4%
Total number of visitors to the Swan Hill Region Information Centre	-	49,425 <sup>(1)</sup>	n/a

Variance comments:

<sup>(1)</sup> New quality standard introduced fro 2014/15.

<b>Swan Hill Livestock Exchange</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Maintain National Saleyards Quality Assurance (NSQA) and Meat Standards Australia (MSA) accreditation	100%	100%	100%
Cost of operating the complex as a % of total sale value Net operating expenditure as a percentage of gross livestock sales (recorded in Livestock Exchange System) plus truck wash sales and agistment, less water stand pipe sales.	1.46%	0.93%	1.12%

Variance comments:

<b>Tower Hill Estate</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Subdivide and sell lots	18	16 <sup>(1)</sup>	23
Subdivision and sale costs of properties within Budget targets	Yes	Yes	Yes

Variance comments:

<sup>(1)</sup> Stage 8 only yielded 17 lots.

# Community Care Services

(Report adopted by Council February 2003)

*Programs within this service:*

Client assessments  
 General Home, Personal and Respite Care  
 Food services  
 Aged Accommodation  
 Senior Citizen centres

<b>Community Care Services</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Client Needs</b> Review of existing clients to assess appropriateness of service levels, whether service standards are being achieved and to reassess the needs of the client			
<ul style="list-style-type: none"> <li>High needs clients</li> <li>Medium needs clients</li> <li>Low needs clients</li> </ul>	100% 80% 70%	88% <sup>(1)</sup> 84% 86%	100% 84% 83%
<b>Average cost per hour of service:</b>			
<ul style="list-style-type: none"> <li>General Home Care</li> <li>Personal Care</li> <li>Respite Care</li> </ul>	\$51.54 \$53.72 \$54	\$51.46 \$59.22 \$52.24	\$49.64 \$59.02 \$56.94
<b>Average cost per meal</b> Total cost of Food Services Program / Number of meals delivered to clients	\$12.02	\$10.66	\$10.34
<b>Senior Citizen Centres</b> Total cost to operate Senior Citizen Centres and related activities	\$17,480	(\$2,366) <sup>(2)</sup>	\$14,367
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Time taken to commence the HACC service</b> Number of days between the referral of a new client and commencement of HACC Service / Number of new clients who have received a HACC service. Expected range: 1 to 30 days	1 - 30	4	n/a
<b>Compliance with Community Care Common Standards</b> Number of Community Care Common Standards expected outcomes met / Number expected outcomes under the Community Care Common Standards. Expected range: 80 - 100%	89%	89%	89%
<b>Cost of domestic care service</b> Cost of the domestic care service/Hours of domestic care service delivered. Expected range: \$40 - \$60	\$49	\$51.46	\$49.21
<b>Cost of personal care service</b> Cost of the personal care service/Hours of personal care service delivered. Expected range: \$40 - \$60	\$53	\$59.22	\$53.79
<b>Cost of respite care service</b> Cost of the respite care service/Hours of respite care service delivered. Expected range: \$40 - \$60	\$56	\$52.24	\$56.94
<b>Participation in HACC service</b> Number of people that received a HACC service/Municipal target population for HACC services. Expected range: 10 - 40%	10% - 40%	38.18%	n/a
<b>Participation in HACC service by Culturally and Linguistically Diverse (CALD) People</b> Number of CALD people who receive a HACC service/Municipal target population in relation to CALD people for HACC services. Expected range: 10 - 40%	10% - 40%	18.56%	n/a

Variance comments: (see next page)

- (1) HM wait list is impacting – (with HM clients excluded there is 100% assessment rate for high needs clients)
- (2) Planned capital funds not expended in 2014/15

# Community Wellbeing Services

(Report adopted by Council June 2003)

*Programs within this service:*

Planning

Building Department

Regulatory Services – Animal Management

Parking Control

Food safety

<b>Planning</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Average number of days required to issue planning permits	60	65 <sup>(1)</sup>	60
Net cost to Council per planning permit	\$650	3,372.75 <sup>(2)</sup>	\$631
Cost per capita to maintain currency and appropriateness of the Planning Scheme Gross cost to Council / Population of the municipality	\$18	\$30	\$18
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Time taken to decide planning applications</b> The median number of days between receipt of a planning application and a decision on the application. Expected range: 20 – 200 days	25	51	25
<b>Planning applications decided within 60 days</b> Number of planning application decisions made within 60 days/Number of planning application decisions made. Expected range: 50 – 100%	80%	72%	80%
<b>Cost of statutory planning service</b> Direct cost of the statutory planning service/Number of planning applications received. Expected range: \$500 - \$5,000	\$500 - \$5,000	\$3,372.75	\$631
<b>Planning decisions upheld at VCAT</b> Number of VCAT decisions that did not set aside council's decision in relation to a planning application/Number of VCAT Council decisions in relation to planning applications. Expected range: 20 – 100%	80%	100%	100%

Variance comments:

- (1) A number of planning permits were delayed due to pending decisions from VCAT and waiting on further information to be supplied from applicant, as requested.
- (2) A new formula is now being used (in line with the LGPRF) to calculate cost per planning permit.

<b>Building Department</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Average number of days required to issue building permits	16	13.7	12.8
Net cost to Council per building permit (Profit)	\$305	\$357 <sup>(1)</sup>	\$307

Variance comments:

<sup>(1)</sup> The actual number of building permits issued by Council for 2014/15 (319) were slightly up on the estimate (309). The actual cost per permit for 2014/15 (\$357) is up on the target Net Cost per permit as per the following comments:

- The building permit fee income received for 2014/15 (\$222,206) was approximately \$17,900 down on ELT estimate.
- Legal costs for 2014/15 (\$27,807) exceeded budget estimate by approximately \$19,300, due to a major ongoing prosecution matter.
- Enforcement and advice component is set to 50 per cent of operations in line with Council Plan objectives and Building Department Business Plan. This includes initiatives such as the follow up of lapsed building permits, proactive Essential Safety Measures and Swimming Pool and Spa Safety Barrier Audit programs.

<b>Regulatory Services – Animal Management</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Average cost to Council to enforce Local Laws per registered animal	\$93.63	\$74.32	\$70.56
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Time taken to action animal management requests</b> Number of days between receipt and first response action for all animal management requests / Number of animal management requests. Expected range: 1 to 10 days	1 - 10	2	n/a
<b>Animals reclaimed</b> Number of animals reclaimed / Number of animals collected. Expected range: 40 – 90%	70%	59%	70%
<b>Cost of animal management service</b> Direct cost of the animal management service/Number of registered animals. Expected range: \$10 - \$60	\$35	\$55.39	\$35.93
<b>Animal management prosecutions</b> Number of successful animal management prosecutions. Expected range: 0 to 50 prosecutions	0 - 50	0	n/a

Variance comments:

<b>Parking Control</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Hours ticket machines are not functional	-	6.8% <sup>(1)</sup>	n/a
Net operating cost to Council per restricted car park space per annum Restricted car parks consist of all parks excluding those privately owned.	(\$120)	(\$32.79) <sup>(2)</sup>	\$22.52

Variance comments:

- (1) New quality standard introduced for 2014/15.
- (2) Net operating cost per car parking space target not met due to expenditure being more than anticipated, asset depreciation and licensing for parking meter software not budgeted for.

<b>Food Safety</b>			
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Time taken to action food complaints</b> Number of days between receipt and first response action for all food complaints / Number of food complaints. Expected range: 1 to 10 days	1 - 10	2	n/a
<b>Food safety assessments</b> Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984/Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984. Expected range: 60 – 100%	80%	92%	80%
<b>Cost of food safety service</b> Direct cost of the food safety service/Number of food premises registered or notified in accordance with the Food Act 1984. Expected range: \$500 - \$1,200	\$950	\$809.12	\$951
<b>Critical and major non-compliance notifications</b> Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises. Expected range: 70 – 100%	85%	86.11%	85%

Variance comments:

# Waste Management Services

(Report adopted by Council June 2003)

Programs within this service:

Kerbside collection service

Landfills

<b>Waste Collection</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Cost per bin collection per household (from contract)</b> Target - Budgeted cost of the kerbside collection service / anticipated services. Actual - Cost of the actual kerbside collection service / Average services number (from December payment)	\$98.22	\$100.87	\$85.84
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Kerbside bin collection requests</b> Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households x 1000. Expected range: 20 to 200 requests	20	19.21	7
<b>Kerbside collection bins missed</b> Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts x 10,000. Expected range: 1 – 100 bins	12	5.1	12
<b>Cost of kerbside garbage bin collection service</b> Direct cost of the kerbside garbage bin collection service/Number of kerbside garbage collection bins Expected range: \$20 - \$200	\$50	\$53.52	\$48
<b>Cost of kerbside recyclables bin collection service</b> Direct cost of the kerbside recyclables bin collection service/Number of kerbside recyclables collection bins Expected range: \$10 - \$100	\$10 - \$100	\$26.85 <sup>(1)</sup>	\$9
<b>Kerbside collection waste diverted from landfill</b> Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins. Expected range: 20 – 80%	32%	34.44%	32%

Variance comments:

<sup>(1)</sup> 2013/14 result was based on quarterly reporting trial data.

<b>Landfill</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Net cost per capita of waste deposited at Swan Hill landfill sites	\$25.33	\$24.66	\$26.25
Net cost per capita of waste deposited at Robinvale landfill sites	\$55.49	\$57.11	\$50.48
Net cost per capita to maintain rural landfill sites	\$13.91	\$11.73	\$13.66
*Net cost per capita = Budgeted contract cost OR actual contract cost / Population served			

Variance comments:

## Community Amenity

(Report adopted by Council June 2004)

Programs within this service:

Environmental Standards

Street Beautification

Public Lighting

<b>Environmental Standards</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Maintain potable water consumption below 2011/12 levels for parks and gardens annually Source: 2012 - 2016 Sustainable Water Use Plan	37,000kL	43,311kL <sup>(1)</sup>	37,829kL
Maintain current power usage in Council's 8 highest energy use buildings: <ul style="list-style-type: none"> <li>• Kilowatts</li> <li>• Greenhouse gas emissions</li> </ul>	1.07M kWh 1,262T	1.067kWh 1,259T	1.03M kWh 1,215T
Total cost to Council for stationary energy of Council owned infrastructure Including street lighting	\$674,950	\$633,065	\$673,560

Variance comments:

- (1) Use of potable water on Parks and Gardens was higher due to continuing low winter rainfall and the need to ensure vegetation remained alive.

<b>Street Beautification</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
The number of changeovers to water wise medians and gardens developed throughout the municipality	4	4	4
Number of community street tree theme consultations Minimum of two annually	2	0 <sup>(1)</sup>	0
Cost to Council to maintain garden beds and grass in public areas per hectare of grass maintained	\$59,500	\$57,110	\$61,200

Variance comments:

- (1) With the loss of trees during the drought there hasn't been any need for community street tree theme consultations.



<b>Public Lighting</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Net increase in number of streetlights to existing network per year New light and pole assembly	3	0 <sup>(1)</sup>	4
Cost to Council for public lighting per streetlight Electricity costs are increasing and it is expected they will continue to increase over coming years	\$113.69	\$108.54	\$123.50

## Variance comments:

- <sup>(1)</sup> Funds were spent on upgrading the Campbell Street pedestrian crossing traffic lights, to bring them in line with VicRoads works.

## Recreation, Culture and Leisure Services

(Report adopted by Council June 2004)

*Programs within this service:*

Art Gallery

Performing Arts

Pioneer Settlement

Library

Community Centres and Swan Hill Town Hall PACC

Parks, Gardens, Recreation Reserves and Other Sporting Facilities

Indoor Sports Facilities and Swimming Pools

<b>Art Gallery</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Number of visitors to the Art Gallery per annum	11,000	10,093	10,354
Number of exhibitions	25	23	25
Number of events other than exhibitions Concerts, conferences, functions etc	30	36	41
Net cost to Council to operate the Gallery per visitor	\$26.14	\$27.60	\$23.92

Variance comments:

<b>Performing Arts</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Number of people attending performing arts events per annum	3,000	5,130	2,456
Net cost to Council to operate the performing arts program per patron Final net cost for year / Number of attendees	\$61.95	\$39.96	\$69.05

Variance comments:

<b>Pioneer Settlement</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Number of visitors to the Pioneer Settlement per annum	87,550	76,397 <sup>(1)</sup>	89,029
Net cost to Council to operate the Pioneer Settlement Museum per visitor	\$9.20	\$13.08 <sup>(1)</sup>	\$9.20

Variance comments:

- <sup>(1)</sup> Result reflects general down turn in tourism throughout the region. The average visitation is down 16 per cent, and the sound and light show is down 30 per cent. The lower visitation numbers has also resulted in a higher cost per visitor. This highlights the need to upgrade the Pioneer Settlement experience through key projects such as Heartbeat of the Murray.

<b>Libraries</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Visits to service points Includes Swan Hill and Mobile Library. Does not include Wakool Council library branches	94,200	89,745	94,219
Number of special events held in Library	15	25	28
Net cost to Council per visit Actual net cost / Number of visits to service points	\$8.60	\$8.61	\$8.21
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Library collection usage Number of library collection item loans / Number of library collection items. Expected range: 1 to 10 items	2	2.19	2
Standard of library collection Number of library collection items purchased in the last 5 years / Number of library collection items. Expected range: 50 – 100%	40%	41.65%	37%
Cost of library service Direct cost to Council of the library service / Number of visits Expected range: \$3 - \$20	\$6	\$7.33	\$6
Active library members Number of active library members/Municipal population Expected range: 10 – 50%	33%	22.54%	33%

Variance comments:

<b>Community Centres and Swan Hill Town Hall PACC</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Number of times the community centre/facility is used by the community each year:			
• Manangatang	150	255	177
• Nyah	100	208	124
• Lake Boga	100	132	137
• Robinvale	180	196	202
• Swan Hill Town Hall PACC	250	276	214
Number of people attending events, functions or performances at the Swan Hill Town Hall PACC	18,000	17,901	16,247
Net operating cost to Council per usage of the facility:			
• Manangatang	\$250	\$51.33	\$272.85
• Nyah	\$400	\$168.82	\$322.19
• Lake Boga	\$250	\$196.79	\$262.77
• Robinvale	\$600	\$406.61	\$495.92
• Swan Hill Town Hall PACC	\$1,054	\$1,050	\$1,234.66
Net operating cost to Council per person using the Swan Hill Town Hall PACC	\$14.65	\$16.20	\$16.26
Actual net cost / Number of people attending			

Variance comments:

<b>Parks, Gardens, Recreation Reserves and Other Sporting Facilities</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Maintain grass height between 25 – 60 mm	100%	100%	100%
Net operating cost per hectare:			
• Parks and gardens	\$13,000	\$12,540	\$13,000
• Recreation reserves	\$12,500	\$11,340	\$11,800

Variance comments:

<b>Indoor Sports Facilities and Swimming Pools</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Number of visitors/users of the indoor sports facilities/swimming pools:			
<ul style="list-style-type: none"> <li>Swan Hill Leisure Centre and Indoor Pool</li> <li>Swan Hill Indoor Sport and Recreation Centre</li> <li>Robinvale Leisure Centre and Pool</li> </ul>	77,500 36,500 20,500	82,207 36,020 20,331	76,121 35,192 19,305
Number of visitors/users of outdoor swimming pools:			
<ul style="list-style-type: none"> <li>Swan Hill Outdoor Pool</li> <li>Nyah Pool</li> <li>Manangatang Pool</li> </ul>	20,000 9,000 7,000	16,771 <sup>(1)</sup> 8,582 <sup>(2)</sup> 8,449	19,234 9,547 5,843
Net cost to Council per visitor to operate indoor facilities:			
<ul style="list-style-type: none"> <li>Swan Hill Leisure Centre and Indoor Pool</li> <li>Swan Hill Indoor Sport and Recreation Centre</li> <li>Robinvale Leisure Centre and Pool</li> </ul>	\$6.20 \$0.90 \$10.30	\$5.47 \$0.90 \$10.21	\$5.90 \$0.56 \$10.30
Net Operating expenditure / Number of visitors/users			
Net cost to Council per visitor to operate outdoor pools:			
<ul style="list-style-type: none"> <li>Swan Hill Outdoor Pool</li> <li>Nyah Pool</li> <li>Manangatang Pool</li> </ul>	\$10.80 \$6.89 \$9.57	\$11.79 <sup>(1)</sup> \$6.28 \$5.98	\$16.04 \$4.68 \$7.84
Net Operating expenditure / Number of visitors/users			
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>User satisfaction with aquatic facilities (optional)</b>			
User satisfaction with how council has performed on provision of aquatic facilities. Expected range: 0 to 100	-	-	-
<b>Health inspections of aquatic facilities</b>			
Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities. Expected range: 1 – 4	1	1.6	1
<b>Reportable safety incidents at aquatic facilities</b>			
Total number of WorkSafe reportable aquatic facility safety incidents Expected range: 0 to 20 incidents	0	0	0
<b>Cost of indoor aquatic facilities</b>			
Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities. Expected range: -\$10 - \$10	\$6.20	\$15.81 <sup>(3)</sup>	\$5.90
<b>Cost of outdoor aquatic facilities</b>			
Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities. Expected range: \$5 - \$50	\$5 - \$50	\$7.80	n/a
<b>Utilisation of aquatic facilities</b>			
Number of visits to aquatic facilities / Municipal population Expected range: 1 to 10 visits	4	3.9	3.7

## Variance comments:

- (1) A power outage in February saw the pool closed for 2 days, as well as a further 2 days due to inclement weather. March temperatures were unseasonably low resulting in lower patronage. Pool closed slightly earlier in March due to the low temperatures. The lower visitor numbers has resulted in a higher cost per visit.
- (2) The Nyah Pool Committee installed new heater system at pool which wasn't fully operational until end of season, resulting in lower numbers at the start and end of season.

- <sup>(3)</sup> This indicator was previously calculated using the total number of visits to indoor facilities. We have since been able to separate pool use only visits, and have used this in our calculations.

## Organisational Support

(Report adopted by Council June 2004)

*Programs within this service:*

Customer Service Revenue Control  
 Robinvale Resource Centre  
 Information Management  
 Information Technology Services  
 Finance Services  
 Asset Management  
 Human Resources  
 Commercial Services and Risk Management  
 Plant and Fleet Management

### Customer Service Revenue Control and Robinvale Resource Centre

Quality/Cost Standard	Target	2014/15	2013/14
Rate debtor collections as a percentage of Total Rate Income	96%	95.24% <sup>(1)</sup>	96.25%
Cost of providing Customer Service and Revenue Control Services <small>Net Customer Services and Revenue Control Program Costs / Total Council Operating Expenditure</small>	1.53%	1.14%	1.6%
Cost of providing customer services from the Robinvale Resource Centre per head of population <small>Net Robinvale Resource Centre Program Costs / Population of Robinvale and surrounding district</small>	\$57.18	\$54.98	\$52.99

Variance comments:

- <sup>(1)</sup> Rate Debtor Collections are marginally down by 0.76% primarily due to a series of reasonably large debtors experiencing long term difficulties. A number of these debtors will be considered as part of the imminent Rate Recovery Sale process in 2015/16.

### Information Management

Quality/Cost Standard	Target	2014/15	2013/14
<sup>(1)</sup> Service meets agreed timeframes for incoming correspondence registration: <ul style="list-style-type: none"> <li>• 3.40pm Monday</li> <li>• 2.20pm Tuesday – Friday</li> </ul>	Yes Yes	No <sup>(1)</sup> No <sup>(1)</sup>	Yes Yes
<sup>(2)</sup> Cost of service as a percentage of total operating expenses. <sup>(3)</sup> Information Management Program / Total Operating Expenditure	<0.89%	0.85%	0.70%

Variance comments:

- <sup>(1)</sup> Implementation of the new Alfresco Records Management software adversely impacted on response times during the bedding in period.

<b>Information Technology Services</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Authority System available	98%	98%	98%
Network Services available	98%	99%	98%
Internet Services available	98%	98%	99%
Cost of providing IT services as a percentage of total operating expenses IT program (bottom line 3345) / Total operating expenditure	<2.5%	2.4%	2.25%
Cost of IT services per connected user IT program (bottom line 3345) / Number of personal computers supported	\$3,600	\$3,600	\$3,600

Variance comments:

<b>Finance Services</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
(4) Meet all statutory reporting obligations: <ul style="list-style-type: none"> <li>Annual Report</li> <li>Business Plan and Annual Budget</li> <li>Victoria Grants and Commission Return</li> <li>Local Government Sector Borrowings Surveys</li> <li>Taxation (PAYG, GST and FBT)</li> </ul>	Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes
(5) Cost of providing financial services as a percentage of Total Council Operating Expenses Finance Program Costs (Bottom Line P3340) / Total Operating Expenditure (excluding depreciation)	<1.89%	1.86%	1.68%

Variance comments:



<b>Asset Management</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
(6) National Asset Management Framework scorecard that allocates a score depending on the policies and processes in place:			
<ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Annual Budget</li> <li>• Annual Report</li> <li>• Asset Management Policy</li> <li>• Asset Management Strategy</li> <li>• Asset Management Plans</li> <li>• Governance and Management</li> <li>• Levels of Service</li> <li>• Data and Systems</li> <li>• Skills and Processes</li> <li>• Evaluation</li> </ul>	85 100 95 90 100 75 60 60 80 65 60	88 100 95 85 <sup>(1)</sup> 100 70 <sup>(1)</sup> 50 <sup>(1)</sup> 44 <sup>(1)</sup> 78 <sup>(1)</sup> 60 <sup>(1)</sup> 42 <sup>(1)</sup>	83 100 95 85 100 70 50 44 75 58 42
DPCP survey sustainability index: Budget allocated to maintenance and renewal / Expenditure required for maintenance and renewal	0.90	0.83	0.79
Cost index: Full Cost of provision of the service / Total replacement value of assets managed. <small>Total Operating Expenditure (Budget) / Total replacement cost all assets (Annual Report)</small>	0.0009	0.00083	0.00097

Variance comments:

- (1) The Assets Co-ordinator position was vacant for a considerable period. The position has since been filled and mandatory reporting program has been resumed.

<b>Human Resources</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
Number of staff issues referred to Fair Work Australia	Nil	Nil	1
Number of organisational training hours provided per EFT	7 hours	11.4 hours	5.44 hours
Cost of providing Human Resource Services as a per cent of total operating expenses	1.35%	1.0%	0.9%

Variance comments:

<b>Commercial Services and Risk Management</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<sup>(7)</sup> All tendering and acquisitions undertaken by Commercial Services is done in accordance with adopted Council policy.	Yes	Yes	Yes
Risk mitigation for Property Hazard Management Assessments as per Council's insurers Conducted bi-annually	82%	82%	n/a
Cost of providing commercial services as a percentage of Total Council Operating Expenses. Total cost of Program (less Insurance Premiums) / Total operating cost of Council	<1.3%	1.2%	1.1%
Risk Management - WorkCover (EFT to premiums)	\$2,640	\$3,319	\$1,975
Risk Management – Property (Value of property v Premium)	\$0.0026	\$0.0019	\$0.0024
Risk Management – Registered Motor Vehicles Unit cost	\$600	\$550	\$622

Variance comments:

<b>Plant and Fleet Management</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<sup>(8)</sup> Percentage of occasions actual service times on all major plant and vehicle items meet manufacturers set standard time	90%	89.17%	87.3%
Average cost of scheduled services for passenger and light commercial vehicles Total service costs (excluding oils and parts) divided by total number of services as recorded in Fleet Management Services	\$124	\$119.65	\$121
Average cost of scheduled services for major plant items Total service costs (excluding oils and parts) divided by total number of services as recorded in Fleet Management Services	\$218	\$184.87	\$205

Variance comments:

## Governance and Leadership

(Report adopted by Council May 2005)

*Programs within this service:*

Elected Members  
Community Development  
Corporate Governance  
Media and Events

<b>Elected Members</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<sup>(9)</sup> Community satisfaction with Council's advocacy role per annual Local Government Survey	53	53	51
Community satisfaction rating for overall performance generally of Council as per Local Government Community Satisfaction Survey	55	59	53
Program cost as a percentage of operating budget Program cost: Total operating expenditure calculated on a Rates determination basis	<2.39%	2.29%	2.07%

Variance comments:

<b>Community Development</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<sup>(10)</sup> Government and other funding attracted during the year to supplement community and Council activities	\$800,000	\$1,148,440	\$850,773
Number of actions implemented out of community plans At least one action per plan	30	32	31
Net program cost as a percentage of operating budget Net program cost: Total operating expenditure less revenue / Rates determination statement net operating result	<1%	1%	<1%

Variance comments:

<b>Corporate Governance</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Program cost as a percentage of operating budget</b> Program cost: Total operating expenditure calculated on a Rates determination basis	<2.78%	2.81%	2.35%
<b>LGPRF Indicator</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
<b>Council decisions made at Council Meetings closed to the Public</b> Number of Council resolutions made at an ordinary or special meeting of Council, consisting only of Councillors, closed to the public / Number of Council resolutions made at an ordinary or special meeting of Council, consisting only of Councillors Expected range: 0 – 25%	5%	6.5%	5%
<b>Satisfaction with community consultation and engagement</b> Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement Expected range: 50 – 100%	55	54	55
<b>Councillor attendance at Council Meetings</b> Sum of number of Councillors who attended each ordinary and special council meeting / (Number of ordinary and special council meetings) x (Number of Councillors elected at last Council general election. Expected range: 80 – 100%	94%	95%	94%
<b>Cost of Governance</b> Direct cost of Governance service / Number of Councillors elected at last Council general election. Expected range: \$10,000 - \$100,000	\$31,000	\$40,372	\$30,183
<b>Satisfaction with Council decisions</b> Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community Expected range: 50 – 100%	48	51	46

Variance comments:

<b>Media and Events</b>			
<b>Quality/Cost Standard</b>	<b>Target</b>	<b>2014/15</b>	<b>2013/14</b>
(11) Number of media releases distributed annually	140	147	132
Number of social media post annually	110	155	n/a
<b>Production and distribution of Council's Community Newsletter</b> Three times per year	3	3	3
<b>Cost of providing media and events unit services</b> As a percentage of total Council operating expenses	<0.8%	0.38%	0.59%

Variance comments:

## **B.15.92 FINANCIAL HARDSHIP POLICY REVIEW**

**Responsible Officer:** Director Corporate Services  
**File Number:** S29-25  
**Attachments:** 1 Financial Hardship Policy

### **Declarations of Interest:**

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

### **Summary**

The Financial Hardship Policy is presented for the approval of Council. The policy outlines the principles for Council employees to follow when addressing financial hardship applications.

### **Discussion**

Council has a range of policies that guide how Council operates to deliver services and its dealings with the community. This policy was presented, as a new policy, to Council in November 2014.

This policy will provide a framework for dealing with any customer who may find themselves in genuine financial hardship, thereby reducing the need to use formal legal proceedings to collect debts.

The policy provides a clear set of guidelines for Council employees to follow when administering an application for financial hardship.

Most importantly, the policy will aid those Council customers approved for assistance under the policy.

Since implementation of the policy in November 2014, Council has received three applications for financial hardship. One applicant has subsequently paid in full and the remaining two have been part paid. Repayments by these two applicants continue.

The policy should be read in conjunction with the Debt Collection Policy.

### **Consultation**

The Municipal Authority of Victoria, the Revenue Management Association of Victoria, revenue staff of most Councils in north and central Victoria, the Consumer Action Law Centre, Financial Counselling Australia, Mallee Family Care and Rural Financial Counselling Services – Murray Mallee Region have previously provided input via consultation on this policy.

All members of the Executive Leadership Team have reviewed the policy.

### **Financial Implications**

There is a possibility of minor negative financial implications from this policy.

### **Social Implications**

The policy provides a clear and transparent set of guidelines for when Council employees are dealing with customers in financial hardship.

### **Economic Implications**

Not applicable for this item.

### **Environmental Implications**

Not applicable for this item.

### **Risk Management Implications**

Acknowledges the minor risk of not collecting an entire outstanding debt.

### **Council Plan Strategy Addressed**

***Governance and Leadership*** - Positive community engagement and inclusiveness.

### **Options**

Council may approve the policy as recommended or make changes.

### **Recommendation**

**That Council adopt the Financial Hardship Policy as presented.**

### **51/1 Motion**

#### **MOVED Cr Adamson**

**That Council adopt the Financial Hardship Policy as presented.**

#### **SECONDED Cr Norton**

**The Motion was put and CARRIED**

**POLICY TITLE      FINANCIAL HARDSHIP POLICY**

**POLICY NUMBER    POL/CORP234**

**PURPOSE**

This policy provides a set of guidelines for the treatment of those customers whom are experiencing genuine financial hardship or are clearly having difficulty in meeting their financial obligations to Council.

**SCOPE**

This policy applies to Council employees whom have responsibility to consider applications for financial hardship.

**POLICY**

Council will consider all applications for Financial Hardship in a respectful, compassionate, fair, sensitive and confidential manner. Criteria for genuine financial hardship or a customer clearly experiencing difficulty in meeting their financial obligations to Council, is detailed in the Financial Hardship Procedure- PRO/CORP234

Decisions made on applications are subject to review by the Chief Executive Officer.

Where appropriate Council will refer customers to relevant counselling services for assistance.

**RELATED POLICIES/DOCUMENTS**

Debt Collection Policy- POL/CORP204

**RELATED LEGISLATION**

Local Government Act 1989

**ATTACHMENTS**

Financial Hardship Application Form

Financial Hardship Application - Appeal Form

**Signed:** \_\_\_\_\_ **Mayor**      **Date:** \_\_\_\_\_

### **B.15.93 2016/17 TO 2025/26 MAJOR PROJECTS PLAN**

**Responsible Officer:** Director Corporate Services  
**File Number:** S15-06-04  
**Attachments:** Nil

**Declarations of Interest:** Officer

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

#### **Summary**

A Major Projects Plan covering the financial years 2016/17 to 2025/26 has been prepared and is being presented for Council adoption.

#### **Discussion**

The 2016/17 to 2025/26 Major Projects Plan includes projects covering the entire municipality as well as ongoing programs of works to replace and maintain key infrastructure such as roads.

Continued development of the Swan Hill Riverfront remains as a key aspect of the Plan. Works in and around Robinvale over the next ten years include establishing a Public Library, Town Levee banks, Bromley Road beautification, drainage improvements, a World War 1 interpretative walk and Robinvale Caravan Park works.

Community planning funding includes projects across all the smaller townships in the Municipality. The plan allocates \$44 million in capital funding for roads over ten years including a once off boost to Roads to Recovery funding in 2015/16 of \$2.3 million. This funding is in addition to ongoing maintenance expenditure.

Priorities within the plan have been assessed on a number of factors, including whether the project maintains existing service levels, or increases them, statutory or regulatory imperatives, compliance with existing Council plans and strategies, the availability of external funding sources to help cover the cost of each project and the expected overall ability of Council to fund the items within the plan, based on the current Long-Term Financial Plan.

The final list of projects submitted for the 2016/17 year will be subject to the financial constraints determined through the 2016/17 budget process. Projects in future years will be similarly constrained. In addition, it is possible that some of the projects may change priority in the future due to a number of factors including availability of external funding, community demand, legislative changes etc.



### **Consultation**

Council regularly receives suggestions, both formally and informally, for items to be considered for funding. Many of the projects in the plan have been subject to a specific consultation and/or community planning process.

### **Financial Implications**

Given funding constraints, it is inevitable that many worthwhile projects cannot be included in the Plan. Several projects are included on the basis that the required external funding will be forthcoming. These projects will not proceed otherwise.

### **Social Implications**

Various projects within the plan will assist Council in improving community wellbeing.

### **Economic Implications**

As well as the direct economic benefit from project expenditure within the Municipality many of the projects will assist business through better transport links or increased tourist visitation.

### **Environmental Implications**

Many of the projects within the plan will improve environmental outcomes through improved drainage systems, reduced green-house gas emissions or improved landfill operations.

### **Risk Management Implications**

The Risk Management implications for each project are assessed individually as part of the project scope.

### **Council Plan Strategy Addressed**

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

### **Options**

1. These were considered during the review of the draft plan.

### **Recommendations**

#### **That Council:**

1. **Adopt the Major Projects Plan as presented.**
2. **Refer the projects identified for the financial year 2016/17 to the budget process.**

**52/15 Motion**

**MOVED Cr Katis**

**That Council:**

- 1. Adopt the Major Projects Plan as presented.**
- 2. Refer the projects identified for the financial year 2016/17 to the budget process.**

**SECONDED Cr Cruickshank**

**The Motion was put and CARRIED**

## **B.15.94      PROCUREMENT POLICY**

**Responsible Officer:**            Director Corporate Services  
**File Number:**                    69-12-99  
**Attachments:**                    1      Procurement Policy & Procedure

### **Declarations of Interest:**

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

### **Summary**

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

Council is required to review its procurement policy annually.

The Procurement policy details the guidelines for procurement of goods, services and works.

### **Discussion**

The Procurement policy is presented for the approval of Council. The review process has resulted in the following changes:

#### Procurement Policy and Procedure

- Best value procurement defined and consideration to local benefit effect included into Policy.
- Quotation definition amended to "At least 3 quotations should be invited"
- Tender definition amended to include electronic tenders
- Procurement levels \$1 to \$10,001 amended to "Quotations are to be recorded via the Purchasing requisitions module of the Authority system".
- Procurement levels \$75,001 to \$130,000 Goods & Services and \$75,001 to \$180,000 amended to include "Security undertakings"
- Paragraph 22 Prequalified suppliers amended to reflect current processes (maintenance of suppliers register).
- Sustainability section moved to align with Local benefit effect statement.

### **Consultation**

All members of the Executive Leadership Team, Organisational Development Manager and Commercial Services Coordinator have reviewed the policy.

The documents were also reviewed at a Councillor Assembly resulting in some minor changes that are reflected in the Directives and Procedures.

### **Financial Implications**

The Policy will ensure Council achieves best value for money throughout its Procurement practices and complies with relevant legislation.

### **Social Implications**

Promote and provide opportunities for social procurement.

### **Economic Implications**

Provide opportunities for the growth of local businesses.

### **Environmental Implications**

Improved environmental outcomes through better use of sustainable products and practices.

### **Risk Management Implications**

The Policy is an important component of Council's risk management processes.

### **Council Plan Strategy Addressed**

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

### **Options**

Council may approve the policy as recommended or make changes.

### **Recommendation**

**That Council adopt the Procurement Policy as presented.**

### **53/15 Motion**

#### **MOVED Cr Cruickshank**

**That Council adopt the Procurement Policy as presented.**

#### **SECONDED Cr Norton**

**The Motion was put and CARRIED**

Date Adopted	November 2009
Date Reviewed	December 2014
To be Reviewed	December 2015

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



**POLICY TITLE      PROCUREMENT**

**POLICY NUMBER    POL/CORP 229**

**PURPOSE**

To provide a framework and a consistent approach to Procurement across Council.

**SCOPE**

This policy applies to all Procurement activities undertaken for or on behalf of Council.

**POLICY**

Council's Procurement Procedures and Practices will:-

1. Comply with all Legislative Requirements
2. Be aimed at achieving Best Value procurement for Council and the Community
3. Consider the local benefit and effect on the local economy and the municipality
4. Treat all potential suppliers who respond to quotations or tenders in a fair manner
5. Be administratively efficient
6. Be clearly documented and, subject to the need for confidentiality, available for inspection
7. In assessing Best Value for major purchases give preference to Suppliers and products which will enhance achievement of Council objectives such as sustainable and socially responsible procurement; provide bottom-line cost savings, support the Municipal economy and achieve innovation.

Employees are to exercise appropriate care in the expenditure of Council funds in consideration of budget allocations and this Policy.

**RELATED POLICIES/DOCUMENTS**

Tendering Directive (Corp 217)  
Delegations of Financial Authority Directive (DIR/CORP 206)  
Risk Management Policy (Corp 216)  
Occupational Health and Safety Directive (DIR/STAFF 107)  
Fraud Control Policy (POL/CORP 226)  
Financial Investments Policy (POL/CORP 227)  
Corporate Credit Card Directive (DIR/CORP 203)

**RELATED LEGISLATION**

Local Government Act 1989  
National Competition & Competitive Neutrality Policy  
Trade Practices Act 1974  
Goods and Services Tax (GST)

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

**Date:** \_\_\_\_\_

## **B.15.98 FINANCIAL INVESTMENTS POLICY REVIEW**

**Responsible Officer:** Director Corporate Services  
**File Number:** 69-99-00  
**Attachments:** 1 Financial Investments Policy

**Declarations of Interest:** Officer

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

### **Summary**

The Financial Investments Policy has been reviewed and is presented for the approval of Council. The policy details the guidelines for the investment of surplus funds.

### **Discussion**

Council currently has processes in place for investing surplus funds. This Policy was developed to guide and document how Council invests these funds.

The review process resulted in the following minor changes:

- The removal of the need to obtain a Guarantee and Security from ADI's, as this is no longer required.
- Altered the need to compile monthly reports to Council – this is now prepared as required and reported in the Councillor Bulletin.
- Extended the review period of the Policy from one to four years.

### **Consultation**

All members of the Executive Leadership Team and the Finance Manager have reviewed the policy.

### **Financial Implications**

This Policy ensures that financial investments are managed in a manner that allows Council to meet its daily cash flow requirements and maximise return on investments within an acceptable level of risk.

### **Social Implications**

Nil

**Economic Implications**

Nil

**Environmental Implications**

Nil

**Risk Management Implications**

Nil

**Council Plan Strategy Addressed**

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

**Options**

Nil

**Recommendations**

**That Council adopt the Financial Investments Policy as presented.**

**54/15 Motion**

**MOVED Cr Kiley**

**That Council adopt the Financial Investments Policy as presented.**

**SECONDED Cr Katis**

**The Motion was put and CARRIED**

## **FINANCIAL INVESTMENTS POLICY**

### **POLICY TITLE**

**POLICY NUMBER** POL/CORP227

### **PURPOSE**

This policy sets out Council's guidelines for the investment of surplus funds.

### **SCOPE**

This policy applies to employees authorised to deal with Council investments.

### **POLICY**

Council will manage its financial investments in a manner that allows it to meet daily cash flow requirements and maximize its return on investments within an acceptable level of risk. An acceptable level of risk means surplus funds will only be invested in Approved Deposit-taking Institutions (ADIs) approved by the Australian Prudential Regulation Authority (APRA) with a credit rating of at least A- (long term) or BBB for investments less than 90 days as assessed by Standard and Poor's Financial Services.

### **RELATED POLICIES/DOCUMENTS**

Delegation of Financial Authority Directive DIR/CORP206

### **RELATED LEGISLATION**

Local Government Act 1989 – Section 143

**Signed:** \_\_\_\_\_ **Mayor** **Date:** \_\_\_\_\_



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

### **C.15.10 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS**

**Responsible Officer:** Chief Executive Officer  
**File Number:** 22-13-12  
**Attachments:** 1 Councillor Assemblies Record of Attendance and Agenda Items

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

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

#### **Summary**

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

#### **Discussion**

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

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

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

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

Details of the most recent assemblies of Council are attached.

#### **Consultation**

Not applicable.

#### **Financial Implications**

Not applicable.

#### **Social Implications**

Not applicable.

**Economic Implications**

Not applicable.

**Environmental Implications**

Not applicable.

**Risk Management Implications**

Not applicable.

**Council Plan Strategy Addressed**

*Governance and Leadership* - Community leadership through effective strategic planning.

**Options**

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

**Recommendation**

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

**55/15 Motion**

**MOVED Cr Katis**

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

**SECONDED Cr Norton**

**The Motion was put and CARRIED**

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
27 October 2015 at 1pm  
SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

**AGENDA ITEMS**

- Councillor only session
- Community Grants Program
- Art Gallery Development discussion

**ADDITIONAL ITEMS DISCUSSED**

- Chicken Farm Planning Application
- Cr Issues

**ATTENDANCE**

Councillors

- Cr Les McPhee
- Cr Jessie Kiley
- Greg Cruickshank
- Cr Jim Crowe – left the meeting at 3pm
- Cr Michael Adamson

Apologies

- Cr John Katis
- Cr Gary Norton

Officers

- David Lenton, Acting Chief Executive Officer/Director Corporate Services
- David Leahy, Director Infrastructure
- Bruce Myers, Director Community & Cultural Services
- Adam McSwain, Director Development and Planning
- Steve Matthews, Economic & Community Development Manager
- Megan Monk, Community Recreation and Grants Officer
- Camille Cullinan, Manager Cultural Development & Libraries
- Ian Tully, Art Gallery Director

Other

- Nil

**CONFLICT OF INTEREST**

- Cr Cruickshank no direct conflict of interest, but wanting it noted that he is the Captain of the Lake Boga Golf Club which applied for a community grant.

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
10 November 2015 at 1pm  
SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

**AGENDA ITEMS**

- Brookfield Victorian Regional Energy Project (Natural Gas)
- Rural Land Use Strategy
- Councillor only session

**ADDITIONAL ITEMS DISCUSSED**

- Swan Hill Bridge update

**ATTENDANCE**

Councillors

- Greg Cruickshank
- Cr Les McPhee
- Cr Jim Crowe
- Cr Michael Adamson
- Cr Jessie Kiley
- Cr John Katis
- Cr Gary Norton

Apologies

- Nil

Officers

- David Lenton, Acting Chief Executive Officer/Director Corporate Services
- David Leahy, Director Infrastructure
- Bruce Myers, Director Community & Cultural Services
- Adam McSwain, Director Development and Planning
- Rachael Blandthorn, Planning Officer
- Muriel Scholz, Senior Economic Development Officer

Other

- Todd Henderson and Peter Walton – Brookfield
- Shelly McGuinness (Rural Land Use Strategy)

**CONFLICT OF INTEREST**

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
24 November 2015 at 1pm  
SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

**AGENDA ITEMS**

- Councillors Only Session
- CEO Recruitment Timelines
- 10 Year Major Projects Plan

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

- Cr Les McPhee from 3pm-onwards
- Cr Jessie Kiley
- Cr John Katis
- Greg Cruickshank
- Cr Jim Crowe
- Cr Michael Adamson

Apologies

- Cr Gary Norton

Officers

- Ian Couper, Acting CEO
- David Lenton, Director Corporate Services
- David Leahy, Director Infrastructure
- Adam McSwain, Director Development and Planning

Other

**CONFLICT OF INTEREST**

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA**  
**1 December 2015 at 1pm**  
**SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

**AGENDA ITEMS**

- Financial Hardship Policy review
- Planning
- Future use development plan of the decommissioned No.s 9,11/9 and 1A/( Channels
- Riverfront 10 Year Budget and Investment Prospectus – Current status and expected outcomes
- Procurement Policy
- Regional Arts Victoria report
- Proposed Land Acquisition
- 2014-15 Best Value Report
- Bridge Committee

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

- Cr Les McPhee
- Cr John Katis
- Greg Cruickshank
- Cr Gary Norton

Apologies

- Cr Michael Adamson
- Cr Jessie Kiley
- Cr Jim Crowe

Officers

- Ian Couper, Acting CEO
- David Lenton, Director Corporate Services
- David Leahy, Director Infrastructure
- Adam McSwain, Director Development and Planning
- Bruce Myers, Director of Community and Cultural Services
- Stefan Louw, Acting Development Manager
- Ken Symons, Commercial Services Co-ordinator
- Helen Morris, Human Resources Manager
- Kim Bennett, Regional Arts Development Officer
- Fiona Gormann, Community Planning & Development Officer
- Camille Cullinan, Manager Cultural Development & Libraries

Other

**CONFLICT OF INTEREST**

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
8 December 2015 at 1pm  
SWAN HILL TOWN HALL, COUNCIL CHAMBERS**

**AGENDA ITEMS**

- Councillors only session
- Woorinen Waste Water Project
- Financial Investment Policy and Procedure
- Robinvale P12 Update
- Swan Hill to Lake Boga Active Trail draft report

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

- Cr Les McPhee
- Cr John Katis
- Greg Cruickshank
- Cr Michael Adamson
- Cr Jessie Kiley

Apologies

- Gary Norton
- Jim Crowe

Officers

- Ian Couper, Acting CEO
- David Lenton, Director Corporate Services
- David Leahy, Director Infrastructure
- Adam McSwain, Director Development and Planning
- Bruce Myers, Director of Community and Cultural Services
- Steve Matthews, Economic & Community Development Manager - Item 6
- Nathan Keighran, Economic Development & Tourism Project Officer – Item 6

Other

**CONFLICT OF INTEREST**

- Nil

**SECTION D – NOTICES OF MOTION**

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

**56/15 Recommendations**

**MOVED Cr Katis**

**That Council accept an urgent in-camera item.**

**SECONDED Cr Cruickshank**

**The Motion was put and CARRIED**

Cr Jim Crowe entered the meeting at 3.03pm.

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

**Cr Gary Norton**

Nyah District Primary School Centenary  
Manangatang Improvement Group  
North West Municipalities meeting Warracknabeal  
MAV Board meeting  
MAV Transport and Infrastructure meeting  
Nyah District Action Group

**Cr Michael Adamson**

National Roads Conference Ballarat

**Cr Jessie Kiley**

Farmers Market

**Cr Greg Cruickshank**

Murray River Crossing

**Cr Jim Crowe**

Audit Committee meeting



**Cr Les McPhee**

ABC Radio interview

MRGC meeting with Natalie Hutchins Minister for Local Government in Melbourne

ABC Radio outside Broadcast of Nyah District Primary School to celebrate schools 100<sup>th</sup> year

3SH Radio Interview

CEO/Mayor meeting

MMLLEN Student Excellent Awards

ABC Radio Interview

Southern Mallee Primary Care Partnership – Information and networking day for professionals in relation to Mental Health services

Swan Hill College Graduation Dinner

Meeting with Guardian

Meeting with Swan Hill Bowls Club re: Future use of the fourth green

CEO Mayor meeting

ABC radio interview

Heartbeat of the Murray Official Launch

MRGC meeting

Forest of Christmas Trees auction and 21<sup>st</sup> Year celebration

International Day of people with a disability concert at Town Hall

Library Volunteers Annual Christmas Luncheon

Slipstitch, SNAP and Artists of the Murray Mallee Launch at Art Gallery

Agri-business Advisory Committee Christmas break-up

MacKillop College Presentation Night

CEO/Mayor meeting

Australia Day nominations and event program

Tennis Interregional launch at Swan Hill Tennis Club

ABC radio Interview

Bendigo Bank Christmas drinks

SWDP Panel Hearings at Ibis Styles

SOAR Adventures graduation

Neighbourhood House meeting

Art Gallery Advisory Committee

The Mayor, Cr Les McPhee wished Mrs Joan Slater, Councillors, Council Staff and the community a Very Merry Christmas and a Happy New Year.

The Mayor also congratulated Director of infrastructure, Mr David Leahy on taking a promotion as the Chief Executive Officer at West Wimmera Council. The Mayor thanked him for all efforts during his time here. Acknowledging the wealth of knowledge he would be taking with him and wished him all the best for the future.

## **SECTION G – IN CAMERA ITEMS**

### **Recommendations**

**That Council close the meeting at 3.04pm to the public on the grounds that the report(s) include contractual matters**

### **B.15.89 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**

**57/15 Motion**

**MOVED Cr Cruickshank**

**That the meeting move out of closed session at 3.23pm.**

**SECONDED Cr Kiley**

**The Motion was put and CARRIED**

There being no further business the meeting was closed at 3.24pm