

# Agenda

## Ordinary Meeting of Council

Corryong Council Office

Tuesday 14 November 2017

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AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT TOWONG  
SHIRE COUNCIL, CORRYONG OFFICE ON TUESDAY 14 NOVEMBER 2017  
COMMENCING AT 10.30 AM.

Commonly used acronyms

ABBREVIATION	TITLE
Staff	
CAE	Civil Asset Engineer
CEO	Chief Executive Officer
DCCS	Director Community and Corporate Services
DTS	Director Technical Services
EA	Executive Assistant
MCS	Manager Community Services
MED	Manager Economic Development
Government/Organisation	
ACSUM	Alliance of Councils and Shires of the Upper Murray
DELWP	Department of Environment, Land, Water and Planning
DEPI	Department of Environment and Primary Industries
DPCP	Department Planning and Community Development
DSDBI	Department of State Development, Business and Innovation
DTPLI	Department of Transport Planning and Local Infrastructure
HRGLN	Hume Region Local Government Network
MAV	Municipal Association of Victoria
NECMA	North East Catchment Management Authority
NEW	North East Water
NEWRRG	North East Waste and Resource Recovery Group
RCV	Rural Councils Victoria
RDA	Regional Development Australia
RDV	Regional Development Victoria
THS	Tallangatta Health Service
UMHCS	Upper Murray Health and Community Service

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## **1 Election of temporary chair (07/05/0007-CEO)**

At the 8 November 2016 Council meeting Cr Wortmann was elected Mayor for a term of one year. The term of one year has been served and Council is now required to elect a Mayor.

Section 71(3) (a) of the Act provides that the Mayor is to be elected after the fourth Saturday in October but not later than 30 November in each year.

Under Section 72 of the Act the office of Mayor becomes vacant at 6am on the day of the election of the Mayor.

Under Section 73(3) and 73(4) of the Act provides:

- (3) If there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act, the Council must appoint one of the Councillors to be the acting Mayor.
- (4) An acting Mayor may perform any function or exercise any power conferred on the Mayor.

Council's Local Law No. 1 Meeting Procedures and Use of the Common Seal (section 8) provides:

At any meeting to elect the Mayor and Deputy Mayor any Councillor may be elected as a temporary chair to deal with the:

- (a) receipt of nominations for the election of Mayor and to conduct the election of Mayor in accordance with the provision of the Local Law;
- (b) fixing of allowances payable to the Mayor and Councillors;
- (c) presentation of any Annual Report from the outgoing Mayor.

### **RECOMMENDATION:**

**THAT A COUNCILLOR BE ELECTED AS TEMPORARY CHAIR.**

## **2 Opening Prayer**

"Almighty God, we ask that you be present at this meeting to assist us in our service to the Community through Local Government.

We pray that our decisions will be wise and taken with goodwill and clear conscience.

Amen."

## **3 Councillor and Officer presence at the meeting**

## **4 Apologies and granting of leave of absence**

## **5 Declaration of pecuniary interest and/or conflict**

For the purpose of this section, Councillors must disclose the nature of the conflict of interest in accordance with s79(2) of the Local Government Act.

## **6 Address by outgoing Mayor**

It is normal practice at Towong Shire Council that the outgoing Mayor be given an opportunity to address the meeting at the conclusion of their term as Mayor.

### **RECOMMENDATION:**

**THAT THE OUTGOING MAYOR CR WORTMANN BE INVITED TO ADDRESS THE MEETING.**

## **7 Mayoral Term and Election of Mayor (07/05/0007-CEO)**

Under Section 71(1) of the Act the Councillors must elect a Councillor to be the Mayor of the Council, at a meeting of the Council that is open to the public.

### **7.1 Mayoral Term**

The Mayoral term may be either one (1) or two (2) years. If it is Council's desire for the term to be two (2) years a resolution of Council must be made in this regard before a Mayor is elected (s71(2)).

#### **RECOMMENDATION:**

**THAT THE MAYORAL TERM OF OFFICE BE DETERMINED.**

### **7.2 Election of Mayor**

Any Councillor is eligible for election or re-election to the office of Mayor (s72).

Section 73 of the Act provides that the Mayor of a Council takes precedence at all municipal proceedings within the municipal district and the Mayor must take the chair at all meetings of the Council at which he or she is present (s73(1)).

#### **RECOMMENDATION:**

**THAT:**

- 1. COUNCIL ELECT THE MAYOR IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT (1989); AND**
- 2. THE MAYOR BE INVITED TO ADDRESS THE MEETING.**

## **8 Position of Deputy Mayor (07/05/0007-CEO)**

The Act is silent on the matter of the election of a Deputy Mayor. The Council may however elect a Councillor to be the Deputy Mayor.

A Deputy Mayor does not have any statutory role or function under the Act. It is merely a title bestowed on the Councillor so elected and does not mean the holder of the title can automatically deputise for the Mayor with regard to the Mayoral role, function and duties.

### Deputy Mayor vs. Acting Mayor

Section 73(3) of the Act provides for the appointment of an acting Mayor where there is a vacancy in the office of Mayor, or the Mayor is absent, incapable of acting or refusing to act. It must be noted that the appointment of the acting Mayor is not a permanent appointment. An acting Mayor must be appointed each time there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act.

Unlike the Mayor who takes precedence at all municipal proceedings within the municipal district and must take the chair at all meetings of the Council at which he or she is present (s73(1)), the Deputy Mayor does not and cannot undertake either of these roles unless he or she has been appointed acting Mayor by the Council.

Cr Scales was elected Deputy Mayor at the 8 November 2016 Council Meeting. At the time of the election Council did not resolve the period of time for the appointment. It has been assumed that the term was consistent with the Mayoral term.

### **RECOMMENDATION:**

**THAT COUNCIL DETERMINE WHETHER A DEPUTY MAYOR IS TO BE APPOINTED AND THE TERM OF SUCH AN APPOINTMENT.**



## **9 Appointment to Committees and Boards (07/05/0007-CEO)**

### **Disclosure of Interests (S.80C):**

This report was prepared by Mrs Diana Snaith, Executive Assistant.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

### **Background:**

There are many Committees/Boards that require Council representation. Meetings are generally conducted monthly/quarterly and the table below details where representation is required.

<b>COMMITTEE</b>	<b>2017</b>	<b>2018</b>
<b>Advisory Committee</b>		
Audit Committee	Mayor (Substitute Cr Scales)	
Corryong Saleyards	Cr Whitehead	
<b>S86 Committees</b>		
Guys Forest Recreational Reserve	Cr Star	Committee revoked (3 October 2017)
Riverview Walwa Committee of Management	Cr Star	
<b>External Board</b>		
North East Waste and Resource Recovery Forum	Cr Tolsher	
<b>External Committees</b>		
Alliance of Councils and Shires in the Upper Murray (ACSUM) Working Party	Crs Whitehead and Tolsher	
Corryong Cemeteries Trust	All	
Hume Region Local Government Network (HRLGN)	Mayor	
Lake Hume Land and On-Water Management Community Reference	Cr Tolsher	

<b>COMMITTEE</b>	<b>2017</b>	<b>2018</b>
Group		
Municipal Association of Victoria (MAV)	Cr Scales (Substitute Cr Star)	
Municipal Emergency Management Planning Committee	Mayor (Substitute Cr Tolsher)	
Municipal Fire Management Plan Committee	Mayor (Substitute Cr Whitehead)	
Murray Arts	Cr Star	
Murray Darling Association	-	
Rural Councils Victoria	Mayor	
Roadsafe North East	Cr Scales	
Towong Alliance	Mayor	
Towong Shire Plantations Committee	Cr Whitehead	

Other Committees Council may be invited to attend include:

<b>COMMITTEE</b>	<b>2017</b>	<b>2018</b>
Dartmouth Progress Association	Cr Scales	
Mitta Valley Inc	Cr Scales	
Upper Murray Business Inc (UMBI)	Cr Whitehead (Substitute Cr Star)	

**RECOMMENDATION:**

**THAT THE APPOINTMENTS TO COMMITTEES AND BOARDS BE DETERMINED.**

## **10 Council Meeting Arrangements (07/05/0007-CEO)**

### **Disclosure of Interests (S.80C):**

This report was prepared by Mrs Diana Snaith, Executive Assistant.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

### **Background:**

Council needs to determine its meeting arrangements and schedule for the remainder of 2017 as well as the 2018 year.

Council's local law provides that the date, time and place for all Ordinary Council meetings be fixed by Council from time to time.

Ordinary Council meetings have been held on the first Tuesday of the month commencing at 10.30am with meeting venues alternating between the Corryong and Tallangatta Council offices.

It is also proposed that there be no Ordinary Council Meeting held in January in order to accommodate staff and Councillor leave over the Christmas and the New Year period.

**RECOMMENDATION:**

**THAT:**

- 1. ORDINARY COUNCIL MEETINGS BE HELD ON THE FIRST TUESDAY OF EVERY MONTH (EXCEPTING PUBLIC HOLIDAYS) COMMENCING AT 10.30AM ALTERNATING BETWEEN TALLANGATTA AND CORRYONG; AND**
  
- 2. THE FOLLOWING MEETING DATES AND VENUES BE ADOPTED FOR ORDINARY COUNCIL MEETINGS FOR THE REMAINDER OF 2017 AND THE 2018 YEAR;**

<b>DATE</b>	<b>LOCATION</b>
<b>5 DECEMBER 2017</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>JANUARY 2018</b>	<b>NO MEETING</b>
<b>6 FEBRUARY 2018</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>6 MARCH 2018</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>3 APRIL 2018</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>1 MAY 2018</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>5 JUNE 2018</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>3 JULY 2018</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>7 AUGUST 2018</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>4 SEPTEMBER 2018</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>2 OCTOBER 2018</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>13 NOVEMBER 2018</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>4 DECEMBER 2018</b>	<b>CORRYONG COUNCIL OFFICE</b>

## **11 Confirmation of minutes**

26 September 2017 - Special Meeting, 3 October 2017 – Ordinary Meeting,  
17 October – Special Meeting.

Cr Scales advised of one change to the 3 October 2017 Ordinary Meeting. There is reference to Cr Scales providing a verbal report on his attendance to the Tourism North East AGM. Cr Scales requested the Minutes reflect that he attended the Road Safe North East Annual General Meeting.

### **RECOMMENDATION:**

**THAT THE MINUTES OF THE SPECIAL MEETING HELD ON 26 SEPTEMBER 2017, THE ORDINARY MEETING HELD ON 3 OCTOBER 2017 (AS AMENDED) AND THE SPECIAL MEETING HELD ON 17 OCTOBER 2017 AS CIRCULATED BE CONFIRMED.**

## **12 Petitions, joint letters and declarations**

## **13 Assembly of Councillors**

A written record of the Assemblies of Councillors from 3 October to 30 October 2017 is included at [Appendix 1](#).

### **RECOMMENDATION:**

**THAT THE INFORMATION BE NOTED.**

## **14 Open Forum**

## 15 Organisational improvement

### 15.1 Finance Report as at 30 September 2017 (06/02/0021-DCCS)

#### Disclosure of Interests (S.80C):

This report was prepared by Mr Blair Phillips, Manager Finance.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

#### OPERATING RESULT

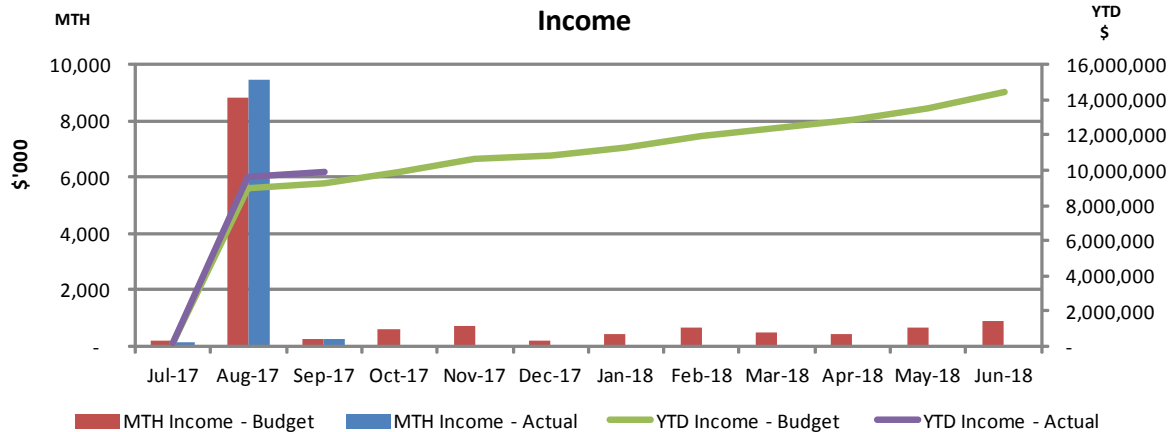
	Note	Sep-17 (Actual) \$'000	Sep-17 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %	2017/18 Full Year (Budget) \$'000	2017/18 Full Year (Achieved) %
Income	1	286	279	9,897	9,275	622	7%	14,394	69%
Expenditure	2	677	855	2,307	2,363	56	2%	14,522	16%
Surplus/ (Deficit)		(391)	(576)	7,590	6,912	678	10%	(128)	(5,927%)

Table 1: Operating Result

#### Note 1:

Council's YTD income at 30 September 2017 is \$9.89 million against a budget of \$9.27 million. The major items contributing to the \$622,000 favourable variance include:

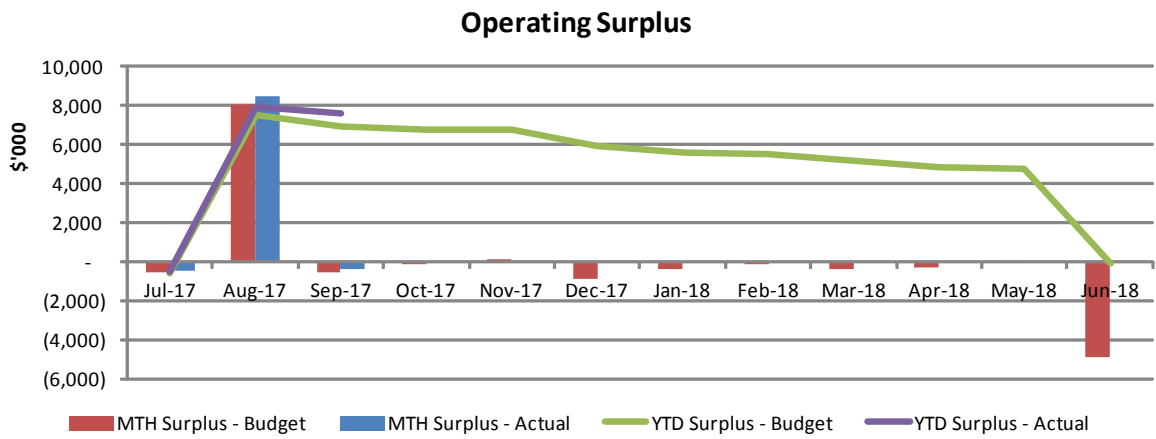
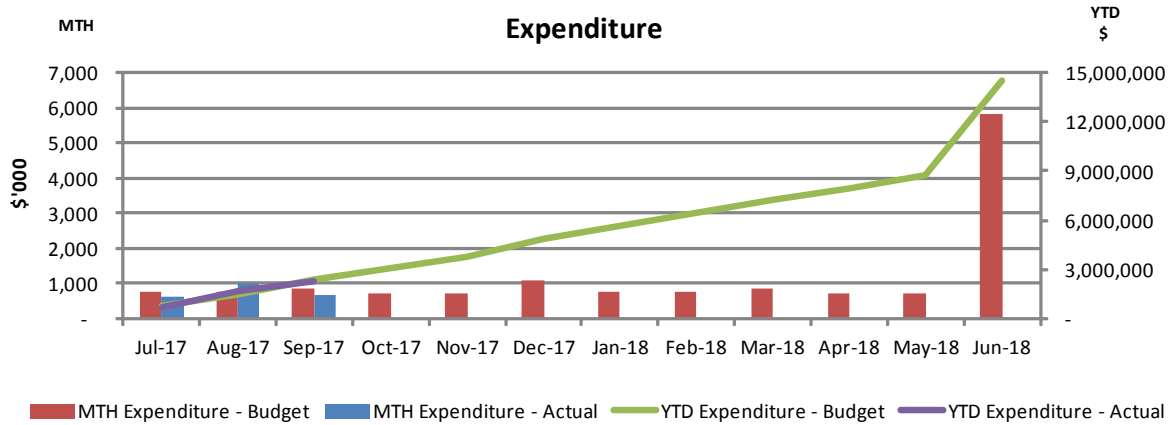
- Revenue received earlier than anticipated:
  - \$532,000 for the Destination Tallangatta project
- Revenue received that was not budgeted in 2017/18:
  - \$79,000 for the final reimbursement of the Corryong Kindergarten upgrade
  - \$60,000 in Financial Assistance Grants from the Victorian Grants Commission (VGC). Refer to the Grant Income section for further details
  - \$36,000 in kerbside collection charges due to an audit of bins and bin charges on properties throughout the Shire
- Revenue that will be received later than anticipated:
  - \$74,000 of investment interest income that was accrued as earned for financial year ending 30 June 2017 will not be paid until maturity of the short-term term deposits



**Note 2:**

Council’s expenditure at 30 September 2017 is \$2.30 million against a budget of \$2.36 million. The major items contributing to the \$56,000 favourable variance include:

- Expenses that were not budgeted for in 2017/18:
  - \$236,000 for works to repair infrastructure due to flood damage. This is expected to be reimbursed by the State Government once all works are complete (timing difference)
  
- Expenses that will be incurred later than anticipated:
  - \$42,000 for insurance on Council and community buildings
  - \$31,000 for planning consultants
  - \$30,000 for Rural Councils Victoria Secretariat services
  - \$21,000 in staffing costs for executive services due to the timing of the appointment of the Community Engagement Officer and the timing of leave taken
  - \$20,000 for the Fire Services Property Levy on Council properties
  - \$18,000 in staffing costs in corporate services with the timing of leave taken and the timing of recruitment into the Manager Corporate Services role
  
- Expense savings in 2017/18 are:
  - \$29,000 in staffing costs in the planning department with a reduced FTE resourcing level being implemented and administration being provided by existing resources



**Grant Income**

	Note	Sep-17 (Actual) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %	2017/18 Full Year (Budget) \$'000	2017/18 Full Year (Achieved) %
Recurrent	1	74	801	788	13	2%	3,290	24%
Non-Recurrent	2	82	636	15	621	4,140%	1,223	52%
<b>Total</b>		<b>156</b>	<b>1,437</b>	<b>803</b>	<b>634</b>	<b>79%</b>	<b>4,513</b>	<b>32%</b>

Table 2: Grant Income

**Note 1:**

Council's YTD recurrent grant income at 30 September 2017 is \$801,000 against a budget of \$788,000. The major items contributing to the \$13,000 favourable variance include:

- Revenue received that was not budgeted:
  - The final allocation of Federal Government Financial Assistance Grants and payment schedule has now been determined and has resulted in a



\$60,000 YTD variance to the budget. The final allocation relating to 2017/18 is \$46,000 higher than advised in the preliminary allocation.

- \$30,000 has been received above the budgeted amount for kindergartens including funds for the Occasional Care program
- Revenue that will be received later than anticipated:
  - \$47,000 for the Public Libraries Funding Program
  - \$30,000 for the Municipal Emergency Resourcing Program

Note 2:

Council's YTD non-recurrent grant income at 30 September 2017 is \$636,000 against a budget of \$15,000. The major items contributing to the \$621,000 favourable variance is receiving \$532,000 in funding for the Destination Tallangatta project earlier than anticipated and \$79,000 as the final reimbursement for the Corryong Kindergarten upgrade.

*Grants received Year-to-Date (YTD) are listed in the following table:*

	<b>\$'000</b>
<b>Recurrent Grants</b>	
Victorian Grants Commission - General Purpose Funding	343
Victorian Grants Commission - Local Roads Funding	243
Library	53
Maternal and Child Health	38
Municipal Emergency Resourcing Program	30
Corryong Pre School	29
Tallangatta Pre School	23
Berringa Pre School	16
Community Access	11
Pre-School Cluster	10
Occasional Child Care	5
<b>Total Recurrent Grants</b>	<b>801</b>
<b>Non-Recurrent Grants</b>	
Destination Tallangatta - NSRF	532
Corryong Pre School Capital Grants	79
Tallangatta Neighbourhood House	15
Freeza Funding	6
Community Health and Wellbeing	2
Seniors Week	2
<b>Total Non-Recurrent Grants</b>	<b>636</b>
<b>Total Grants Received</b>	<b>1,437</b>

Table 3: Grant Income received

***Unexpended Grants and Restricted Funds***

Where Council has received grants that are required to be expended in a specified manner, but the funds have not yet been expended, the grant is recognised as an unexpended grant or restricted funds. This identifies cash holdings that are required to be spent on a specified purpose and are not available for other Council priorities.

The following table provides a listing of current unexpended grants:

	<b>\$'000</b>
<b>Unexpended Grants</b>	
Roads to Recovery (R2R)	302
Improved Connections Hanson Street project	135
Community Access	110
Country Roads and Bridges	105
Mitta North Rd Intersection Improvement	85
Omeo Hwy Pedestrian Path Eskdale	80
Walwa Streetscape	80
Flood Recovery Officer	40
Tallangatta Neighbourhood House	40
Local Gov Business Collaboration	32
L2P Program	24
Library	23
Freeza Funding	21
Bushfire Management Overlay	13
Kinder Enrolment	12
Children Services Review	10
Improving Liveability of Older People	10
Beat the Heat - Tree Project	8
Weed Project	6
Health Promotions (Walk to School)	5
Maternal and Child Health Enhancement	4
Municipal Emergency Resourcing Program	3
<b>Total Unexpended Grants</b>	<b>1,148</b>

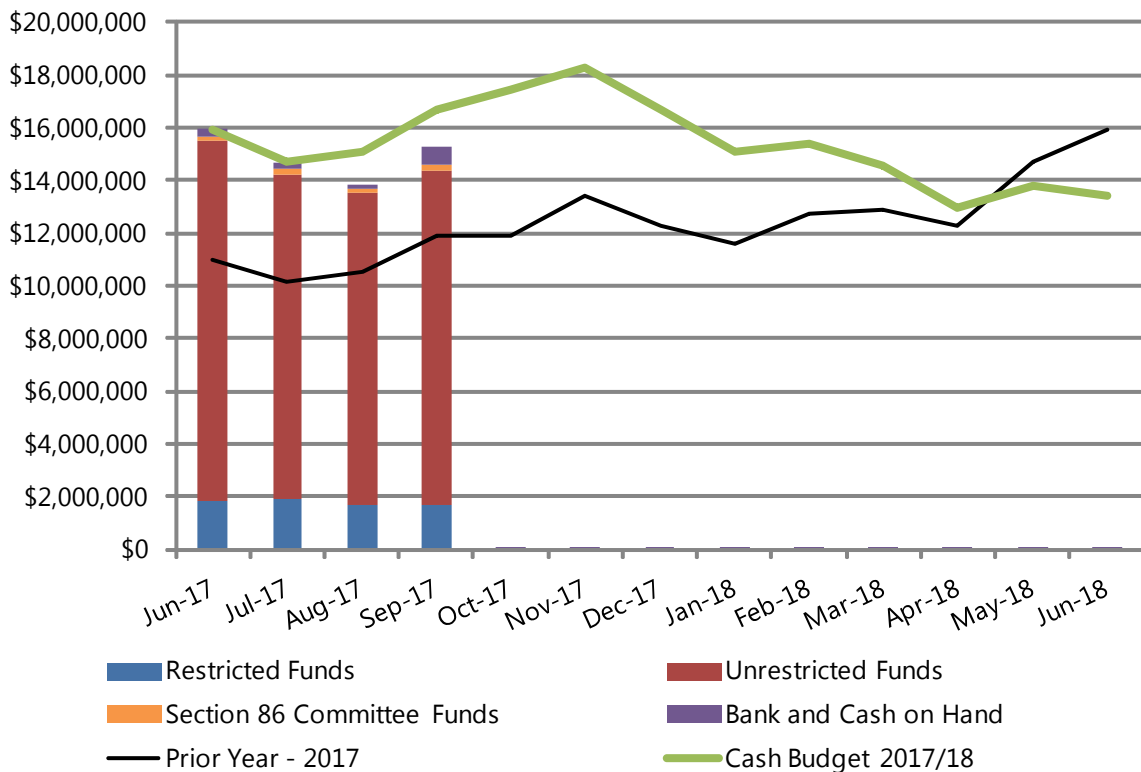
Table 4: Unexpended Grants

**CASH POSITION**

**Cash on Hand**

The cash position moved during the month as detailed below:

	Current Month Sep-17 \$	Prior Month Aug-17 \$	Variance	
			\$	%
Unexpended Grants	1,147,858	1,186,149	(38,291)	(3.2%)
Other Provisions and Reserves	525,102	525,102	-	0.0%
<b>Restricted Funds</b>	<b>1,672,960</b>	<b>1,711,251</b>	<b>(38,291)</b>	<b>(2.2%)</b>
Provision for Employee Entitlements	1,146,937	1,180,385	(33,448)	(2.8%)
Other Unrestricted Funds	11,582,258	10,605,494	976,764	9.2%
<b>Total Unrestricted Funds</b>	<b>12,729,195</b>	<b>11,785,879</b>	<b>943,316</b>	<b>8.0%</b>
Section 86 Committee Funds	196,445	196,445	-	0.0%
<b>Total Investments</b>	<b>14,598,600</b>	<b>13,693,575</b>	<b>905,025</b>	<b>6.6%</b>
Bank and Cash on Hand	711,200	130,496	580,704	445.0%
<b>Total Cash</b>	<b>15,309,800</b>	<b>13,824,071</b>	<b>1,485,729</b>	<b>10.7%</b>
Average Interest Rate	2.47%	2.54%		



**Investments**

Investments were made up of the following at the month end:

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
21/08/2017	Term Deposit	Bank of Queensland	1,000,000	2.55%	182 Days	A2	19/02/2018
21/06/2017	Term Deposit	Bendigo Bank	1,500,000	2.70%	279 Days	A2	20/03/2018
13/09/2017	Term Deposit	AMP	1,000,000	2.60%	273 Days	A1	13/06/2018
3/05/2017	Term Deposit	Bank of Queensland	1,500,000	2.65%	184 Days	A2	3/11/2017
8/02/2017	Term Deposit	ME Bank	1,000,000	2.70%	273 Days	A2	8/11/2017
18/05/2017	Term Deposit	Bank of Queensland	1,500,000	2.80%	186 Days	A2	20/11/2017
9/03/2017	Term Deposit	Bendigo Bank	1,000,000	2.65%	214 Days	A2	9/10/2017
5/04/2017	Term Deposit	AMP	1,000,000	2.75%	188 Days	A1	10/10/2017
14/06/2017	Term Deposit	ME Bank	1,000,000	2.65%	182 Days	A2	13/12/2017
11/01/2017	Term Deposit	WAW	863,327	2.60%	368 Days		11/02/2018
N/A	Cash Management	Westpac	3,038,828	1.55%	On Call	A1	N/A
N/A	S86 Committees	Various	196,445	1.60%	N/A		N/A
<b>Total Investments</b>			<b>14,598,600</b>				

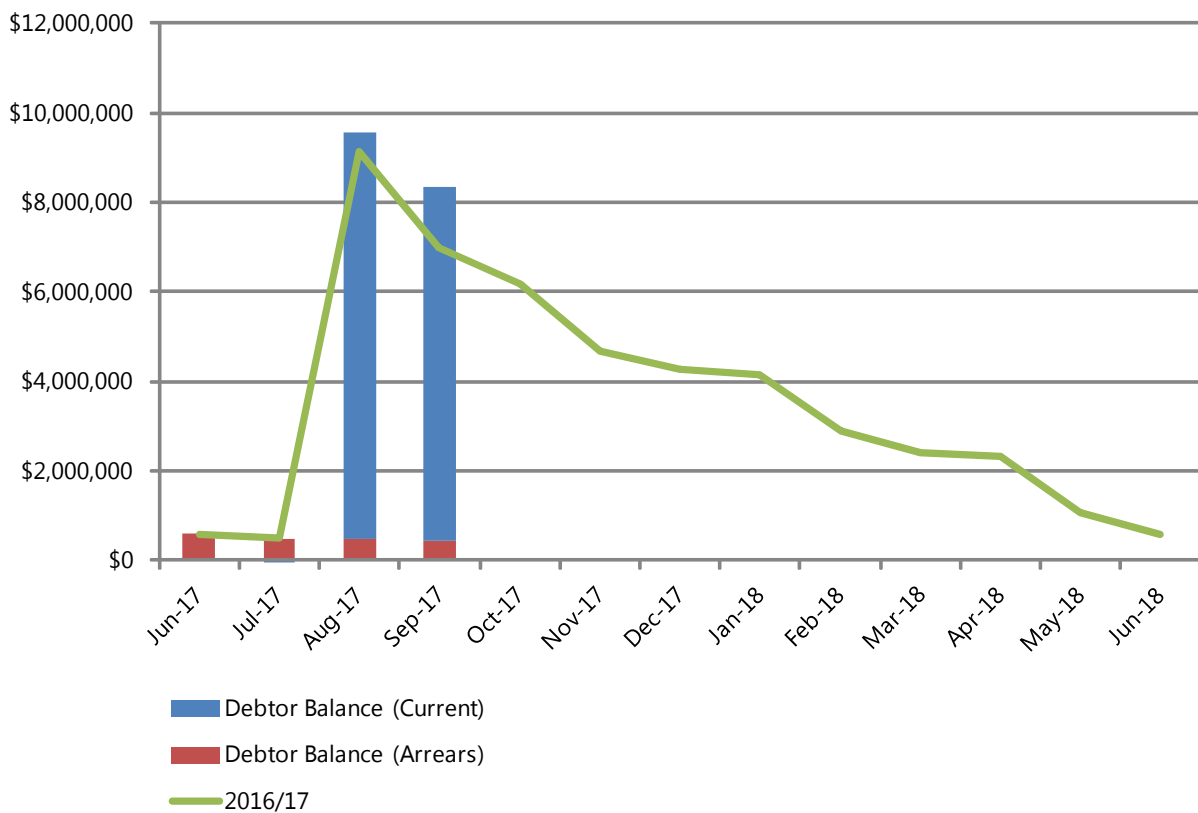
Table 5: Investments at month end

**RECEIVABLES**

***Rates, Municipal Charge, Waste Management Charge and Waste Collection Charge***

The breakdown of rates received for the current month and year-to-date as well as the rates debtors balance outstanding and a comparison to last financial year is shown below:

Rates, charges and FSPL Debtors						
	Amount	Received	% Collected	Received	Collected	Balance
	\$	Sep-17	Sep-17	YTD	YTD	Outstanding
	\$	\$	%	\$	\$	\$
Levied 2017/18	9,230,506	1,166,388	12.6%	1,318,406	14.3%	7,912,100
Arrears prior to 2017/18	577,651	52,186	9.0%	150,568	26.1%	427,083
<b>Total Charges</b>		<b>1,218,575</b>		<b>1,468,974</b>		<b>8,339,183</b>



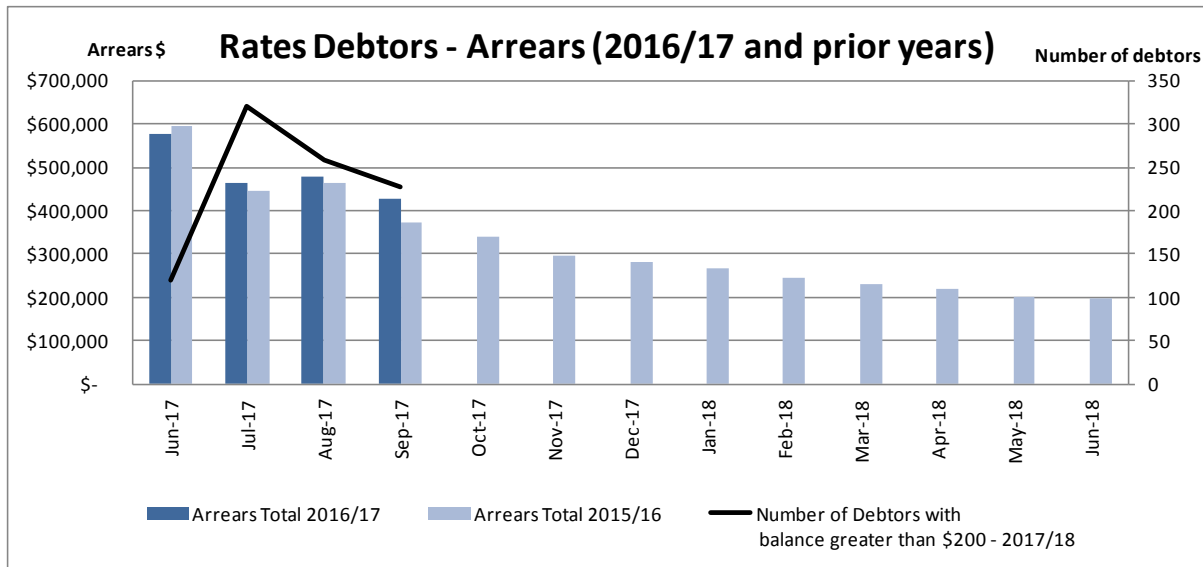
*Notes*

1) Rates and charges for 2017/18 were levied in August 2017. Quarterly instalments are due at the end of September, November, February and May.

2) The due date for instalment 1 was extended from 30 September 2017 to 13 October 2017 due to a delay in printing the rates and valuation notices. There was \$1.7 million received in rates payments between 1 October and 13 October 2017. Taking these receipts into account the totals would be comparative with historic balances for total rates outstanding at the same time.

**Debt Collection**

The graph below compares the arrears balances as at the end of each month for the current financial year (2017/18) and the arrears balances at the equivalent time in the previous financial year (2016/17). The number of debtors with a balance greater than \$200 relates to the 2017/18 financial year.

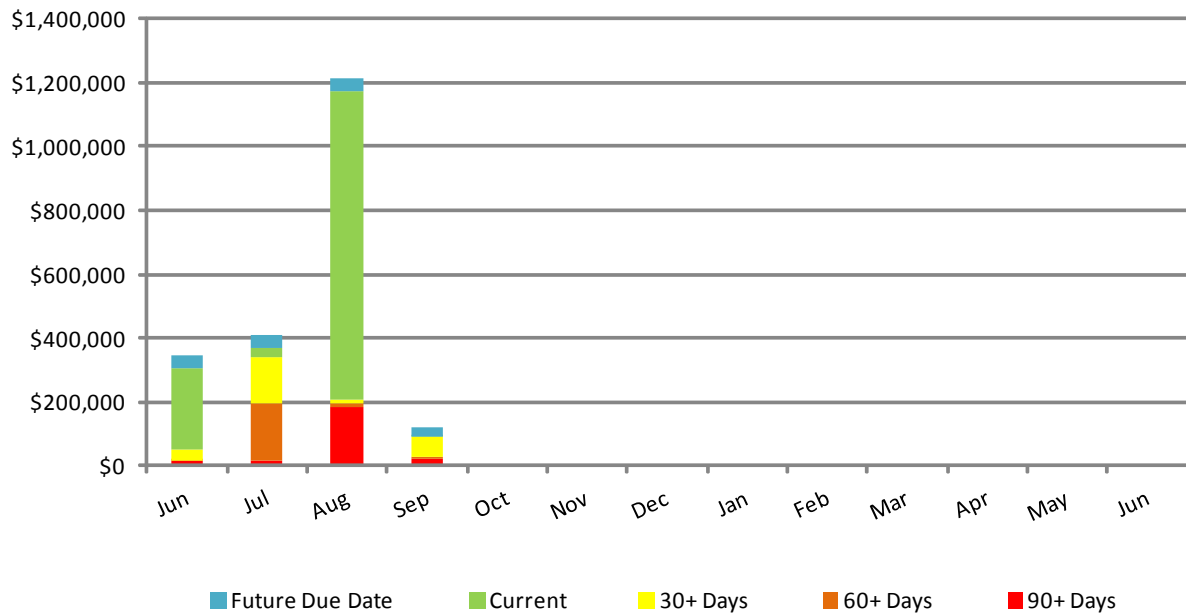


At 30 September 2017 there were 227 rates debtors with an outstanding balance of greater than \$200. This is a decrease of 32 debtors since 31 August 2017.

**Sundry Debtors**

The Sundry Debtors outstanding at month end and the movement from the prior month is shown below:

<b>Sundry Debtors</b>	<b>Future Due Date</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
<b>September 2017</b>	31,008	2,018	59,849	9,245	19,597	121,717
<b>August 2017</b>	38,758	966,488	12,294	9,878	186,260	1,213,679
<b>Movement</b>	(7,750)	(964,470)	47,555	(633)	(166,663)	(1,091,962)



Significant debtors (>\$1,000) with ageing of greater than 90 days are as follows:

<b>Debtor</b>	<b>Amount</b>	<b>Description</b>	<b>RO</b>	<b>Notes</b>
Debtor 17007	\$1,540	Cost recovery for slashing	BP	Debt is under review with debt collection agency to determine collectability.
Debtor 17829	\$9,878	Reimbursement for works	BP	Debt paid in full on 1/10/17.
Debtor 18925	\$3,250	Community contribution	BP	A meeting was scheduled for July 2017 however the debtor's representative was unable to attend due to ill health. A meeting has been rescheduled for November 2017.
Debtor 19755	\$1,548	50% Cost Recovery for weed control	BP	Debt is under review with debt collection agency to determine collectability.
Debtor 20210	\$1,100	Fees	BP	Debt is under review with debt collection agency to determine collectability.

Table 6: Significant debtors > 90 days

## LOCAL ROADS

The following tables report on progress of Local Roads and Bridges Capital and Maintenance programs.

### *Local Roads and Bridges Capital Works*

<b>Local Roads and Bridges Infrastructure - Capital</b>	<b>Note</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
		<b>\$</b>		<b>\$</b>	<b>\$</b>
410 Road Construction	1	335,488	35,000	(300,488)	1,210,642
411 Pavement Reconstruction		-	-	-	100,000
416 Sealing		-	-	-	-
417 Resealing		-	-	-	630,000
420 Drainage Construction		-	-	-	30,000
421 Digouts		-	-	-	650,000
422 Resheeting	2	13,397	-	(13,397)	180,000
432 Footpaths	3	12,136	-	(12,136)	145,000
433 Kerb and Channel		-	-	-	655,000
442 Guardrails		-	-	-	30,000
450 Bridge Construction		584	-	(584)	100,000
<b>Total</b>		<b>361,605</b>	<b>35,000</b>	<b>(326,605)</b>	<b>3,730,642</b>

Table 7: Local Roads & Bridges – Capital Works (YTD)

#### Note 1:

Invoices for works on Towong Street as part of the Destination Tallangatta project were received earlier than anticipated (timing variance).



Note 2:

Resheeting has commenced earlier than anticipated (timing variance).

Note 3:

The Eskdale path construction has progressed earlier than anticipated (timing variance).

### **Local Roads and Bridges Maintenance**

The table below shows maintenance of local roads and bridges. Flood damage works are reported in Table 9 later in this report.

<b>Local Roads and Bridges Infrastructure - Maintenance</b>	<b>Note</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
		\$	\$	\$	\$
302 Survey and Design		4,750	2,500	(2,250)	65,000
304 Pavement Maintenance		49,643	45,000	(4,643)	148,000
306 Grading		13,617	20,000	6,383	452,000
308 Shoulder Maintenance		18,879	19,000	121	98,000
310 Drainage Maintenance	1	69,696	87,500	17,804	167,000
312 Call Outs		1,517	8,000	6,483	20,000
324 General Roadside Maintenance		19,146	21,000	1,854	73,000
328 Tree Maintenance	2	65,646	39,000	(26,646)	122,000
330 Footpath Maintenance		210	1,000	790	8,000
331 Kerb and Channel Maintenance		-	-	-	5,000
334 Roadside Treatments		-	5,000	5,000	15,000
336 Signs Maintenance		4,982	8,000	3,018	12,000
338 Linemarking		3,225	-	(3,225)	10,000
340 Guideposts		6,341	2,500	(3,841)	7,000
342 Guardrail		-	-	-	5,000
346 Fire Access Tracks		-	1,251	1,251	5,000
346 Bridge Maintenance	3	26,201	6,000	(20,201)	30,000
<b>Total</b>		<b>283,853</b>	<b>265,751</b>	<b>(18,102)</b>	<b>1,242,000</b>

Table 8: Local Roads & Bridges - Maintenance (YTD)

The Local Roads and Bridges maintenance program is budgeted based on the type of work proposed to be undertaken, such as grading, drainage maintenance, pavement maintenance, bridge maintenance, etc. When the maintenance program is actually implemented, the most recent asset inspection data available is used to inform or alter the maintenance program to accommodate the maintenance needs with the greatest priority. This enables the impact of ongoing weather conditions and/or recent significant weather events to be factored into the program. Whilst the type of work proposed may alter from that originally proposed, the total maintenance program is kept within the total annual budget (\$1.24 million for 2017/18).

Note 1:

Drainage maintenance has been delayed due to wet weather.

Note 2:

Tree works are being progressed earlier than anticipated.

Note 3:

Bridge maintenance has commenced earlier than anticipated.

***Flood repairs and maintenance***

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
313 Storm/Flood Damage		236,857	-	(236,857)	-
<b>Total</b>		<b>236,857</b>	<b>-</b>	<b>(236,857)</b>	<b>-</b>

Table 9: Local Roads and Bridges – Flood damage works

Flood damage works are expected to be reimbursed through the State Government's Natural Disaster Financial Assistance (NDFA) program.

**OTHER FINANCIAL MATTERS**

There are no other financial matters to report.

**RECOMMENDATION:**

**THAT THE FINANCE REPORT BE NOTED.**

## 15.2 Carry Forward Capital Works (06/02/0076-DCCS)

### **Disclosure of Interests (S.80C):**

This report was prepared by Mr Blair Phillips, Manager Finance.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

### **Background/History:**

The 2017/18 Budget was adopted by Council at the 15 August 2017 ordinary Council meeting in accordance with the timelines set in legislation. An extract of the resolution is below.

CR SCALES  
CR TOLSHER

THAT:

1. COUNCIL CONSIDER THE DECISION PAPER 'THE ESSENTIAL SERVICES COMMISSION 2017, TOWONG SHIRE COUNCIL: DECISION ON APPLICATION FOR HIGHER CAPS 2017-18 TO 2020-21, JULY';
2. IT BE NOTED THAT ONE SUBMISSION WAS RECEIVED IN RELATION TO THE PROPOSED 2017/18 BUDGET PRIOR TO THE 2 AUGUST 2017 DEADLINE AND HAS BEEN CONSIDERED;
3. IT BE NOTED THAT THE PROPOSED BUDGET 2017/18 DOES NOT INCLUDE ANY CARRY FORWARD FUNDS FOR CAPITAL PROJECTS. CARRY FORWARD PROJECTS WILL BE REVIEWED AS PART OF THE END OF YEAR AUDIT IN AUGUST 2017 WITH AN UPDATE PROVIDED TO COUNCIL AT THE OCTOBER COUNCIL MEETING FOR THE CAPITAL PROJECTS TO BE CARRIED FORWARD;

The resolution continued to adopt the budget and rates and charges for the year ended 30 June 2018, but the remainder of the resolution has not been included as it is not relevant to this report.

The update for the October Council meeting was unable to be provided as final financial statements were still subject to final audit review when agenda papers were distributed.

With the end of year audit complete the carry forward funds for capital projects have now been finalised.

**Impact on Council Policy:**

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

No material impact, as these projects have been budgeted in full in prior year budgets or are fully funded projects.

**Risk Assessment:**

Nil.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

The table of the capital works budgeted and delivered in 2016/17, with amounts proposed to be carried forward for inclusion in the 2017/18 capital works program is included at [Appendix 2](#). These projects are fully funded from prior year budgets.

A summary of the table contained at Appendix 2 is provided below.

	Number of projects	Actual 2016/17 \$	Budget 2016/17 \$	Variance 2016/17 \$	Carry Forward \$
Projects forecast to be complete by 30 June 2016 at the time of adopting the 2016/17 Budget, therefore not budgeted	4	205,400	-	(205,400)	-
Projects in progress at 30 June 2017	20	1,985,257	4,531,259	2,546,002	3,075,813
Projects budgeted but no direct expenditure yet incurred	12	-	1,585,000	1,585,000	1,585,000
Projects completed	22	2,928,254	3,357,371	429,117	21,714
Capital projects reclassified as investment property expenditure and therefore not recognised as capital projects	1	-	315,000	315,000	-
Minor tools capitalised that were originally budgeted as operating expenditure	1	7,709	-	(7,709)	-
New projects delivered with funding secured after the 2016/17 budget adoption	1	32,712	-	(32,712)	-
<b>Total</b>		<b>5,519,332</b>	<b>9,788,630</b>	<b>4,629,298</b>	<b>4,682,527</b>

In addition there has been a number of funding applications that have been successful since the adoption of the 2017/18 Budget. Below is a table of new capital projects that Council has received funding for after the adoption of the 2017/18 Budget.

Project	\$
Mitta North Road intersection upgrade	85,000
Walwa pedestrian crossing points	80,000
Eskdale pathway – Omeo Highway	80,000
Pedestrian Path – Hanson Street, Corryong	75,000
Tintalra intersection upgrade	17,288
<b>Total</b>	<b>337,288</b>

Section 128(1) of the Local Government Act requires a Council to prepare a revised budget if circumstances arise which cause a material change in the budget and which affects the financial operations and position of the Council.

It is the Officer's view that the 2016/17 carry forward capital projects and new funded capital projects will not materially change Council's financial operations or position as these funds have already been allocated in full or additional funding has been received to fund the projects and is only a matter of timing of the expenditure that needs to be recognised.

As a result it is not proposed to prepare a revised budget. Accordingly it is recommended that the carry forwards and new funded projects be noted.

**RECOMMENDATION:**

**THAT THE:**

- 1. CARRIED FORWARD CAPITAL PROJECTS BE NOTED; AND**
- 2. NEW FUNDED CAPITAL PROJECTS BE NOTED.**

### **15.3 Occupational Health and Safety Report (06/04/0212-DCCS)**

The Occupational Health and Safety report is presented every second month. The next report is due in December 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 15.10.

## 15.4 Office Closure 2017/2018 Christmas New Year Period (07/05/0007-CEO)

### **Disclosure of Interests (S.80C):**

This report was prepared by Mrs Diana Snaith, Executive Assistant.

At the time of preparation and presentation of the report the officer does have a direct interest (common to all staff) to which the report or advice relates.

### **Background/History:**

With the Christmas New Year holiday season almost upon us, it is necessary to consider staffing arrangements/office closure during that time.

Under Section 82(3) of the Local Government Act 1989 (the Act), the Council Office must be open on the days and during the times determined by Council.

It is proposed that the Corryong and Tallangatta Council offices and depots close from 5.00 pm Friday 22 December 2017 and reopen at normal operating times on Tuesday 2 January 2018.

Waste collection services will continue as scheduled (including service delivery on public holidays). The Corryong and Tallangatta Transfer Stations will continue to operate scheduled hours.

The Tallangatta Early Years Centre will close on Friday 22 December 2017 and reopen on Monday 8 January 2018.

The Tallangatta Library will operate with reduced hours during the period (days and hours to be confirmed pending staff availability).

The Corryong and Tallangatta Swimming Pools will remain open through this period, only closing on Monday 25 December 2017 (Christmas Day).

The public holidays for the Christmas/New Year period are: Monday 25 December, Tuesday 26 December 2017 and Monday 1 January 2018. Staff will be required to take annual leave/RDO's etc to cover the remaining days of leave while the offices and depots are closed.

Council's "After Hours" emergency provider will take emergency calls from 5.00 pm on 22 December 2017 and refer them accordingly until the recommencement of work on 2 January 2018.

The public holidays to be observed in Victoria during the remainder of the 2017 year are shown below together with the public holiday dates for 2018:

<b>Public Holidays</b>		<b>2017</b>
Christmas Day	Monday	25 December
Boxing Day	Tuesday	26 December
		<b>2018</b>
New Year's Day	Monday	1 January
Australia Day	Friday	26 January
Labour Day	Monday	12 March
Good Friday	Friday	30 March
Easter Monday	Monday	2 April
Anzac Day	Wednesday	25 April
Queen's Birthday	Monday	11 June
AFL Grand Final Eve	Friday	29 September
Melbourne Cup Day	Tuesday	6 November
Christmas Day	Tuesday	25 December
Boxing Day	Wednesday	26 December

**Impact on Council Policy:**

Not applicable.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

Nil.

**Risk Assessment:**

Under Section 82(3) of the Local Government Act 1989 (the Act), the Council Office must be open on the days and during the times determined by Council.



This decision will allow the Council Offices to be closed in accordance with the requirements of the Act.

The provision of 'After Hours' service will ensure that any urgent matters are attended to.

**Community Consultation/Responses:**

Significant community feedback was received from the community after the Tallangatta Library was closed last Christmas/New Year period. Accordingly it is proposed to operate for reduced hours during the 2017/18 Christmas/New Year period.

Council officers in Corryong have advised that they have not received any notable feedback on the similar closure of the Elyne Mitchell Public Library.

**Discussion/Officers View:**

Many Government organisations and businesses close during the Christmas/New Year period, providing limited scope for the conduct of Council business. Many staff will also request leave during this period. Because of this the proposed closure is recommended to Council.

**RECOMMENDATION:**

**THAT THE:**

- 1. COUNCIL OFFICES AND DEPOTS CLOSE FROM 5.00 PM FRIDAY 22 DECEMBER 2017 AND REOPEN AT NORMAL OPERATING TIMES ON TUESDAY 2 JANUARY 2018; AND**
- 2. OPERATING HOURS OF OTHER COUNCIL SERVICES BE NOTED.**

**15.5 Peninsula Men's Shed (07/01/0136-DTS)**

**Disclosure of Interests (S.80C):**

This report was prepared by Mr Lindsay Rollings, Engineer / Design Project Officer.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

**Background/History:**

Council has an existing Memorandum of Understanding (MOU) in place with the Peninsula Men's Shed that was prepared in January 2012. The existing MOU is based on yearly reviews.

In September 2017, the Peninsula Men's Shed contacted Council about a funding application they were making with Men's Shed Australia. The funding applications they have previously submitted have been unsuccessful as there is no tenure on the current MOU. The Group is requesting that the existing MOU be altered to include a five year tenure on the agreement. The revised MOU is attached at [Appendix 3](#).

The Peninsula Men's Shed is aware that even if they successfully receive funding for alterations to the existing site, they would need Council permission prior to works being undertaken.

**Impact on Council Policy:**

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

Nil.

**Risk Assessment:**

The conditions of the MOU provide Council with the ability to terminate the arrangement if there are any adverse consequences arising from the use of the site.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

To allow the Men's Shed to improve their access to funding a five year tenure is included within the new proposed MOU along with a six month termination clause.

**RECOMMENDATION:**

**THAT:**

- 1. COUNCIL APPROVE THE REVISED MEMORANDUM OF UNDERSTANDING WITH THE PENINSULA MEN'S SHED; AND**
- 2. THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO SIGN THE AGREEMENT ON BEHALF OF COUNCIL.**

## 15.6 Leave Request – Chief Executive Officer (CEO)

### Disclosure of Interests (S.80C):

This report was prepared by Ms Juliana Phelps, Chief Executive Officer.

At the time of preparation of the report the officer and the Director Community and Corporate Services (Ms Jo Shannon) and the Director Technical Services (Mr Jamie Heritage) had a direct interest in the matter to which the report or advice relates.

### Background:

The Chief Executive Officer seeks Council approval to take leave for the following periods:

DATE
Monday 27 November 2017 to Wednesday 6 December 2017
Wednesday 27 December 2017 to Friday 26 January 2018
Tuesday 27 February to Thursday 8 March 2018

It is recommended that the Acting Chief Executive Officer be appointed as follows:

DATE	OFFICER
27 November 2017 to 6 December 2017	DCCS
27 December 2017 to 26 January 2018	DTS
27 February to 8 March 2018	DCCS

**RECOMMENDATION:**

**THAT:**

- 1. COUNCIL APPROVE THE CHIEF EXECUTIVE OFFICER'S LEAVE FOR THE FOLLOWING PERIODS; AND**

<b>DATE</b>
<b>MONDAY 27 NOVEMBER 2017 TO WEDNESDAY 6 DECEMBER 2017</b>
<b>WEDNESDAY 27 DECEMBER 2017 TO FRIDAY 26 JANUARY 2018</b>
<b>TUESDAY 27 FEBRUARY TO THURSDAY 8 MARCH 2018</b>

- 2. THE ACTING CHIEF EXECUTIVE OFFICER BE APPOINTED AS FOLLOWS:**

<b>DATE</b>	<b>OFFICER</b>
<b>27 NOVEMBER 2017 to 6 DECEMBER 2017</b>	<b>DCCS</b>
<b>27 DECEMBER 2017 to 26 JANUARY 2018</b>	<b>DTS</b>
<b>27 FEBRUARY to 8 MARCH 2018</b>	<b>DCCS</b>

## 15.7 Upper Murray 2030 Interim Community Board (07/01/0141-CEO)

### **Disclosure of Interests (S.80C):**

This report was prepared by Ms. Juliana Phelps, Chief Executive Officer.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

### **Background/History:**

Correspondence has been received from Upper Murray Business Inc (UMBI) requesting that a Councillor be nominated to represent Council on the UM2030 Interim Community Board (ICB), a subcommittee of UMBI.

The ICB board members consider it to be very important that there should be a locally based Councillor who is both aware of activities and bring relevant information to the attention of the ICB. Such an appointment would be in an ex-officio capacity.

The letter from UMBI is attached at [Appendix 4](#).

### **Impact on Council Policy:**

Nil.

### **State Government Policy Impacts:**

Nil.

### **Budget Impact:**

The Councillor appointed may be eligible to claim expenses in relation to attendance at UM2030 Interim Community Board meetings in accordance with the Councillor Resources policy.

### **Risk Assessment:**

Nil.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

The appointment of a Council representative to the UM2030 Interim Community Board is recommended.

**RECOMMENDATION:**

**THAT COUNCIL APPOINT A REPRESENTATIVE TO THE UM2030 INTERIM COMMUNITY BOARD.**

**15.8 Action Sheet Reports (06/05/0010-CEO)**

Items requiring action from the 3 October 2017 Council Meeting are attached at [Appendix 5](#).

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

**15.9 Performance Reporting Graphs (DCCS)**

The Performance Reporting Graphs are attached at [Appendix 6](#) for information.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

**15.10 Council Plan Priorities (07/05/0022-DCCS)**

The bi-monthly updates on the 2017-2021 Council Plan priorities are attached at [Appendix 7](#) for information.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

## **16 Community wellbeing**

### **16.1 Community Services Report (04/07/0055-DCCS)**

The Community Wellbeing report is presented every second month. The next report is due in December 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 15.10.

## **17 Asset management**

### **17.1 Asset Management Report (01/07/0004-DTS)**

The Asset Management report is presented every second month. The next report is due in December 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 15.10.

### **17.2 Roads to Recovery Funding (01/01/0392-CAE)**

#### **Disclosure of Interests (S.80C):**

This report was prepared by Ms Rachael Gadd, Civil Asset Engineer.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

#### **Background/History:**

Council has allocated \$671,139 of Roads to Recovery (R2R) funding and associated projects in the 2017-2018 Capital Works budget. Advice has recently been received from the Department of Infrastructure and Regional Development that Council will be receiving an advance payment of its 2018-2019 R2R allocation in 2017-2018. An amount of \$659,139 of the 2018-2019 R2R funding will now be received in 2017-2018. This will leave \$53,504 in R2R funding for 2018-2019.

The recommendation below recognises capital works that were originally planned for 2018-2019 (based on the original timing of R2R funding allocations) and which it is now proposed to bring forward into 2017-2018 to expend the advance payment in 2017-2018 and the remaining funding to be received in 2018/19 (\$53,504).



Reallocating this money will increase the R2R funded Capital Works in 2017-2018 from \$671,139 to \$1,383,782.

**Impact on Council Policy:**

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

There will be an increase to the 2017-2018 Capital Works of \$712,643.

It is proposed that the following projects from the draft 2018 - 2019 Capital Works be brought forward to 2017-2018 to expend the advance payment of R2R funds.

Major Culvert - Lake Road	\$300,000
Georges Creek Road	\$300,000
Granya Streetscape	\$112,643

**Risk Assessment:**

In order to maintain eligibility for the R2R program Council must demonstrate that it continues to commit own source revenue (e.g. rates or other sources) to road maintenance and construction. Based on historical data it has been determined that the amount of own source revenue expected to be incurred on road maintenance and construction is \$955,000 per annum. The current road maintenance and construction program meets the requirements of the R2R funding program. With the payment of R2R funding being brought forward to 2017/18 it is recommended that the 2018/19 projects be brought forward to 2017/18 to ensure that Council continues to meet the requirements of the R2R program.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

Nil.

**RECOMMENDATION:**

**THAT COUNCIL APPROVE:**

- 1. ROADS TO RECOVERY FUNDING OF \$712,643 ORIGINALLY ALLOCATED TO 2018-2019 TO NOW BE RECOGNISED IN 2017-2018; AND**
- 2. THE ALLOCATION OF ROADS TO RECOVERY FUNDING TO THE FOLLOWING PROJECTS TO BE DELIVERED IN 2017-2018:**
  - a. MAJOR CULVERT - LAKE ROAD** **\$300,000**
  - b. GEORGES CREEK ROAD** **\$300,000**
  - c. GRANYA STREETScape** **\$112,643**

### **17.3 Corryong Saleyards Advisory Committee (05/01/0145-DTS)**

**Disclosure of Interests (S.80C):**

This report was prepared by Mr Jamie Heritage, Director Technical Services.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

**Background/History:**

The Corryong Saleyards are owned and managed by Council.

In February 2017, Council elected to undertake an Expression of Interest process to form a Corryong Saleyards Advisory Committee.

As a result, the Corryong Advisory Committee was formed on 6 September 2017 and has had two meetings (6 September and 4 October 2017). The Committee is made up of the following members, with two Towong Shire Council representatives attending:

Mr Graham Costello, Stock and Station Agent, Corryong  
Mr Matthew Cooper, Stock and Station Agent, Corryong  
Mr Mark Auchinleck, Primary Producer, Corryong  
Mr Peter Sutherland, Primary Producer, Thologolong  
Mr Mal McKimmie, Transporter, Biggara

Councillor Andrew Whitehead

Director Technical Services, Mr Jamie Heritage

Several maintenance issues were raised with the majority of these able to be addressed within the short term due to existing maintenance budgets. A copy of the Minutes of the meetings held on 6 September and 4 October 2017 are attached at [Appendix 8](#).

The Advisory Committee is recommending a number of changes to the operations of the Corryong Saleyards. These are detailed in the Community Consultation / Responses section of this report.

**Impact on Council Policy:**

The Corryong Saleyards Operations manual will need to be amended if the proposed changes are adopted.

**State Government Policy Impacts:**

Nil.

**Budget Impact**

A reduction in the fees associated with the Corryong Saleyards will mean that the throughput will need to increase as estimated in the table below to offset the fee reduction.

<u>Store Sale</u>	<u># of Head</u>	<u>Scheduled Fee</u>	<u>Total</u>	<u>Proposed fee</u>	<u>Proposed # of head</u>
Cows and calves (sold as unit)	42	\$9.00	\$378.00	\$8.00	48.00
Bulls	4	\$10.00	\$40.00	\$8.00	5.00
Cattle	88	\$8.00	\$704.00	\$6.00	118.00
Total weighed	810	\$2.50	\$2,025.00	\$2.00	1,013.00
Total Scanned	1088	\$2.50	\$2,720.00	\$2.50	1,088.00
Re-tagged	3	\$25.00	\$75.00	\$25.00	3.00
			\$5,942.00		
<b><u>Transit/muster</u></b>					
Cattle	551	\$4.00	\$2,204.00	\$2.00	1,102.00
Calves	67	\$1.00	\$67.00	\$2.00	34.00
Bulls	3	\$5.00	\$15.00	\$2.00	8.00
Sheep	67	\$0.50	\$33.50	\$2.00	17.00
			\$2,319.50		
<b><u>Weighed</u></b>					
Cattle	631	\$2.50	\$1,577.50	\$2.00	789.00
<b>Total Fees</b>			<b>\$9,839.00</b>		

The suggested amendment to the Truck Wash bay causes minor issues for Council operations. Waste Services trucks are currently washed at the site and have free access to the meter. Under this proposal this free access would need to cease and an expense provided in the into an operations budget (estimated at \$1,250).

**Risk Assessment:**

With the proposal to reduce Corryong Saleyard fees, there is a risk that the budgeted financial targets will not be achieved. This is expected to be a low risk, with increased patronage expected by the Advisory Committee.

**Community Consultation/Responses:**

The Advisory Committee provides a mechanism for Council to consult with users of the Corryong Saleyards. The following recommendations have been put forward for Council consideration by the Advisory Committee:

- The Fee Schedule be amended as per the following table;

<b>Stock</b>	<b>Proposed New Fee</b>	<b>Adopted in 2017/18 Budget</b>
Bobby Calves	\$1.00	\$2.00
Bulls	\$8.00	\$10.00
Cattle	\$6.00	\$8.00
Cow & Calves (sold as a unit)	\$8.00	\$9.00
Sheep	\$1.00	\$1.00
Weighing Fee	\$2.00	\$2.50
Scanning Charge	\$2.50 (Min \$12.50 plus yard dues)	\$2.50 (Min \$12.50 plus yard dues)
<b>All fees are ex GST.</b>		

- The following items within the Corryong Saleyards Operation Manual be changed:
  - The Transfer and Mustering fee is proposed as a flat rate of \$2.00 with a maximum holding time of ten hours.
  - Agents Fee to be clarified as \$250.00 per agent per store sale.
  - Unreported stock movements penalties to have the wording inserted to include "at Committee's discretion to be reported to Council".
- The Truck Wash bay operating expenses / income to be included within the Saleyards budget.
- All users to be charged for use of the Saleyards.
- A bulk hire rate to be established for the Saleyards grounds.
- The replacement of the Head Bale is considered for future budgets.
- A new perimeter fence is considered for future budgets

**Discussion/Officers View:**

The Officer attends the Advisory Committee meetings and provides the following comments on specific matters being recommended by the Advisory Committee.

*Fee recommendation*

The Officer understands that the fee recommendation presented is expected to increase the usage of the facility through increased local agent usage.

A trial period of the new fee structure could be beneficial to test the impact of the reduced fees and assess whether it attracts further use from other agents and other local users such as farmers.

*All Saleyards users to be charged for use the facility recommendation*

The additional Truck Wash expenditure can be directly charged to the Waste Services Budget.

Council makes the Saleyards available to the Man from Snowy River Bush Festival (MFSRBF) as in-kind support as part of the Council's partnership agreement. Fees have been set for the 2018 event at no cost to Riley Riders for use of the Saleyards. It would be difficult for MFSRBF to pass on any fee increases for the 2018 year.

The MFSRBF has expressed concern with a fee increase for 2018 but would be open to discussions for a fee change to a equitable flat yard fee (as per normal standard rate or even discounted) to be charged from 2019 onwards. This way they can pass this cost onto the Riley's Ride customers.

*Reporting of unreported stock movements recommendation*

Council may wish to implement clear reporting requirements for unreported stock movements. The Officer recommends that unreported stock movements be reported as follows:

- All major unreported stock movements are reported to Council;
- Minor unreported stock movements where the customer has already recorded one minor offence are reported to Council;
- Any unreported stock movement that the Committee deems necessary are reported to Council.

The Advisory Committee has shown a strong desire to improve the facility's structure and increase the revenue and use of the facility.

They have also shown a desire to be a valuable addition to the management process.

The Officer's recommendation that follows is based on the original recommendation from the Advisory Committee with the following amendments:

- Inclusion of trial period for the new fee structure.
- Recognition that discussions will need to commence with users to introduce charges for services provided in future years.
- Inclusion of clear requirements for the reporting of unreported stock movements.

**RECOMMENDATION**

**THAT THE;**

- 1. FEE STRUCTURE PRESENTED IN THE FOLLOWING TABLE BE ADOPTED FOR A TRIAL PERIOD, COMMENCING 15 NOVEMBER 2017 AND ENDING 31 MAY 2018 AND IS REASSESSED AS PART OF THE BUDGET:**

<b>Stock</b>	<b>Proposed New Fee</b>
Bobby Calves	\$1.00
Bulls	\$8.00
Cattle	\$6.00
Cow & Calves (sold as a unit)	\$8.00
Sheep	\$1.00
Weighing Fee	\$2.00
Scanning Charge	\$2.50 (Min \$12.50 plus yard dues)
<b>All fees are ex GST.</b>	

- 2. TRANSFER AND MUSTERING FEE CHANGED TO A FLAT RATE OF \$2.00 WITH A MAXIMUM HOLDING TIME OF TEN HOURS APPLIED;**
- 3. AGENTS FEE IS CONFIRMED AS \$250 PER AGENT PER STORE SALE;**
- 4. FOLLOWING REPORTING REQUIREMENTS BE ESTABLISHED FOR UNREPORTED STOCK MOVEMENTS;**
- a. ALL MAJOR UNREPORTED STOCK MOVEMENTS ARE TO BE REPORTED TO COUNCIL;**
  - b. MINOR UNREPORTED STOCK MOVEMENTS WHERE THE CUSTOMER HAS ALREADY RECORDED ONE MINOR OFFENCE ARE TO BE REPORTED TO COUNCIL;**
  - c. ANY UNREPORTED STOCK MOVEMENT THAT THE COMMITTEE DEEMS NECESSARY ARE TO BE REPORTED TO COUNCIL.**
- 5. TRUCK WASH BAY BE INCLUDED WITHIN THE ADVISORY COMMITTEE'S SCOPE ALONG WITH THE ASSOCIATED BUDGETS;**
- 6. ADVISORY COMMITTEE COMMENCES DISCUSSIONS WITH THE AFFECTED USER GROUPS AS TO AN ACCEPTABLE BULK HIRE RATE FOR THE USE OF THE SALEYARDS AND PROVIDE A RECOMMENDATION BACK TO COUNCIL;**
- 7. REPLACEMENT OF THE HEAD BALE IS CONSIDERED FOR FUTURE BUDGETS; AND**
- 8. PERIMETER FENCE IS CONSIDERED FOR FUTURE BUDGETS.**

## **18 Land-use planning**

No planning reports

## **19 Environmental sustainability**

### **19.1 Environmental Sustainability Report (DTS)**

The Environmental Sustainability report is presented every second month. The next report is due in December 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 15.10.

## **20 Economic and tourism development**

### **20.1 Economic Development Report (CEO)**

The Economic and Tourism Development report is presented every second month. The next report is due in December 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 15.10.



## **21 Councillor reports**

### **21.1 Albury Wodonga Councils partnership agreement meeting (Cr Wortmann)**

<b>Date</b>	13 October 2017
<b>Details About the Activity</b>	<p>I was invited along with many other guests to witness the signing of the historic partnership agreement between the two Councils.</p> <p>The Mayor's of Albury City (Kevin Mack) and Wodonga Council (Anna Speedie) signed the agreement, pledging to work more closely together to plan, grow and develop the region.</p> <p>In an Australian cross-border first the two Councils have developed a draft community strategic plan drawing on the key priorities from their respective Albury2030 and Wodonga 2033 plans.</p> <p>Both Mayors agreed "we are two cities, but one community" providing facilities, venues, infrastructure and services, so rather than duplicating what we do, it makes more sense to work together so we can achieve the best possible outcomes for our residents and ratepayers.</p> <p>The Mayors also described the agreement as monumental and a vitally important step towards delivering community aspirations and creating one of the strongest and most progressive regions in Australia.</p> <p>I would like to congratulate the two Councils on the signing of this historic partnership. I would also like acknowledge the amount work that must have taken place by staff and Councillors from both Councils to achieve this great outcome for the region.</p>

#### **RECOMMENDATION:**

**THAT THE COUNCILLOR REPORTS BE NOTED.**

## **22 Committee minutes**

### **22.1 North East Waste and Resource Recovery Group (Cr Tolsher)**

Attached at [Appendix 9](#) is the Annual Report for the North East Waste and Resource Recovery Group for information.

**RECOMMENDATION:**

**THAT THE NORTH EAST WASTE AND RESOURCE RECOVERY GROUP ANNUAL REPORT BE NOTED.**

### **22.2 Municipal Emergency Management Planning Committee (Cr Wortmann)**

The unconfirmed Minutes of the Municipal Emergency Management Planning Committee meeting held on 16 August 2017 are attached at [Appendix 10](#).

**RECOMMENDATION:**

**THAT THE UNCONFIRMED MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE BE NOTED.**

## **23 Occupational health and safety**

### **23.1 OHS Committee (06/04/0212-DCCS)**

The unconfirmed minutes of the meeting held on 19 October 2017 are attached at [Appendix 11](#) for information.

#### **RECOMMENDATION:**

**THAT THE UNCONFIRMED OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MINUTES BE NOTED.**

## **24 Council policies (10/01/0007-CEO)**

The following policies are attached at [Appendix 12](#) for review. Councillors are requested to provide feedback on the policies to the Responsible Officer by 5 December 2017.

- Audit Committee Charter (DCCS)
- Computer and Mobile Device (DCCS)
- Councillor Correspondence (DCCS)
- OH and S (DCCS)
- OH and S Constitution (DCCS)
- Procurement (DCCS)
- Risk Management (DCCS)

## **25 Sealing of documents**

No documents for sealing.

## **26 Confidential**

In accordance with S77(2) information is 'confidential information' if:

- (a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
- (b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or
- (c) subject to sub-section (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.

In accordance with Section 89(2) and 89(3) of the Local Government Act 1989,

(2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public.

(3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting

No Confidential reports.