

Agenda

Ordinary Meeting of Council

Tallangatta Council Office

Tuesday 3 October 2017

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT TOWONG
SHIRE COUNCIL, TALLANGATTA OFFICE ON TUESDAY 3 OCTOBER 2017
COMMENCING AT 10.30 AM.**

Commonly used acronyms

| ABBREVIATION | TITLE |
|-------------------------|---|
| Council Officers | |
| 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 |
| DEDJTR | Department of Economic Development, Jobs, Transport and Resources |
| DELWP | Department of Environment, Land, Water and Planning |
| GMW | Goulburn Murray Water |
| 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 Services |

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1 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."

2 Councillor and Officer presence at the meeting

3 Apologies and granting of leave of absence

4 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.

5 Confirmation of minutes

Ordinary Meeting of 5 September 2017 and Special Meeting of 26 September 2017.

RECOMMENDATION:

THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 5 SEPTEMBER 2017 AND THE SPECIAL MEETING HELD ON 26 SEPTEMBER 2017 AS CIRCULATED BE CONFIRMED.

6 Petitions, joint letters and declarations

7 Assembly of Councillors

A written record of the Assemblies of Councillors from 29 August 2017 to 26 September 2017 is included at [Appendix 1](#).

RECOMMENDATION:

THAT THE INFORMATION BE NOTED.

8 Open Forum

9 Organisational improvement

9.1 Finance Report as at 31 August 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

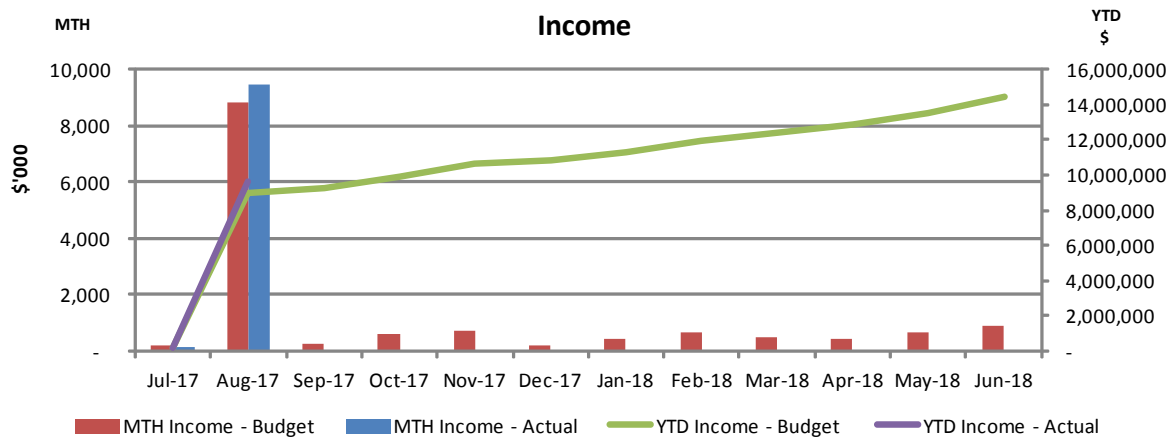
| | Note | Aug-17 (Actual) \$'000 | Aug-17 (Budget) \$'000 | YTD (Actual) \$'000 | YTD (Budget) \$'000 | YTD (Variance) \$'000 | YTD (Variance) % | 2017/18 Full Year (Budget) \$'000 | 2017/18 Full Year (Achieved) % |
|--------------------|------|------------------------------|------------------------------|---------------------------|---------------------------|-----------------------------|------------------------|--|---|
| Income | 1 | 9,450 | 8,803 | 9,610 | 8,997 | 613 | 7% | 14,394 | 67% |
| Expenditure | 2 | 988 | 759 | 1,630 | 1,508 | (122) | -8% | 14,522 | 11% |
| Surplus/ (Deficit) | | 8,462 | 8,044 | 7,980 | 7,489 | 491 | 7% | (128) | (6,231%) |

Table 1: Operating Result

Note 1:

Council's YTD income at 31 August 2017 is \$9.61 million against a budget of \$9.00 million. The major items contributing to the \$613,000 favourable variance include:

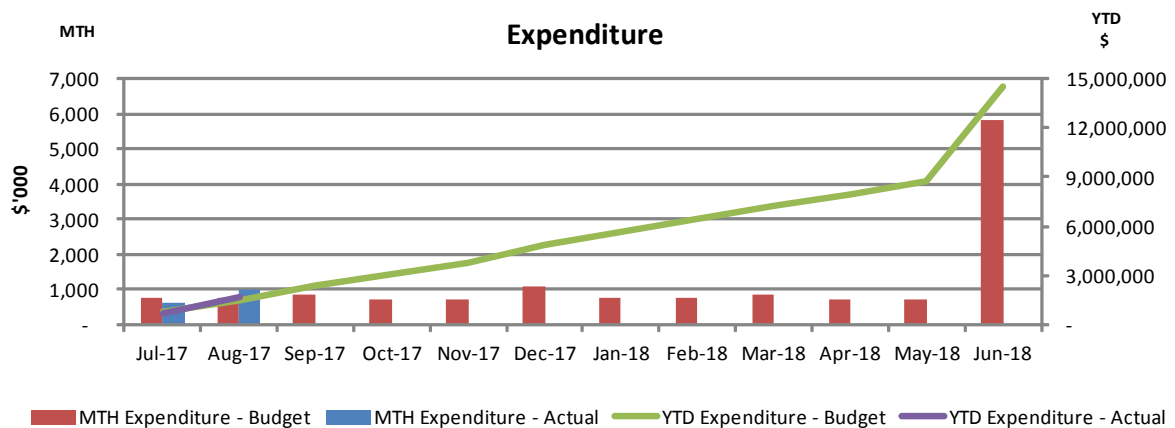
- Revenue received earlier than anticipated:
 - \$532,000 for the Destination Tallangatta project.
- Revenue received that was not budgeted in 2017/18:
 - \$60,000 in Financial Assistance Grants from the Victorian Grants Commission (VGC). Refer to the Grant Income section for further details.
 - \$30,000 in charges in lieu of rates from the date of commissioning the new hydro-electric power station at Banimboola.
 - \$29,000 in kerbside collection charges due to an audit of bins throughout the shire and bin charges on properties in Council's rating system.
- Revenue that will be received later than anticipated:
 - \$62,000 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.

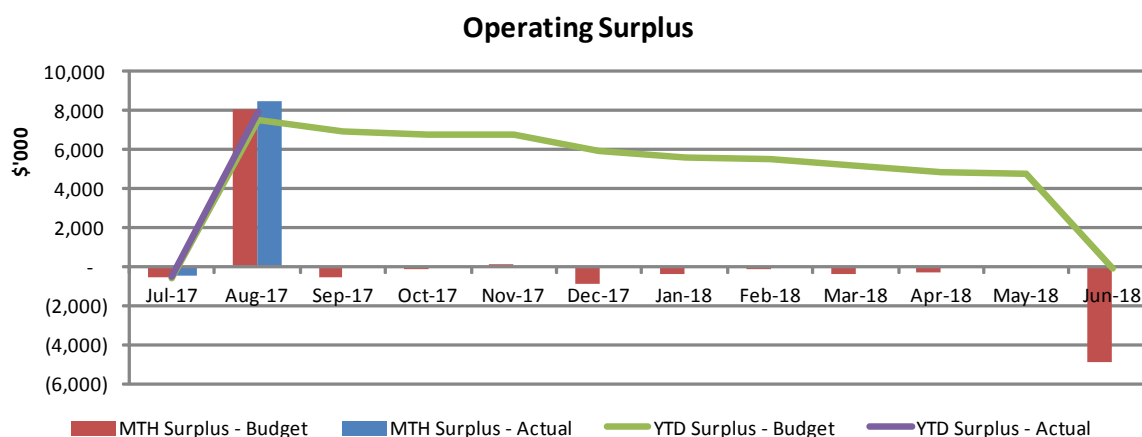


Note 2:

Council’s YTD expenditure at 31 August 2017 is \$1.63 million against a budget of \$1.51 million. The major items contributing to the \$122,000 unfavourable variance include:

- Expenses that were not budgeted for in 2017/18:
 - \$186,000 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
 - \$24,000 for planning consultants.
- Expense savings in 2017/18 are:
 - \$24,000 in staffing costs in the planning department
 - \$28,000 in staffing costs in corporate services.





Grant Income

| | Note | Aug-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 | 630 | 727 | 643 | 84 | 13% | 3,290 | 22% |
| Non-Recurrent | 2 | 533 | 554 | 15 | 539 | 3,593% | 1,223 | 45% |
| Total | | 1,163 | 1,281 | 658 | 623 | 95% | 4,513 | 28% |

Table 2: Grant Income

Note 1:

Council's YTD recurrent grant income at 31 August 2017 is \$727,000 against a budget of \$643,000. The major items contributing to the \$84,000 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 variance to their budget. The final allocation relating to 2017/18 is \$46,000 higher than advised in the preliminary allocation.
 - \$20,000 has been received above the budgeted amount for the kindergarten services including funds for the Occasional Care program.

Note 2:

Council's YTD non-recurrent grant income at 31 August 2017 is \$554,000 against a budget of \$15,000. The major item contributing to the \$539,000 favourable variance is receiving \$532,000 in funding for the Destination Tallangatta project earlier than anticipated.

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

| | \$'000 |
|---|---------------|
| Recurrent Grants | |
| Victorian Grants Commission - General Purpose Funding | 343 |
| Victorian Grants Commission - Local Roads Funding | 242 |
| Library | 53 |
| Maternal and Child Health | 26 |
| Corryong Pre School | 19 |
| Tallangatta Pre School | 16 |
| Berringa Pre School | 10 |
| Pre-School Cluster | 8 |
| Community Access | 7 |
| Occasional Child Care | 3 |
| Total Recurrent Grants | 727 |
| Non-Recurrent Grants | |
| Destination Tallangatta - NSRF | 532 |
| Tallangatta Neighbourhood House | 14 |
| Freeza Funding | 6 |
| Community Health and Wellbeing | 1 |
| Seniors Week | 1 |
| Total Non-Recurrent Grants | 554 |
| Total Grants Received | 1,281 |

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:

| | \$'000 |
|--|---------------|
| Unexpended Grants | |
| Roads to Recovery (R2R) | 302 |
| Improved Connections Hanson Street project | 135 |
| Community Access | 109 |
| Country Roads and Bridges | 105 |
| Mitta North Rd Intersection Improvement | 85 |
| Omeo Hwy Pedestrian Path Eskdale | 80 |
| Walwa Streetscape | 80 |
| Tallangatta Neighbourhood House | 45 |
| Flood Recovery Officer | 40 |
| Library | 40 |
| Local Gov Business Collaboration | 32 |
| L2P Program | 24 |
| Freeza Funding | 21 |
| Corryong Swimming Pool Upgrade Grant | 20 |
| 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 |
| Total Unexpended Grants | 1,186 |

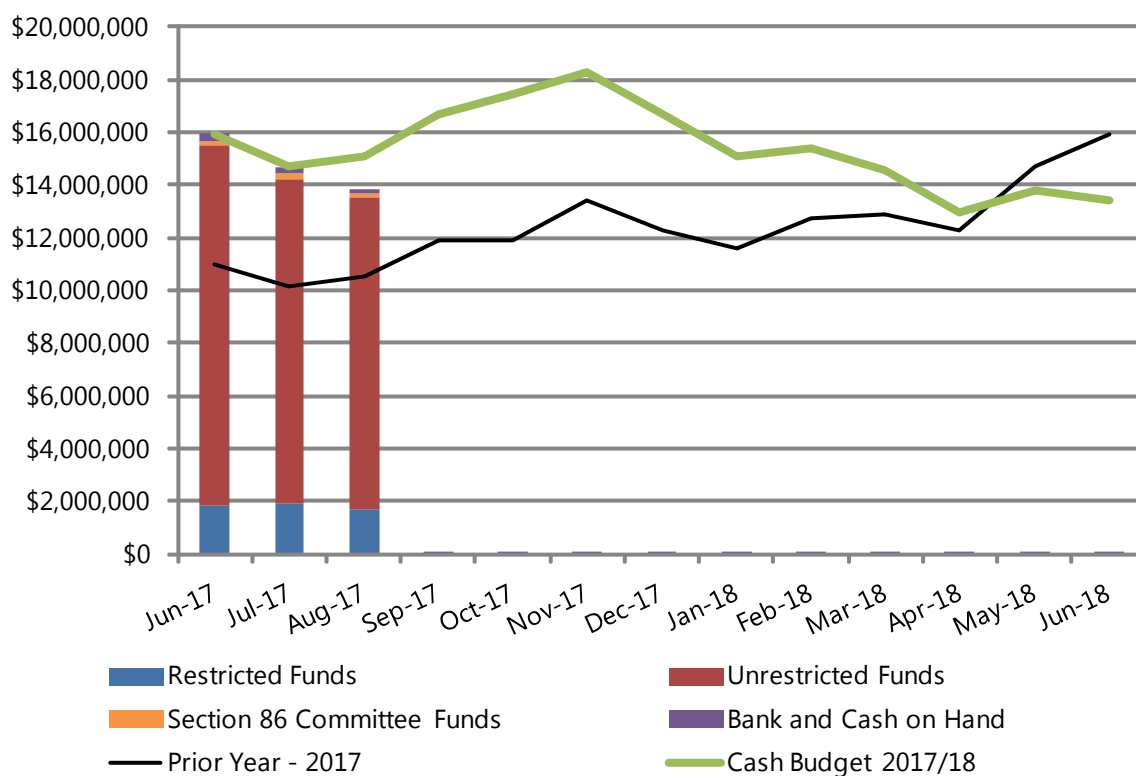
Table 4: Unexpended Grants

CASH POSITION

Cash on Hand

The cash position moved during the month as detailed below:

| | Current Month | Prior Month | Variance | |
|-------------------------------------|-------------------|-------------------|------------------|---------------|
| | Aug-17 | Jul-17 | \$ | % |
| | \$ | \$ | \$ | % |
| Unexpended Grants | 1,186,149 | 1,364,890 | (178,741) | (13.1%) |
| Other Provisions and Reserves | 525,102 | 525,102 | - | 0.0% |
| Restricted Funds | 1,711,251 | 1,889,992 | (178,741) | (9.5%) |
| Provision for Employee Entitlements | 1,180,385 | 1,200,307 | (19,922) | (1.7%) |
| Other Unrestricted Funds | 10,605,494 | 11,164,607 | (559,113) | (5.0%) |
| Total Unrestricted Funds | 11,785,879 | 12,364,914 | (579,035) | (4.7%) |
| Section 86 Committee Funds | 196,445 | 196,445 | - | 0.0% |
| Total Investments | 13,693,575 | 14,451,351 | (757,776) | (5.2%) |
| Bank and Cash on Hand | 130,496 | 259,350 | (128,853) | (49.7%) |
| Total Cash | 13,824,071 | 14,710,701 | (886,629) | (6.0%) |
| Average Interest Rate | 2.54% | 2.46% | | |



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 |
| 17/03/2017 | Term Deposit | AMP | 1,000,000 | 2.75% | 180 Days | A1 | 13/09/2017 |
| 14/03/2017 | Term Deposit | Bendigo Bank | 1,000,000 | 2.55% | 184 Days | A2 | 14/09/2017 |
| 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% | 210 Days | A1 | 1/11/2017 |
| 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 | 1,133,803 | 1.55% | On Call | A1 | N/A |
| N/A | S86 Committees | Various | 196,445 | 4.68% | N/A | | N/A |
| Total Investments | | | 13,693,575 | | | | |

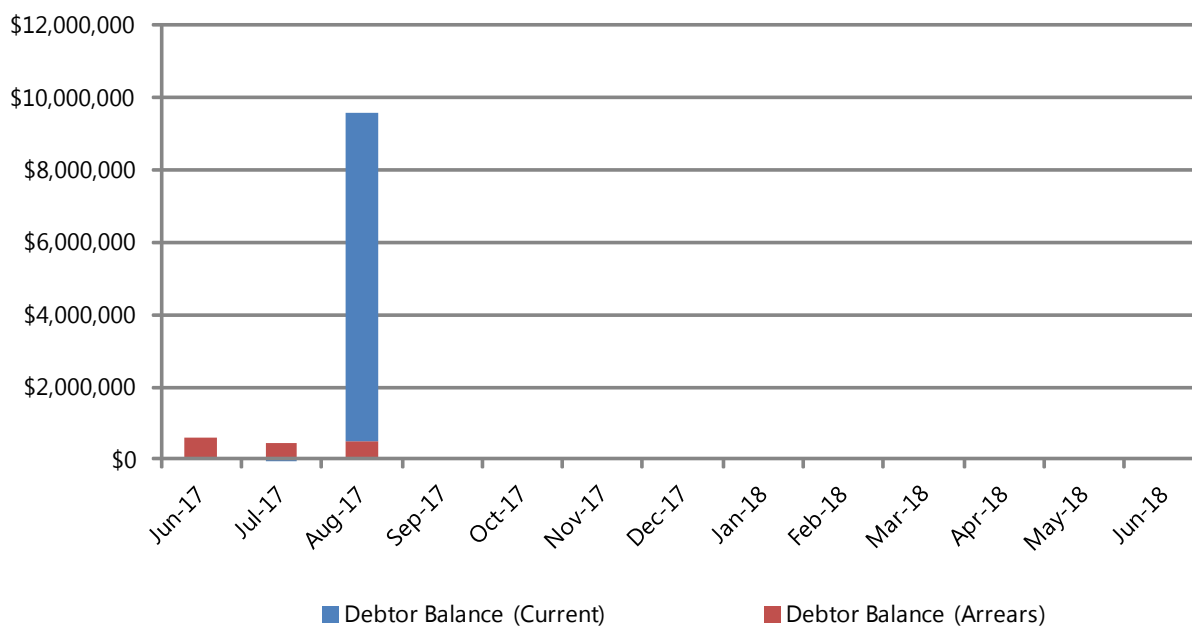
Table 5: Investments at month end

RECEIVABLES

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

The breakdown of rates received for the current month and year-to-date is shown in the following table and graph:

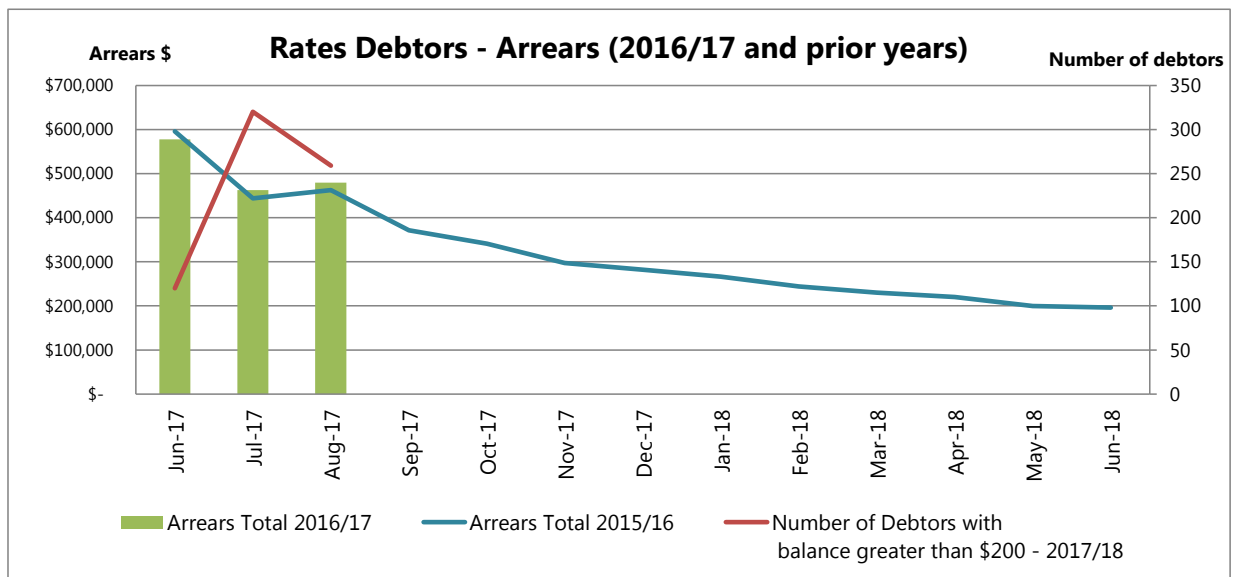
| Rates, charges and FSPL Debtors | | | | | | |
|--|---------------|-----------------|--------------------|-----------------|------------------|--------------------|
| | Amount | Received | % Collected | Received | Collected | Balance |
| | \$ | Aug-17 | Aug-17 | YTD | YTD | Outstanding |
| | \$ | \$ | % | \$ | \$ | \$ |
| Levied 2017/18 | 9,226,126 | 120,939 | 1.3% | 152,018 | 1.6% | 9,074,108 |
| Arrears prior to 2017/18 | 577,651 | (12,807) | -2.2% | 98,382 | 17.0% | 479,269 |
| Total Charges | | 108,132 | | 250,399 | | 9,553,378 |



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

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.

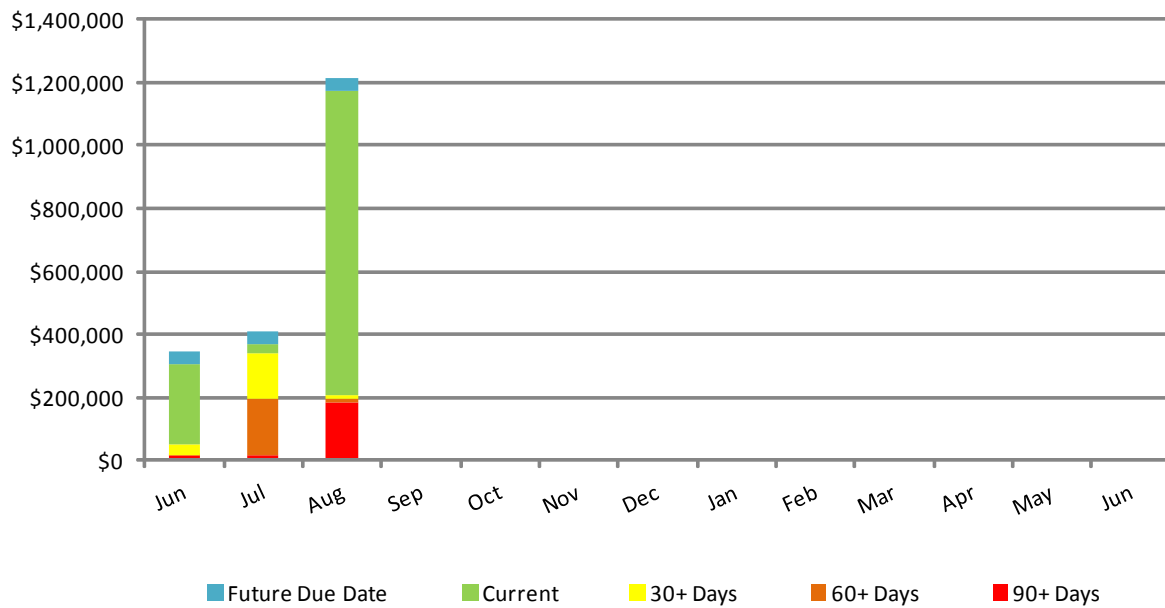


At 31 August 2017 there were 259 rates debtors with an outstanding balance of greater than \$200. This is a decrease of 61 debtors since 31 July 2017.

Sundry Debtors

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

| Sundry Debtors | Future Due Date | Current | 30 Days | 60 Days | 90+ Days | Total |
|-----------------------|------------------------|----------------|----------------|----------------|-----------------|--------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| August 2017 | 38,758 | 966,488 | 12,294 | 9,878 | 186,260 | 1,213,679 |
| July 2017 | 41,508 | 26,268 | 143,460 | 184,044 | 13,406 | 408,686 |
| Movement | (2,750) | 940,220 | (131,166) | (174,166) | 172,854 | 804,993 |



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

| Debtor | Amount | Description | RO | Notes |
|---------------|---------------|------------------------------------|-----------|---|
| Debtor 16487 | \$175,387 | Grant funding | BP | It is anticipated that this will be paid in September. |
| Debtor 17007 | \$1,540 | Cost recovery for slashing | BP | Contact has been made with the debtor and is expected to be recovered. |
| Debtor 18925 | \$3,250 | Community contribution | BP | The debtor has requested a meeting with the CEO and a meeting has now been scheduled. |
| Debtor 19755 | \$1,548 | 50% Cost Recovery for weed control | BP | Contact has been made with the debtor and is expected to be recovered. |
| Debtor 20210 | \$1,100 | Fees | BP | Contact has been made with the debtor and is expected to be recovered. |

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

| Local Roads and Bridges Infrastructure - Capital | Note | YTD Actual \$ | YTD Budget | Variance \$ | Annual Budget \$ |
|--|------|------------------|---------------|------------------|---------------------|
| 410 Road Construction | 1 | 299,535 | 35,000 | (264,535) | 1,290,642 |
| 411 Pavement Reconstruction | | - | - | - | 100,000 |
| 416 Sealing | | - | - | - | - |
| 417 Resealing | | - | - | - | 550,000 |
| 420 Drainage Construction | | - | - | - | 30,000 |
| 421 Digouts | | - | - | - | 650,000 |
| 422 Resheeting | 2 | 9,975 | - | (9,975) | 180,000 |
| 432 Footpaths | 3 | 7,754 | - | (7,754) | 145,000 |
| 433 Kerb and Channel | | - | - | - | 585,000 |
| 442 Guardrails | | - | - | - | 30,000 |
| 450 Bridge Construction | | - | - | - | 100,000 |
| Total | | 317,264 | 35,000 | (282,264) | 3,660,642 |

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 designs have 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.

| Local Roads and Bridges Infrastructure - Maintenance | Note | YTD Actual | YTD Budget | Variance | Annual Budget |
|---|-------------|-------------------|-------------------|-----------------|----------------------|
| | | \$ | \$ | \$ | \$ |
| 302 Survey and Design | | 1,516 | 1,500 | (16) | 65,000 |
| 304 Pavement Maintenance | | 33,125 | 30,000 | (3,125) | 148,000 |
| 306 Grading | | 10,896 | 15,000 | 4,104 | 452,000 |
| 308 Shoulder Maintenance | | 1,656 | 4,000 | 2,344 | 98,000 |
| 310 Drainage Maintenance | 1 | 36,979 | 47,500 | 10,521 | 167,000 |
| 312 Call Outs | | 1,517 | 4,000 | 2,483 | 20,000 |
| 324 General Roadside Maintenance | | 8,438 | 16,000 | 7,562 | 73,000 |
| 328 Tree Maintenance | 2 | 50,773 | 22,000 | (28,773) | 122,000 |
| 330 Footpath Maintenance | | - | 750 | 750 | 8,000 |
| 331 Kerb and Channel Maintenance | | - | - | - | 5,000 |
| 334 Roadside Treatments | | - | 4,000 | 4,000 | 15,000 |
| 336 Signs Maintenance | | 3,256 | 2,000 | (1,256) | 12,000 |
| 338 Linemarking | | 3,225 | - | (3,225) | 10,000 |
| 340 Guideposts | | 2,083 | 1,500 | (583) | 7,000 |
| 342 Guardrail | | - | - | - | 5,000 |
| 346 Fire Access Tracks | | - | 834 | 834 | 5,000 |
| 346 Bridge Maintenance | 3 | 16,527 | - | (16,527) | 30,000 |
| Total | | 169,991 | 149,084 | (20,907) | 1,242,000 |

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 | | 185,997 | - | (185,997) | - |
| Total | | 185,997 | - | (185,997) | - |

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

Rate Notices 2017/18

Rate notices, with an accompanying rates flyer, have been issued to all ratepayers for the 2017/18 financial year. The notices were lodged with Australia Post on 19 September 2017. This was later than planned and resulted from some delays at the printing end of the process.

Where a notice is issued less than 14 days prior to the due date (in this case 30 September), Section 158 of the Local Government Act 1989 provides that the due date will be at least fourteen days after the notice was sent.

As a result of the delay in ratepayers receiving notices, the due date for the first instalment has been extended to 13 October 2017. This has been communicated to ratepayers through social media, email distribution, local media and notices in key locations in individual towns. A review of the process has commenced so that improvements can be implemented for future notices.

RECOMMENDATION:

THAT THE FINANCE REPORT BE NOTED.

9.2 Ratepayers with overdue debts (06/01/0005 – DCCS)

Disclosure of Interests (S.80C):

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

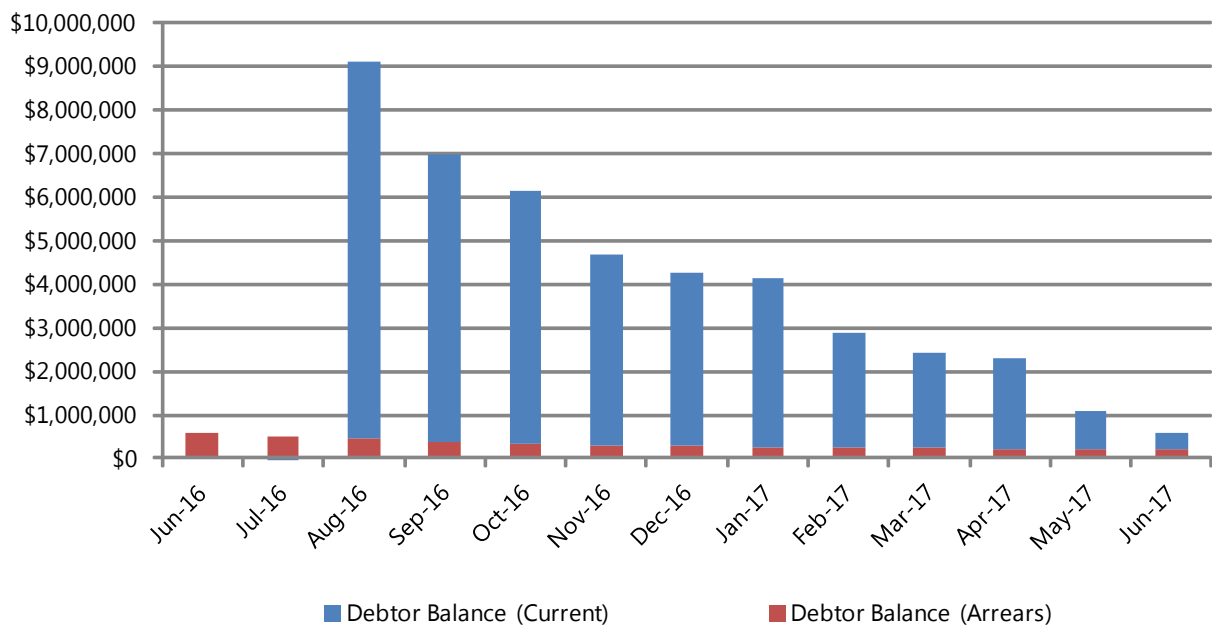
At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

Background/History:

At 30 June 2017, Council had a total of \$577,651 outstanding in rates and charges.

The table overleaf details the breakdown between current year rates and charges and those from prior years.

| Rates, charges and FSPL Debtors | | | | | | |
|---------------------------------|-----------|----------------|-------------|------------------|-----------|----------------|
| | Amount | Received | % Collected | Received | Collected | Balance |
| | \$ | Jun-17 | Jun-17 | YTD | YTD | Outstanding |
| | \$ | \$ | % | \$ | \$ | \$ |
| Levied 2016/17 | 8,770,313 | 489,670 | 5.6% | 8,388,883 | 95.7% | 381,430 |
| Arrears prior to 2016/17 | 596,030 | 3,634 | 0.6% | 399,809 | 67.1% | 196,221 |
| Total Charges | | 493,304 | | 8,788,692 | | 577,651 |



Whilst the rates and property team have been actively pursuing outstanding rates and charges in accordance with Council's Debt Collection Policy, there are a number of ratepayer debts that the team has been unable to collect.

Under section 181 of the Local Government Act 1989, Council may sell land to recover unpaid rates or charges where:

- (a) any amount due to Council for rates or charges is more than 3 years overdue, and
- (b) no current arrangement exists for the payment of the amount to Council, and
- (c) Council has a Court order requiring the payment of the amount.

The table overleaf details ratepayers that have arrears greater than three years, have no current payment arrangement in place and have progressed through Council's debt collection legal processes with Midstate Credit Collection Services.

| Debtor | Owner Occupied | Capital Improved Value (CIV) | Land size (ha) | 2017/18 | 2016/17 | 2015/16 | 2014/15 | 2013/14 and earlier | Total outstanding | Last payment received | Oldest financial year rates owing |
|--------------|----------------|------------------------------|----------------|----------------|----------------|-----------------|-----------------|---------------------|-------------------|-----------------------|-----------------------------------|
| A | No | \$103,500 | 0.12 | \$1,268 | \$2,155 | \$1,314 | \$1,328 | \$45 | \$6,110 | 4/01/17 | 2013/14 |
| B | No | \$75,000 | 0.09 | \$1,110 | \$1,130 | \$2,418 | \$1,172 | \$1,247 | \$7,077 | 14/07/15 | 2012/13 |
| C | Yes | \$209,000 | 0.70 | \$1,724 | \$1,776 | \$2,582 | \$1,842 | \$2,164 | \$10,089 | 18/03/16 | 2012/13 |
| D | No | \$80,000 | 0.10 | \$1,148 | \$1,160 | \$1,211 | \$1,161 | \$203 | \$4,883 | 19/01/16 | 2013/14 |
| E | No | \$39,500 | 0.56 | \$671 | \$749 | \$778 | \$2,725 | \$1,889 | \$6,812 | 12/09/12 | 2012/13 |
| F | No | \$158,500 | 221.87 | \$1,290 | \$1,293 | \$1,339 | \$1,270 | \$139 | \$5,330 | 16/11/16 | 2013/14 |
| G | No | \$59,500 | 3.02 | \$763 | \$802 | \$808 | \$910 | \$4,821 | \$8,104 | 1/12/14 | 2008/09 |
| Total | | | | \$7,973 | \$9,065 | \$10,451 | \$10,409 | \$10,508 | \$48,406 | | |

It is now recommended that Council progress these debtors through the initial steps required for a s181 recovery of unpaid fees and charges.

Impact on Council Policy:

Council's Debt Collection Policy has been applied to these ratepayers.

State Government Policy Impacts:

Nil.

Budget Impact:

Debt collection charges from external debt collection agencies can be charged directly to the ratepayer and are not an operating cost of Council. Internal resourcing required to manage the debt collection process is not able to be recovered and this cost is borne by Council.

Risk Assessment:

Council collects rates and charges to be able to fund the delivery of a range of services to the Towong Shire community. When ratepayers do not pay in a timely manner, it can impact on Council's ability to deliver services. Given Council's current financial position, it is unlikely that Council services will be affected by these outstanding rates and charges.

It is also important for ratepayers to understand that Council is prepared to pursue outstanding rates and charges through legal mechanisms where all other reasonable avenues have been pursued. This can encourage ratepayers to respond to the rate obligations in a timely manner.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

The listed ratepayers have progressed through Council's Debt Collection Policy. Despite numerous communications, these ratepayers have not been able to agree to or maintain a payment plan to help reduce the outstanding debt. It is now recommended that Council progress these debtors through the initial steps required for a s181 recovery of unpaid fees and charges.

RECOMMENDATION:

THAT COUNCIL PROGRESS THE LISTED DEBTORS THROUGH THE STEPS REQUIRED FOR A S181 RECOVERY OF UNPAID FEES.

9.3 Occupational Health and Safety Report (06/04/0212-DCCS)

Disclosure of Interests (S.80C):

This report was prepared by Mr Wayne Carter, Occupational Health and Safety 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:

This report is a bi-monthly progress report on Risk Management and Occupational Health and Safety activities throughout the organisation.

Current Progress:

Strategic risk / OHS activity

Safety Management System – Action Plan progress

A Safety Management System internal audit was completed and an Action Plan for improvements was agreed in 2015. Significant progress has been made on implementing improvements as detailed in the following table:

| | Total |
|---|-------|
| Recommendations for improvement | 18 |
| Work completed on addressing recommendations | 15 |
| % complete | 83% |

The remaining three low-risk recommendations will be progressed in 2017:

- Health Surveillance Procedure
- Document Control and Records Management Procedure
- Asset Disposal Procedure

A review of current OHS practices will be undertaken in late 2017.

Operational risk / OHS activity

WorkCover incidents

There is currently one open WorkCover claim. An employee experienced jarring to the shoulder whilst driving a post into the ground. The employee is currently undergoing treatment and has returned to work on modified duties.

Public Liability incidents

Public Liability incidents are recorded on the Towong Shire Council Incident Report form, and are investigated and then progressed through the OHS Committee meeting. There are no Public Liability incidents or claims currently being processed.

Other OHS activity

VicRoads Prequalification for worksite Traffic Management

A draft compliance manual covering Occupational Health and Safety, Quality, Environmental and Industrial Relations has been developed and is currently under review. Once approved, the compliance manual and associated paperwork will be audited by a third party, and then forwarded to VicRoads for consideration for continued prequalification.

CFA requirements for entering incident sites (fires etc)

Council vehicles/plant and personnel may be called on to support emergency services in times of bushfires and other emergency incidents. CFA have specific safety requirements for vehicles/plant and personnel entering incident sites. Inspection checklists to ensure our vehicles/plant and personnel comply with the requirements prior to entering the fire danger period have been developed and implemented. Training for key staff will be conducted by CFA on 4 October 2017.

Presenting fit for work

Employees adversely affected by the use of alcohol or drugs (prescription or illegal) can pose a risk to themselves and others in the workplace. This becomes an occupational health and safety issue if the employee's ability to exercise judgement, coordination, motor skills, concentration and alertness at work is impaired. Information sessions have been conducted with outdoor crews and a process to address employees who present unfit for work is being developed. This will be completed by 30 November 2017 for consideration by the Senior Management Group.

Health and Safety Representatives

In complying with the requirements of Part 7 of the Occupational Health and Safety Act 2004, expressions of interest were called for designated workgroups to nominate workplace Health and Safety Representatives (HSR's). Existing HSR's had completed the current term and were eligible for re-nomination. A revised list of workgroup HSR's will be distributed in early October 2017.

Business Continuity Plan

Business continuity is about building resilience in our business, and identifying our critical services and the activities that underpin them. A Business Continuity Plan

(BCP) allows us to continue to provide our critical services whilst enabling us to recover quickly and effectively from any type of disruption. The updated BCP was developed earlier this year and a desk top exercise will be undertaken in October 2017 to test the plans effectiveness.

Racking

Incorrectly installed, overloaded or damaged racking can collapse, causing serious injuries to employees. A review of current racking and shelving at both depots has commenced and an action plan will be developed to implement safety improvements.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Nil

Community Consultation/Responses:

Nil.

Discussion/Officers View:

It is the Officer's view that Council is continuing to make significant progress in addressing Council's Risk Management and Occupational Health and Safety responsibilities.

RECOMMENDATION:

THAT THE OCCUPATIONAL HEALTH AND SAFETY REPORT BE NOTED.

9.4 Delegation to s86 Committees (07/05/0007-DCCS)

Disclosure of Interests (S.80C):

This report was prepared by Ms Jo Shannon, Director Community and Corporate 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:

In accordance with section 86(6) of the Local Government Act 1989, Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.

Council currently has two section 86 Committees:

- Guys Forest Recreation Reserve Committee
- Riverview Committee of Management

Guys Forest Recreation Reserve Committee

The delegation for the Guys Forest Recreation Reserve Committee was last reviewed on 1 October 2013. At that time Council resolved as follows:

THE GUYS FOREST RECREATION RESERVE COMMITTEE BE CONSULTED IN
RELATION TO THE STATUS OF THE COMMITTEE AND A REPORT BE PRESENTED
TO A FUTURE COUNCIL MEETING FOR COUNCIL TO DETERMINE WHETHER A S86
SPECIAL COMMITTEE IS REQUIRED

In progressing the above resolution, a Councillor officer met with the Treasurer of the Guys Forest Recreation Reserve Committee to obtain information on how the Recreation Reserve is used and maintained. The information that follows was obtained at this meeting.

The Committee is still operational with an AGM incorporated with a Christmas party each year.

Due to the informal nature of the Committee coupled with the low-use of the facilities, the keeping of minutes and other records associated with the committee has been minimal.

The Committee has been happy with the current arrangements, recognising the Reserve and tennis courts have low use, primarily by Committee members and their families. Any financial or risk management assistance would be greatly appreciated by the Committee.

Guys Forest Recreation Reserve maintenance

The Committee maintain the tennis courts for the purposes of social tennis for surrounding residents.

The maintenance is provided on a volunteer basis. Donations are made by Committee members to control weeds and contribute to other maintenance needs.

Facilities at the site, and an assessment of their condition, are as follows:

Tennis courts:

- The playing surface was fit for purpose. There were no major cracks or damage that could present a hazard
- The grass within the courts was well maintained
- The majority of debris was cleared from the playing surface. The court on the creek side is more frequently used and has been cleared and swept more recently
- Committee members are responsible for the storage of nets; the nets were not erected on inspection

Reserve surrounds:

- The surrounds were kept in a neat condition. There was minimal rubbish.
- George advised that the area around the courts was mowed approximately four times a year. The grass around the reserve was due for mowing, which is in line with the mowing arrangements verbally provided.
- There are significant weed issues around the creek area. This was the major expense of the reserve.
- There is a picnic table on the reserve that requires no maintenance.
- There are occasional issues with dangerous trees. Maintenance of these is outside the abilities of the committee.

Structure:

- There is a structure on the Recreation Reserve that is in a poor state.
- The structure has slipped off the concrete slab and has a history of being infested with termites.
- The structure is not used by the Committee.
- The fireplace within the structure has been used rarely, if at all, in the last ten years.

Toilets:

- Toilets have been disconnected and are in a poor state. There is no water connection.
- There is no easily accessible water source to reconnect the water.
- Flood event in March 2012 had made access to the toilet area difficult, with no access when the creek is flowing.
- The Committee does not see reinstatement of toilets as a priority.

Council currently pays for the insurance of the Guys Forest Recreation Reserve. The insurance is approximately \$120 per annum.

Riverview Committee of Management

The delegation for the Riverview Committee of Management was last reviewed on 10 November 2015. At that time Council resolved as follows:

THAT:

1. UNDER SECTION 86 OF THE LOCAL GOVERNMENT ACT 1989, COUNCIL ESTABLISH A SPECIAL COMMITTEE OF COUNCIL TO BE KNOWN AS 'RIVERVIEW COMMITTEE OF MANAGEMENT'; AND

2. COUNCIL DELEGATE TO THE SPECIAL COMMITTEE THE POWERS, DUTIES AND FUNCTIONS SET OUT IN THE DEED OF DELEGATION AND OPERATING RULES (AS PRESENTED TO THE MEETING).

3. THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO SIGN AND SEAL THE DEED OF DELEGATION.

The Deed of Delegation was signed and is attached at [Appendix 2](#) for your information.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

The review of delegations to special committees is a requirement of the Local Government Act and not doing so will result in Council being in breach of the Act.

Community Consultation/Responses:

There has been no community consultation in relation to the review of the delegations.

Discussion/Officers View:

Guys Forest Recreation Reserve

The Committee are doing a reasonable job with the maintenance and upkeep of the tennis courts and the surrounds. These facilities also provide benefit to the community while placing no additional burden on Council resources.

The current operations of the Committee would fall below that expected of a Council operation for assessing risks. Council has ongoing exposures relating to the governance of s86 Committees due to the record keeping provided by the Committee.

The toilets and the structure at the Reserve may pose a liability risk and it is recommended that an assessment of both structures be made.

The Committee is more reflective of a cooperative of neighbours to provide a facility than a s86 Committee of Council. The revocation of the s86 delegation would free the Committee of a reporting burden and reduce Council's risk of not meeting its governance requirements.

A small annual contribution to maintain a weed control program may be appropriate.

It is recommended that:

- The s86 delegations provided to the Guys Forest Recreation Reserve Committee be revoked
- The Committee be engaged to maintain the reserve with an annual payment of \$300
- Council officers work with the Committee to manage risks that that are outside the capabilities of the Committee (for example, removal of dangerous tree limbs, assessment of the toilets and structure, etc)

- Council officers work with the Committee to review solutions for rubbish left at the Reserve
-

Riverview Committee of Management

The Riverview Committee of Management are implementing the current Deed of Delegation and Operating Rules.

It is recommended that the current delegation to the Riverview Committee of Management be retained.

RECOMMENDATION:

THAT;

- 1. THE INSTRUMENT OF DELEGATION FOR THE GUYS FOREST RECREATION RESERVE S86 COMMITTEE BE REVOKED;**
- 2. COUNCIL OFFICERS WORK WITH THE GUYS FOREST RECREATION RESERVE COMMUNITY MEMBERS TO ESTABLISH A PROCESS FOR MANAGING OPERATIONAL RISKS**
- 3. COUNCIL COMMIT \$300 PER ANNUM TO ASSIST IN THE WEED CONTROL PROGRAM AT THE GUYS FOREST RECREATION RESERVE; AND**
- 4. THE INSTRUMENT OF DELEGATION IN RELATION TO THE RIVERVIEW INDEPENDENT LIVING UNITS AT WALWA (AS ATTACHED AT [APPENDIX 2](#)) BE RETAINED IN ACCORDANCE WITH THE COUNCIL RESOLUTION OF 10 NOVEMBER 2015.**

9.5 Action Sheet Reports (06/05/0010-CEO)

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

RECOMMENDATION:

THAT THE REPORT BE NOTED.

9.6 Performance Reporting Graphs (DCCS)

The Performance Reporting Graphs are attached at [Appendix 4](#) for information.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

10 **Community wellbeing**

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

Disclosure of Interests (S.80C):

This report was prepared by Ms Penelope Sell, Manager Community 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:

This report is a bi-monthly report on Community Services activities throughout the Shire.

Access and Inclusion Officer

The 'My Life My Disability' short film was launched on 8 September 2017 at the Upper Murray Cinema. The short film captures the challenges and stories of local people experiencing a disability. It is estimated that 37.2% of people living in Towong Shire experience a disability. This valued media resource will enable Council, local health services and the community to continue to lobby for support services for rural people experiencing a disability.

The film is available on Council's website at www.towong.vic.gov.au.

Maternal and Child Health Services

The 'My Family First' project has now been completed. A media production of the Corryong component of the project, '*My Dad is AWESOME*', has been developed and is available on Council's website at www.towong.vic.gov.au.

The project was fully funded by the Department of Education and Training and has provided significant support and positive outcomes for a number of vulnerable families.

As a consequence of this project Council officers will aim to continue to deliver support to men to better link them with Maternal and Child Health Services.

Kindergarten Services

The 2017 mid-year Parent surveys have been completed.

The 2017/18 Service Improvement Plan is currently being developed to align with the State Government's Policy Framework. This task will take considerable resources to complete by the prescribed deadline of June 2018.

Tallangatta Kindergarten has secured a \$500 grant from the Department of Education and Training to establish a vegetable garden at the Tallangatta Early Years Learning Centre. This activity will partner Bunnings, the local community and kindergarten families.

Youth Services

A \$10,000 youth grant has been secured to reduce the incidence of Ice addiction. An action plan is currently being developed in consultation with young people to deliver a Beat 'n' Boredom- Battle of the Band Music event. The organising committee will invite both Corryong and Tallangatta Secondary Schools to attend.

Council in partnership with the Corryong Neighborhood Centre has secured a \$2,000 grant from the Department of Education and Training to deliver Children's Week activities in Corryong during October. A healthy eating theme will be promoted through balloon art activities.

Seniors

Performer, James Blundell will provide entertainment for the October 2017 Seniors Festival on 19 October 2017. This event is primarily funded by Department of Health and Human Services. The cost for attendees is \$15 per head and includes transport, performance and light refreshments.

Promotion commences week commencing Monday 4 September 2017.

Municipal Health Plan

Initial planning discussions are underway with Upper Hume Primary Care Partnership and local health services to develop Council's Healthy Communities Plan. Current health data is being considered with future plans to further engage the community over forthcoming months. This is due for completion in October 2017 however an extension has been granted until December 2017.

Recreation

Sport and Recreation Victoria (SRV) has processed an 'Expression of Interest' for the Eskdale Cricket Club and invited Council to submit a full application for consideration.

An application for funding for the second court at Tallangatta was submitted in July under the Country Football and Netball program.

The State Government is in the process of developing a 10 year Victorian Cricket Infrastructure Strategy to develop cricket facilities and infrastructure in the context of; cricket participation and opportunities, population growth and demographic characteristics within communities, and cricket competition management structures. The Manager Community Services attended the workshop on 15 September 2017 in Benalla.

Community Development/Neighbourhood House

The Tallangatta Neighbourhood House and Community Services team has offered an extended September program, promoting a diverse range of responsive community programs:

September

| Activity | Date | Where |
|---|------|---------------------------|
| Cert III Individual Support – partnership with Wodonga TAFE – creating new employment opportunities * | 5 | Activity Room |
| Pilates* | 6 | Activity Room |
| Keeping Women Fit-Women’s Health Week* | 6 | Activity Room |
| Cert III Individual Support* | 7 | Activity Room |
| Meditation* | 7 | Activity Room |
| Skills and Job Centre – free service to help people with their resumes* | 7 | TICC Meeting Room |
| My Life My Disability Movie Premiere - Council’s Access and Inclusion project* | 8 | Corryong Cinema |
| Cert III Individual Support* | 12 | Activity Room |
| Pilates* | 13 | Activity Room |
| Meditation* | 14 | Activity Room |
| Cert III Individual Support* | 14 | Activity Room |
| RUOK Day Community Breakfast* | 13 | Tallangatta Sec College |
| RUOK Day Community promotion with Kinder | 14 | Triangles and Comm Centre |
| Bread Making Course* | 15 | St Michaels |
| Cert III Individual Support* | 19 | Activity Room |
| Pilates* | 20 | Activity Room |
| Cert III Individual Support* | 21 | Activity Room |
| Grandparents Morning Tea | 21 | Tallangatta Kinder |
| Meditation* | 21 | Activity Room |
| Grip Leadership Youth Program | 22 | Corryong |
| NH Holiday Program – Crocodile Encounters* | 26 | Activity Room |
| NH Holiday Program – Make a Fidget Spinner* | 26 | Activity Room |

*Tallangatta Neighbourhood House activity

Approximately 500 residents have attended Tallangatta Neighbourhood House programs in 2017. Council officers will continue to work collaboratively with the local

community to develop and strengthen the presence of Neighbourhood House activities in our community.

Impact on Council Policy:

The Community Services team has commenced the planned priorities from the Council Plan 2017-2021 and is continuing to research external funding opportunities.

State Government Policy Impacts:

Activities align with key criteria of the following policies:

- Victorian Early Years Policy
- Victorian Health Policy
- Victorian Mental Health Policy

Victorian Sport and Recreating Policy.

Risk Assessment:

Nil.

Budget Impact:

| | | Aug 2017 YTD (Actual) \$ | Aug 2017 YTD (Budget) \$ | Aug 2017 YTD (Variance) \$ | Aug 2017 YTD (Variance) % | 2017/18 Full Year (Budget) \$ |
|-----------------------------------|------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|--|
| | Note | | | | | |
| Income | | | | | | |
| Community Development | | 14,760 | 15,000 | (240) | (2%) | 59,705 |
| Immunisations | | - | - | - | 0% | 2,000 |
| Seniors | | 357 | - | 357 | 100% | - |
| Maternal and Child Health | | 26,018 | 24,500 | 1,518 | 6% | 154,759 |
| Preschool operations | 1 | 63,580 | 48,450 | 15,130 | 31% | 256,177 |
| Long Day Care | 2 | 43,179 | 60,000 | (16,821) | (28%) | 485,705 |
| Library | | 54,288 | 50,054 | 4,234 | 8% | 100,300 |
| Community Access | | 7,169 | 7,000 | 169 | 2% | 41,379 |
| Youth | 3 | 5,873 | - | 5,873 | 100% | 61,245 |
| Total Income | | 215,224 | 205,004 | 10,220 | 5% | 1,161,270 |
| Expenditure | | | | | | |
| Community Development | 4 | 7,362 | 11,482 | 4,120 | 36% | 59,705 |
| Immunisations | | - | - | - | 0% | 16,640 |
| Seniors | | 62 | - | (62) | 100% | - |
| Maternal and Child Health | 5 | 20,687 | 34,446 | 13,759 | 40% | 189,805 |
| Preschool operations | | 57,389 | 53,340 | (4,049) | (8%) | 288,530 |
| Long Day Care | 6 | 47,738 | 87,000 | 39,262 | 45% | 455,088 |
| Library | | 10,353 | 14,814 | 4,461 | 30% | 102,348 |
| Community Access | | 5,675 | 5,750 | 75 | 1% | 42,779 |
| Youth | 7 | - | 6,873 | 6,873 | 100% | 65,245 |
| Total Expenditure | | 149,266 | 213,705 | 64,439 | 30% | 1,220,140 |
| Net Income / (Expenditure) | | 65,958 | (8,701) | 74,659 | (858%) | (58,870) |

Notes:

Income

1. Timing difference with receipt of grant funding.
2. The Long Day Care Service is currently operating with less children than budgeted. This results in less revenue being received and less expenditure being incurred.
3. 2017/18 FREEZA half yearly funding received.

Expenditure

4. Timing variance with employee leave.
5. MCH staffing reduced, casual model working well.
6. The Long Day Care Service is currently operating with less children than budgeted. This results in less revenue being received and less expenditure being incurred.
7. Youth programs are scheduled to be delivered later in the year.

Community Consultation/Responses:

The Community Services team has consulted with the community where required to inform delivery of priorities.

Discussion/Officers View:

The Community Services team successfully delivered components of the 2013-2017 Council Plan and looks forward to playing its part in the successful delivery of the 2017-2021 Council Plan.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

11 Asset management

11.1 Asset Management report (01/07/0004-DTS)

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:

This report is a bi-monthly report on Asset Management activities throughout the Shire.

Eskdale walking path

Tenders have closed for the construction of a granitic sand walking path and pedestrian bridge from Baude Street to the Eskdale Recreation Reserve. Works on the walking path are expected to commence in September. This project is part funded by VicRoads up to the value of \$80,000 and is intended to provide a safe pedestrian link along the Omeo Highway.

Stormwater drainage inspections and maintenance

Tox Free have been engaged to undertake storm water zoom camera investigations in Tallangatta and drainage clearance in Walwa and Corryong over coming months. These works are part of the annual drainage asset survey and renewal program.

Streetscapes

A preliminary consultation meeting with community members was held in Granya on 28 August 2017 to discuss plans for streetscape renewal at the intersections of Webb Street, Conness Street and Granya Road. These works are intended to improve drainage and amenity in the town. Community feedback from the meeting has informed the development of design plans that were recently submitted to VicRoads for funding under their Building Our Regions Fund.

Other projects also submitted under this fund include street upgrade works in Main Street Walwa, Hanson Street Corryong between Kiell Street/McKay Street and also a pedestrian crossing at Galleon Park to complement the future Cemetery Creek Walking path defined in the Upper Murray 2030 Vision Plan.

Flood damage repairs

Works are progressing with flood damage repairs across the Shire. Major items that have recently been reinstated include the stabilisation of Mitta North Road and culvert repairs on Georges Creek Road.

Independent road and bridge inspections

Condition assessments/ valuations of Council's road, footpath, kerb and bridge assets have recently been completed by Moloney's Asset Management Systems (MAMS) staff as part of Council's four yearly independent inspections. A separate report will be presented to Council detailing the outcomes of these assessments.

Corryong Swimming Pool

Works are continuing on the Corryong Swimming Pool with tiling and concreting the pool side nearing completion. Footpath and kerb works at the front entry are complete. The change room building works are ongoing with change room tiling and plumbing complete. The installation of shade sail poles at the front of the kiosk and in the toddler's areas are complete with shade sails to follow in the near future.

Destination Tallangatta

Building and plumbing works at the boat ramp and Eastern peninsula toilet blocks are now complete at the Tallangatta Foreshore. The toilets will be made accessible to the public once final landscaping works are completed in these areas. The realignment of Towong Street's intersections at the Eastern and Western ends of the Triangles is progressing with the majority of works now complete.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

| | Note | Aug 2017 YTD (Actual) \$ | Aug 2017 YTD (Budget) \$ | Aug 2017 YTD (Variance) \$ | Aug 2017 YTD (Variance) % | 2017/18 Full Year (Budget) \$ |
|-----------------------------------|------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|--|
| Income | | | | | | |
| Funding | 1 | 790,980 | 212,086 | 578,894 | 273% | 2,317,983 |
| Private Works Income | | - | 4,000 | (4,000) | (100%) | 25,000 |
| Total Income | | 790,980 | 216,086 | 574,894 | 266% | 2,342,983 |
| Expenditure | | | | | | |
| Technical Services | 2 | 169,921 | 155,805 | (14,116) | (9%) | 801,324 |
| Works | | 4,286 | 7,045 | 2,759 | 39% | 43,145 |
| Roads and Bridges | | 140,747 | 151,250 | 10,503 | 7% | 1,197,000 |
| Flood damage works | 3 | 185,997 | - | (185,997) | | - |
| Depreciation | | - | - | - | 0% | 2,470,150 |
| Street Lighting | | 2,133 | 4,200 | 2,067 | 49% | 25,000 |
| Depot and Workshops | 4 | 39,402 | 26,624 | (12,778) | (48%) | 175,534 |
| Plant and Equipment | 5 | 15,522 | (5,750) | (21,272) | 370% | 641,617 |
| Private Works | | - | - | - | 0% | 25,000 |
| Water Projects | | - | - | - | 0% | 3,000 |
| Total Expenditure | | 558,008 | 339,174 | (218,834) | (65%) | 5,381,770 |
| Net Income / (Expenditure) | | 232,972 | (123,088) | 356,060 | (289%) | (3,038,787) |

Notes:

1. Unbudgeted income includes an additional \$30K in Federal Financial Assistance Grants funding. \$531K in Destination Tallangatta funding and \$1,900 in community contributions for Destination Tallangatta were received earlier than expected (timing variance).
2. \$20K of training budgeted in other area (corporate budget)
3. Flood damage works unbudgeted – expected to be reimbursed through funding
4. Expenditure in administration and depot maintenance higher than expected due to wet weather (timing variance)
5. Budget is spread evenly across the year, phasing may not align with plant use.

Risk Assessment:

Nil.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

The Technical Services team are making progress in relation to the delivery of Asset management strategies contained within the Council Plan.

RECOMMENDATION

THAT THE REPORT BE NOTED.

12 Land-use planning

No Planning reports.

13 Environmental sustainability

13.1 Environmental sustainability report ((01/07/0004)-DTS)

Disclosure of Interests (S.80C):

This report was prepared by Mr Andrew O'Connell, Technical 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:

This report is a bi-monthly report on Environmental sustainability activities throughout the Shire.

Scrap Metal

Council's contract with SIMS Metal Management expired on 15 August 2017. A regional contract management meeting was held on 9 March 2017 where it was agreed to activate the first of two optional twelve month periods extending the contract to 15 August 2018.

Tyres

The construction of new tyre storage bins is complete at the Tallangatta Transfer Station. The area chosen for the bins is located on the right hand side of the recycle shed away from garbage trucks that may be in the area during opening times. There

are three bins, with each bin storing tyres in categories of small, medium and large tyres to ensure more efficient sorting for collection contractors.

Kerbside Collection Audit

The kerbside collection bin audit is still in progress and letters have been sent to properties that have been identified as being on the collection route that are not currently paying for a collection service. This has resulted in the invoicing of seventy two new collection services to date.

Corryong Resource Recovery Centre

GHD has been appointed to prepare an application for construction to the EPA on a geomembrane design for a new cell.

Tree Replacement Plan

The Tree Replacement Strategy prioritises tree planting in urban streets based on existing canopy cover. Those streets with the least canopy cover are considered first. The table below is an update of tree planting and maintenance throughout the Towong Shire:

| TOWN | TREES PLANTED YTD 2017 | TREES TO BE PLANTED IN SEPTEMBER 2017 | TREE MAINTENANCE COMPLETED |
|--------------------|-------------------------------|--|-----------------------------------|
| Bethanga | | | 90 |
| Bellbridge | 70 | | 80 |
| Corryong | | 174 | 14 |
| Tallangatta | | 94 | 3 |
| Tallangatta Valley | | | 40 |
| Granya | | | 12 |

Budget Impact

| | Note | Aug 2017 YTD (Actual) \$ | Aug 2017 YTD (Budget) \$ | Aug 2017 YTD (Variance) \$ | Aug 2017 YTD (Variance) % | 2017/18 Full Year (Budget) \$ |
|-----------------------------------|------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|--|
| Income | | | | | | |
| Kerbside Collection | 1 | 834,751 | 804,898 | 29,853 | 4% | 879,388 |
| Waste Facilities Management | | 400,929 | 401,298 | (369) | (0%) | 468,000 |
| Total Income | | 1,235,680 | 1,206,196 | 29,484 | 2% | 1,347,388 |
| Expenditure | | | | | | |
| Kerbside Collection | 2 | 79,684 | 101,291 | 21,607 | 21% | 546,567 |
| Waste Facilities Management | | 63,749 | 69,029 | 5,280 | 8% | 668,382 |
| Total Expenditure | | 143,433 | 170,320 | 26,887 | 16% | 1,214,949 |
| Net Income / (Expenditure) | | 1,092,247 | 1,035,876 | 56,371 | 5% | 132,439 |

1. Additional services identified and charged from kerbside audit
2. Result from reduced wages and fuel efficiency from new truck. Invoicing from maintenance and recycling are yet to be received for August

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

Letters have been sent out to property owners to inform them that tree planting will be done in the coming months. The response has generally been positive.

Discussion/Officers View:

The Technical Services team is making progress in relation to the delivery of Environmental Sustainability strategies contained within the Council Plan.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

13.2 Draft Domestic Animal Management Plan (01/04/0093-DTS)

Disclosure of Interests (S.80C):

This report was prepared by Mr David Yule, Ranger/Local Laws 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:

Local Government has long been the level of government primarily responsible for domestic animal management. Section 68A of the Domestic Animal Act 1994 requires all Victorian Councils to prepare a Domestic Animal Management Plan at four yearly intervals. A copy of the plan and any subsequent amendments must be provided to the Secretary of the Department of Economic Development, Jobs, Transport and Resources. Council is required to report on the plan's implementation in its annual report.

The current Domestic Animal Management Plan has come to the end of the four year cycle and a new plan must be adopted and implemented. A review of the current plan has been conducted and it is the officer's view that the plan requires no further amendment other than updating key statistical data. The Draft Plan is attached at [Appendix 5](#).

Impact on Council Policy:

Council has the following Orders, Local Laws and Procedures currently in place to assist in the effective management of dogs, cats and livestock:

Council Orders

- Compulsory micro chipping of all new dogs and cats registered effective 10 April 2009
- Cat curfew 9pm to 6am, seven days a week
- Declared dangerous dogs must not reside within Towong Shire boundaries.

Local Law No. 2 – Part 6: Keeping of Animals

- 6.1 Restrictions on the Number of Animals that may be kept on any Premises
- 6.2 Conditions under which Animals are kept
- 6.3 Noise and Smell
- 6.4 Animal Litter
- 6.5 Wandering Animals

State Government Policy Impacts:

This Plan has been developed in accordance with Section 68A of the Domestic Animals Act 1994 and sets out a formalised approach to increase awareness of domestic animal management practices within Towong Shire.

Budget Impact:

Council's existing budgets will accommodate the implementation of the plan as the Ranger already undertakes a large portion of the requirements included in this Plan.

Risk Assessment:

Council will meet the requirements of Section 68A of the Domestic Animals Act 1994 by:

1. Adopting the Domestic Animal Plan;
2. Reviewing the Plan at four yearly intervals;
3. Providing a copy to the Secretary of the Department of Economic Development, Jobs, Transport and Resources; and
4. Reporting on the Plan's implementation in Council's annual report.

Community Consultation/Responses:

The current Plan was displayed on the Council's website for a period of twelve months without any public comment being received. As this draft Plan contains only minor changes from the current plan, no further public consultation is recommended.

Discussion/Officers View:

Nil.

RECOMMENDATION

THAT COUNCIL ADOPT THE DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN

14 Economic and tourism development

14.1 Economic Development Report (05/01/0001-CEO)

Disclosure of Interests (S.80C):

This report was prepared by Ms Alicia Keogh, Manager Economic Development.

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:

This report is a bi-monthly report on Economic Development activities throughout the Shire.

Future of the Dairy Industry

On 2 May 2017, Murray Goulburn announced plans to close its facility at Kiewa. There are no plans to close the Danone facility which is co-located on the site. Full closure of the Kiewa facility will result in the total loss of approximately 150 jobs, with those workers based in Towong Shire, Indigo Shire and the City of Wodonga.

Fresh milk production at the facility concluded on Friday 28 July, with an onsite farewell function held for the 70 staff that finished that day.

The Victorian Government announced on Wednesday 16 August that it would provide \$50,000 each to Indigo Shire Council and Campaspe Shire Council to undertake community economic development planning. The Government will also allocate \$80,000 to allow the Victorian Planning Authority to develop a structure plan for the township of Tangambalanga. The Rural Skills Connect program, which assists people working in the dairy industry to seek new employment and training opportunities, will be extended by 12 months in the Murray Dairy region.

In late August it was announced that that Kyvalley Dairy Group had purchased the Kiewa Country Milk brand and processing equipment from Murray Goulburn. The deal does not include the Kiewa factory, nor does it provide Kyvalley Dairy Group with dairy farmer suppliers from North East Victoria, however it does include the recipes for flavoured milk.

The next major financial and business update from Murray Goulburn will come from its Annual General Meeting, which is being held on Friday 27 October.

Tourism North East

Two industry sessions were held in August, presenting global lifestyle trends and discussing how these trends affect and apply to tourism's business and consumers. The Corryong session was attended by 8 people, and the session in Eskdale was attended by 11 people. A one-on-one mentoring session was also held with representatives of the Man From Snowy River Bush Festival.

Council officers attended a Cycle Tourism Research and Insights Presentation on Wednesday 13 September. The research, which is part of the North East Victoria Cycling Optimisation Masterplan (being developed by Tourism North East and Regional Development Victoria), looked to identify consumer segments and better understand their motivators and barriers to travel. Findings from this research will help Council to create cycle products within the municipality.

Planning for the 2018 High Country Harvest is underway, with a Think Tank session held in Tallangatta on Friday 15 September. The two-hour workshop was open to anyone interested in being part of the event in 2018, and focused on:

- Post-event analysis for 2017, including the visitor and operator surveys
- Key takeaways from the '2017 Food and Drink Trends Briefings' and other recent research findings
- How the 2018 event should look, how it will run and the submission process.

A Destination Management Plan workshop for operators in the Mitta Valley is scheduled for Monday 16 October in Eskdale.

The Tourism North East Quarterly Activity Report for Quarter 4 2016/2017 is attached and provides further information on the activities undertaken in the previous financial year.

Small Business Festival

Towong Shire businesses attended a range of sessions throughout August, as part of the Small Business Festival sponsored by the Victorian Government.

Sessions that were held in Towong Shire included:

- Small Business Bus (Tuesday 1 August in Tallangatta): The Small Business Bus offered friendly, professional assistance from an information officer and specialist advice from an experienced business mentor.

- Effective Business Networking (Monday 14 August in Corryong): In this workshop, participants learnt how to use effective networking skills to develop a stronger, unique product. This session had 7 attendees.
- Grant Ready (Tuesday 18 August in Corryong): In this session, participants discovered which government grants may be available to them and learnt how to make the most of the opportunities. This session had 9 attendees.
- Merchandising Your Best Foot Forward (Monday 21 August in Tallangatta): Participants learnt the main principles of visual merchandising and how to create a retail space that makes customers want to buy more. This session had 6 attendees.
- Your Business in a Digital World (Monday 21 August in Eskdale): In this workshop, participants gained knowledge of the current consumer online trends and how to make the most of social media. This session had 7 attendees.
- Business Planning for Growth (Thursday 31 August in Tallangatta): In this workshop participants learnt a framework of regular strategic thinking, planning and execution that will allow them to drive their business quarterly and annually using a one page strategic plan. This session had 9 attendees.

Draft Hunting Tourism Action Plan

At its August 2017 meeting, Council gave in principle support to the draft Hunting Tourism Action Plan, and requested that officers seek feedback on the plan from key stakeholders and the broader community.

Expressions of interest were sought from community members interested in participating in a steering group that would guide the development and implementation of the plan. Eleven expressions of interest were received and these are currently being considered.

The steering group also comprises representatives from Parks Victoria, North East Catchment Management Association, Hancock Victorian Plantations, Vic Game Management Authority, NSW Game Licensing Unit, TSC, UMBI, MFSR Tourism Association, Mitta Valley Inc, Landcare, Deer Round Table, the Australian Deer Association, plus community stakeholders and local hunters.

The first meeting of the group is proposed for Thursday 28 September, following which community consultation in the Upper Murray and Mitta Valley will occur.

Great River Road

The Great River Road Reference Group was formed in August and meetings have been occurring fortnightly. The meetings will drive the development of the interpretive and marketing material associated with the Touring Route. In addition, the group is providing feedback to the Council regarding the infrastructure implementation.

Mitta Valley Signage

Council officers, in conjunction with Mitta Valley Inc., have produced new town entry signage for Eskdale, Mitta Mitta and Dartmouth. The new signage is expected to be installed this month (October).

Bricks for Kidz

During September, Council hosted Bricks for Kidz in Corryong. Children from across the region were encouraged to participate, however dairying families were particularly targeted. While children participated in a free and fun facilitated Lego workshop, parents engaged with representatives from various services including AgBiz Assist, Murray Dairy, Upper Murray Health, Murray Goulburn and Albury Wodonga Health.

Corryong Innovation Space

Two new tenants have recently been accepted at the facility – one in an industrial shed and one in an office. Both new tenants are current local home-based businesses.

Skills in Agriculture Workshop

Food Innovation Australia and RDA Murray are facilitating a Skills in Agriculture workshop that will promote the development of new agribusiness opportunities in the region. The primary purpose of the workshop is to assist farmers to find new ways to make profits from their farms.

The workshop will be held in Corryong on Monday 25 September. The initial cost of the workshop was to be \$550, however after feedback from Council and the local community this fee was waived.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

The Economic Development team is making good progress in relation to the delivery of strategies contained within the Council Plan.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

15 Councillor Reports

15.1 Corryong Historic Machinery Club 10th Annual Rally (Cr Wortmann)

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|--|--|
| Meeting/Event | Corryong Historic Machinery Club 10th Annual Rally |
| Date of Meeting/Event: | 16 and 17 September |
| Key information presented/discussed at meeting: | I was invited to open this year's Rally. The weather was reasonably kind to us this year as last year's Rally was cancelled due to the inclement weather. The variety of machines, tractors, cars, motorcycles and trucks on display was incredible. The owners deserve enormous praise for the work and detail that has gone into restoring the vehicles and machines for display at such events as this. |
| Members Comments Thoughts: | I would like to thank the committee for all their tireless work in preparing an running the Rally. A special thanks to Bruce Tregilgas for the invitation. |
| Action Required: | Nil. |
| Additional Info Available: | Nil. |

15.2 Murray Darling Basin Authority Meeting (07/01/0010-Cr Wortmann)

| | |
|--|---|
| Meeting/Event | MDBA Meeting Wodonga |
| Date of Meeting/Event: | 8 September 2017 |
| Key information presented/discussed at meeting: | This was a very well attended meeting. Water policy and the current review of the Murray Darling Basin Plan is being intensely scrutinised by all stakeholders. The main points out of the meeting are as follows: Phillip Glyde MDBA A number of reviews as result of the four corners program Report to COAG December Requests for an independent Review from SA and |

| | |
|-----------------------------------|---|
| | <p>VIC MDBA must conduct a basin wide review</p> <p>There were a lot of questions from the floor regarding the operation of Lake Hume after the down stream flooding that occurred last Spring.</p> |
| Members Comments Thoughts: | Water policy and management is a very important issue in the Towong Shire as we have two of the Nations largest water storages located here. |
| Action Required: | Nil. |
| Additional Info Available: | Nil. |

15.3 Walwa Bush Nursing Centre (04/02/0013-Cr Wortmann)

| | |
|--|---|
| Meeting/Event | Walwa Bush Nursing Centre Meeting |
| Date of Meeting/Event: | 12 September 2017 |
| Key information presented/discussed at meeting: | <p>CEO Juliana Phelps and myself met with the CEO of the WBNC Sandi Grieve, Melinda Short and Greg Thompson the Chair of the Board in Walwa. We discussed a range of topics and I believe it was a productive meeting. The Walwa Bush Nursing Centre has a number of concerns that are common to our organisation, such as changes in State and Federal Government funding and how we continue to provide the levels of services that our communities require. The reporting and legislative changes that seem to occur frequently is also a concern.</p> |
| Members Comments Thoughts: | Nil. |
| Action Required: | Nil. |
| Additional Info Available: | Nil. |

16 Urgent business

17 Committee minutes

Nil.

18 Occupational Health and Safety

18.1 OHS Committee (06/04/0212-DCCS)

The unconfirmed minutes of the meeting held on 26 September 2017 are attached at [Appendix 6](#) for information.

RECOMMENDATION:

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

19 Council policies (10/01/0007-CEO)

The following policies were tabled for review at the 1 August 2017 Council Meeting and are presented at [Appendix 7](#) for adoption. Please note that recommended changes are shown in red, blue and green.

- Climate Change (DCCS)
- Conflict of Interest Guidelines for Planning Staff (CEO)
- Renewable Energy and Development (DTS)

At the 1 August 2017 Council Meeting the Stock Grid Policy was tabled for adoption. At that time Council requested the item be referred for further discussion at a future workshop. The policy is now presented at [Appendix 8](#) for consideration.

- Stock Grid Policy

RECOMMENDATION:

THAT THE FOLLOWING POLICIES AS AMENDED AND PRESENTED BE ADOPTED:

- **CLIMATE CHANGE**
- **CONFLICT OF INTEREST GUIDELINES FOR PLANNING STAFF**
- **RENEWABLE ENERGY AND DEVELOPMENT**
- **STOCK GRID POLICY**

No policies are tabled for review this month.

20 Sealing of documents

No documents for sealing.

21 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.