

Agenda

Ordinary Meeting of Council

Tallangatta Council Office

Tuesday 5 May 2015

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AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE TOWONG SHIRE COUNCIL, TALLANGATTA OFFICE ON TUESDAY 5 MAY 2015 COMMENCING AT 10.00 AM.
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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

7 April 2015

6 Petitions, joint letters and declarations

7 Assembly of Councillors

A written record of the Assemblies of Councillors from 7 to 27 April 2015 is included at Appendix 1.

RECOMMENDATION:

THAT THE INFORMATION BE NOTED.

8 Open Forum

9 Organisational improvement

9.1 Finance Report as at 31 March 2015 (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	Mar-15 (Actual) \$'000	Mar-15 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %
Income	1	193	225	15,301	15,151	150	1%
Expenditure	2	955	919	7,607	8,359	752	9%
Surplus/ (Deficit)		(762)	(694)	7,694	6,792	902	13%

Table 1: Operating Result

Note 1:

Council YTD income of \$15.3 million is \$150,000 more than budgeted at this point in time. Major items contributing to the YTD variance include:

- Receiving \$261,000 as the final claim for the works carried out to rectify the March 2012 flood damage (not budgeted).
- Receiving \$150,000 under the Local Government Infrastructure Program that is in excess of the budget for the 2014/15 year. This is in line with the funding agreement over the four year program (timing variance).

- Receiving \$87,000 under the Public Safety on Public Land program for improvements to the Towong Grandstand (not budgeted).
- Receiving \$75,000 for the Berringa Community Centre Upgrade (not budgeted).
- Receiving \$574,000 for Blackspot funding ahead of budget (timing variance)
- Awaiting for works to commence to claim \$718,000 budgeted for Roads to Recovery (timing variance).
- Awaiting \$200,000 for next stage of funding for Tallangatta Integrated Community Centre (timing variance).

Note 2:

The favourable expenditure variance of \$752,000 is primarily due to the timing of expenditure in various Economic Development projects and Community Development projects. There is also \$126,000 for vacant positions in Executive Services as well as an \$80,000 favourable variance to budget due to insurance being paid in the prior financial year.

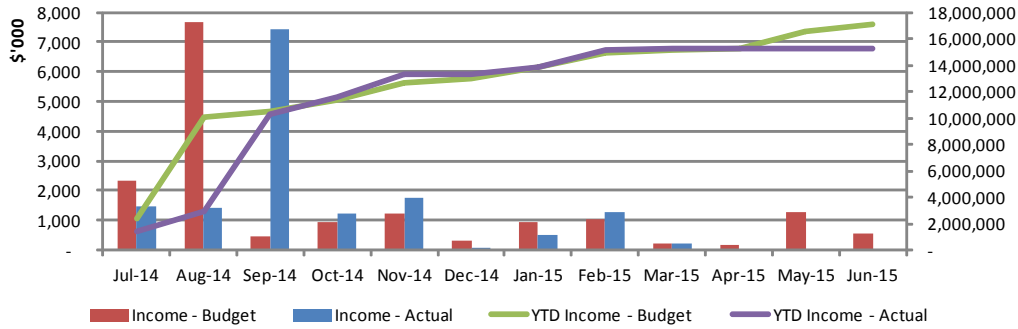
Projects that were budgeted in ahead of actual YTD expenditure include:

- \$90,000 Insight 360 Development
- \$77,000 Our Valley Our Future
- \$78,000 NE Bushfire Camera Network Operating Expenses
- \$62,000 Community Access Plan
- \$60,000 Upper Murray 2030 Vision Plan
- \$46,000 Planning Operating and planning scheme amendment
- \$50,000 The Narrows Project
- \$30,000 Community and Recreation Facilities

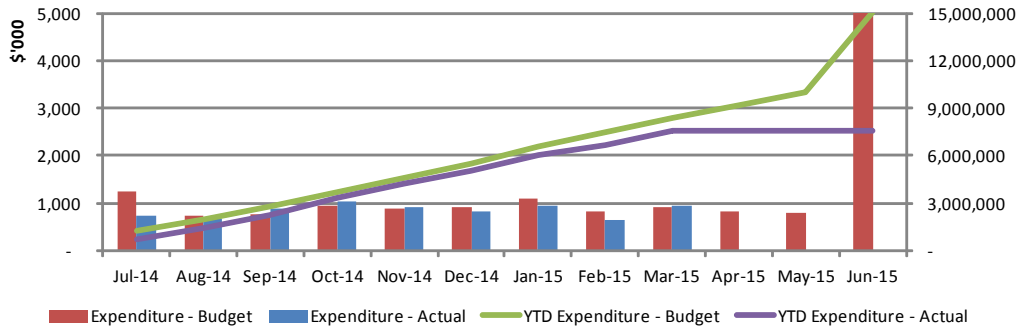
Towong Grandstand upgrade works of \$65,000 were unbudgeted but have been covered by grant funding from the State Government.

Operating Result

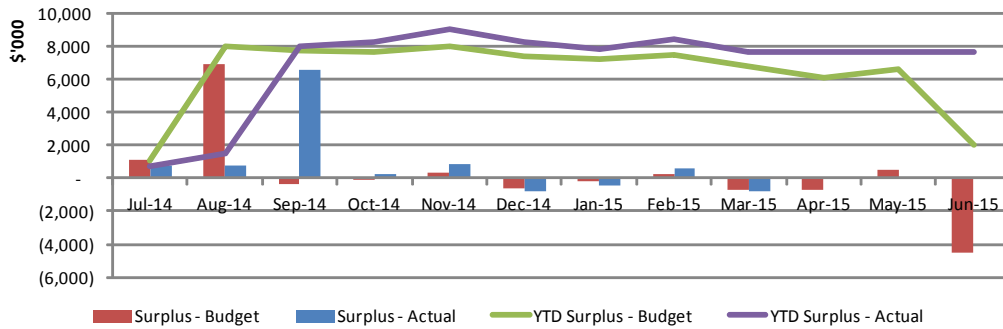
Income



Expenditure



Operating Surplus



Grant Income

	Note	Mar-15 (Actual) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	12 Month (Budget) \$'000
Recurring	1	37	4,821	5,289	(468)	6,295
Non-Competitive	2	3	290	27	263	37
Competitive	3	1	1,188	1,350	(162)	1,973
Total		41	6,299	6,666	(367)	8,305

Table 2: Grant Income

Note 1:

Council has received \$150,000 in excess of the YTD budget for Local Government Infrastructure Program funding in the 2014/15 year. This is in line with the funding agreement over the four year program. Council has also received \$82,000 in excess of the YTD budget for Kindergarten funding. Council is yet to receive the grant for the \$718,000 for Roads to Recovery due to works not starting yet.

Note 2:

Council has received \$261,000 for final settlement of works carried out on damage from March 2012 floods which was unbudgeted in the 2014/15 year.

Note 3:

Council has not yet received grants for:

- Narrows Project \$95,000 (timing variance)
- Tallangatta Integrated Community Centre \$200,000 (timing variance)

Additional unbudgeted grants have been received for:

- \$67,000 for the final amount for the Tallangatta Multi Sport Precinct
- \$47,000 for the Towong Racecourse Grandstand.
- \$30,000 for the High Country Rail Trail (Tallangatta Path Linkage Project).

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

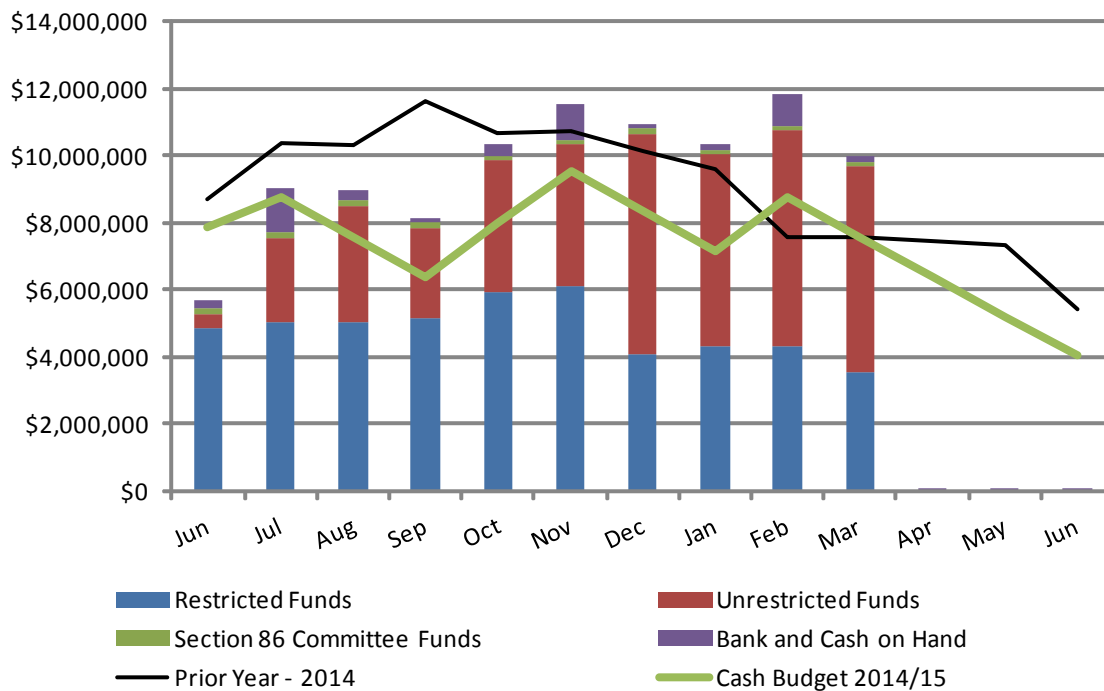
	\$'000
Recurring	
VGC General Purpose Funding	1,719
VGC Local Roads Funding	1,031
Country Roads and Bridges	1,000
LG Infrastructure Projects	490
Corryong Pre School	121
Library	106
Maternal and Child Health	102
Berringa Pre School	85
Tallangatta Pre School	72
Municipal Emergency Response Program	60
State Emergency Service Corryong	13
State Emergency Service Tallangatta	13
State Emergency Service Mitta	7
Health Admin	2
Total Recurring Grants	4,821
Competitive and Non-Competitive	
Magorra Park (DSE)	290
Flood Recovery	261
Tallangatta Integrated Community Centre	250
Wyeboon Multi Purpose Facility	178
Berringa Pre School (Upgrade)	75
Upper Murray 2030 Vision	75
Tallangatta Multi-sport Precinct	68
Towong Racecourse (DSE)	47
L2P Program	45
The Narrows Project	40
High Country Rail Trail Upgrade (DSE)	30
Community Access	28
Cudgewa Multi Purpose Facility (DSE)	23
Tallangatta Neighbourhood House	20
Colac Colac Bike Path	12
Freeza Funding	12
Health Promotions (Walk to School)	10
Comm Health & Wellbeing	7
Caravan Park Masterplan	3
Seniors Week	2
Total Competitive and Non-Competitive Grants	1,477
Total Grants Received	6,297

CASH POSITION

Cash on Hand

The cash position moved during the month as detailed below:

	Current Month Mar-15 \$	Prior Month Feb-15 \$	Variance	
			\$	%
Unexpended Grants	3,312,332	4,085,130	(772,798)	-18.9%
Provisions and reserves	232,000	232,000	-	0.0%
Restricted Funds	3,544,332	4,317,130	(772,798)	-17.9%
Unrestricted Funds	6,129,519	6,420,156	(290,637)	-4.5%
Section 86 Committee Funds	136,082	136,082	-	0.0%
Total Investments	9,809,933	10,873,368	(1,063,435)	-9.8%
Bank and Cash on Hand	175,876	970,314	(794,438)	-81.9%
Total Cash	9,985,809	11,843,682	(1,857,873)	-15.7%
Average Interest Rate	3.17%	3.23%		



Restricted Funds

\$'000	
Unexpended Grants	
Tallangatta Integrated Community Centre	1,218
Country Roads and Bridges	796
LG Infrastructure Projects	238
Library	199
Wyeeboo Multi Purpose Facility	139
Municipal Emergency Response Program	84
Community Access	80
Berringa Pre School (Upgrade)	75
Tallangatta Neighbourhood House	72
Flood Recovery	51
Children Services Review	45
Flood Recovery Officer	44
Cudgewa Rec Reserve	42
The Narrows Project	39
Our Valley Our Future	38
Local Gov Business Collaboration	32
High Country Rail Trail Upgrade (DSE)	30
Upper Murray 2030 Vision	27
Improving Liveability of Older People	19
Bushfire Management Overlay	13
Freeza Funding	12
Weed Project	11
Health Promotions (Walk to School)	10
Fire Access Track Maintenance	1
Total Unexpended Grants	3,312
Provisions and Reserves	
Landfill Rehabilitation	232
Total Provisions and Reserves	232
Total Restricted Funds	3,544

Investments

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

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
17/03/2015	Term Deposit	NAB	1,000,000	3.00%	91 Days	A1+	16/06/2015
22/07/2014	Term Deposit	NAB	1,000,000	3.45%	182 Days	A1+	21/07/2015
15/10/2014	Term Deposit	AMP	1,500,000	3.50%	280 Days	A1	22/07/2015
11/03/2015	Term Deposit	Bank of Queensland	1,000,000	3.10%	119 Days	A2	8/07/2015
17/03/2015	Term Deposit	ING Bank	1,000,000	3.03%	183 Days	A2	16/09/2015
22/12/2014	Term Deposit	Westpac	2,000,000	3.50%	180 Days	A1+	22/06/2015
26/03/2015	Term Deposit	WAW	821,612	3.10%	90 Days		26/06/2015
N/A	Online Saver	Westpac/ANZ	1,352,239	2.25%	On Call	AA-	N/A
N/A	S86 Committees	Various	136,082	4.68%	N/A		N/A
Total Investments			9,809,933				

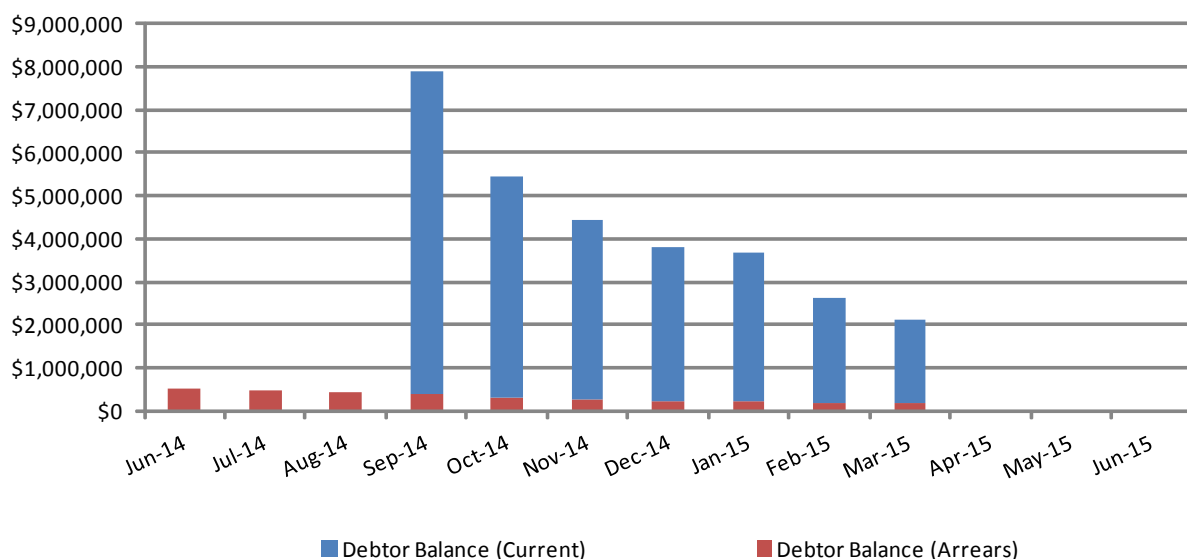
Table 4: Investments at month end

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 Outstanding \$
		Mar-15 \$	Mar-15 %	YTD \$	YTD \$	
Levied 2014/15	7,686,873	478,073	6.2%	5,719,420	74.4%	1,967,453
Arrears prior to 2014/15	502,975	18,000	3.6%	338,935	67.4%	164,040
Total Charges		496,073		6,058,355		2,131,492

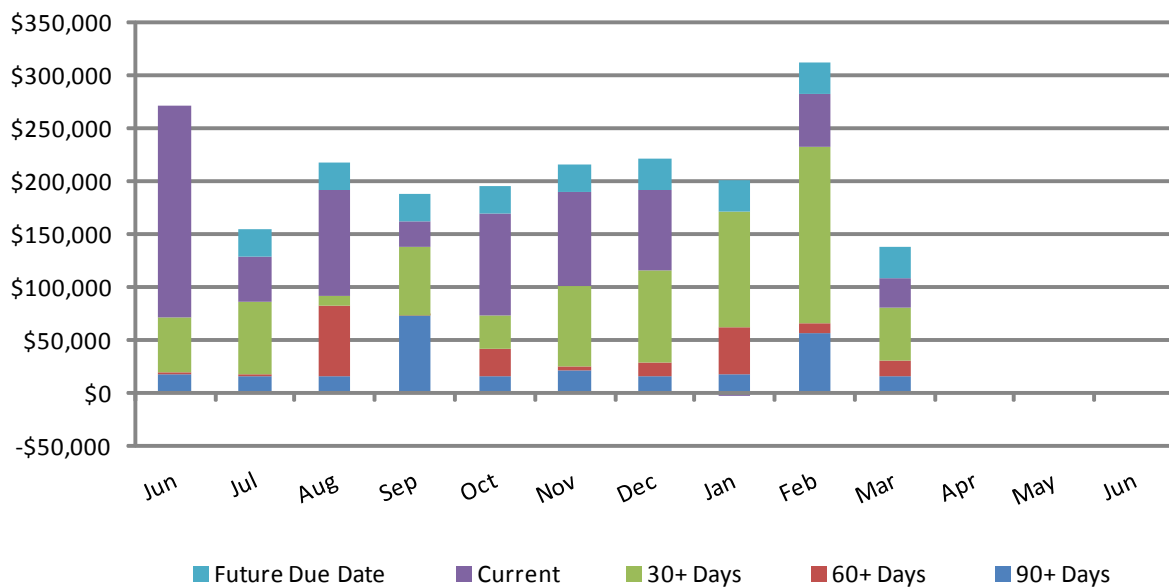


Rates and charges for 2014/15 were levied in September 2014.

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
	\$	\$	\$	\$	\$	\$
March 2015	29,453	29,112	49,246	15,366	15,471	138,648
February 2015	29,453	49,447	165,945	9,133	57,393	311,370
Movement	-	(20,335)	(116,699)	6,234	(41,922)	(172,722)



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

Debtor	Amount	Description	RO	Notes
Debtor 8411	\$1,580	Contribution	JS	Payment has been requested.
Debtor 17007	\$2,950	Infringement Notice	JS	Debt undergoing review.
Debtor 15570	\$1,440	Cost Recovery	JS	Debt undergoing review
Debtor 19755	\$1,548	50% Cost Recovery for weed control	JS	Debt undergoing review.

Table 6: Significant debtors > 90 days

LOCAL ROADS

Local Roads and Bridges Capital Works

	Note	YTD Actual \$	YTD Budget	Variance \$	Annual Budget \$
402 Survey and Design		1,961	35,000	33,039	50,000
410 Road Construction	1	542,724	628,128	85,404	808,128
416 Sealing	2	81,108	25,000	(56,108)	25,000
417 Resealing	3	580,395	200,000	(380,395)	675,000
420 Drainage Construction		35,135	30,000	(5,135)	30,000
421 Digouts		415,000	415,000	-	415,000
422 Resheeting	4	105,828	9,305	(96,523)	230,000
432 Footpaths	5	9,591	120,000	110,409	254,596
433 Kerb and Channel	6	23,455	100,000	76,545	166,504
442 Guardrails		16,172	16,000	(172)	16,000
450 Bridge Construction	7	360,910	895,893	534,983	1,054,926
Total		2,172,279	2,474,326	302,047	3,725,154

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

Note 1:

There has been a delay in the Georges Creek Road project (timing variance).

Note 2:

Harvey Street, Walwa Street and Kyilla Street sealing were budgeted to be completed in June 2014 but completed in July. This will appear as an over spend in 2014/15.

Note 3:

Resealing has progressed ahead of budget (timing variance).

Note 4:

Grading, progressing better than expected, has meant that more resheeting has been completed than originally anticipated (timing variance).

Note 5:

The Footpath replacement program has been deferred in Tallangatta pending the Tallangatta Revitalisation grant funding approval and the Tallangatta Integrated Community Centre construction. The Strategic Path Links project is starting later than anticipated (timing variance).

Note 6:

The Kerb and Channel works have been deferred in Tallangatta pending the Tallangatta Revitalisation grant funding approval and the Tallangatta Integrated Community Centre construction (timing variance).

Note 7:

Bridge construction will begin after Easter (timing variance).

Local Roads and Bridges Maintenance

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
301 Inspections		105	-	(105)	-
302 Survey and Design		7,611	3,753	(3,858)	10,000
304 Pavement Maintenance		115,340	112,500	(2,840)	150,000
306 Grading	1	448,852	344,997	(103,855)	460,000
308 Shoulder Maintenance	1	56,496	74,997	18,501	100,000
310 Drainage Maintenance	1	94,432	127,503	33,071	170,000
316 Reseals		1,103	-	(1,103)	-
320 Digouts		2,500	-	(2,500)	-
324 General Roadside Maintenance	2	90,095	56,250	(33,845)	75,000
330 F/Path Maintenance		9,589	9,589	-	8,000
331 K and C Maintenance		125	-	(125)	5,000
334 Roadside Treatments		240	-	(240)	15,000
336 Signs Maintenance		4,512	14,000	9,488	17,000
338 Linemarking		587	-	(587)	10,000
340 Guideposts		7,782	5,247	(2,535)	7,000
342 Guardrail		583	-	(583)	5,000
346 Bridge Maintenance		8,194	21,438	13,244	28,584
Total		848,146	770,274	(77,872)	1,060,584

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

Note 1:

The grading, shoulder and drainage maintenance works are completed together. Grading is ahead of schedule after initial delays in prior months with lower maintenance requirements for shoulder and drainage at this point in the program.

Note 2:

More maintenance required due to wet weather and stock grids.

RECOMMENDATION:

THAT THE FINANCE REPORT BE NOTED.

9.2 Action Sheet Reports (06/05/0010-EA)

Items requiring action from the 7 April 2015 Council Meeting are attached at Appendix 2.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

9.3 Performance Reporting Graphs (DCCS)

The Performance Reporting Graphs are attached at Appendix 3 for information.

RECOMMENDATION:

THAT THE REPORT BE NOTED

10 Community wellbeing

10.1 Community Wellbeing Report (01/07/0004-DTS)

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.

Kindergarten Services

Community Services is about to commence participation in the annual data collection process for the Department of Education and Training to identify forward funding opportunities.

The hours and days of the week that kindergarten services are offered in Corryong are currently under review. Consideration may be given to a two day a week model to address staffing and community needs.

Maternal and Child Health Services

The Magorra Park Maternal and Child Health Centre equipment has been updated to reflect a modern and comfortable service for young families of the Mitta Valley.

In partnership with Gateway Community Health, we have offered parenting courses and support for Corryong, Mitta Valley and Tallangatta families.

Immunisations

Council is continuing to deliver immunisation services through Wodonga City. The service agreement will be reviewed annually.

Library Services

A membership and community survey has been completed to better understand readership needs and preferred genres. This data will assist future acquisition decisions.

Recreation facilities

Council is awaiting a decision on the recent application to Sport and Recreational Victoria under the Country Football Netball grant program, to consider the construction of new netball courts at Tallangatta and Eskdale.

The partnership with Worksafe North East Country Football event to host 8 Western Bulldog in Corryong was a huge success. More than 200 young people attended the event involving the local Corryong and Wodonga and Schools. A community BBQ was also offered and well attended.

A Project Manager has been appointed for the Corryong Tennis Court project.

0-8 Network

Draft Governance documentation is currently being developed to allow the 0-8 Network to gain a shire-wide reach in the future. We aim to achieve higher levels of engagement to provide improved outcomes for families.

'Positive Parenting' and 'Tuning into Kids' programs offered at Corryong, Mitta Valley and Tallangatta to support preventive health issues and nurturing family life and connectivity.

Youth Services

Council has successfully facilitated a strong working relationship with Junction Support Services to deliver the L2P Driving program for young people. Corryong and Tallangatta each have 13 young people learning to drive with a further five waitlisted in Tallangatta.

Council is currently reviewing how a car may be able to become more accessible in Corryong to meet current demand.

Current activities include:

- Anzac Wreath making activity across all schools - April
- National Youth Week- Mustering the Youth - 10/11 April 2015
- Wheel Talk Program (Wheelchair Basketball) - 1 May 2015
- DJ Workshop/Rockorryong Disco (May TBC)

Council through its partnership with the Centre for Active Recreation Network (CARN) has also facilitated a workshop in Corryong to support Volunteer Recruitment. This event was scheduled for Wednesday 22 April from 6.30pm – 8.00pm at the Corryong Neighbourhood Centre.

Children's Services Review

Council received a \$45,000 grant from the Department of Education and Early Childhood Development to conduct a Children's Services Review.

Interviews completed however a suitable applicant was not achieved. Council has re-advertised and has completed initial interviews. This is a key piece of research for Council as it will inform future decision making.

Community Development Officer

Council received \$70,000 from the Department of Human Services to appoint a Community Services Development Officer.

A draft three year Tallangatta Neighborhood House plan is being developed.

Council is currently re-advertising the Community Development Officer role.

Access and Inclusion Officer

Council will host a 'Speak Out Loud' event on Friday 1 May at the Corryong Youth Hall from 10am to 2pm. This event has been developed in partnership with the Department of Health and Human Services (DHHS), and promotes community inclusion. The DHHS partnership has attracted \$3,000 in sponsorship.

The event also responds to community concerns regarding the lack of key agency support in the Upper Murray. At the conclusion of the event, DHHS will facilitate a workshop with agencies to better understand their challenges in supporting rural and remote communities.

More than 20 key agencies will attend the event to support young families, youth and the aged. A number of key guest speakers will also attend. Local schools and community groups have been engaged to participate. Key findings will be integrated into the final three year Access and Inclusion Plan.

The Access and Inclusion role will conclude in June 2015 and is responsible for delivering the following:

- Three year Access and Inclusion Plan – *in progress*
- Develop and Access and Inclusion Database - *completed*
- Coordinate an 'All Abilities Day' to raise awareness – *in progress*
- Develop Access and Inclusion resources for local businesses and community – *draft completed*

Council Plan 2013-2017

The Community Services team has completed approximately 85% of planned priorities, including successful funding applications, strategy implementation and service delivery.

Council to consider support for Domestic Violence community educational initiatives: to support key findings of the Royal Commission and anticipated future funding opportunities for our communities.

Impact on Council Policy:

The Community Services team will continue to focus on delivering on the 2013-2017 Council Plan strategic objectives with consideration for future strategy development.

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 Recreation Policy.

Activities also support:

- The *Victorian Public Health and Wellbeing Plan 2011 – 2015*; and
- The Regional Growth Plan.

Budget Impact:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

The Community Services team will continue to engage with the community at every opportunity to ensure that Council efforts are focused on community and Council Plan priorities.

Significant survey work, whilst delayed, continues in early 2015 to enable the required level of community engagement to support sustainable outcomes and improved future planning and service delivery.

Discussion/Officers View:

The Community Services team continues to make excellent progress in delivering outcomes that support the 2013-2017 Council Plan and also continues to demonstrate initiative to maximise community outcomes.

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.

Asset Management

Service plans are currently being reviewed and updated. A series of road shows are planned for August and September to define community levels of service for assets.

Trees

The tree maintenance and replacement program developed for significant Council trees is ongoing.

Asset renewal and maintenance

Construction of the Hindleton Road and Campbells Road bridges started on 31 March 2015. A temporary bridge is now in place at Hindleton Road. An application has been lodged with the North East Catchment Management Authority for rock beaching upstream of McHargs Road bridge. Project dates will be set pending the results of the application.

A new footpath connecting Towong Street to Lakeside Drive is currently under construction.

Stormwater drainage works have commenced in preparation for the construction of the TICC.

Two major culverts on Callaghan Creek Road have been replaced.

The annual major patching and reseal program is complete.

Georges Creek Road – Almost complete with preparation underway for final seal. Sealing will be completed the following week pending the availability of contractors.

Quotations have been requested for the sealing of the ambulance bay and adjacent public car park in Mitta Mitta.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

The Asset Management area is making good progress in relation to the Council Plan

RECOMMENDATION:

THAT THE REPORT BE NOTED.

12 Land-use planning

No Planning reports.

13 Environmental sustainability

13.1 Environment Sustainability Report (01/07/0004-DTS)

Disclosure of Interests (S.80C):

This report was prepared by Mr Clement Teng, 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:

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

Landfill Operations

A new two metre high litter prevention fence and a temporary gate have been constructed to secure the new proposed trench area.

Szabolics Construction Pty Ltd has begun works at the Corryong Landfill to construct and shape a new trench for waste disposal with two years capacity. Included in these works is the installation of drainage pipes to remove leachate from the trench to the leachate dam. The estimated completion day is 11 May 2015. Following the completion of these works Merit Lining Systems will begin the installation of the liner for the leachate dam and newly constructed trench.

The estimated completion day is 1 June 2015. The new trench will be operational after the completion of the final site quality test.

Waste Kerbside Collection Status

The new garbage kerbside collection truck was delivered to the Corryong Depot on 24 March 2015; a two day induction and training session for the new drivers and mechanics was completed on the 25 and 26 March 2015. Council branding has been applied to the sides of the truck and it is now ready to begin waste collection operations.

Council will commence collecting both refuse and recycling throughout the Shire from 18 May 2015; the new collection areas include Tallangatta, Bethanga, Bellbridge, Tallandoon, Eskdale, Mitta Valley and Dartmouth areas, which are currently under Cleanaway's operation. Collection days for these areas will be

Mondays and Wednesdays. Information has been sent to residents in the area notifying them of the changes.

Transfer station upgrades

Cooperation with Bedrock and 4Site are ongoing to develop and appropriate upgrade solutions for the Tallangatta transfer station. Options that are being considered include the extension of the recycling shed and modifications to the existing retaining wall to allow for the provision of extra skip bins.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Council outdoor staff are not yet familiar with the new routes for garbage and recycling collection on both Monday and Wednesday; this risk can be minimised by the provision of suitable training prior the commencement of new runs. Council's truck drivers were sent to Cleanaway for the induction for the new routes late in 2014.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

The Environmental sustainability area is making good progress in relation to the Council Plan

RECOMMENDATION:

THAT THE REPORT BE NOTED.

14 Economic and tourism development

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

Disclosure of Interests (S.80C):

This report was prepared by Ms Lauren Elvin, 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.

Upper Murray 2030 Vision Plan

The second round of facilitated consultation sessions were held during March, with each of the seven sessions being well attended. Breakfast, lunchtime and evening sessions were offered, as well as courtesy busses from Khancoban and Walwa to ensure maximum participation. These sessions have provided guidance as to the priority projects for the Upper Murray and those projects which will move forward into more detailed planning in the final stage of the project.

Our Valley, Our Future

A successful community luncheon was held on 6 February to officially announce the funding of the four Gardiner Foundation second round projects. Michael Santhanam-Martin, who completed his thesis on the Mitta Valley was in attendance to provide an overview of his work and findings. A community event will be held on Friday 20 February to promote and recruit more Valley residents to the project working groups and celebrate the work that has been done within the project to date.

The Community Groups project is progressing well, with a consultant appointed to assist the community in developing a shared services model appropriate for the Valley.

The Tourism and Business Group's project is also progressing well, with short listing underway for the consultant to undertake the branding strategy for the Valley. The Families Group's project is well underway, with activities having commenced in February.

Corryong Saleyards

The Corryong Saleyards Futures Study was completed in March and presented to Council on 7 April. Council made a determination to proceed with the establishment of a Section 86 Committee and to undertake some improvements to the facility in line with the recommendations. These actions will now be implemented.

Man from Snowy River Bush Festival

Ticket sales for the Visitor Information Centre went well, with sales running smoothly over the entire period. Volunteers who had agreed to sell tickets did a fantastic job in the selling role and SalesVu again performed well.

Pre-paid tickets were redeemed using a system called Ticketebo, which also performed well throughout the week after some initial hiccups. The most noticeable improvement came through the reliability of the EFTPOS machines this year and the improvement in mobile services. Where minor issues did crop up, the ability to reach contacts within the Bush Festival allowed them to be dealt with promptly.

This year we had some Youth Week volunteers working within the VIC to assist our volunteers by collecting statistics at the door and directing enquiries. This worked very well in peak times, freeing up our volunteers to provide detailed advice to visitors.

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 area is making good progress in relation to the Council Plan.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

14.2 Support for Red meat Producers (ACEO)

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/History:

The inquiry, by the Rural and Regional Affairs and Transport References Committee, will investigate the effect of market consolidation on the red meat processing sector and will consider:

- a) The potential for misuse of market power through buyer collusion and the resultant impact on producer returns.
- b) The impact of the red-meat processor consolidation on market competition, creation of regional monopolies and returns to farm gate
- c) The existing selling structures and processes at saleyards, particularly pre- and post-sale weighing, as well as direct sales and online auctions, and whether they remain relevant.
- d) The regulatory environment covering livestock, livestock agents, buyers and meat processors.
- e) Any related matter.

The Committee will deliver its report by 12 August this year.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

Agriculture is so important to our region and Council will prepare a template for standard submissions to be used by its red meat producers.

RECOMMENDATION:

THAT COUNCIL CONSIDER PREPARING A SUBMISSION TO SUPPORT TOWONG SHIRE RED MEAT PRODUCERS.

15 Councillor reports

15.1 Meeting with Minister for Roads and Ports (Cr Wortmann)

Date	13 April 2015
Details About the Activity	<p>Jamie Heritage (Acting CEO) and myself met with Minister Donnellan and his Chief of Staff, Daniel Hoare. Our main reason for the meeting was to talk about funding for rural roads and bridges and infrastructure. The Minister commented that they are working on their budgets for this portfolio and working on how the funding will be distributed, so he was very interested to listen to our concerns from a small rural Shire perspective.</p> <p>Jamie gave an overview of the Towong Shire and explained we are a large Shire in area 6,635 sq km and a population just under 6,000. We are responsible for a large road network consisting of 947 km of roads and 167 bridges and major culverts in varying topography that creates difficulties.</p> <p>We explained how Towong’s grant funding for roads had reduced by \$40,000 due to the road network. Victoria has grown due to population growth, but the pool of funds for grants has not and thus our allocation has reduced by the \$40k.</p> <p>Jamie highlighted the problem with competitive grants for small rural Councils is that we have limited staff and resources to be consistently writing and preparing grant applications for road funding.</p> <p>We gave examples of savings and efficiencies we have achieved at Towong over recent years and how we are looking to expand our shared services with neighbouring Councils. Jamie gave a quick overview of Insight 360, our in-house designed GPS tracking system that we have installed on our major plant and it has improved operational efficiencies, the Minister and his Chief of Staff were quite impressed.</p> <p>We finished off with the meeting talking about the Shelley-Walwa Road and the benefits of upgrading the road and how the funding mix could possibly work, ie: Industry, Council and government contributions.</p> <p>I thought the meeting was very productive and I would like thank Jamie for his presentation, this is a subject he knows so well and it was very evident to the Minister.</p>

15.2 Indigo Shire Office Opening (Cr Wortmann)

Date	18 April 2015
Details About the Activity	<p>I was invited to the opening of the new Indigo Shire offices now housed at The Pines located in the iconic May Day Hills site at Beechworth. There was a very large crowd in attendance for the opening. Indigo Shire CEO Mr. Gerry Smith welcomed everyone to the opening. Indigo Shire Mayor Mr Bernard Gaffney explained the history of the building and some of the difficulties the Council had overcome in establishing the new offices at The Pines location. The Mayor iterated that the offices were located in a historic building in a historic town, in a historic Shire. The Mayor made special mention of former CEO Brendan McGrath and his contribution to this project. The refurbished building looks fantastic and retained its heritage features.</p>

15.3 Eskdale Primary School Lone Pine Tree Planting Ceremony (Cr Wortmann)

Date	24 April 2015
Details About the Activity	<p>The MC was the Principal, Mrs Julie Butler. The opening address was carried out by Nyka Ellis. The reflection on the ANZACs was delivered by Private Josh Voight. The ANZAC Poem was read by Private Deb Kaindl. Hannah Cooper and James Folks, students at Eskdale Primary explained the significance of the lone pine trees. Another student, Harry Moxey delivered the Flanders Fields poem. The tree planting ceremony was carried out by Nyka Ellis and Ethan Wilson. The plaque was unveiled by Peter Dixon from the Centenary of ANZAC committee and the Mayor of the Towong Shire. I would like to thank the invited guests, Barbara Riedel from Legacy, Private Kaindl and Private Voight and Paula Sheehan for representing Cathy McGowan. At the conclusion we were invited to a delicious luncheon.</p>

15.4 ANZAC Commemorative Game Corryong (Cr Wortmann)

Date	26 April 2015
Details About the Activity	I was invited to attend the ANZAC Commemorative games between Federal and Corryong football and netball teams. The weather was fine and a large crowd was in attendance for the first game of the upcoming season. The ANZAC Ceremony was carried out before the commencement of the senior football and netball, all players and officials were involved in the ceremony and it was a great tribute to the men women who have served Australia and sacrificed so much so that we can live in a democracy and have the freedoms that we have this day. It was a great day and as usual the games were hard fought between the two great rivals.

16 Urgent business

17 Committee minutes

17.1 Murray Darling Association (Cr Wortmann)

The unconfirmed minutes of the meeting held on 17 April 2015 are attached at Appendix 4 for information.

RECOMMENDATION:

THAT THE UNCONFIRMED MURRAY DARLING ASSOCIATION MINUTES BE NOTED.

18 Occupational health and safety

18.1 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 Occupational Health and Safety (OHS) activities throughout the organisation. Council, like any employer, has a diverse range of responsibilities with respect to Occupational Health and Safety.

The following excerpt from the Victorian WorkCover Authority's website provides a summary of these responsibilities:

*As an **employer** you must provide a safe and healthy workplace for your workers and contractors. This includes:*

- *providing and maintaining safe plant (such as machinery and equipment) and safe systems of work (such as controlling entry to high risk areas, controlling work pace and frequency and providing systems to prevent falls from heights)*
- *implementing arrangements for the safe use, handling, storage and transport of chemicals (such as dangerous goods and other harmful materials)*
- *maintaining the workplace in a safe condition (such as ensuring fire exits are not blocked, emergency equipment is serviceable, and the worksite is generally tidy)*
- *providing workers and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)*
- *making sure workers have adequate information, instruction, training and supervision to work in a safe and healthy manner.*

Elements to fulfil Council responsibilities can be categorised as strategic or operational. Strategic activities relate to the framework that guides Council's OHS processes. The operational activities relate more to the individual actions undertaken to identify, analyse or treat risks, for example, obtaining material safety data sheets, providing hearing protection, managing WorkCover claims, etc

Current Progress:

Strategic OHS activity

Internal review of Safety Management System (SMS)

In June 2014 a Self-Assessment / Audit Tool was developed and implemented to:

- Measure the effectiveness of Council's SMS
- Identify areas for improvement.

An initial review of Council's SMS using the tool was conducted by the OHS Officer. A further review was undertaken through the OHS Committee in December 2014. The audit tool, process and the recommendations from the review is currently being considered by management and appropriate future actions agreed.

Furthermore, a SMS Plan has been developed and implemented to ensure all elements of the SMS are identified at least annually for review.

Review of Business Continuity Plan (BCP)

A high level review of the current BCP is currently being undertaken by JLT. This review will provide Council with information to determine the next steps required to update and implement the BCP. A \$5,000 subsidy is available from JLT for use in engaging a consultant to assist in further development and implementation of the BCP if considered necessary.

External review of Safety Management System (Echelon Audit)

In November/December 2011, Echelon Australia was commissioned by Towong Shire Council to conduct an audit on the Council's current level of alignment with Australian Standard 4801 (requirements for implementing a Occupational Health and Safety Management System) and the proposed Model Work Health and Safety Act (implemented in most States in 2012).

To address these recommendations there has been continued progress in the areas of:

- Contractor management
- Policy review and development
- Implementation of procedures and checklists
- Risk assessments on Council assets and higher-risk plant.

The Echelon Audit Action Plan is updated quarterly. The status of these actions at 5 December 2014 is as follows:

Risk Rating	High	Medium	Low	Total
Total Recommendations – Original risk rating	11	55	27	93
Recommendations addressed / completed	11	46	27	84
% complete	100%	84%	100%	90%
Recommendations remaining to be addressed	0	9	0	9

Operational OHS activity

WorkCover incidents

WorkCover claims and Return to Work plans are managed internally by the OHS Officer. There are currently no open claims.

Safety Improvement Plans – Corryong and Tallangatta Pools

At the request of Council, Life Saving Victoria conducted the original Aquatic Facility Safety Assessments of the Corryong and Tallangatta Pools in November 2011. The Assessments identified gaps between the Royal Life Saving Society of Australia (RLSSA) Guidelines for Safe Pool Operation and our current pool operations. Action Plans for both Pools were implemented, and all actions completed.

A follow-up audit of both pools was completed in early December 2014 by Life Saving Victoria. The results will be reviewed by the Director Community and Corporate Services and the OHS Officer in April 2015 and new action plans will be developed and presented to Council for consideration.

Other OHS activity

Heavy Vehicle and Trailer Inspections

A Vehicle, Plant and Trailer Inspection Plan has been developed and implemented at both Depots. This Plan ensures every vehicle, piece of Plant and trailer is inspected at least annually and details of these safety inspections are recorded and filed. The Plans are updated at least monthly and are currently being reviewed by the OHS Officer. In addition, Council has committed to having all Council heavy vehicles and the trailers towed by those heavy vehicles undergo a Victorian Roadworthy inspection to ensure the safety of those vehicles and trailers. This process is underway and was expected to be completed by the end of February 2015, however, due to operational requirements it has been difficult to align the availability of our plant with the availability of the service provider. Inspections will be completed by 31May2015. Through implementing this Plan and conducting periodic inspections, it is expected to reduce the possibility of incidents in relation to Council's heavy vehicles and trailers.

Communication issues with Outdoor Crews, and Working in Isolation or Remotely
Communication problems in various locations throughout the Shire has prompted the OHS Committee to investigate various options available to address this issue. There are two elements to the issue. The first and primary element is the ability to call for assistance in the event of an employee being injured. A secondary element relates to business efficiency and the ability to communicate effectively with employees throughout the work day.

To date the Committee members have canvassed other Government Departments (CFA, DEPI, Parks Victoria) and other Councils, and most experience similar communication issues. A procedure, "Work in Isolation or Remotely" has been approved for release, and will be communicated to all staff mid April 2015. Further investigation of other options will be undertaken over the coming months to attempt to identify a workable solution to the issues. Possible solutions may include the fitting of mobile phones or Satellite phones to the Garbage Trucks and/or other Council vehicles (in-vehicle mount with external antenna to boost range), the use of Insight 360 to monitor vehicle movement and location, and trialling of lone worker protection systems eg "SafeTCard". A trial using a vehicle mounted mobile phone in the new garbage truck will commence late April 2015.

Dial Before You Dig (DBYD) process

Each year Council workers or contractors undertake works that may damage underground services. This could expose Council to litigation from residents, service providers or other government authorities, and to incur extensive repair costs. A procedure for DBYD has been approved and is currently being implemented. This should reduce the number of occurrences where known underground services are damaged.

Underground Petroleum Storage Systems (UPSS) monitoring

In July 2013 it was identified that there are specific requirements related to the practices and performance in the management of UPSS's to protect people, property and the environment. These requirements are drawn from the "Guidelines on the design, installation and management requirements for Underground Petroleum Storage Systems (UPSSs)" issued by EPA Victoria, and relate directly to the underground diesel and petrol tanks at the Corryong and Tallangatta Depots. At present there is one diesel tank at Tallangatta Depot (unused and ready to be decommissioned), and at Corryong there is one diesel tank in use and one petrol tank (unused and ready to be decommissioned). Monitoring of the diesel tank at Corryong commenced in July 2013. A UPSS Management Plan will be implemented for the UPSS's by end May 2015 with the view of proposing decommissioning unused tanks progressively over the next 3-5 years.

OHS Performance Indicators

The Director Community and Corporate Services and the OHS Officer are currently reviewing a range of indicators to decide on a set of measures that can be communicated to Council to indicate the progress of OHS throughout the organisation.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

All recommendations rated High have been addressed. Lower risk recommendations continue to be addressed.

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 OHS responsibilities, including continuing development of the Safety Management System, working with Contractors, improving vehicle and Plant safety, and actioning recommendations from the Echelon Audit Action Plan.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

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

The unconfirmed minutes of the meeting held on 14 April 2015 are attached at Appendix 5 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 3 March 2015 Council meeting and are presented at Appendix 6 for adoption.

- Councillor correspondence (DCCS)
- Councillor resources (DCCS)
- Employee Recognition (DCCS)
- Flexi time (DCCS)
- Human rights(DCCS)
- Issue resolution (DCCS)
- Procurement (DCCS)

RECOMMENDATION:

THAT THE THAT THE FOLLOWING POLICIES AS AMENDED BE ADOPTED:

**COUNCILLOR CORRESPONDENCE
COUNCILLOR RESOURCES
EMPLOYEE RECOGNITION
FLEXI TIME
HUMAN RIGHTS
ISSUE RESOLUTION
PROCUREMENT**

The following policy is attached at Appendix 7 for review. Councillors are requested to provide feedback on the policy to the Responsible Officer by 2 June 2015.

- Privacy (DCCS)

20 Sealing of documents

20.1 Section 173 Agreement – Aaron Douglas McInnes, Cathryn Dorothy McInnes, Andrew Lewis Klippel And Serena Kay Klippel And Towong Shire Council (P171400)

Planning Permit 2011/083.2 provided consent for a two lot subdivision of Lot 2 PS 542134E Parish of Towong. Conditions 4 and 8 of the Planning Permit require a Section 173 Agreement to be registered on the title of all proposed lots. The Agreement indicates that the land may not be further subdivided so as to increase the number of lots unless specifically permitted by the prevailing zone and that before any development occurs on the land the access must be upgraded to the satisfaction of the Roads Corporation and at no cost to the Roads Corporation.

The Agreement has now been drafted in accordance with the Planning Permit and needs to be signed and sealed.

RECOMMENDATION:

THAT THE ACTING CHIEF EXECUTIVE OFFICER BE AUTHORISED TO SIGN AND SEAL THE SECTION 173 AGREEMENT RELATING TO LAND KNOWN AS LOT NO 2 PS 542134E PARISH OF TOWONG (PROPOSED LOTS 1 AND 2 PS701063S) THAT HAS BEEN DRAFTED IN ACCORDANCE WITH THE REQUIREMENTS OF PLANNING PERMIT 2011/083.2.

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.