

# Agenda

## Ordinary Meeting of Council

Tallangatta Council Office

Tuesday 8 November 2016

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**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT TOWONG SHIRE COUNCIL, TALLANGATTA OFFICE ON TUESDAY 8 NOVEMBER 2016 COMMENCING AT 10.30 AM.**

**Commonly used acronyms**

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

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## **1 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 Welcome address (CEO)**

The Chief Executive Officer, Ms Juliana Phelps, will welcome those present and outline the format of the meeting.

## **3 Oath of office**

Under Section 63 of the Local Government Act (1989) (the Act), a person elected to be a Councillor is not capable of acting as a Councillor unless he or she has taken the oath of office or made a solemn affirmation.

The oath of office or affirmation must be –

- (a) made before the Chief Executive Officer; and
- (b) dated and signed before the Chief Executive Officer; and
- (c) recorded in the minutes of the Council.

The CEO will invite the elected representatives to take their oath of office or make a solemn affirmation. The order being:

Mr Aaron Scales  
Mrs Jennifer Star  
Mr Peter Tolsher  
Mr Andrew Whitehead  
Mr David Wortmann

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

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

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

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

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

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

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

#### **RECOMMENDATION:**

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

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

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

## **7 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.

## **8 Address by outgoing Mayor**

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

### **RECOMMENDATION:**

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

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

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

### **9.1 Mayoral Term**

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

### **RECOMMENDATION:**

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

## 9.2 Election of Mayor

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

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

### **RECOMMENDATION:**

#### **THAT:**

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

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

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

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

### **Deputy Mayor vs. Acting Mayor**

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

Unlike the Mayor who takes precedence at all municipal proceedings within the municipal district and must take the chair at all meetings of the Council at which he



or she is present (s73(1)), the Deputy Mayor does not and cannot undertake either of these roles unless he or she has been appointed acting Mayor by the Council.

**RECOMMENDATION:**

**THAT COUNCIL DETERMINE WHETHER A DEPUTY MAYOR IS TO BE APPOINTED.**

## **11 Mayoral and Councillor Allowances (07/05/0007-DCCS)**

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

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

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

**Background/History:**

The Councillor and Mayoral allowances for Towong Shire Council are currently set at \$19,350 and \$57,812 respectively. These were set at the 1 December 2015 Council meeting.

**Ministerial review of allowances (annual)**

Under 73B(2) of the Local Government Act the Minister must, at least once every year, review the limits and ranges of Councillor and Mayoral allowances.

Section 73B further provides:

(4) If a review conducted by the Minister under this section results in a finding that Councillor and Mayoral allowances should be adjusted, the Minister must specify by notice published in the Government Gazette –

- (a) an adjustment factor; and
- (b) the new limits and ranges of allowances for each category of Councils, adjusted in accordance with the adjustment factor.

(5) If a notice is published in the Government Gazette under subsection (4), a Council must increase the level of Councillor and Mayoral allowances in accordance with the adjustment factor specified in the notice.

In the most recent Ministerial Review, the Minister for Local Government, the Hon Natalie Hutchins MP, reviewed the limits and ranges of the current Mayoral and Councillor allowances and determined under section 73B of the Act that the allowances be increased by 2.5% from 1 December 2015.

The range and limits applying to Towong's category of Councils (Category 1) are as follows:

Councillors: \$8,121 - \$19,350 per annum  
Mayor: up to \$57,812 per annum

The amount equivalent to the superannuation guarantee under Commonwealth taxation legislation is currently 9.50% payable in addition to these amounts.

	Allowance	Plus 9.50%
Mayor	\$57,812	\$63,304
Councillor	\$19,350	\$21,188

### **Entitlement to allowance**

A person elected to be a Councillor is entitled to receive a Councillor allowance from the date the person takes the oath of office. A Councillor elected to be Mayor is entitled to receive a Mayoral allowance from the date he or she is elected to the position of Mayor.

The Act provides that a Council does not have to pay an allowance to a Councillor or Mayor who does not want to receive an allowance. There are no provisions in the Act enabling a Councillor or Mayor to elect to receive a part of the allowance set by the Council.

### **Remote Area Travel Allowance**

A further allowance available to Councillors is the Remote Area Travel Allowance. If a Councillor, including the Mayor, normally resides more than 50kms by the shortest practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings of the Council, or any municipal or community functions which have been authorised by Council resolution for the

Councillor to attend, he or she must be paid an additional allowance of \$40.00 in respect of each day on which one or more meetings or authorised functions were actually attended by that Councillor, up to a maximum of \$5,000 per annum.

Allowances are taxable income and Councillors should establish their own processes for documenting claimable expenses. A Statement of Earnings detailing allowances and benefits will be provided following 30 June each year for Councillors' tax purposes.

**Council review of allowances (by 30 June 2017)**

The Act requires Council to review and determine the level of the Councillor allowance and the Mayoral allowance within the period of six (6) months after a general election or by the next 30 June, whichever is later (s74(1)). A person has a right to make a submission under section 223 in respect of a review of allowances. This review will need to be undertaken by the new Council subject to the requirements of the Act.

Allowances determined are payable from the date of the resolution of the Council determining the levels of allowances.

**Impact on Council Policy:**

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

Nil.

**Risk Assessment:**

There are reputational risks of having Councillors approving their own remuneration. This risk is controlled by having the Minister for Local Government, within their powers under the Act, set the increase annually.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

This report outlines the process for setting the Mayoral and Councillor allowances within the thresholds specified. Historically, notification has been received from the Minister for Local Government about any changes to the allowances in November with the changes being effective 1 December. A report will be provided to Council once notification is received that the Minister has conducted her review in accordance with the Act.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

## **12 Morning Tea (CEO)**

To celebrate the election of the new Council, morning tea has been arranged for Councillors, the members of the gallery and staff. Following morning tea the meeting will resume in order to consider the other matters of business listed on the agenda.

**RECOMMENDATION:**

**THAT STANDING ORDERS BE SUSPENDED TO ALLOW MORNING TEA TO BE TAKEN WITH THE MEMBERS OF THE GALLERY TO CELEBRATE THE ELECTION OF THE NEW COUNCIL.**

**RECOMMENDATION:**

**THAT STANDING ORDERS BE RESUMED.**

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

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

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

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

### **Background:**

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

<b>COMMITTEE</b>	<b>2016</b>	<b>2017</b>
<b>Advisory Committee</b>		
Audit Committee	Mayor (Substitute Cr Gadd)	
Corryong Saleyards		
<b>S86 Committees</b>		
Guys Forest Recreational Reserve	Cr Gadd	
Riverview Walwa Committee of Management	Cr Gadd	
<b>External Board</b>		
North East Waste and Resource Recovery Forum	Cr Fraser	
<b>External Committees</b>		
Alliance of Councils and Shires in the Upper Murray (ACSUM) Working Party	Crs Fraser and Joyce	
Corryong Cemeteries Trust	All Councillors	
Hume Region Local Government Network (HRLGN)	Mayor	
Lake Hume Land and On-Water Management	Cr Fraser	

<b>COMMITTEE</b>	<b>2016</b>	<b>2017</b>
Community Reference Group		
Municipal Association of Victoria (MAV)	Cr Fraser (Substitute Cr Joyce)	
Municipal Emergency Management Planning Committee	Mayor (Substitute Cr Fraser)	
Municipal Fire Management Plan Committee	Mayor (Substitute Cr Scales)	
Murray Arts	Cr Fraser	
Rural Councils Victoria	Mayor (Substitute Cr Fraser)	
Roadsafe North East	Cr Scales	
Towong Alliance	Mayor	
Towong Shire Plantations Committee	Cr Gadd (Substitute Cr Fraser)	

Other Committees Council may be invited to attend include:

<b>COMMITTEE</b>	<b>2016</b>	<b>2017</b>
Dartmouth Progress Association	Cr Scales	
Upper Murray Business Inc (UMBI)	Cr Fraser (Substitute Cr Scales)	

**RECOMMENDATION:**

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

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

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

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

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

### **Background:**

Council needs to determine its meeting arrangements and schedule for the remainder of the 2016/2017 year as well as the 2017/2018 municipal year.

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

Ordinary Council meetings have been held on the first Tuesday of the month commencing at 10am with meeting venues alternating between the Corryong and Tallangatta Council offices and every third meeting conducted in townships throughout the municipality.

Holding every third Council meeting in locations other than Tallangatta and Corryong has had mixed results over the past four years. A more effective way to interact with the various communities throughout the municipality would be to hold specific purpose meetings throughout the life of the current Council.

The following recommendation only includes Tallangatta and Corryong as meeting locations.

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

**RECOMMENDATION:**

**THAT:**

- 1. ORDINARY COUNCIL MEETINGS BE HELD ON THE FIRST TUESDAY OF EVERY MONTH (EXCEPTING PUBLIC HOLIDAYS) COMMENCING AT 10.00 AM ALTERNATING BETWEEN TALLANGATTA AND CORYYONG; AND**
- 2. THE FOLLOWING MEETING DATES AND VENUES BE ADOPTED FOR ORDINARY COUNCIL MEETINGS FOR THE REMAINDER OF THE 2016 MUNICIPAL YEAR AND THE 2017 MUNICIPAL YEAR;**

<b>DATE</b>	<b>LOCATION</b>
<b>6 DECEMBER 2016</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>JANUARY 2017</b>	<b>NO MEETING</b>
<b>7 FEBRUARY 2017</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>7 MARCH 2017</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>4 APRIL 2017</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>2 MAY 2017</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>6 JUNE 2017</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>4 JULY 2017</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>1 AUGUST 2017</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>5 SEPTEMBER 2017</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>3 OCTOBER 2017</b>	<b>TALLANGATTA COUNCIL OFFICE</b>
<b>14 NOVEMBER 2017</b>	<b>CORRYONG COUNCIL OFFICE</b>
<b>5 DECEMBER 2017</b>	<b>TALLANGATTA COUNCIL OFFICE</b>

## **15 Confirmation of minutes**

4 October 2016 – Ordinary Meeting, 18 October 2016 – Special Meeting

**RECOMMENDATION:**

**THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 4 OCTOBER 2016 AND THE SPECIAL MEETING HELD ON 18 OCTOBER 2016 AS CIRCULATED BE CONFIRMED.**



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

## **17 Assembly of Councillors**

A written record of the Assemblies of Councillors from 29 September to 2 November 2016 is included at [Appendix 1](#).

### **RECOMMENDATION:**

**THAT THE INFORMATION BE NOTED.**

## **18 Open Forum**

## 19 Organisational improvement

### 19.1 Finance Report as at 30 September 2016 (DCCS)

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

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

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

#### OPERATING RESULT

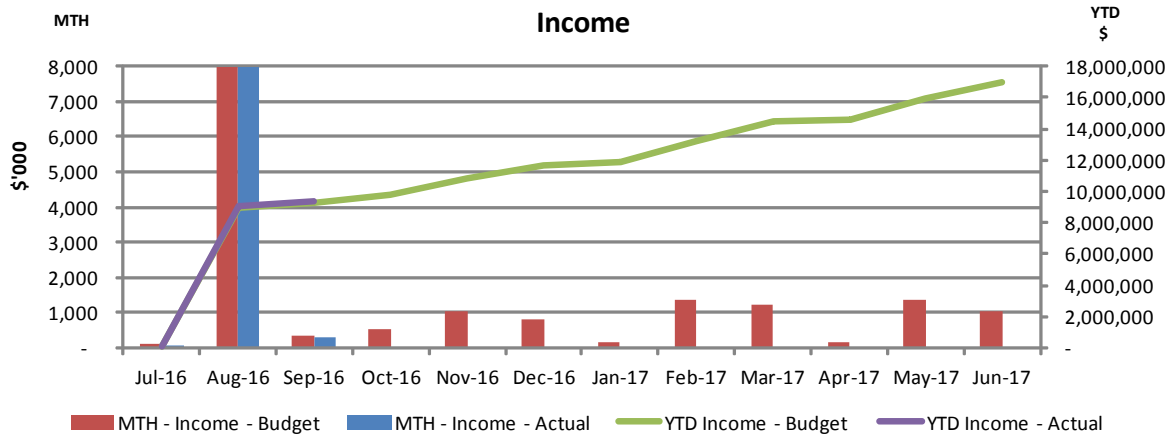
	Note	Sep-16	Sep-16	YTD	YTD	YTD	YTD	2016/17	2016/17
		(Actual)	(Budget)	(Actual)	(Budget)	(Variance)	(Variance)	(Budget)	(Achieved)
		\$'000	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Income	1	319	328	9,358	9,260	98	1%	16,975	55%
Expenditure	2	743	832	2,125	2,554	429	17%	14,002	15%
Surplus/ (Deficit)		(424)	(504)	7,233	6,706	527	8%	2,972	243%

Table 1: Operating Result

#### Note 1:

Council's YTD income at 30 September 2016 is \$9.4 million against a budget of \$9.3 million. The major items contributing to the \$98,000 variance include:

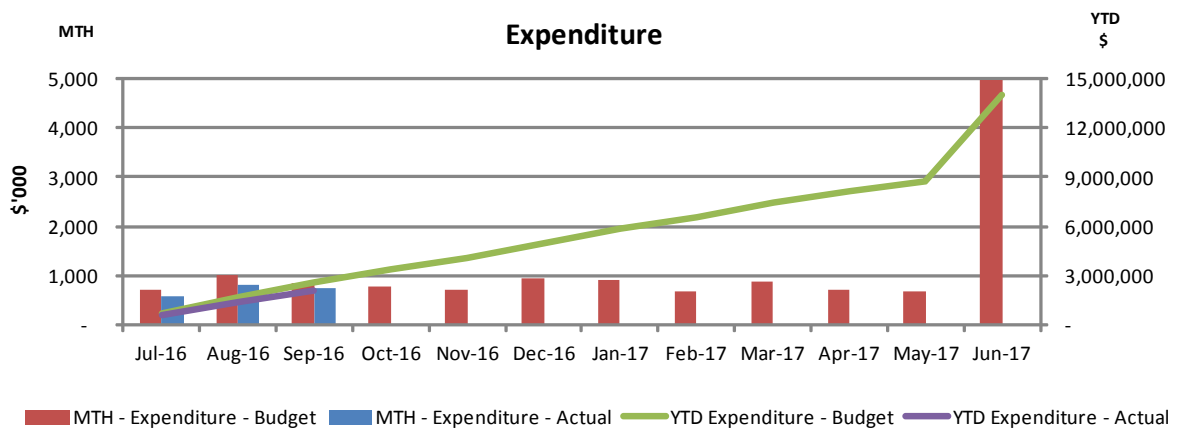
- Revenue received that was not budgeted in 2016/17:
  - \$139,000 – North East Water's contribution to Destination Tallangatta project was invoiced and recognised as revenue in September 2016.
  - \$56,000 - Bushies Hit for Six – for cricket nets upgrade at Rowen Park Tallangatta.
  - \$45,000 – the final instalment for the completion of the Wyeboo Multi Purpose Facility.
- Revenue expected to be received later than anticipated:
  - \$69,000 – for the State Revenue Office contribution to the Shire revaluation costs.
  - \$47,000 – for the State Government Library contribution.
  - \$32,000 – from the State Government for the local State Emergency Services units.
  - \$30,000 - for the Municipal Emergency Response Program.



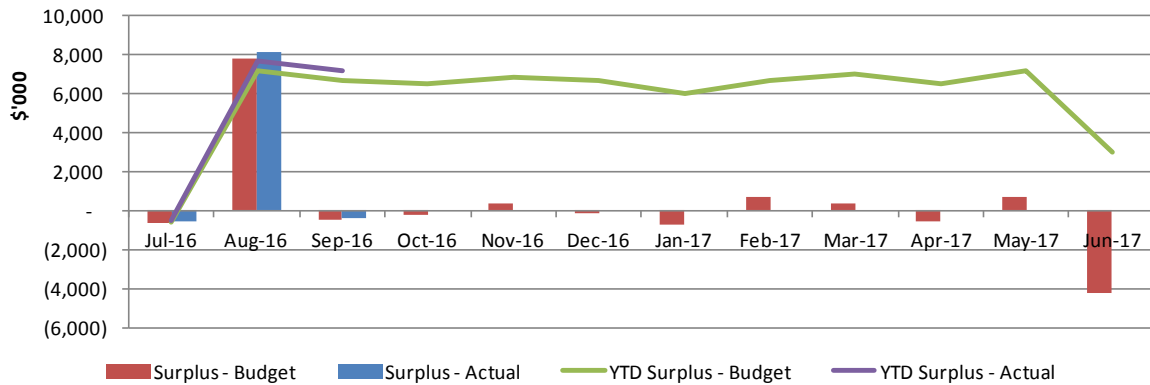
**Note 2:**

Council's expenditure at 30 September 2016 is \$2.1 million against a budget of \$2.6 million. The major items contributing to the \$429,000 variance include:

- Expenditure that will be incurred later than expected:
  - \$162,000 - staff costs – positions not yet filled in childcare and Executive services.
  - \$65,000 – maintenance costs for roads, parks and buildings.
  - \$55,000 – membership renewals not yet received.
  - \$40,000 – contribution to local State Emergency Service units delayed until State Government funding is received.
  - \$33,000 – other associated costs of the childcare facility that is not yet operational.
  - \$23,000 – audit fee invoice for 2015/16 not received in full.



### Operating Surplus



### Grant Income

	Note	Sep-16	YTD	YTD	YTD	YTD	2016/17	2016/17
		(Actual)	(Actual)	(Budget)	(Variance)	(Variance)	Full	Full
		\$'000	\$'000	\$'000	\$'000	%	Year	Year
							(Budget)	(Achieved)
							\$'000	%
Recurrent	1	44	1,155	1,219	(64)	(5%)	6,488	18%
Non Recurrent	2	(3)	122	31	91	294%	1,146	11%
<b>Total</b>		<b>41</b>	<b>1,277</b>	<b>1,250</b>	<b>27</b>	<b>2%</b>	<b>7,634</b>	<b>17%</b>

Table 2: Grant Income

#### Note 1:

Council's YTD recurrent grant income at 30 September 2016 is \$1,155,000 against a budget of \$1,219,000. The major items contributing to the \$64,000 variance include:

- Revenue that will be received later than anticipated:
  - \$48,000 – from the State Government for the Library program.
  - \$32,000 – from the State Government, for their contribution to the three local State Emergency Services units within the Shire.

#### Note 2:

Council's YTD non-recurrent grant income at 30 September 2016 is \$122,000 against a budget of \$31,000. The major items contributing to the \$91,000 variance include:

- Revenue received that was not budgeted 2016/17:
  - \$56,000 - Bushies Hit for Six – for cricket nets upgrade at Rowen Park Tallangatta.
  - \$45,000 – the final instalment for the completion of the Wyeboo Multi Purpose Facility.

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

	<b>\$'000</b>
Recurring	
Victorian Grants Commission - General Purpose Funding	569
Victorian Grants Commission - Local Roads Funding	352
Library	52
Maternal and Child Health	40
Corryong Pre School	37
Weed Project	31
Municipal Emergency Resourcing Program	30
Tallangatta Pre School	20
Berringa Pre School	17
Community Access	7
<b>Total Recurring Grants</b>	<b>1,155</b>
Competitive and Non-Competitive	
Bushies Hit for Six	56
Wyeboo Multi Purpose Facility	45
Community Health and Wellbeing	12
Banking on Solar	7
Seniors Week	2
<b>Total Competitive and Non-Competitive Grants</b>	<b>122</b>
<b>Total Grants Received</b>	<b>1,277</b>

Table 3: Grant Income received

### ***Unexpended Grants and Restricted Funds***

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

The following table provides a listing of current unexpended grants and restricted funds:

	<b>\$'000</b>
<b>Unexpended Grants</b>	
Roads to Recovery (R2R)	952
Corryong Swimming Pool Upgrade Grant	242
Country Roads and Bridges	123
Community Access	111
Maternal and Child Health Enhancement	100
Corryong Tennis Courts Grant	77
Flood Recovery Officer	42
Weed Project	38
Local Gov Business Collaboration	32
Tallangatta Neighbourhood House	30
The Narrows Project	27
Bushfire Management Overlay	13
Kinder Enrolment	12
Towong Shire Connections Project	12
Children Services Review	10
Improving Liveability of Older People	10
Freeza Funding	7
Health Promotions (Walk to School)	4
Fire Access Track Maintenance	1
<b>Total Unexpended Grants</b>	<b>1,843</b>

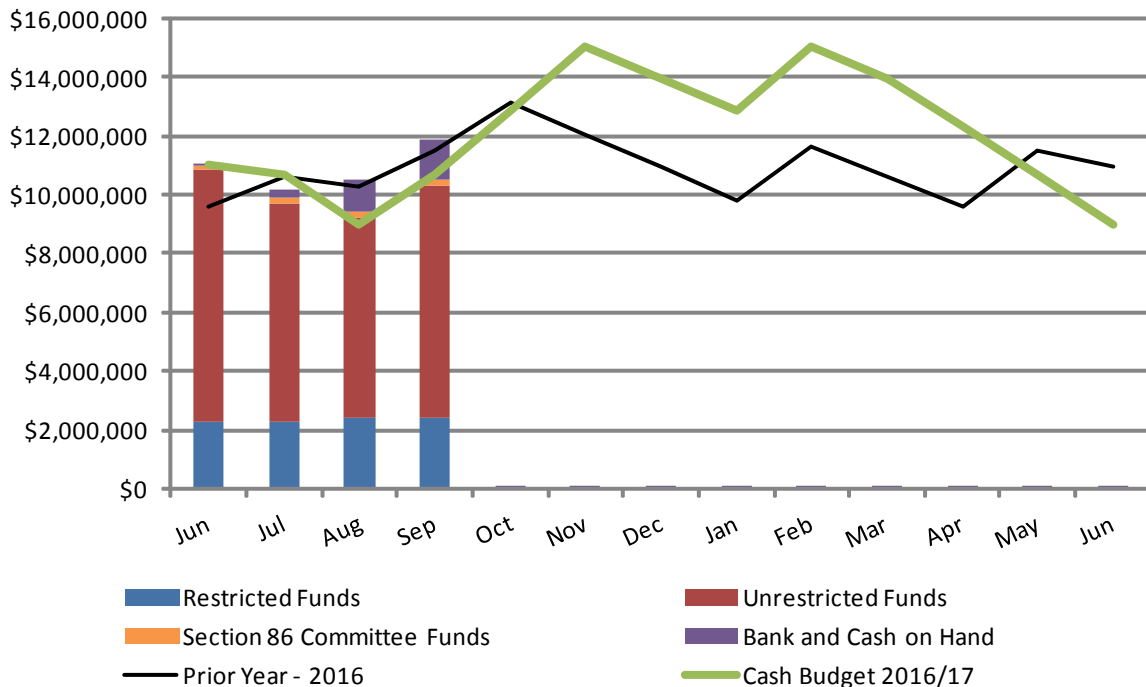
Table 4: Unexpended Grants and Restricted Funds

**CASH POSITION**

***Cash on Hand***

The cash position moved during the month as detailed below:

	Current Month Sep-16 \$	Prior Month Aug-16 \$	Variance	
			\$	%
Unexpended Grants	1,842,732	1,856,139	(13,407)	-0.7%
Other Provisions and Reserves	541,802	541,802	-	0.0%
Restricted Funds	2,384,534	2,397,941	(13,407)	-0.6%
Provision for Employee Entitlements	1,191,216	1,197,002	(5,786)	-0.5%
Other Unrestricted Funds	6,761,468	5,640,932	1,120,536	19.9%
Total Unrestricted Funds	7,952,683	6,837,934	1,114,750	16.3%
Section 86 Committee Funds	190,039	190,039	-	0.0%
Total Investments	10,527,256	9,425,913	1,101,343	11.7%
Bank and Cash on Hand	1,347,760	1,126,919	220,841	19.6%
<b>Total Cash</b>	<b>11,875,016</b>	<b>10,552,832</b>	<b>1,322,184</b>	<b>12.5%</b>
Average Interest Rate	2.76%	2.88%		



***Investments***

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

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
18/05/2016	Term Deposit	AMP	1,500,000	3.00%	183 Days	A1	17/11/2016
18/07/2016	Term Deposit	NAB	1,000,000	2.88%	179 Days	A1+	13/01/2017
17/03/2017	Term Deposit	AMP	1,000,000	2.75%	182 Days	A1+	17/03/2017
17/03/2016	Term Deposit	Bendigo Bank	1,000,000	2.80%	180 Days	A2	14/03/2017
26/04/2016	Term Deposit	Bank of Queensland	1,500,000	3.16%	183 Days	A2	26/10/2016
18/05/2016	Term Deposit	Bank of Queensland	1,000,000	3.00%	184 Days	A2	18/11/2016
31/08/2016	Term Deposit	AMP	1,000,000	2.95%	217 Days	A1	5/04/2017
11/07/2016	Term Deposit	WAW	852,186	2.60%	180 Days		11/01/2017
N/A	Cash Management	Westpac	1,485,031	1.55%	On Call	AA-	N/A
N/A	S86 Committees	Various	190,039	4.68%	N/A		N/A
<b>Total Investments</b>			<b>10,527,256</b>				

Table 5: Investments at month end

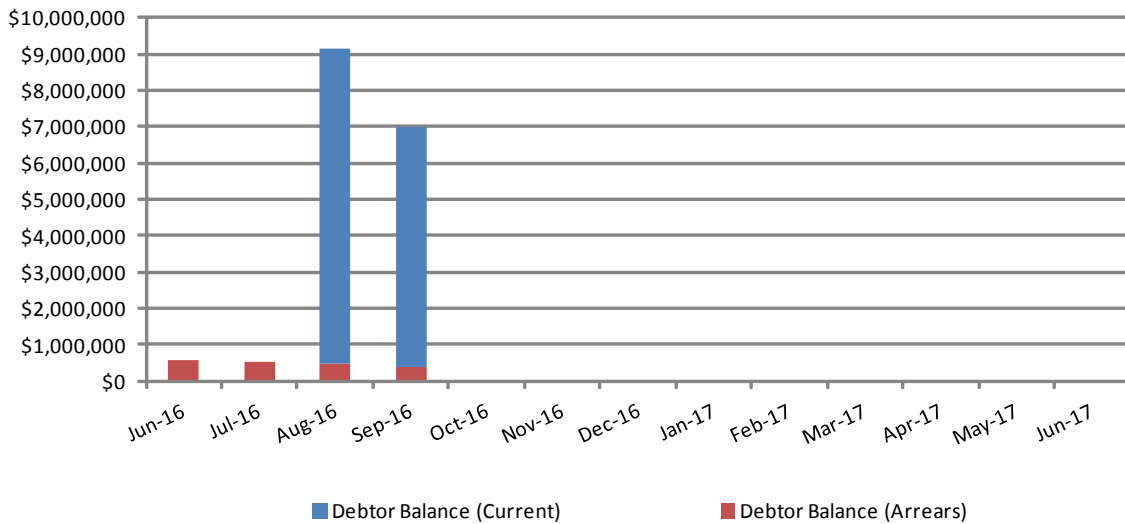


**RECEIVABLES**

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

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

<b>Rates, charges and FSPL Debtors</b>						
	<b>Amount</b>	<b>Received</b>	<b>% Collected</b>	<b>Received</b>	<b>Collected</b>	<b>Balance</b>
	<b>\$</b>	<b>Sep-16</b>	<b>Sep-16</b>	<b>YTD</b>	<b>YTD</b>	<b>Outstanding</b>
	<b>\$</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Levied 2016/17	8,769,712	2,042,041	23.3%	2,156,731	24.6%	6,612,981
Arrears prior to 2016/17	596,030	90,912	15.3%	224,509	37.7%	371,521
<b>Total Charges</b>		<b>2,132,952</b>		<b>2,381,240</b>		<b>6,984,502</b>



Note – rates were struck in August 2016. Quarterly instalments are due at the end of September, November, February and May.

**Debt Collection**

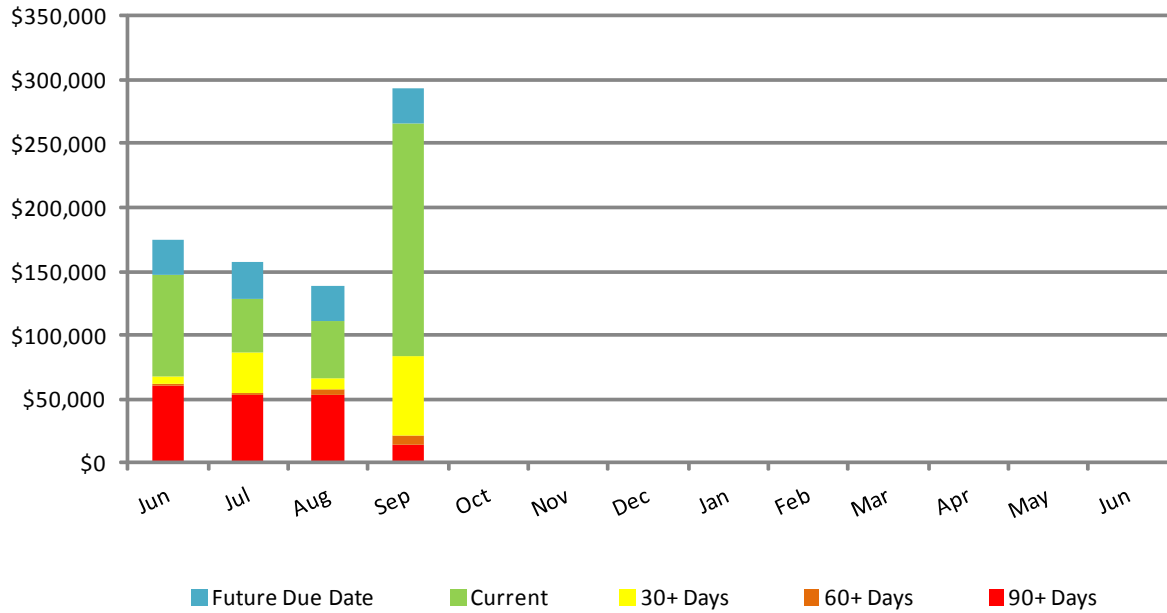
At 30 September 2016 there were 244 rates debtors with an outstanding balance of greater than \$200. This is a reduction of 74 debtors since 31 August.

**Sundry Debtors**

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

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Sundry Debtors	Future Due Date	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
<b>September 2016</b>	27,664	181,934	62,686	6,601	14,355	293,240
<b>August 2016</b>	27,664	44,065	8,426	4,813	53,352	138,321
<b>Movement</b>	-	137,869	54,261	1,787	(38,997)	154,920



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

<b>Debtor</b>	<b>Amount</b>	<b>Description</b>	<b>RO</b>	<b>Notes</b>
Debtor 8411	\$1,580	Contribution	JS	Payment has been requested.
Debtor 15570	\$2,200	Reimbursement of valuations	BP	Payment is expected in October 2016.
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	Council considered a proposal at the May 2016 Council meeting. A letter has been issued to the debtor.
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, Bridges and Capital Maintenance programs.

### *Local Roads and Bridges Capital Works*

Local Roads and Bridges Infrastructure	Note	YTD Actual \$	YTD Budget	Variance \$	Annual Budget \$
410 Road Construction	1	52,329	10,000	(42,329)	980,523
416 Sealing	2	14,599	-	(14,599)	50,000
417 Resealing		-	-	-	1,025,000
420 Drainage Construction		-	-	-	130,000
421 Digouts		-	-	-	671,479
422 Resheeting	1	23,792	15,000	(8,792)	230,000
432 Footpaths	1	7,874	-	(7,874)	431,496
433 Kerb and Channel	1	20,512	25,000	4,488	840,737
442 Guardrails		-	-	-	30,000
450 Bridge Construction	1	19,330	-	(19,330)	20,000
<b>Total</b>		<b>138,436</b>	<b>50,000</b>	<b>(88,436)</b>	<b>4,409,235</b>

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

#### Note 1:

The phasing of the budget does not align with the phasing of the works. Items as shown comprise of significant projects e.g. Hanson Street, Corryong upgrade, Walwa Main Street upgrade and Destination Tallangatta project.

#### Note 2:

A late invoice was received for works completed in 2015/16. This was funded as part of the Roads to Recovery program.

**Local Roads and Bridges Maintenance**

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
302 Survey and Design	1	17,048	6,251	(10,797)	40,000
304 Pavement Maintenance	2	48,462	30,000	(18,462)	148,000
306 Grading	3	21,741	114,999	93,258	452,000
308 Shoulder Maintenance	3	15,179	24,999	9,820	98,000
310 Drainage Maintenance	4	80,403	42,501	(37,902)	167,000
312 Call Outs	5	11,672	5,001	(6,671)	20,000
322 Resheeting		384	-	(384)	-
324 General Roadside Maintenance		20,060	18,750	(1,310)	73,000
326 Mowing		1,796	-	(1,796)	995
328 Tree Maintenance		27,641	24,750	(2,891)	99,000
330 Footpath Maintenance		1,066	2,000	934	8,000
331 Kerb and Channel Maintenance		2,739	-	(2,739)	-
334 Roadside Treatments		3,800	3,000	(800)	15,000
336 Signs Maintenance		2,878	3,000	122	12,000
338 Linemarking		-	-	-	10,000
340 Guideposts		2,618	1,749	(869)	7,000
342 Guardrail		-	-	-	5,000
346 Bridge Maintenance		5,587	8,091	2,504	32,366
<b>Total</b>		<b>263,074</b>	<b>285,091</b>	<b>22,017</b>	<b>1,187,361</b>

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

**Note 1:**

Surveying for 2016/17 capital streetscape projects including Destination Tallangatta were completed earlier than anticipated.

**Note 2:**

Pavement maintenance has been required earlier than anticipated due to the wet weather (timing variance).

**Note 3:**

Grading works and shoulder maintenance have been delayed due to the wet weather (timing variance).

**Note 4:**

Drainage maintenance has occurred earlier than anticipated in preparation for the reseal program (timing variance).

**Note 5:**

A large volume of callouts have occurred due to the excessive wet weather.

## **OTHER FINANCIAL MATTERS**

There are no other financial matters to report.

### **RECOMMENDATION:**

**THAT THE FINANCE REPORT BE NOTED.**

## **19.2 Leave Request – Chief Executive Officer (CEO)**

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

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

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

### **Background:**

The Chief Executive Officer seeks Council approval to take leave for the period Monday 28 November 2016 to Friday 9 December 2016.

Subject to Council approval, it is recommended that the Director Community and Corporate Services be the Acting Chief Executive Officer during this period.

### **RECOMMENDATION:**

**THAT:**

- 1. COUNCIL APPROVE THE CHIEF EXECUTIVE OFFICER'S LEAVE FOR THE PERIOD 28 NOVEMBER 2016 TO 9 DECEMBER 2016; AND**
- 2. THE DIRECTOR COMMUNITY AND CORPORATE SERVICES BE APPOINTED ACTING CHIEF EXECUTIVE OFFICER FOR THE PERIOD OF THE CHIEF EXECUTIVE OFFICER'S LEAVE.**

### 19.3 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 agreed in early 2015. Significant progress has been made on implementing improvements as detailed in the following table:

	Total
Recommendations for improvement	18
Work <b>completed</b> on addressing recommendations	15
% complete	83%

The remaining recommendations are being progressed and due to be completed by the end of the year:

- Health Surveillance Procedure to be implemented
- Document Control and Records Management Procedure to be developed and implemented
- Asset Disposal Procedure to be developed and implemented

### ***Operational risk / OHS activity***

#### ***WorkCover incidents***

WorkCover claims and Return to Work Plans are managed internally by the OHS Officer. There is currently one open claim. Details of the claim are included in the Occupational Health and Safety Committee meeting minutes.

#### ***Public Liability incidents***

Public Liability incidents are recorded on the Towong Shire Council Incident Report form, and are investigated and then discussed at the OHS Committee meeting. Details of Public Liability incidents are included in the Occupational Health and Safety Committee meeting minutes. There is one Public Liability incident currently under investigation/action.

#### ***Safety Improvement Plans – Corryong and Tallangatta Pools***

Recommendations from the 2015 Swimming Pool Safety Assessment of the Corryong and Tallangatta Pools are continuing to be addressed.

Status of the recommended improvement opportunities as at 28 September 2016 was:

<b>Risk Rating</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Total</b>
Total recommendations accepted by Council	8	33	31	72
Completed	8	28	30	67
Remaining	0	5	1	5
% Complete	100%	85%	97%	93%

The remaining items will be addressed prior to the 2016/17 pool season:

- Contractor sign in/out process and procedure to be implemented
- Additional signage relating to parental supervision will be installed in changerooms and around the toddler pool
- A risk assessment of the need for handrails will be completed
- Signage requesting community members with communicable illnesses or diseases to refrain from swimming will be placed in changerooms



- The requirements for “shallow water” and “no diving” markers around the pools will be reviewed.

### ***Other OHS activity***

#### *Working in adverse weather conditions*

A draft procedure for working in adverse weather conditions (Cold) has been developed and has been circulated for feedback.

A draft procedure for working in adverse weather conditions (Heat) has also been developed and circulated for feedback. This procedure includes reference to and guidelines for driving throughout the Shire on days of Total Fire Ban and Code Red Days, skin cancer and protection against UV radiation, and tips on dealing with the heat. Training and awareness sessions will be conducted for Outdoor workers at Toolbox meetings during October 2016.

#### *Snakes*

During Spring each year an email is forwarded to all staff reminding them of the increased activity of snakes throughout our Shire. A list of local snake catchers/handlers is included in the email, and guidelines for Customer Service Officers should they receive calls or information on snake sightings.

#### *Training Plan for Outdoor workers*

Following completion of workplans for all Outdoor workers, a training gap analysis and training plan has been developed and is currently being implemented.

### **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 Risk Management and Occupational Health and Safety responsibilities.

**RECOMMENDATION:**

**THAT THE OCCUPATIONAL HEALTH AND SAFETY REPORT BE NOTED.**

**19.4 Office Closure 2016/2017 Christmas New Year Period  
(07/05/0007-CEO)**

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

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

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

**Background/History:**

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

It is proposed that the offices and depots close from 5.00 pm Friday 23 December 2016 and reopen at 8.30 am on Tuesday 3 January 2017.

It is also proposed that during this period the Corryong Landfill and Tallangatta Transfer Station be open on Saturday 24 December and Saturday 31 December from 12.00pm – 4.00pm (instead of the normal day of Sunday as these are public holidays – Christmas Day and New Years Day). The landfill and transfer station will open as usual on Thursday 29 December 2016.

Waste collection services will continue as scheduled.

The Public Holidays for the Christmas/New Year period are: Sunday 25 December, Monday 26 December, Tuesday 27 December 2016 (Christmas Day Holiday) and Sunday 1 January and Monday 2 January 2017 (New Year's Day Holiday).

Staff will be required to take annual leave/RDO's etc to cover the remaining days of leave while the offices and depots are closed.

Council's "After Hours" emergency provider will take emergency calls from 5.00 pm on 23 December 2016 and refer them accordingly until the recommencement of work on 3 January 2017.

The public holidays to be observed in Victoria during the remainder of the 2016 municipal year are shown below together with the public holiday dates for 2017:

<b>Public Holidays</b>		<b>2016</b>
Christmas Day	Sunday	25 December
Boxing Day	Monday	26 December
	Tuesday	27 December ( <i>substitute day for 25 December</i> )
		<b>2017</b>
New Year's Day	Sunday	1 January
	Monday	2 January ( <i>substitute day for 1 January</i> )
Australia Day	Thursday	26 January
Labour Day	Monday	13 March
Good Friday	Friday	14 April
Easter Monday	Monday	17 April
Anzac Day	Tuesday	25 April
Queen's Birthday	Monday	12 June
AFL Grand Final Eve	Friday	29 September
Melbourne Cup Day	Tuesday	7 November
Christmas Day	Monday	25 December
Boxing Day	Tuesday	26 December

**Impact on Council Policy:**

Not applicable.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

Nil.

**Risk Assessment:**

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

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

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

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

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

**RECOMMENDATION:**

**THAT:**

- 1. THE COUNCIL OFFICES AND DEPOTS CLOSE FROM 5.00 PM FRIDAY 23 DECEMBER 2016 AND REOPEN AT 8.30 AM ON TUESDAY 3 JANUARY 2017;  
AND**
- 2. THE CORYONG LANDFILL AND TALLANGATTA TRANSFER STATION HOURS OF OPERATION FOR THE PERIOD 24 DECEMBER 2016 – 31 DECEMBER 2016 BE NOTED.**

### 19.5 Action Sheet Reports (06/05/0010-CEO)

At each meeting of Council matters requiring 'action' are recorded on the Action Sheet and subsequently entered into CARS, our corporate tracking system.

A report is provided to the following Council meeting on progress made in relation to the matters raised at the previous Council meeting.

Items requiring action from the 4 October 2016 Council Meeting are attached at [Appendix 2](#).

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

### 19.6 Performance Reporting Graphs (CEO)

The Performance Reporting Graphs are attached at [Appendix 3](#) for information.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

## **20 Community wellbeing**

### **20.1 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.

#### **Kindergarten Services**

##### Tallangatta Early Years Learning Centre

The Tallangatta Early Years Learning Centre has received approval for the Child Care Benefit (CCB) program to support Long Day Care. CCB will allow families to receive government subsidised child care. Subsidies are calculated by the Australian Government on an individual case by case basis.

Software required to support Long Day Care services is currently being configured ready to take enrolments. Essential learning materials will also be purchased to support Long Day Care and to accommodate children aged 0-3 years.

A \$10,000 grant has been secured from the Department of Education and Training to purchase outdoor learning resources for Kindergarten aged children. A \$1,500 grant has also been secured to purchase a new ipad and screen to enable other forms of interactive learning for the children.

##### Corryong Kindergarten

A \$15,000 grant to develop attract and retain a full-time Kindergarten Teacher at Corryong has been secured.

### **Maternal and Child Health Services**

As previously reported a grant has been received for \$100,000 to support Maternal Child Health and Early Years development. The Innovation Grant enables Council to strengthen partnerships with Alpine and Indigo Shire Council services and offer greater support to young families who live in our Shire. The project is called 'My Family First' and will be delivered by June 2017. Applications are currently being reviewed to appoint a project coordinator.

Our Maternal and Child Health (MCH) service is offered on an "appointment only" basis and this approach has been working effectively since introduced on 1 September 2016.

The Corryong MCH service is continuing to be delivered using existing ongoing and casual MCH staff.

### **Library Services**

The Corryong and Tallangatta libraries hosted successful 'Book Week' activities with many school groups visiting and participating in a range of activities.

Purchases have recently been made to expand the Tallangatta library collection. New purchases include popular biographies, fiction and nonfiction titles, DVDs and large print books. Delivery is anticipated in early December. An order will be placed for the Corryong library in late October 2016.

### **Seniors**

The Department of Health and Human Services has provided funding for the 2016 Seniors Festival performance. Admission is \$15 per person and includes transport, light refreshments and tribute to the Crooners by musical entertainer, Paul Hogan, on Thursday 3 November 2016.

A special presentation will also be made by Tallangatta Secondary College students who have recently interviewed senior members of our community from across the Shire. Seniors will provide an insight into their life as a teenager.

### **Youth Services**

The 'Know your Gizmo' program continues to be a successful youth and senior engagement project. Young people meet with senior members of our community on a regular basis to teach participants how to use their electronic devices. ABC Radio

recently interviewed participants, creating great exposure for this Youth Services initiative, designed to empower and reconnect young people with their community.

Students have completed their artistic interpretation of their 'thoughts and feelings' to support the delivery of a Light Waves Display. The multimedia sound and light show will 'light up' Tallangatta's new Community Centre and Library and other local buildings in late October as part of the Tallangatta 50s celebrations.

The October Walk to School promotion is underway. All schools across the Shire have been invited to participate and record their healthy walking habits for the month of October. This year's event is also supported with a community walk in partnership with the Tallangatta Health Service.

An application has been made for \$30,000 under the Rural and Regional Local Government Youth Engagement program to support a range of youth programs tailored to meet their specific needs, including to promote the value of respectful relationships and to support them to make empowered choices.

### **Access and Inclusion**

The Community Services team hosted a business luncheon in Tallangatta on 25 October 2016 to promote improved access into local businesses. A lunch will also be held in Corryong in March 2017 with local businesses to be invited to explore ways to increase access into their premises.

Council will also host a 'Speak Out Loud' event at Tallangatta's new Community Centre and Library on Friday 2 December to coincide with International Disability celebration day. This event was previously held in Corryong in May 2015. Representatives from Centrelink will discuss new pension rules and other relevant representatives will also be present.



### **Community Development/Neighbourhood House**

The results of the recent Community Activities / Neighbourhood House survey are being considered for the draft Tallangatta Neighbourhood House three year plan. Further information will be provided in coming months.

The recently developed pocket sized Community Services guide has been very well received.

### **Council Plan 2013-2017**

The Community Services team has completed the majority of planned priorities.

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

N/A

### **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.

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**Budget Impact:**

		Sep 2016 YTD (Actual)	Sep 2016 YTD (Budget)	Sep 2016 YTD (Variance)	Sep 2016 YTD (Variance)	2016/17 Full Year (Budget)
	Note	\$	\$	\$	%	\$
<b>Income</b>						
Community Development		6,884	9,933	(3,049)	(31%)	39,732
Seniors		2,200	-	2,200	100%	3,500
Immunisations		-	-	-	0%	1,000
Maternal and Child Health		40,416	35,454	4,962	14%	141,816
Preschool operations	1	83,093	35,750	47,343	132%	649,135
Library	2	52,537	100,075	(47,538)	(48%)	100,300
Youth	3	-	29,623	(29,623)	(100%)	61,245
<b>Total Income</b>		<b>185,130</b>	<b>210,835</b>	<b>(25,705)</b>	<b>(12%)</b>	<b>996,728</b>
<b>Expenditure</b>						
Community Development	4	27,191	35,916	8,725	24%	59,112
Seniors		-	500	500	100%	2,000
Immunisations		3,400	-	(3,400)	100%	16,640
Maternal and Child Health		50,205	48,954	(1,251)	(3%)	193,723
Preschool operations	5	125,508	223,370	97,862	44%	902,665
Library	6	27,150	21,824	(5,326)	(24%)	84,350
Youth		15,321	17,101	1,780	10%	99,092
<b>Total Expenditure</b>		<b>248,775</b>	<b>347,665</b>	<b>98,890</b>	<b>28%</b>	<b>1,357,582</b>
<b>Net Income / (Expenditure)</b>		<b>(63,645)</b>	<b>(136,830)</b>	<b>73,185</b>	<b>(53%)</b>	<b>(360,854)</b>

Notes

1. The YTD Actual is greater than the YTD Budget as Council has received two thirds of the annual budget amount for per capita funding in the first quarter (timing variance).
2. The YTD Actual is less than the YTD Budget as only half of the annual grant has been received. Council had budgeted to receive the full amount at this point in time (timing variance).
3. Youth grant funding for the L2P program and Freeza program has not yet been received.
4. The YTD Actual is less than the YTD Budget due to the timing of the community development activities program, which commenced in October 2016.
5. Childcare operations in Tallangatta had been budgeted to commence earlier in the year. These services will now commence in late 2016.
6. The Tallangatta Library is now open for longer hours and additional hours have been worked as the service has become operational. Staffing hours and operating costs will be reviewed further in late 2016.

**Risk Assessment:**

Nil.

**Community Consultation/Responses:**

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

**Discussion/Officers View:**

The Community Services team continues to make excellent progress on Council's Wellbeing strategic objective.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

## **21 Asset management**

### **21.1 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.

#### **Destination Tallangatta**

The redevelopment of Towong Street from Tooma Street to Akuna Avenue has commenced with the installation of kerb and channel on the Southern side now complete. The next stage of construction is the extension of the culvert and installation of a retaining wall. These works have experienced delays due to wet weather and will commence once the flow through the culvert has reduced.

North East Water has awarded a contract for the replacement of the water main in the Towong Street CBD. These works are expected to begin in November 2016 and will include the construction of a trench in the car parking bays adjacent to the shops. These works will be completed in sections to reduce the impact on surrounding businesses.

Negotiations with AusNet Services have progressed with a final design and costing completed for the undergrounding of the power lines in the Towong Street CBD.

Design option three of the Eastern Towong Street intersection has been installed with some minor adjustments to occur over the coming weeks. A revised version of option one has been installed at the Western Towong Street intersection. This includes the widening of the lanes to enable better access for longer vehicles such as buses and caravans. The final construction of this intersection will involve the adjustment of the park boundary and kerb to improve the turning radius for vehicles. It is currently too wet to include these works in the trial. Adjustments have been made to the design to accommodate this change at a later date.

These are the last in a series of trials for the intersection and they will remain in place until early 2017.

### **Towong Street Streetscape**

A consultation meeting with property owners in the Towong St CBD has been programmed for 15 November 2016. Preliminary design plans for the redevelopment of the Towong St streetscape will be presented for discussion and refinement. These plans have been created to align with the Tallangatta Tomorrow Master Plan concepts developed during consultation with the community in 2012. They include the addition of trees and kerb outstands on the shop side of the street and replacement of the kerb and footpath.

### **Streetscape Revitalisation – Hanson Street, Corryong**

Consultation has been undertaken with business owners and residents that will be directly affected by the proposed changes in Hanson Street. Stage one will focus on the section between Jardine Street and Kiel Street with changes to accommodate street trees and safe passage for pedestrians. The works are also intended to resolve the ongoing issues with stormwater drainage and footpath damage. A copy of the plans will be available at the Corryong Council Offices, Corryong Visitor Information Centre and are included at [Appendix 4](#).

### **Heavy Vehicle Access**

Negotiations are currently underway with Agriwealth and Hancock Victorian Plantations around B-Double access on Council managed roads for the purpose of forestry harvesting. These roads include Price Hill Lane, Hindleton Road, Sandy Creek Road, French Wrights Road and Annandale Road.

### **Stock Grid Policy**

The issuing of 173 Agreements and the inclusion of stock grid grazing permit fees on the rates and valuation notices have generated a small number of enquiries from property owners seeking clarification on the policy requirements. A number of site meetings have been conducted to assist property owners.

### **Tallangatta Foreshore**

The construction of new shelters and furniture for the Tallangatta Foreshore development are close to completion and the tender for the installation of foundation slabs has been let. Drainage works and garden bed installation along the foreshore have begun but completion continues to be delayed due to wet weather

conditions. The Beechworth Correctional Services Community Support team were engaged to assist with creation of garden beds as an alternative to using machinery due to wet conditions. They will continue their work as the site condition improve with the steps to completion involving the installation of soil and shaping of the garden beds, installation of mulch.

The plants for the garden beds are ready to be planted and are currently being maintained by the supplier Parklane Nursery. They will continue to do this until the site conditions allow for installation of the plants. Rocks have been sourced and stockpiled for use as bollards and landscaping.

Quotes for replacement BBQ hotplates to enable BBQ refurbishment works have been received. A replacement hotplate has been identified, and a sample has been ordered to determine suitability. The design for the toilet blocks refurbishment has been refined to allow for a more accurate cost estimate to be applied to the proposed changes. The request for quote process is currently underway. A bespoke park design has been completed and the tendering process for bespoke play equipment has been conducted. The assessment and award of the contract is underway.

**Impact on Council Policy:**

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

		Sep 2016 YTD (Actual) \$	Sep 2016 YTD (Budget) \$	Sep 2016 YTD (Variance) \$	Sep 2016 YTD (Variance) %	2016/17 Full Year (Budget) \$
	Note					
<b>Income</b>						
Funding	1	505,302	351,659	153,643	44%	4,419,630
Private Works Income		711	-	711	100%	10,000
<b>Total Income</b>		<b>506,013</b>	<b>351,659</b>	<b>154,354</b>	<b>44%</b>	<b>4,429,630</b>
<b>Expenditure</b>						
Technical Services		197,593	196,202	(1,391)	(1%)	766,946
Works		11,678	8,395	(3,283)	(39%)	33,600
Roads and Bridges	2	261,957	301,180	39,223	13%	1,218,366
Depreciation		-	-	-	0%	2,399,000
Street Lighting		2,327	12,498	10,171	81%	50,000
Depot and Workshops	3	57,135	43,115	(14,020)	(33%)	190,743
Plant and Equipment		52,708	49,535	(3,173)	(6%)	617,546
Private Works	4	23,261	250	(23,011)	(9,204%)	1,000
Water Projects		-	-	-	0%	3,000
<b>Total Expenditure</b>		<b>606,659</b>	<b>611,175</b>	<b>4,516</b>	<b>1%</b>	<b>5,280,201</b>
<b>Net Income / (Expenditure)</b>		<b>(100,646)</b>	<b>(259,516)</b>	<b>158,870</b>	<b>(61%)</b>	<b>(850,571)</b>

1. The YTD Actual is greater than the YTD Budget due to receiving the North East Water contribution to the Destination Tallangatta project (\$139,000) earlier than originally expected.
2. The road maintenance budgets have been spread evenly across 12 months. This does not necessarily align with the timing of the maintenance program. More maintenance will be completed in dry weather.
3. The YTD Actual is greater than the YTD Budget due to maintenance being undertaken at the depots and additional administrative time being incurred during the recent Workplan review process.
4. Council renewed the service club signs at the Corryong town entrances as a private works project. The service clubs will be invoiced for these works.

**Risk Assessment:**

Nil.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

The Asset Management team is making progress in relation to Council Plan strategic objectives.

**RECOMMENDATION**

**THAT THE REPORT BE NOTED.**

**21.2 Destination Tallangatta, East CBD Intersection Treatment, Towong Street (01/07/0004-DTS)**

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

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

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

**Background/History:**

Tallangatta Tomorrow was a master planning exercise that was completed in 2012. It is a community plan developed through community consultation and identifies the local community priorities. The plan has led to the delivery of \$15m of community-initiated projects designed to make the most of the features that make Tallangatta a great place to live and work. Works completed by Council so far include:

- Sandy Creek Rail Bridge
- Tallangatta Sports Centre (Rowen Park)
- Tallangatta's new Community Centre and Library
- Tallangatta Bowling Club upgrade
- Tallangatta Lookout redevelopment
- Securing funding for the Destination Tallangatta project



Destination Tallangatta is a \$5.3m project with significant Federal Government funding that delivers more of the priority projects identified through Tallangatta Tomorrow, including:

- Traffic management and streetscape beautification works in Towong Street, including intersection works;
- Improved pedestrian links and safety between the main shopping district, residential areas, the Foreshore and the Rail Trail;
- Lake Hume foreshore improvements;
- A new foreshore playground; and
- The Tallangatta Holiday Park upgrade.

Through the community consultation conducted for the development of the Tallangatta Tomorrow Masterplan a roundabout was identified as the desired treatment for the Eastern intersection of Towong Street and Queen Elizabeth Drive. The Masterplan was a key document presented in the Destination Tallangatta, National Stronger Regions Funding application.

As part of the Destination Tallangatta project, three alternative treatments were designed for the intersection - two roundabout options and one T intersection option. The three designs have each been trialled using temporary kerb, sandbags and line marking to test the functionality of the designs and gather feedback from the community. These temporary installations provided drivers with a representation of the designs on the ground but did not completely reflect how a constructed design would perform due to:

- The shape of the road pavement was not changed to reflect the design therefore deflection through the roundabout was different to the design.
- Driveable islands in the design could not be represented in temporary kerb and sandbags thus did not accommodate all the desired movement of long vehicles.

The decision to conduct the trials was to provide the opportunity for design refinements through community feedback and to ensure that the community was fully aware of the intended outcome of any final design prior to construction. This was to ensure any delays or budget implications could be kept to minimum.

### **Existing Intersection**

1. The existing intersection is an expansive sealed area providing limited clear direction for traffic movements.
2. When travelling East the requirement for buses to fill up on the right hand side necessitates a right turn movement across the intersection into the Southern driveway of the service station from Towong Street (through road).
3. Vehicles travelling North East along Towong Street CBD have been observed driving on the right side of the splitter island into oncoming traffic lane, before making a right turn into the Service station
4. Vehicles filling up on the left hand side facing South West have been observed exiting the service station and waiting on the right side of the existing traffic island in oncoming traffic prior to entering the intersection
5. Hearses park on the North East nature strip for funerals and people have been observed gathering on the road around the hearse at the end of the service therefore causing potential safety issues between pedestrians and vehicles.
6. There are limited safe crossing points from the CBD to the foreshore for pedestrians
7. When vehicles are filling up on the Western side of the fuel bowsers there is a potential conflict between pedestrians and vehicles.
8. The Towong Street through road and Traffic Street CBD speed limit is 60km/hr, traffic counters have recorded high speeds.
9. It has been observed that vehicles travelling West along Towong Street (through road) and turning into the Towong Street CBD have ended up on the right hand side of the traffic island driving into oncoming traffic. This has been reported to have happened at least fortnightly.
10. Anecdotal accounts of accidents at the intersection have been received

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

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

Cost estimates have been prepared for each intersection option. These are outlined below;

- |                              |            |
|------------------------------|------------|
| • Option 1 - Roundabout      | \$350,000  |
| • Option 2 - Oval roundabout | \$350,000  |
| • Option 3 - T Intersection  | \$250,000* |

\*This does not include any additional traffic calming devices in Towong Street (through road)

**Risk Assessment:**

Each intersection design has been developed in accordance with the Austroads Standards with some minor variation to accommodate the existing operations. These variations included more generous road widths. The width increases can also enable an increased speed environment therefore increasing the risk to community members (both pedestrians and road users). It is recommended that a road safety audit of the selected design be undertaken before construction.

**Community Consultation/Responses:**

The three designs have been advertised on Council's website, Council's Facebook page and in the Tallangatta Herald. Feedback has been received on the Facebook page, over the counter at the Tallangatta Council Offices and via letters. The record of comments received to date is attached as [Appendix 6A](#) to this report.

Face to face consultation was conducted with affected business owners and operators on Towong Street prior and during the implementation of each trail.

**Discussion/Officers View:**

Option 1 - Roundabout was trialled from 18 April 2016 to 25 July 2016

This design:

- Clarified and accommodated vehicle movements in and out of the service station.
- Created pedestrian connectivity across Towong Street (through road).
- Created a slower speed environment along Towong Street (through road)
- Improved the flow of traffic and encourage through traffic into the Towong Street CBD.
- Accommodated the bus movements to fill up on the right hand side through a right hand turn lane coming from the Towong Street CBD travelling North East.
- Accommodated hearse parking on the North side of the intersection.

During this trial, feedback was received from the community regarding elements of the design. This feedback has been included in [Appendix 6A](#) of this report.

Option 2 – Roundabout was trialled from 25 July 2016 to 11 October 2016

This design:

- Decreased the amount of conflict points between vehicles recognising that this would also change the direction that vehicles could access the service station. A long retractable boom hose was installed to accommodate the new arrangements.
- Clarified and accommodated vehicle movements in and out of the service station.
- Create pedestrian connectivity and protection across Towong Street (through road).
- Create a slower speed environment along Towong Street (through road)
- Improve the flow of traffic and encourage through traffic into the Towong Street CBD.
- Increase the operating area for the service station and provided more separation for pedestrian and refuelling.
- Accommodate hearse parking on the North side of the intersection.

Option 3 – T Intersection was trialed from 11 October 2016 and is still in place.

This design:

- Formalised existing T Intersection configuration and narrowed driving lanes to encourage lower speeds.
- Increased operating area for the service station.
- Provided more separation between pedestrians and refuelling.
- Enabled bus movements into the South Western entrance.
- Accommodated hearse parking on the Northern side of the intersection.

### **Independent Design Assessment**

Traffic Works consultants were engaged during the trial period to undertake a high level strategic assessment of the three intersection treatment options being trialed. A number of criteria were assessed for a positive, neutral or negative outcome relative to the existing intersection prior to the trials. Each criterion was assigned a numerical score based on:

- 2 points for a positive outcome
- 1 point for a neutral outcome
- 0 points for a negative outcome

Each intersection treatment was then assigned an overall assessment score. The full assessment matrix is included as an **Appendix 6B** to this report.

This strategic assessment has determined that the preferred treatment should be a roundabout, however further investigation would be required to determine the final roundabout design that should be implemented. A road safety audit is also recommended to be undertaken on the final design prior to construction

Council may wish to consider the limiting access and egress that the installation of a roundabout proposes for the service station. Therefore the T Intersection with additional traffic calming devices could be considered / implemented. The calming devices could include a 50km/hr or lower speed limit in the Towong Street CBD and Towong Street (through road) from 50m past each end of Queen Elizabeth Drive to assist with safe pedestrian movement and speed reduction. A road safety audit is also recommended for this design.

**RECOMMENDATION**

**THAT:**

- 1. BASED ON THE INDEPENDENT ASSESSMENT BY TRAFFICWORKS, IT IS RECOMMENDED THAT THE TREATMENT FOR THE TOWONG STREET INTERSECTION AT THE EASTERN END OF THE TRIANGLES BE A ROUNDABOUT SUBJECT TO FURTHER INVESTIGATION AS TO THE FINAL DESIGN AND A ROAD SAFETY AUDIT PRIOR TO CONSTRUCTION.**
  
- 2. SHOULD COUNCIL HOWEVER WISH TO ADDRESS THE ACCESS AND EGRESS ISSUES CREATED BY A ROUNDABOUT AT THE PIXON MOTORS SERVICE STATION IT IS RECOMMENDED THAT:**

**A 'T' INTERSECTION DESIGN BE CONSTRUCTED SUBJECT TO THE FOLLOWING ADDITIONAL TRAFFIC MANAGEMENT TREATMENTS AND A ROAD SAFETY AUDIT BEING CONDUCTED PRIOR TO CONSTRUCTION:**

- A REDUCED SPEED LIMIT OF 50KPH IN TOWONG STREET (THROUGH ROAD) AND 40KPH IN TOWONG STREET CBD**
- MEDIAN TREATMENT OPTIONS IN TOWONG STREET (THROUGH ROAD)**
- FURTHER NARROWING AND SQUARING OF THE SERVICE STATION DRIVEWAY ON ENTRY TO TOWONG STREET CBD WITH DRIVEABLE ISLANDS TO ENABLE LONG VEHICLE MOVEMENTS.**

## **22 Land-use planning**

### **22.1 Planning and Subdivision Fees (CEO)**

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

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

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

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

Planning and responsible authorities provide services under the Planning and Environment Act 1987 which attract a fee in accordance with the Planning and Environment (fees) Regulations 2016.

These services include:

- Planning scheme amendments
- Planning permit applications
- Certificates of compliance with the planning scheme
- Certificates setting out planning provisions that apply to land
- Satisfaction matters – where the planning scheme says something must be done to an authority's satisfaction

Amendments to permits or applications for permits, and combined applications will also attract a fee.

The Planning and Environment (Fees) Regulations were set in 2000. They did not include a built-in annual indexation amount for planning and subdivision fees. The fees were scheduled for review in 2010.

Councils across the State invested a significant amount of resources and goodwill to inform the development of a draft regulatory impact statement in 2008, well ahead of 2010 expiry, but the review failed to progress.

Since 2010 there has been no indexation of fees of planning permit fees and indexation for subdivision fees has not occurred since their creation. This has effectively created a transfer in the costs of planning from applicants to broader ratepayers.

In October 2015, the Minister for Planning commenced a review of the planning and subdivision fees.

The review was broadly made up of three stages:

Stage 1 – collection and analysis of council costs for delivering planning and subdivision services

Stage 2 – development of options and preparation of a Regulatory Impact Statement (RIS) and associated draft regulations

Stage 3 – public release of RIS and draft regulations, consideration and response to submissions and finalisation of the regulations

The review focused on the following:

- Planning and subdivision functions for which fees should be charged
- Recommendations for the appropriate level of cost recovery
- The cost of delivering planning and subdivision functions (direct and indirect costs)
- The alternative and recommended models for prescribing fees
- The appropriate fees

As a result of the review, on 27 September 2016, the Governor in Council made new planning and subdivision fee regulations and these new fees became applicable from 13 October 2016.

The new fee schedule (attached at [Appendix 5](#)) includes some substantial amounts payable over a range of activity. In light of the potential impact on community members and the unintended undesirable consequences that may arise (ie. people choosing not to apply for permits and proceeding with developments or use without consent) it is recommended that Council adopt a number of variations to the fee schedule.

The recommended variations are shown in red on the fee schedule included in the appendix.

**Impact on Council Policy:**

Nil.



**State Government Policy Impacts:**

Nil.

**Risk Assessment:**

Nil.

**Community Consultation/Responses:**

No community consultation has been undertaken.

**Discussion/Officers View:**

It is the officer's view that the new fee schedule, whilst enabling Council to recoup the costs involved in delivering planning and subdivision functions, may not be palatable to those required to access these functions. The variations to the fee schedule are presented in an attempt to lessen the impact on land owners particularly for smaller value developments.

**RECOMMENDATION:**

**THAT COUNCIL NOTE THE NEW PLANNING AND SUBDIVISION FEES AND ADOPT THE AMENDMENTS TO THE SCHEDULE AS PRESENTED.**

## **23 Environmental sustainability**

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

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

This report was prepared by Mr Shariful Rony, 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.

#### **Kerbside Collection**

Dashcams have recently been installed on all garbage and recycling trucks to achieve improved record keeping for kerbside collections. Initial analysis of the data generated from the Dashcams has identified a number of properties that may not be paying for their bin services. Further analysis in the field is now required to verify these results.

#### **Landfill Operations**

Preparations are underway to seek expressions of interest for the rehabilitation of the 1.8ha area of closed landfill at Corryong. The rehabilitation works will need to be completed prior to the return of the leased area to the property owners and will include the addition of topsoil and seeding.

### **Beating the Heat Project**

The Beating the Heat Project is funded through the Victorian Climate Change Grants. As part of this project suitably qualified local consultants are being sought to assist in the development of a climate change resilient tree planting guide. Requests for quotation have been released and will close in October.

### **Tree Replacement Plan**

Plans and consultation letters have been sent out to residents in Bellbridge streets that will be affected by the first stage of planting under the Tree Replacement Plan. This will involve the planting of trees in three streets in Bellbridge. Planting is planned to be completed by November.

### **Addressing High Risk Areas under the Tree Management Plan**

A program has been developed and is being implemented to ensure all High Risk Area trees are inspected at least every six months, in accordance with the Tree Management Plan. Works have been scheduled to address issues arising from the inspections.

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

Nil.

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

Nil.

**Budget Impact:**

		Sep 2016 YTD (Actual) \$	Sep 2016 YTD (Budget) \$	Sep 2016 YTD (Variance) \$	Sep 2016 YTD (Variance) %	2016/17 Full Year (Budget) \$
	Note					
<b>Income</b>						
Waste collection		797,201	797,675	(474)	(0%)	852,700
Waste disposal		402,385	402,244	141	0%	447,500
Recycling		-	-	-	0%	-
<b>Total Income</b>		199,586	1,199,919	(333)	(0%)	1,300,200
<b>Expenditure</b>						
Waste collection	1	132,312	147,273	14,961	10%	557,482
Waste disposal	2	76,135	60,383	(15,752)	(26%)	391,653
Recycling	3	2,678	3,252	574	18%	13,000
<b>Total Expenditure</b>		211,125	210,908	(217)	(0%)	962,135
<b>Net Income / (Expenditure)</b>		988,461	989,011	(550)	(0%)	338,065

1. YTD Actual is less than the YTD Budget as the September invoice for the transport of recycling has not yet been received and the overall cost is tracking lower than originally expected.
2. YTD Actual is more than the YTD Budget as the invoice for annual landfill rental (\$19,000) has been received earlier than originally budgeted.
3. The YTD Actual is less than budgeted as less maintenance has been required on the newly upgraded recycling facilities.

**Risk Assessment:**

Nil.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

Council participates in a number of North East regional waste and recycling contracts for the collection of materials such as e-waste, tyres and steel from Transfer Stations at Corryong and Tallangatta. A number of these contracts are coming to an end and

future participation is under review. The North East Waste and Resource Recovery Group has prepared an Expression of Interest for "Collection Transport and Recycling of Electronic Waste". Council officers have agreed to participate in this Expression of Interest if clear economic benefits can be demonstrated.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

## **24 Economic and tourism development**

### **24.1 Economic Development Report**

**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**

An event to launch the Upper Murray 2030 Vision Plan is being organised for November 2016.

On 6 October 2016 an announcement was made that the Great River Road project had been funded through the National Stronger Regions Fund. This funding will see two of the priority projects from the Upper Murray 2030 Vision Plan completed; the Great River Road touring route, and the Upper Murray Branding projects. The Upper Murray Brand is required to utilise the Great River Road touring route and, as such, a budget allocation was made within the Great River Road application to undertake these works.

The Upper Murray 2030 Vision Plan Steering group was particularly pleased with this announcement, the first projects to be funded from the community plan.

## **Our Valley, Our Future**

The Business Managers for the Our Valley, Our Future project have now been appointed and are working regularly from the Mitta Valley.

Council staff will continue to work with the project as appropriate, particularly in supporting the development of key funded projects including the New Year's Eve cycle event at Mitta Mitta, the Farm Gate Trail and signage projects.

## **NBN**

NBN Co undertook a successful tour of Towong Shire in the NBN Satellite Truck during July. As Towong Shire was one of the first locations for the truck to visit, some teething problems were apparent in the planning stages and the tour was postponed slightly due to a technical issue with the truck. The visit attracted a good degree of media attention, driven by the media team at NBN Co. While the weather was quite wet for the majority of the week, numbers were still strong. Residents who visited the Satellite Truck locations during the tour reported that the technology was a significant improvement on their current satellite services. The "Sky Muster" satellite is now live and residents in Towong Shire who are living within a satellite designated area are able to sign up with the provider of their choice through the NBN website.

This tour was the only week-long tour that the NBN truck undertook in any Local Government Area. NBN Co has advised that they will no longer be undertaking tours in this format. NBN Co intends to bring the satellite truck to the Man from Snowy River Bush Festival and the officer is negotiating to have an additional visit to Tallangatta included at this time.

## **Response to Dairy Industry downturn**

The dairy industry continues to experience challenging economic and seasonal conditions. The milk price reductions which impacted producers in April have been compounded by a very low opening milk price in July, although a step up of 15c was announced in late September.

Council continues to partner with the Alpine Valleys Dairy Pathways Project (AVDPP), to determine and deliver a local response which will include social support, financial counselling and transition support tailored to the Alpine Valleys. A meeting was held with representatives of the Agriculture Department of Victoria on 27 July 2016 to provide information about the AVDPP project and the long term future of the industry in the Alpine Valleys.

Council also continues to partner with Murray Dairy, Rural Financial Counselling Service Victoria - North East, partner Councils and the Victorian Government on a region-wide taskforce to support farmers and communities through this challenging time for the industry.

Information on activities including mental health training sessions, social support sessions, funding support, and links to Murray Dairy are being advertised on Council's website and on Council's facebook page.

**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.**

## 25 Councillor reports

### 25.1 Walwa Bush Nursing Centre AGM (Cr Wortmann)

<b>Date</b>	25 October 2016
<b>Details About the Activity</b>	<p>There was a very good attendance at the AGM, which reinforces how much the local community value the Bush Nursing Centre.</p> <p>Margi Fury, the Board Chair, presided over the meeting. Margi reflected on the achievements of the Board and staff over the year. The Board put an enormous amount of work into developing the five year Strategic Plan for the Walwa Bush Nursing Centre. Community feedback underpinned the Plan, which emphasised the need to grow and to capitalise on opportunities and also to continue to be relevant to the community's needs.</p> <p>Financial sustainability always remains a key focus within the Plan.</p> <p>Margi announced that new board members have been appointed and that she would be stepping down as Chair of the Board.</p> <p>Margi concluded by paying tributes to Sandi Grieve CEO and Melinda Short (Business Manager) and all the staff for their continued dedication to the welfare of the community.</p> <p>Sandi Grieve CEO gave her report. Sandi started with her commitment to continue as CEO of the Walwa Bush Nursing Centre, her 14th year as CEO and in March 2017 she will achieve 28 years of service at the WBNC.</p> <p>Sandi, in her report, went to great lengths to emphasise how dedicated and caring all staff who work at the WBNC were. The staff provided that little bit of extra care and provided that extra service wherever they can to the community. This was very evident in the community feedback that was received in developing the Strategic Plan.</p> <p>Sandi concluded paying tribute to the Board of Management</p>



	and their tireless work efforts and she reminded everyone present that the Board are all volunteers.
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## **26 Committee minutes**

No reports.

## **27 Occupational health and safety**

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

There was no meeting held in September 2016.

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

No report this month.

## **29 Sealing of documents**

No documents for sealing.

### **30 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.