

Minutes

Ordinary Meeting of Council

Tallangatta Council Office

Tuesday 11 November 2014

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<p style="text-align: center;">MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD AT THE TOWONG SHIRE COUNCIL, TALLANGATTA OFFICE ON TUESDAY 11 NOVEMBER 2014 COMMENCING AT 1.00 PM.</p>
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TABLE OF CONTENTS

1	Election of temporary chair	4
2	Opening Prayer.....	4
3	Councillor and Officer presence at the meeting.....	5
4	Apologies and granting of leave of absence	5
5	Declaration of pecuniary interest and/or conflict	5
6	Mayoral Term and Election of Mayor	5
6.1	Mayoral Term.....	5
6.2	Address by outgoing Mayor.....	6
6.3	Election of Mayor	7
6.4	Address by the Mayor.....	7
6.5	Election of Deputy Mayor.....	8
7	Appointment to Committees and Boards (07/05/0007-CEO)	9
8	Confirmation of minutes	13
9	Petitions, joint letters and declarations.....	13
10	Assembly of Councillors	13
11	Open Forum.....	13
12	Organisational improvement.....	14
12.1	Finance Report as at 30 September 2014 (DCCS)	14
12.2	Action Sheet Reports (06/05/0010-EA)	24
12.3	Performance Reporting Graphs (DCCS)	24
13	Community wellbeing	25
12.1	Community Services Report (04/07/0055- DCCS)	25
14	Asset management.....	29
14.1	Works Schedule (DTS)	29
15	Land-use planning.....	30
15.1	Tallangatta Integrated Community Centre (MP - 2014/057)	30
16	Environmental sustainability	48
16.1	Environmental Sustainability Report (DTS)	48
17	Economic and tourism development.....	49
17.1	Economic Development Report (05/01/0001-MED)	49
18	Councillor reports	52
18.1	Telecommunications (Cr Scales)	52
18.2	Lake Hume Community Reference Group (Cr Wortmann)	54
18.3	Plantation Committee Meeting (Cr Gadd)	54
		2

18.4	Murray Arts (Cr Gadd)	54
18.5	Seniors Week (Cr Fraser).....	55
18.6	Funding announcements - Corryong (Cr Fraser)	55
18.7	Shelley-Walwa Road (Cr Fraser)	55
18.8	Tallangatta Bowling Club 80 year anniversary (Cr Fraser)	55
18.9	2030 Vision Plan (Cr Fraser).....	55
18.10	Wyeboo Recreation Reserve (Cr Fraser)	55
19	Urgent business.....	56
19.1	Funding requests for community based defibrillators (07/05/0007-CEO)..	56
19.2	Land Development - Tallangatta (05/01/0001).....	58
20	Committee minutes.....	59
21	Occupational health and safety	59
21.1	Occupational Health and Safety Report (06/04/0212-DCCS)	59
21.2	OHS Committee (06/04/0212-DCCS).....	63
22	Council policies (10/01/0007-CEO)	64
23	Sealing of documents.....	64
24	Confidential.....	65
24.1	Consideration of Tenders Received for Contract No. 2014/2015-03, Stabilisation of Major Patches (01/01/0434-DTS)	66
24.2	Sale of industrial land located at Towong Street East (287900-05/01/0001- MED) 67	
24.3	Tallangatta Integrated Community Centre Tender Assessment (04/11/0012-DTS).....	68

1 Election of temporary chair

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

**CR JOYCE
CR SCALES**

THAT CR GADD BE ELECTED AS TEMPORARY CHAIR TO DEAL WITH ITEMS 2-6.3.

CARRIED

2 Opening Prayer

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

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

Amen."

3 Councillor and Officer presence at the meeting

Present: Crs Fraser OAM, Wortmann, Gadd, Joyce and Scales

In Attendance:	Title:
J Phelps	Chief Executive Officer
J Heritage	Director Technical Services
J Shannon	Director Community and Corporate Services
D Snaith	Executive Assistant

4 Apologies and granting of leave of absence

Nil.

5 Declaration of pecuniary interest and/or conflict

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

Nil.

6 Mayoral Term and Election of Mayor

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.

6.1 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)).

CR FRASER
CR JOYCE

THAT THE TERM OF OFFICE FOR THE MAYOR BE SET AT ONE YEAR.

CARRIED

6.2 Address by outgoing Mayor

As outgoing Mayor Cr Mary Fraser OAM declared that she had had a fantastic two years. She said she enjoyed the role because she enjoyed the job. Cr Fraser said that Council worked well together and has good staff. She said *"Towong is a good Council to work with. It is very productive and gets good results because of the good work of the staff. If staff do not co-operate you don't get things achieved"*. Cr Fraser extended thanks to former Director Community and Corporate Services, Mr Dave Barry and welcomed Jo Shannon to the role commenting that Jo had big shoes to fill. She also paid tribute to Council's Director Technical Services, Mr Jamie Heritage acknowledging his expertise and excellence in the Technical Services Department, commenting that *"our parks and gardens have never looked so good"*. Cr Fraser also commended Council's Chief Executive Officer, Ms Juliana Phelps, saying that she is a great conciliator and that Towong is lucky to have her. When asked what have been her best achievements, Cr Fraser responded that *"you don't achieve anything on your own, it's a team effort."* In closing, Cr Fraser thanked Councillors and staff for their support over the last two years.

6.3 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)).

**CR FRASER
CR JOYCE**

**THAT CR WORTMANN BE ELECTED TO THE OFFICE OF MAYOR.
CARRIED UNANIMOUSLY.**

Cr Gadd vacated the Chair and Cr Wortmann assumed the Chair.

6.4 Address by the Mayor

Cr Wortmann thanked the Council for their support and said he looked forward to the ensuing 12 months. The Mayor took the opportunity to thank for Cr Mary Fraser OAM and Cr Peter Joyce for the nomination. The Mayor said *"Six years ago when I first came to Council I had butterflies in my stomach, today I have those same butterflies."* He thanked his fellow Councillors for the opportunity to represent the ratepayers. He paid tribute to Cr Fraser acknowledging that she has *"set the bar very high"*. The Mayor also praised former Mayor's Peter Joyce and Debi Gadd. Cr Wortmann said he will learn from the challenges ahead. He is committed to Council but advised that he cannot be a full time Mayor – He runs a private business and has family that will require a certain amount of his time and he thanked Council in advance for their understanding. The Mayor said Council had good staff who worked hard. Towong is an innovative and progressive Council with an excellent reputation – *"the little Council that could, punching well above its weight"*, all this comes down to leadership. He thanked the CEO, Ms Juliana Phelps saying she has achieved remarkable results. She has recruited wisely and has staff that are committed to the sustainability of the Towong Shire. He took the opportunity to thank the Director of Technical Services, Mr Jamie Heritage saying he has transformed Technical Services Department and thanked the Director Community and Corporate Services, Ms Jo Shannon saying she was under pump from day one – and has achieved great results in the Community and Corporate Services departments. She is a great acquisition to our team. The Senior Management Group with a two Director system has naturally increased the workload of senior staff and it

does concern Council. The Mayor reiterated that work/life balance is an important thing with health, wellbeing and family being the first priority. This is something that is understood as a Council. In closing the Mayor again thanked his fellow Councillors for the opportunity to lead Towong Shire Council over the next 12 months.

6.5 Election of Deputy Mayor

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

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

Deputy Mayor vs. Acting Mayor

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

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

**CR FRASER
CR GADD**

THAT CR SCALES BE APPOINTED DEPUTY MAYOR.

CARRIED UNANIMOUSLY

7 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.

COMMITTEE	2014	RECOMMENDED FOR 2015
Advisory Committee		
Audit Committee	Mayor (Substitute Delegate Cr Gadd)	Mayor (Substitute Delegate Cr Gadd)
S.86 Committees		
Guys Forest Recreational Reserve	Cr Gadd	Cr Gadd
Riverview Committee of Management Walwa	Cr Gadd	Cr Gadd
External Boards		
North East Waste and Resource Recovery Forum (formerly North East Waste Management Forum (NevRwaste))	Cr Joyce	Cr Joyce
External Committees		
Alliance of Councils and Shires in the Upper Murray (ACSUM) Working Party	Mayor and Cr Joyce	Crs Fraser and Joyce
Corryong Cemeteries Trust	All Councillors	All Councillors
High Country Councils Coalition (HCCC)	Mayor	Mayor (Substitute Delegate Cr Joyce)
Hume Region Local Government Network (HRLGN)	Mayor	Mayor
Lake Hume Land and On-Water Management Community Reference Group	Cr Wortmann	Cr Wortmann
Municipal Association of Victoria (MAV)	Cr Joyce (Substitute Delegate - Mayor)	Cr Joyce (Substitute Delegate Cr Fraser)
Municipal Emergency	Mayor (Substitute	Mayor (Substitute

COMMITTEE	2014	RECOMMENDED FOR 2015
Management Plan	Delegate Cr Wortmann)	Delegate Cr Scales)
Municipal Fire Management Plan Committee	Cr Wortmann	Cr Wortmann (Substitute Delegate Cr Scales)
Murray Arts	Cr Gadd	Cr Gadd
Murray Darling Association Region 1	Cr Wortmann	Cr Wortmann (Substitute Delegate Cr Scales)
Rural Councils Victoria	Mayor	Mayor (Substitute Delegate Cr Fraser)
Roadsafe North East	Cr Scales	Cr Scales
Timber Industry Roads Evaluation Scheme (TIRES)	Cr Wortmann	Cr Wortmann (Substitute Delegate Cr Joyce)
Timber Towns	Cr Gadd (Substitute Delegate CEO)	Cr Gadd (Substitute Delegate CEO)
Towong Alliance	Mayor	Mayor
Towong Shire Plantations Committee	Cr Gadd	Cr Gadd (Substitute Delegate Cr Fraser)

J Shannon left the Chamber at 1.20 pm.

J Shannon returned to the Chamber at 1.25 pm.

Other Committees Council may wish to consider participating on include:

COMMITTEE	2014	2015
Bethanga Action Group (BAG)	Cr Wortmann	Cr Wortmann or Cr Scales
Dartmouth Progress Association	Cr Scales	Cr Scales
Mitta Valley Advancement Forum (MVAF)	Cr Scales	Cr Scales
Upper Murray Business Inc (UMBI)	Cr Gadd or Joyce	Cr Fraser or Cr Joyce
Upper Murray Tourist Association (UMTA)	Cr Gadd or Joyce	Cr Fraser or Cr Scales

**CR SCALES
CR GADD**

THAT APPOINTMENTS TO COMMITTEES AND BOARDS BE CONFIRMED AS UNDER:

COMMITTEE	2015
Advisory Committee	
Audit Committee	Mayor (Substitute Delegate Cr Gadd)
S.86 Committees	
Guys Forest Recreational Reserve	Cr Gadd
Riverview Committee of Management Walwa	Cr Gadd
External Boards	
North East Waste and Resource Recovery Forum (formerly North East Waste Management Forum (NevRwaste))	Cr Joyce
External Committees	
Alliance of Councils and Shires in the Upper Murray (ACSUM) Working Party	Crs Fraser and Joyce
Corryong Cemeteries Trust	All Councillors
High Country Councils Coalition (HCCC)	Mayor (Substitute Delegate Cr Joyce)
Hume Region Local Government Network (HRLGN)	Mayor
Lake Hume Land and On-Water Management Community Reference Group	Cr Wortmann
Municipal Association of Victoria (MAV)	Cr Joyce (Substitute Delegate Cr Fraser)
Municipal Emergency Management Plan	Mayor (Substitute Delegate Cr Scales)
Municipal Fire Management Plan Committee	Cr Wortmann (Substitute Delegate Cr Scales)
Murray Arts	Cr Gadd
Murray Darling Association Region 1	Cr Wortmann (Substitute Delegate Cr Scales)
Rural Councils Victoria	Mayor (Substitute Delegate Cr Fraser)

**TOWONG SHIRE COUNCIL
ORDINARY MEETING 11 NOVEMBER 2014**

COMMITTEE	2015
Roadsafe North East	Cr Scales
Timber Industry Roads Evaluation Scheme (TIRES)	Cr Wortmann(Substitute Delegate Cr Joyce)
Timber Towns	Cr Gadd (Substitute Delegate CEO)
Towong Alliance	Mayor
Towong Shire Plantations Committee	Cr Gadd (Substitute Delegate Cr Fraser)
Bethanga Action Group (BAG)	Cr Wortmann or Cr Scales
Dartmouth Progress Association	Cr Scales
Mitta Valley Advancement Forum (MVAF)	Cr Scales
Upper Murray Business Inc (UMBI)	Cr Fraser or Cr Joyce
Upper Murray Tourist Association (UMTA)	Cr Fraser or Cr Scales

CARRIED

8 Confirmation of minutes

Ordinary meeting of 7 October 2014 and Special Meeting of 21 October 2014.

**CR FRASER
CR JOYCE**

THAT THE ORDINARY MEETING OF 7 OCTOBER 2014 AND THE SPECIAL MEETING OF 21 OCTOBER 2014 AS CIRCULATED BE CONFIRMED.

CARRIED

9 Petitions, joint letters and declarations

Nil.

10 Assembly of Councillors

A written record of the Assemblies of Councillors from 24 September – 24 October 2014 is included at Appendix 1.

**CR GADD
CR JOYCE**

THAT THE INFORMATION BE NOTED.

CARRIED

11 Open Forum

NAME	TOPIC
Mrs Beverley Stewart	Mrs Stewart offered her congratulations to Cr Wortmann on being elected Mayor. Mrs Stewart also commended Cr Fraser on her successful term in that role.

12 Organisational improvement

12.1 Finance Report as at 30 September 2014 (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-14 (Actual) \$'000	Sep-14 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %
Income	1	7,413	449	10,285	10,459	(174)	-2%
Expenditure	2	874	703	2,273	2,484	211	8%
Surplus		6,539	(254)	8,012	7,975	37	0%

Table 1: Operating Result

Note 1:

Council had budgeted for rates and charges (\$6,984,590) to be struck in August. These have been struck in September. Grants for the Tallangatta Integrated Community Centre (TICC) (\$250,000) and Wyeboon Multi Purpose Facility (\$178,000) were budgeted to be received in August and September. However at the time of writing the TICC funds have been received and \$85,500 for the Wyeboon Multi Purpose Facility have also been received. Contributions for Magorra Park \$285,000 were received in July, however budgeted to receive \$62,500 on a quarterly basis.

Note 2:

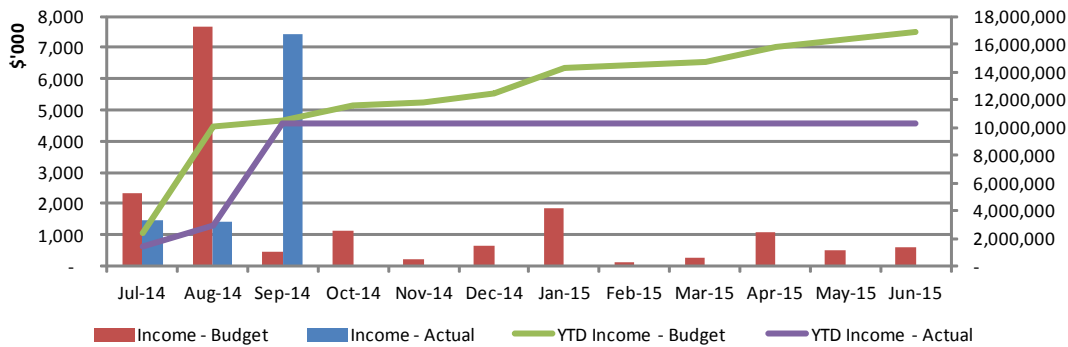
The expenditure variance is primarily due to the timing of expenditure in various Economic Development projects and Community Development projects.

Projects that were budgeted in ahead of actual expenditure include:

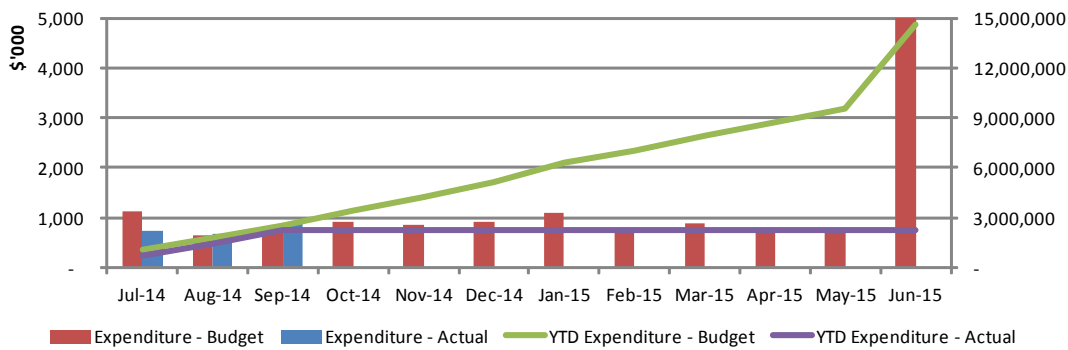
- \$55,000 Upper Murray 2030 Vision Plan
- \$36,000 Community Access Plan
- \$34,000 Our Valley Our Future
- \$30,000 Insight 360
- \$30,000 Community and Recreation Facilities
- \$23,000 L2P Learner Driver Mentor program

Operating Result

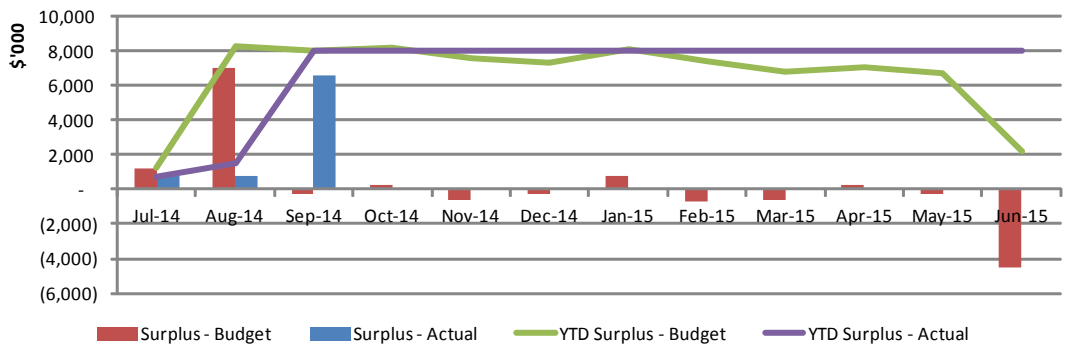
Income



Expenditure



Operating Surplus



Grant Income

	Note	Sep-14 (Actual) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	12 Month (Budget) \$'000
Recurring	1	36	2,075	2,217	(142)	6,295
Non-Competitive		3	9	9	-	37
Competitive	2	248	514	714	(200)	1,973
Total		287	2,598	2,940	(342)	8,305

Table 2: Grant Income

Note 1:

Council is yet to receive the grants for Libraries (\$90,000) and Municipal Emergency Response program (\$60,000).

Note 2:

Council has not yet received the \$250,000 budgeted to be received for the Tallangatta Integrated Community Centre. This was received in October.

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

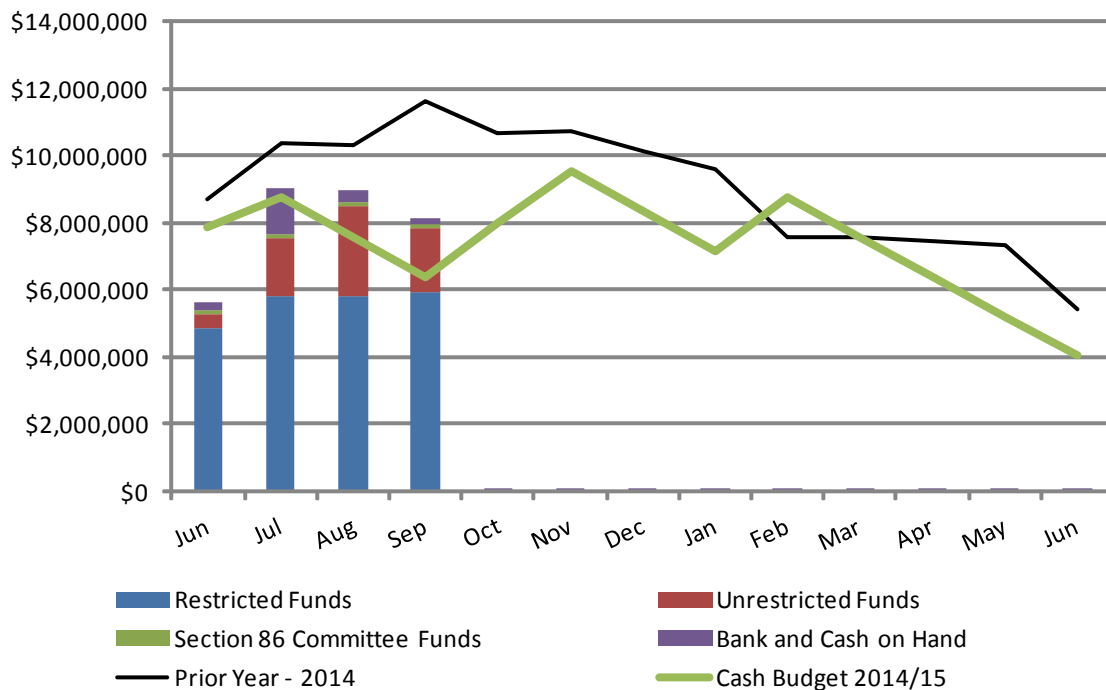
\$'000	
Recurring	
Country Roads and Bridges	1,000
VGC General Purpose Funding	573
VGC Local Roads Funding	344
Corryong Pre School	44
Maternal and Child Health	34
Tallangatta Pre School	26
Berringa Pre School	22
State Emergency Service Corryong	13
State Emergency Service Tallangatta	13
State Emergency Service Mitta	7
Total Recurring Grants	2,075
Competitive and Non-Competitive	
Tallangatta Integrated Community Centre	200
Berringa Pre School (Upgrade)	75
Tallangatta Multi-sport Precinct	68
Magorra Park (DSE)	50
High Country Rail Trail Upgrade (DSE)	30
Cudgewa Multi Purpose Facility (DSE)	23
L2P Program	23
Colac Colac Bike Path	12
Health Promotions (Walk to School)	10
Tallangatta Neighbourhood House	10
Community Access	9
Freeza Funding	6
Caravan Park Masterplan	3
Comm Health & Wellbeing	3
Seniors Week	2
Total Competitive and Non-Competitive Grants	523
Total Grants Received	2,598

CASH POSITION

Cash on Hand

The cash position moved during the month as detailed below:

	Current Month	Prior Month	Variance	
	Sep-14	Aug-14	\$	%
	\$	\$	\$	%
Unexpended Grants	4,905,577	4,788,998	116,579	2.4%
Provisions and reserves	1,031,259	1,034,999	(3,740)	-0.4%
Restricted Funds	5,936,836	5,823,997	112,839	1.9%
Unrestricted Funds	1,914,135	2,694,264	(780,129)	-29.0%
Section 86 Committee Funds	115,468	115,468	-	0.0%
Total Investments	7,966,439	8,633,729	(667,290)	-7.7%
Bank and Cash on Hand	147,273	317,118	(169,846)	-53.6%
Total Cash	8,113,712	8,950,847	(837,136)	-9.4%
Average Interest Rate	3.99%	4.02%		



Restricted Funds

	\$'000
Unexpended Grants	
Tallangatta Integrated Community Centre	1,450
Country Roads and Bridges	1,342
LG Infrastructure Projects	1,179
Library	93
Magorra Park (DSE)	75
Berringa Pre School (Upgrade)	75
Tallangatta Neighbourhood House	62
Community Access	61
Upper Murray 2030 Vision	59
Flood Recovery (Community projects)	47
Local Gov Business Collaboration	47
Municipal Emergency Response Program	45
Children Services Review	45
Towong Racecourse (DSE)	45
Flood Recovery Officer	44
Our Valley Our Future	43
Cudgewa Rec Reserve	42
Weed Project	36
High Country Rail Trail Upgrade (DSE)	30
L2P Program	23
Improving Liveability of Older People	19
Bushfire Management Overlay	13
The Narrows Project	13
Health Promotions (Walk to School)	10
Freeza Funding	7
Fire Access Track Maintenance	2
Total Unexpended Grants	4,906
Provisions and Reserves	
Long Service Leave	799
Landfill Rehabilitation	232
Total Provisions and Reserves	1,031
Total Restricted Funds	5,937

Investments

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

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
18/09/2014	Term Deposit	NAB	1,000,000	3.52%	180 Days	A1+	17/03/2015
22/07/2014	Term Deposit	NAB	2,000,000	3.58%	180 Days	A1+	20/01/2015
11/09/2014	Term Deposit	Bank of Queensland	1,000,000	3.50%	181 Days	A2	11/03/2015
12/09/2014	Term Deposit	ING Bank	1,000,000	3.50%	180 Days	A2	11/03/2015
26/09/2014	Term Deposit	WAW	807,833	3.45%	90 Days		26/12/2014
N/A	Online Saver	ANZ	2,043,139	2.25%	On Call	AA-	N/A
N/A	S86 Committees	Various	135,588	4.68%	N/A		N/A
Total Investments			6,986,559				

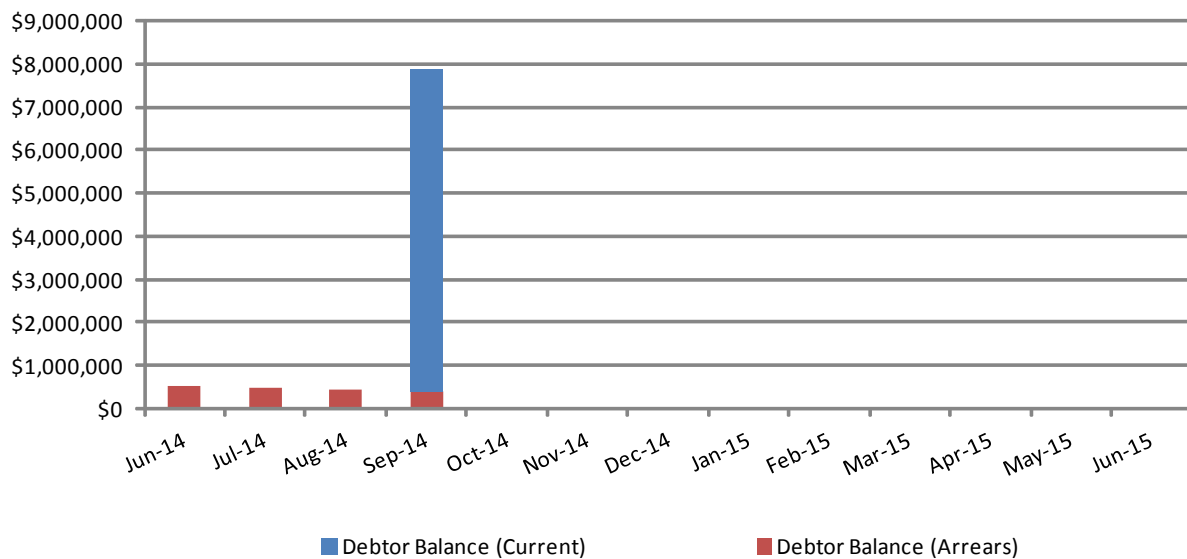
Table 4: Investments at month end

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
	\$	Sep-14	Sep-14	YTD	YTD	Outstanding
	\$	\$	%	\$	\$	\$
Levied 2014/15	7,715,150	207,076	2.7%	207,076	2.7%	7,508,074
Arrears prior to 2014/15	502,975	68,414	13.6%	130,587	26.0%	372,388
Total Charges		275,490		337,662		7,880,462

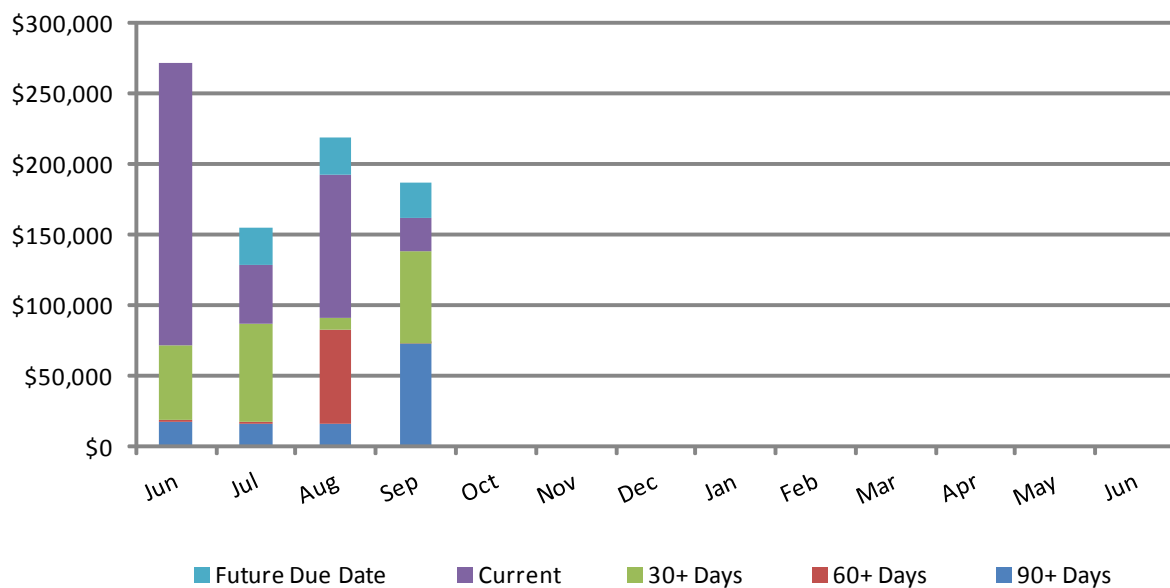


Rates and charges for 2014/15 were levied in September 2014.

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
	\$	\$	\$	\$	\$	\$
September 2014	25,953	23,266	65,242	381	72,461	187,304
August 2014	25,953	100,886	8,297	67,238	16,141	218,515
Movement	-	(77,620)	56,946	(66,857)	56,320	(31,211)



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

Debtor	Amount	Description	RO	Notes
Debtor 18925	\$3,500	Community Group Loan	JS	The long term binding payment agreement has not yet been signed but making payments within terms. Paying \$500 per annum. \$500 received June 2014.
Debtor 16951	\$55,000	Final instalment of funding agreement	JS	Paid on 2/10/14
Debtor 17007	\$2,950	Infringement Notice	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		161	-	(161)	50,000
410 Road Construction	1	77,118	204,673	127,555	365,000
413 Storm Damage		-	-	-	-
416 Sealing	2	43,949	-	(43,949)	25,000
417 Resealing	3	-	25,955	25,955	675,000
420 Drainage Construction		1,838	-	(1,838)	30,000
421 Digouts		-	-	-	878,128
422 Resheeting		10,309	9,305	(1,004)	230,000
432 Footpaths	4	8,118	-	(8,118)	254,596
433 Kerb and Channel		6,509	1,167	(5,342)	166,504
442 Guardrails		-	-	-	16,000
450 Bridge Construction	5	83,562	50,468	(33,094)	1,054,926
Total		231,564	291,568	60,004	3,745,154

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

Note 1:

Timing variance with works completed in early October for Kurrajong Gap Road.

Note 2:

Harvey Street, Walwa Street and Kyilla Street were budgeted to be completed in June 2014 but completed in July.

Note 3:

Timing variance with resealing preparation and external design works budgeted ahead of actual expenditure.

Note 4:

Works on Footpaths have commenced earlier than anticipated.

Note 5:

Timing of actual works are ahead of budgeted expenditure.

Local Roads and Bridges Maintenance

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
301 Inspections		105	-	(105)	-
302 Survey and Design		19	1,251	1,232	10,000
304 Pavement Maintenance		24,015	37,500	13,485	150,000
306 Grading	1	90,859	114,999	24,140	460,000
308 Shoulder Maintenance		17,321	24,999	7,678	100,000
310 Drainage Maintenance	1	28,477	42,501	14,024	170,000
316 Reseals		5,250	-	(5,250)	-
324 General Roadside Maintenance		31,253	18,750	(12,503)	75,000
330 F/Path Maintenance		449	-	(449)	8,000
331 K and C Maintenance		125	-	(125)	5,000
334 Roadside Treatments		-	-	-	15,000
336 Signs Maintenance		1,705	3,000	1,295	16,000
338 Linemarking		-	-	-	10,000
340 Guideposts		1,844	1,749	(95)	7,000
342 Guardrail		583	-	(583)	5,000
346 Bridge Maintenance		1,891	7,146	5,255	28,584
Total		203,896	251,895	47,999	1,059,584

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

Note 1:

The Grading and Drainage Maintenance works are completed together during the grading season and have been delayed due to unfavourable weather conditions.

CR JOYCE
CR FRASER

THAT THE FINANCE REPORT BE NOTED.

CARRIED

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

Items requiring action from the 7 October 2014 Council Meeting are attached at Appendix 2.

D Snaith left the Council Chamber at 1.28 pm.

D Snaith returned to the Council Chamber at 1.30 pm.

**CR GADD
CR SCALES**

THAT THE REPORT BE NOTED.

CARRIED

12.3 Performance Reporting Graphs (DCCS)

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

**CR GADD
CR JOYCE**

THAT THE REPORT BE NOTED.

CARRIED

13 Community wellbeing

12.1 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

Council has received \$79,174 funding from the Department of Education and Early Childhood Development (DEECD) to renovate the Corryong Kindergarten. Council and the Kindergarten Parent Committee have contributed \$25,000 each to deliver the \$129,174 project.

The renovations will include an upgrade to the toilets to improve supervision of children, baby change facility to accommodate children with special needs, an art sink for children and educators and new flooring to support a positive learning environment for children.

Enrolments are currently being received for the 2015 kindergarten year. Applications close 30 November with Orientation activities planned for early December.

Maternal and Child Health Services

Council staff are currently developing the Service Improvement Plan for Maternal and Child Health (MCH) Services. During 2014/15 the focus will be on the following key strategies:

1. Increasing participation in the Universal Maternal and Child Health Service, with a particular focus on 18 months, two (2) years and 3.5 years KAS consultations.

2. Improving identification and engagement of Aboriginal Torres Strait Islanders (ATSI), Cultural and Linguistic Diverse (CALD) and vulnerable children and families across Towong Shire and developing strategies to overcome barriers to participation.
3. Strengthening parent capacity to improve outcomes for their children by providing positive and safe health, development and educational opportunities for their children.
4. Implementing the MCH Program Standards, particularly standard two, which supports the promotion of optimal health and development outcomes for children from birth to school age through to a focus on the child, mother and family.

The Service Improvement Plan will link closely with our Kindergarten Service Improvement plans to encourage all Community Services staff to work more collaboratively for the best outcomes for children and their families.

Library Services

Council's mobile library service continues to be reviewed as Riverina Library will not be able to provide the service from 1 July 2015. This review is considering a range of possible options for Council to consider.

Library acquisitions and cataloguing service provision is also under review to maximise economies of scale and to improve service provision. Indigo Shire Council currently provides this service under a fee for service arrangement. Council is investigating the most efficient and effective option for this component of our library service.

Council has received \$5,640 to support the Premier's Reading Challenge at the Corryong and Tallangatta libraries. Council has purchased books that will be used in conjunction with the Premier's Reading Challenge.

Recreation facilities

Funding applications have been submitted to Regional Development Victoria to seek funding for improvements to the Corryong Swimming Pool, Skate Park and Tennis Courts.

Funding applications have also been submitted to the Local Facilities for Local Clubs 2014/2015 grant program for improvements to the Bethanga Recreation Reserve community rooms and Talgarno Tennis Court lighting.

0-8 Network

Council has successfully delivered a five week 'Positive Parenting' program for the Bellbridge, Corryong and Tallangatta communities. These programs have been very well received by families. Attendees were given strategies and guidance in how to manage challenging family and children's matters. The project was delivered in partnership with Gateway Community Health.

Youth Services

Council staff are currently working in partnership with young people, local schools, and the Corryong Neighbourhood House to develop a Youth Program for 2015. When developing youth activities five key themes are being considered:

1. Health
2. Self Esteem and Personal Development
3. Education and employment
4. Arts and Cultural Development
5. Community

Council Freeza funding has supported a range of activities in recent months including the Grip Leadership program. Both Corryong and Tallangatta students attended a one day intensive motivational workshop. The leadership training engaged participants to explore the core values of leadership and what it meant to them. The seminar also explored motivational behaviours and how to use acquired knowledge and resources in everyday life situations.

Additional activities have included a Hip Hop dance workshop, legal graffitti, skate comp, and working with local school leadership groups to support local school discos.

Plans are being finalised to host a 'Chefs of the Upper Murray' activity for young people in December 2014. This event will enable participants to showcase their skills and to also achieve basic 'Safe Food Handling' accreditation.

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. The contract position is currently being advertised.

Community Development Officer

Council received \$70,000 from the Department of Human Services to appoint a Community Services Development Officer and Ms Tanya Hall was appointed. Ms Hall is currently developing a community survey to better understand the Tallangatta

community needs and level of interest in re-establishing the Tallangatta Neighbourhood House.

Access and Inclusion Officer

Council received a grant from the Department of Human Services to appoint an Access and Inclusion Officer for a six month position. Robyn Dean will commence with Council in mid-November 2014.

The position aims to implement a range of initiatives to support people living in our community who have a disability. The role will also be responsible for coordinating an 'All Abilities Day' to raise the profile of disability in our community and the support services available to residents.

Seniors

Council hosted a 'Seniors Week' celebration on Friday 17 October. The "Welcome Back to Broadway" event was delivered by the Albury Wodonga Theatre Company and was very well received by our senior community. There were 216 people in attendance (27% aged 60-69 years, 40% aged 70-79 years, 27% 80 years+).

Of surveyed attendees, 60% considered the event experience to be excellent and 30% rated the event above average. The Community Services team is very happy with the results and feedback from attendees.

Impact on Council Policy:

The Community Services team is focused on delivering on the 2013-2017 Council Plan strategic objectives.

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.
- Victorian Governments 'Seniors Week' initiative.

Budget Impact:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

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

Major funding applications also demonstrate key community consultation as a requirement of funding guidelines and the Community Services team role.

Discussion/Officers View:

The Community Services team is making excellent progress in delivering outcomes that support the 2013-2017 Council Plan. The Community Services team effectively collaborates and engages the community where possible. This is evident in the ongoing positive results achieved.

**CR FRASER
CR SCALES**

THAT THE REPORT BE NOTED.

CARRIED

14 Asset management

14.1 Works Schedule (DTS)

The works scheduled for the period 13 September – 24 October 2014 are attached at Appendix 4 for information.

**CR JOYCE
CR GADD**

THAT THE REPORT BE NOTED.

CARRIED

15 Land-use planning

15.1 Tallangatta Integrated Community Centre (MP - 2014/057)

Property: 33-37 Towong Street, Tallangatta

Zoning: Commercial 1

Overlays: None applicable

Statutory Controls – why is a planning permit required?

Control	Permit Requirement
Commercial 1 Zone	<ul style="list-style-type: none">• Pursuant to Clause 34.01-4, a permit is required to construct a building or construct or carry out works.• Pursuant to Clause 34.01-1, a permit is required to use the land for the purposes of a library (place of assembly).• Pursuant to Clause 34.01-1, a permit is required to use the land for the purposes of a child care centre as the frontage to any road exceeds 2 metres.• Pursuant to Clause 34.01-1, no planning approval is required for the use of the land as a Maternal Health Centre (office) (section 1 use)
Clause 52.06 – Car Parking	Pursuant to Clause 52.06-3, a permit is required to reduce the car parking requirement.
Clause 52.07 – Loading and Unloading of Vehicles	Pursuant to Clause 52.07, a permit is required to waive the loading bay requirement.

Disclosure of Interests (S.80C):

Council is the permit applicant for the proposal contained within this report.

This report was prepared by SJE Consulting on behalf of Council.

At the time of preparation of the report, SJE Consulting had no direct or indirect interest in any matter to which the report or advice relates.

Subject Site and Surrounds:

The subject site is located on the southern side of Towong Street and shares an abuttal to an unnamed road (laneway) to the south. The land comprises three existing developed parcels of land being numbers 33, 35 and 37 together with a 4.73 metre wide constructed laneway that runs between 33 and 35 Towong Street. Combined, the three parcels and laneway present a 43.28 metre frontage to Towong Street and a depth of 35.05 metres, amounting to an overall site area of 1517 square metres.

The land was previously used for the purposes of a bakery, child care centre, Vet and minor engineering works dating back to the town's establishment in the mid 1950s.

The existing buildings are untenanted, save for 35 Towong Street which is occupied by a small retail premise and the library building and former community centre which occupies part of 37 Towong Street. The site will be cleared of all buildings and vegetation to facilitate the proposed development. The log cabin located to the rear of 37 Towong Street will be relocated to an alternative site, to be determined at a later date. Although each of the buildings on the subject land were initially identified within the Towong Heritage Study (*RBA Architects, July 2010*) for retention, they did not make it through the final Ministerial gazettal of Amendment C28. The buildings alone do not represent any particular heritage significance, though combined, contribute to a broader streetscape character.

Given the commercial development of the site and context, existing vegetation on the site is scarce, contained to two deciduous trees, one located at the front of 37 Towong Street, the other in the rear of 33 Towong Street.

Towong Street consists of two east – west carriageways, one to the north of the central parkland (Tallangatta Triangle) and the other to the south.

As Tallangatta's main street, Towong Street consists of a range of retail, office and residential land uses. To the immediate north and south of the site are both occupied and vacant commercial premises which activate Towong Street and share an abuttal with the laneway to the rear.

To the immediate south of the site, industrial premises and activities are the predominant character, with one residential property located to the southwest of the site. These properties are located within the Mixed Use Zone and are single storey in scale, front Akuna Avenue and share a rear abuttal to the laneway which separates these properties from the subject land.

Proposal:

The proposal consists of a number of services which jointly contribute to the Community Hub. These uses include:

- Maternal and Child Health service;
- Library;
- Meeting Space; and,
- Child care / kindergarten.

Areas ancillary to the above uses will also be provided throughout the facility including storage areas, amenities, kitchen and outdoor play area. A loading bay to support deliveries to the facility is located in the southwest corner, accessed via the laneway to the rear of the site.

The application seeks also to reduce the number of car parking spaces required for the proposed use.

The consolidation of the existing three allotments and closed road reserve into a new single lot is also proposed, though is exempt from planning approval.

The proposed building will occupy a site footprint of 855 square metres, wrapping around the northern boundary and two thirds of the western boundary with an open play area for the child care centre in the southeast and southwest corners of the site. Primary access will be via a central foyer off Towong Street, a secondary access also available via the laneway.

Cladding materials consist of block work (brick), timber cladding and tiles to the external walls and metal roof sheeting.

Operating hours and staffing of the facility will vary with each use. The library is anticipated to be staffed by between one and three persons, operating 9:00am to 5:00pm on weekdays and 9:00am to 12:00pm on a Saturday. The operation of the childcare facility will be premised on the service provider. In any case, it is estimated that the centre will open between 7:30am and 6:00pm weekdays. Staffing numbers will vary based on children numbers with approximate employment for up to ten staff. Based on the floor area and outdoor play area, the centre can accommodate up to 66 children at any one time.

The maternal health service will operate several times per week during business hours, from a room of approximately 20 square metres situated between the library and child care centre.

A more detailed description of the proposal can be found on the plans at Appendix 5.

Towong Planning Scheme Requirements:

Clause 15.01 – Urban Design

State Planning Policy calls for new development to contribute to community and cultural life by improving safety, diversity and choice and responding to the natural and built character of its context.

The site's position also necessitates a careful design solution which enhances existing built form and responds to the interface with the Tallangatta Triangle. In response to the assessment guidelines of the Clause, the design:

- Enhances the public realm through the application of an innovative and robust design response with angled glazing and saw tooth roof form;
- Provides activation to Towong Street through extensive glazing maintaining surveillance over the public realm from within the building;
- Merges with the pedestrian space at Towong Street through the use of public seating integrated into the building's façade;
- Optimises the site's northern aspect for daylight access and utilises a verandah projection to provide shade and shelter during the summer months; and,
- Provides clerestorey windows with a northern aspect to the building's lobby and north-south corridor.

The architectural expression is equally important in enabling the development to advance the local planning policy objectives. Clause 21.03-2 - Settlement recognises the opportunity for streetscape improvements to create a more vibrant and attractive town centre the design response commences this work towards a preferred future character.

Clause 19.02 – Community Infrastructure

Of particular relevance to this application, Clause 19.02 of the State Planning Policy Framework encourages the integration of community facilities in one convenient and easily accessible location. Importantly, it sets out a strategy for the integration of libraries as a community based learning centre. Best practice design for civic and indeed broader community facilities is to integrate uses into the one site rather than functioning as a stand-alone use. This consolidation of like land uses ensure the most efficient use of the site and recognises the benefits achieved by consolidating community land uses to achieve the sharing of common areas and amenities.

Clause 21.03-2 - Settlement

This Local Planning Policy advances the State Policy by recognising that Tallangatta would benefit from additional community facilities, specifically referencing a child care centre which this proposal delivers.

The Clause also recognises that Tallangatta has scope for streetscape improvements to create a more vibrant and attractive town centre and improve public facilities to strengthen the amenity for residents and visitors alike, objectives which are delivered by this proposal.

Whilst the objectives of Clause 21.03-2 also recognise that new development should protect and conserve buildings of heritage significance, the buildings occupying the subject land are not protected by a Heritage Overlay. Although innovative and unique, the design response contributes to and enhances the character of the 1950s streetscape by neither trying to mimic existing built form and architecture nor serving up a design that simply fills a void in the streetscape. The development is clearly a unique and new element that helps to distinguish it from the more established built forms and better protects the streetscape character than providing a response which delivers a simple square box format.

Clause 22.05 – Urban and Township Development

Applicable to this site, the Policy establishes objectives for new development within the urban areas of the Municipality. In particular:

- Development along entry routes to each township is to be designed in a manner that provides a clear address to the street and has respect for town amenity and established streetscapes; and
- New development within the urban areas of the Shire should enhance the existing streetscape character and character of the township.

The design response provides a high level of activation to Towong Street with glazing across the breadth of the site frontage, replicating the character of active shop frontages. Whilst the setbacks and height of the development reflect the prevalent built form elements of the streetscape, the scale differs as a consequence of the building extending continuously across the 43 metre frontage, whereas other built forms are distinguished as separate elements in the streetscape spanning their own site width of eight (8) metres.

Notwithstanding this, the design positively contributes to both the built form, pedestrian interface and the prosperity of the Tallangatta town centre.

Clause 34.01 – Commercial 1 Zone

The subject land is zoned Commercial 1. The primary purpose of the Commercial 1 Zone is:

- To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses; and
- To provide for residential uses at densities complementary to the role and scale of the commercial centre.

The proposal delivers a facility that consolidates a range of community based activities that support the local and wider community in the one convenient location as encouraged through the objectives of the Commercial 1 Zone.

The design response introduces a modern, contemporary and robust architectural form enhancing the well established 1950s streetscape, offering diversity and clearly distinguishing it as a new built element within the streetscape. Importantly, the pedestrian space along Towong Street is protected by the use of extensive glazing which provides activation of the public realm. This design also helps to ensure a satisfactory environmentally sustainable design (ESD) outcome is achieved through exposure to the natural daylight to the north.

Clause 52.06 Car Parking

The proposal seeks a departure from the requirements of the Clause, requesting a complete waiver of the obligation to provide on-site parking.

The table below outlines the car parking numbers for the development based on Clause 52.06-5 of the Towong Planning Scheme:

Use	Total spaces required	Total spaces provided	Reduction sought
Child Care Centre	15 ¹	0	15
Library (place of assembly)	11 ²	0	11
Maternal Health Centre (office)	5	0	5
Total	31	0	31

¹ Applies a rate of .22 spaces per child assuming an estimated centre capacity of 66 children

² Applies the office rate of 3 / 100m² for a floor area of 352.6m². Place of Assembly applies a patron number. It is premature to estimate maximum patron numbers at any one time within library.

A key strategy of Clause 52.06 is to ensure that an adequate supply of car parking is made available for new land uses taking into account the existing demand and supply of parking spaces and whether a reduction would detrimentally impact on the use and amenity of surrounding properties.

The site is located within the Tallangatta town centre and benefits from 45 degree parking spanning the frontage of the site and opposite the site. An additional two spaces are also created through the closure of the laneway between 33 and 35 Towong Street. No traffic / parking survey was carried out or submitted with the application. Inspections of the site at various times throughout the day however have revealed more than adequate supply of on-street car parking across the frontage of the site and along Towong Street.

Importantly, save for the child care centre, the uses are likely to form part of a multi-purpose destination trip to other nearby commercial uses. This occurrence is more common in regional and rural centres where longer distances are travelled to reach the destination.

The land uses will also have varying car parking peaks spread over the course of a day. For the child care centre, demand will peak at either end of the day, for the library, a more even spread with minimal if any demand conflicting with the child care centre peaks.

Council's Technical Services department has also reviewed the proposal and is satisfied that the reduction of the car parking requirements (to zero) will have no tangible impact on the amenity or use of neighbouring businesses noting that the supply of on-site car parking for businesses along Towong Street beyond staff vehicles is uncommon and customers typically park in Towong Street.

The reduction of on-site car parking is also off-set by an increase above the Scheme requirements in the number of bicycle parking spaces provided for the use.

Clause 52.07 Loading and Unloading

The design response requests a waiver to provide a loading bay on-site. Instead, a car parking space is proposed in the laneway at the rear of the premises to accommodate deliveries. Although the proposed development utilises a clean canvas, being a vacant site, where the opportunity exists to provide the loading bay within the boundaries of the site, deliveries to the facility will be infrequent and from the rear laneway, will not create traffic congestion.

Clause 52.34 – Bicycle Facilities

Clause 52.34 requires the supply of an adequate number of bicycle parking spaces for use by staff and customers of the various proposed uses. The following table demonstrates the requirements for each proposed use as part of the Community Hub:

Use	Total spaces required (staff)	Total spaces required (customers)	Total spaces provided	Reduction sought
Child Care Centre	0	0	0	0
Library (place of assembly)	1 ¹	4 ¹	16	(12)
Maternal Health Centre (office)	0	0	0	0
Total	1	4	16	(12)

¹ Calculated at a ratio of floor area of 352m² for both staff and visitors.

Bicycle parking is available by way of a bicycle rack located to the Towong Street frontage of the site.

Clause 67.01 – Applications under Section 96 of the Act

Clause 67.01 applies to applications made by Council which other than for the provisions of this Clause of the Towong Planning Scheme, would be required to be referred to the Minister for Planning for assessment and determination.

Section 96 of the Planning and Environment Act requires that:

- 96 *Land owned or permit required by responsible authorities*
- (1) *A responsible authority must obtain a permit from the Minister before carrying out any use or development for which a permit is required under the planning scheme for which it is the responsible authority unless the planning scheme exempts the land, use or development from this subsection.*
- (2) *A person other than the responsible authority must obtain the consent of the responsible authority and a permit from the Minister before carrying out any use or development on any land managed (whether as committee of management or otherwise) occupied or owned by the responsible authority for which a permit is required under the planning scheme for which it is the responsible authority unless the planning scheme exempts the land, use or development from this subsection.*

Clause 67.01 exempts the requirements of Section 96(1) and 96(2) of the Planning and Environment Act where amongst other matters, the uses proposed involve a community facility, including a child care centre, library and maternal and infant health welfare centre.

Budget Impact:

The estimated construction cost of the project is \$2 million. The cost of the project will be subsidised by a combination of State and Federal government grants with the balance to be provided by Council.

Risk Assessment:

The grant of a permit for the proposed development would have negligible effect on the community. Risks to pedestrians, motorists and impacts on nearby residents can be mitigated through permit conditions and the implementation of a construction management plan.

Community Consultation/Responses:

Clause 67.02 of the Towong Planning Scheme requires that for a Council application, notice of the proposal must be given in accordance with Section 52 of the Planning and Environment Act 1987 to owners and occupiers of adjoining land. For the purposes of this application, notice was extended to all owners and occupiers within a 150 metre radius of the site. Additionally, a sign was erected at the Towong Street frontage of each parcel of land subject to this application (no's 33, 35 and 37). No objections were received.

Referrals:

The application was referred to the following external authorities and internal departments of Council:

Internal Department	Comments
Environment Protection Authority	<p>EPA were provided notice under Section 52 of the Planning and Environment Act 1987 and requested the following conditions to be imposed upon any permit that may issue:</p> <ul style="list-style-type: none"> • All soil is to be handled in accordance with EPA Publication IWRG611.1, Asbestos Transport and Disposal 2009 or as amended. • The Responsible Authority must ensure that the subject land is not contaminated through previous uses as outlined by Ministerial Direction No 1 (substituted 14 May 1992). • Any fill material brought onto the subject land must meet the specifications contained in EPA publication IWRG621, Soil Hazard Categorisation and Management 2009 or as amended. • Construction and post-construction Techniques for Sediment Pollution Control 1991 or as amended. <p>These have been included within the Recommendation.</p>
Council's Technical Services Department	<p>Support was offered to the proposed reduction in car parking numbers (to zero) however they have requested a number of conditions relating to detailed design plans for drainage, footpaths, landscaping and construction management. These have been listed at Condition 3 of the Recommendation.</p>
North East Water	<p>No objection or conditions were offered to the proposed development.</p>

Discussion/Officers View:

The proposal delivers a positive outcome for the community and built form character of the Tallangatta township. The site's location, the characterisation of the proposed uses and the design's ability to respond to the streetscape, passive recreation space and wider retail corridor are all strengths of the proposal. The latter aspects in particular allow the facility to be used for a further range of community purposes by allowing activities to flow out of the centre and into the public realm.

The design response has been carefully laid out, considering the site's context, orientation and the opportunities and challenges which it faces. The result is an outcome that addresses the key objectives of the Towong Planning Scheme.

The adjoining uses to the east, south and west are such that the proposed activities will cause little if any detriment upon these properties.

In terms of the status of the road reserve between 33 and 35 Towong Street, Council resolved at its meeting of 12 November 2013 to discontinue the road. Notice was subsequently given through the Government Gazette inviting submissions until 10 January 2014. No submissions were received. The final discontinuance was released in the Government Gazette, 14 May 2014.

As part of the application, an Environmental Site Assessment Report was submitted. The report concluded that the previous uses of the site could lead to potential contamination and there was evidence of elevated concentrations of heavy metals found on the site. The conclusions however revealed that the site remained suitable for the use as a child care centre and other community based uses as proposed by this application but that specific recommendations contained within the report must be implemented following the demolition and removal of the buildings. These activities are not deemed onerous and would contribute to the development being unsustainable and related to further soil sampling and new fill material being imported to the site that meets the EPA criteria. The application and Environmental Site Assessment Report was referred to the EPA who similarly did not oppose the development or use of the land for the purposes proposed.

Issues arising as part of the proposed development can be resolved through the application of appropriate permit conditions as contained within the recommendation.

**CR GADD
CR SCALES**

THAT A PLANNING PERMIT BE ISSUED FOR PLANNING APPLICATION 2014/057 TO ALLOW FOR THE DEVELOPMENT AND USE OF LAND AS AN INTEGRATED COMMUNITY CENTRE AT 33-37 TOWONG STREET, TALLANGATTA SUBJECT TO THE FOLLOWING CONDITIONS:

ENDORSED PLAN – DEVELOPMENT AND USE

- 1. THE DEVELOPMENT AND USE PERMITTED BY THIS PERMIT AS SHOWN ON THE ENDORSED PLANS AND DESCRIBED IN THE ENDORSED DOCUMENTS MUST NOT BE ALTERED OR MODIFIED WITHOUT THE PRIOR WRITTEN CONSENT OF THE RESPONSIBLE AUTHORITY.**

AMENDED PLANS REQUIRED

2. **PRIOR TO THE ISSUE OF A BUILDING PERMIT AND THE COMMENCEMENT OF THE APPROVED BUILDINGS AND WORKS, AMENDED PLANS TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY MUST BE SUBMITTED TO AND APPROVED BY THE RESPONSIBLE AUTHORITY. ONCE APPROVED, THE PLANS WILL BE ENDORSED AND WILL THEN FORM PART OF THIS PERMIT. THE AMENDED PLANS MUST BE DRAWN TO SCALE WITH DIMENSIONS AND TWO COPIES MUST BE PROVIDED. THE PLANS MUST BE GENERALLY IN ACCORDANCE WITH *PROJECT: TALLANGATTA INTEGRATED COMMUNITY CENTRE, DWG NO'S A101, A102, A103, A104, A201, A202, A203, DRAWN BY JWP ARCHITECTS, DATED 17.08.2014* BUT MODIFIED TO SHOW:**

A) A SCHEDULE OF BUILDING MATERIALS AND COLOUR PALETTE. ALL EXTERIOR DECORATION, MATERIALS, FINISHES AND COLOURS EXCEPT ROOF CLADDING WITH A PITCH OF LESS THAN 10 DEGREES MUST BE FINISHED IN TONES THAT COMPLEMENT THE SURROUNDING BUILT ENVIRONMENTS (TO BE PROVIDED IN A FORM THAT CAN BE ENDORSED AND FILED).

B) HEIGHT, MATERIAL AND COLOUR FINISHES OF THE FENCING TREATMENT AT THE INTERFACE BETWEEN THE DEVELOPMENT AND UNNAMED LANEWAY TO THE SOUTH OF THE SITE.

C) THE LOCATION OF ANY AIR-CONDITIONING UNITS AND OTHER PLANT EQUIPMENT, INCLUDING ANY SCREENING.

DETAILED CONSTRUCTION PLANS (PRIOR TO BUILDING PERMIT)

3. **BEFORE THE ISSUE OF A BUILDING PERMIT AND ANY WORKS ASSOCIATED WITH THE DEVELOPMENT COMMENCE, DETAILED CONSTRUCTION PLANS MUST BE PREPARED TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY. THE PLANS MUST BE SUBMITTED TO AND APPROVED BY COUNCIL'S TECHNICAL SERVICES DEPARTMENT PRIOR TO THE COMMENCEMENT OF ANY WORKS ON-SITE. ONCE APPROVED, ALL WORKS CONSTRUCTED OR CARRIED OUT MUST BE IN ACCORDANCE WITH THOSE PLANS AT THE FULL COST OF THE DEVELOPER EXCEPT WHERE OTHERWISE AGREED. THE DETAILED CONSTRUCTION PLANS MUST INCORPORATE THE FOLLOWING:**

DRAINAGE:

A) DETAILED DRAINAGE PLANS AND CALCULATIONS THAT CATER FOR THE DEVELOPMENT INCLUDING:

- (I) THE DRAINAGE THROUGH THE SITE AND PROTECTION OF BUILDINGS FROM FLOODING; AND
- (II) PROVISION FOR THE 1 IN 100 YEAR ARI EVENT WITH MINIMUM FLOOR LEVELS TO BE SPECIFIED.

FOOTPATHS, STREET FURNITURE AND LANDSCAPING:

- B) DETAILED DESIGN FOR ALL PUBLIC FOOTPATHS AND LANDSCAPING AROUND THE PERIMETER OF THE SITE INCLUDING:**
- IMPERVIOUS AND PERVIOUS SURFACE TREATMENTS WITHIN THE SITE AND TO THE NATURE STRIP FRONTAGE OF THE SITE INCLUDING A SCHEDULE OF SPECIFIC MATERIALS; LANDSCAPING TREATMENTS;
 - DETAILS OF ANY TURF (NATURAL OR SYNTHETIC), MULCH AND OTHER GROUND COVERS USED IN THE LANDSCAPE ZONES;
 - DETAILS OF PROPOSED WATER SENSITIVE IRRIGATION SYSTEMS; AND
 - ANY PROPOSED STREET FURNITURE, PUBLIC ART OR OTHER STRUCTURES ACROSS THE SITE (ANY PLAY EQUIPMENT AND STRUCTURES MUST BE PROVIDED IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS).

FOOTPATHS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE INFRASTRUCTURE DESIGN MANUAL.

GENERAL:

- C) A CONSTRUCTION MANAGEMENT PLAN MUST BE PREPARED TO GUIDE THE MANAGEMENT OF THE SITE DURING CONSTRUCTION AND POST CONSTRUCTION THROUGH TO HANDOVER (ISSUE OF OCCUPANCY PERMIT) AND INDICATE HOW CONSTRUCTION ACTIVITIES WILL BE UNDERTAKEN TO MINIMIZE DISRUPTION AND AFFECTS ON THE SURROUNDING PROPERTIES. THE PLAN MUST SPECIFICALLY INCLUDE:**
- (I) DETAILS OF TRAFFIC MANAGEMENT. THE PLAN MUST PROVIDE FOR THE SAFE CIRCULATION OF PEDESTRIAN AND VEHICULAR TRAFFIC AROUND THE SITE. BARRICADES ARE TO BE INSTALLED WHERE DETERMINED NECESSARY BY THE RESPONSIBLE AUTHORITY TO PROVIDE FOR THE SAFE PASSAGE OF PEDESTRIANS AND PROVIDE SEPARATION FROM BOTH THE CONSTRUCTION WORKS AND VEHICLE MOVEMENTS ALONG PERIMETER ROADS. SUITABLE LIGHTING MUST BE INSTALLED IN THE BARRICADES TO PROVIDE SAFE ILLUMINATION OF THE CONSTRUCTION WORKS FOR MOTORISTS AND PEDESTRIANS.

**(II) CONSTRUCTION AND POST-CONSTRUCTION TECHNIQUES FOR
SEDIMENT POLLUTION CONTROL 1991 OR AS AMENDED.**

- 4. PRIOR TO THE COMMENCEMENT OF OCCUPATION OF THE DEVELOPMENT, ALL WORKS REQUIRED BY CONDITION 3 MUST BE COMPLETED IN ACCORDANCE WITH THE APPROVED AND ENDORSED DRAWINGS AND TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY.**

- 5. THE AREAS DESIGNATED AS LANDSCAPED AREAS ON THE ENDORSED LANDSCAPE PLAN ONCE PLANTED, MUST THEREAFTER BE MAINTAINED AND USED FOR THAT PURPOSE TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY.**

CONSTRUCTION PHASE - SITE WORKS

- 6. ALL ACTIVITIES ASSOCIATED WITH THE CONSTRUCTION OF THE DEVELOPMENT PERMITTED BY THIS PERMIT MUST BE CARRIED OUT TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY AND ALL CARE MUST BE TAKEN TO MINIMISE THE EFFECT OF SUCH ACTIVITIES ON THE AMENITY OF THE LOCALITY INCLUDING THE TRANSFER OF MUD, CRUSHED ROCK OR OTHER DEBRIS BEING CARRIED ONTO PUBLIC ROADS.**

GENERATION OF DUST

- 7. THE APPLICANT MUST ENSURE THAT DUST SUPPRESSION IS UNDERTAKEN IN THE FORM OF CONSTANT WATER SPRAYING OR OTHER NATURAL BASED DUST SUPPRESSANT TO ENSURE THAT DUST CAUSED THROUGH EXCAVATION AND CONSTRUCTION WORKS AND BY VEHICLES MOVING WITHIN THE SITE DOES NOT CAUSE A NUISANCE TO SURROUNDING PRIVATE OR PUBLIC LAND INCLUDING ROADWAYS.**

CONSTRUCTION PHASE – PEDESTRIAN SPACE

- 8. ALL ACTIVITIES ASSOCIATED WITH THE CONSTRUCTION OF THE DEVELOPMENT APPROVED BY THIS PERMIT MUST BE CARRIED OUT TO CATER FOR PEDESTRIAN MOVEMENTS IN ACCORDANCE WITH THE APPROVED CONSTRUCTION MANAGEMENT PLAN REFERRED TO UNDER CONDITION 3 ABOVE.**

ENVIRONMENTAL SITE ASSESSMENT

- 9. PRIOR TO THE COMMENCEMENT OF THE DEVELOPMENT APPROVED BY THIS PERMIT, THE PERMIT HOLDER MUST ESTABLISH THAT THE SUBJECT LAND IS NOT CONTAMINATED THROUGH PREVIOUS USES AS OUTLINED BY MINISTERIAL DIRECTION NO.1 (SUBSTITUTED 14 MAY 1992) AND COMPLY WITH THE FINDINGS OF THE SITE ASSESSMENT TO THE**

SATISFACTION OF THE RESPONSIBLE AUTHORITY AND EPA REQUIREMENTS INCLUDING THAT:

- A) UPON REMOVAL OF ALL BUILDINGS FROM THE SITE, INCLUDING ALL MATERIALS ASSOCIATED AND ARISING FROM THE DEMOLITION, AN INDEPENDENT CLEARANCE INSPECTION MUST BE UNDERTAKEN TO CONFIRM THAT THERE IS NO VISIBLE ASBESTOS REMAINING ON THE SITE;**
- B) ALL SOIL IS TO BE HANDLED IN ACCORDANCE WITH EPA PUBLICATION IWRG611.1, ASBESTOS TRANSPORT AND DISPOSAL 2009 OR AS AMENDED; AND,**
- C) ANY FILL MATERIAL BROUGHT ONTO THE SUBJECT LAND MUST MEET THE SPECIFICATIONS CONTAINED IN EPA PUBLICATION IWRG621, SOIL HAZARD CATEGORISATION AND MANAGEMENT 2009 OR AS AMENDED.**
- D) CONSTRUCTION AND POST-CONSTRUCTION ACTIVITIES MUST BE IN ACCORDANCE WITH EPA PUBLICATION 275 CONSTRUCTION TECHNIQUES FOR SEDIMENT POLLUTION CONTROL 1991 OR AS AMENDED.**

VEHICLE CROSSOVER

- 10. PRIOR TO THE OCCUPATION OF THE DEVELOPMENT, ANY EXISTING VEHICLE CROSSING NOT TO BE USED IN THIS USE OR DEVELOPMENT MUST BE REMOVED AND THE KERB AND CHANNEL, FOOTPATH AND NATURE STRIP REINSTATED TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY.**

CAR PARK CONSTRUCTION REQUIREMENTS (SEALED) FOR DEVELOPMENT

- 11. BEFORE THE OCCUPATION OF THE DEVELOPMENT, THE INDENTED SPACE TO THE SOUTH OF THE SITE ASSIGNED FOR THE PURPOSES OF DELIVERIES MUST BE CONSTRUCTED AND SIGN POSTED TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY.**

BICYCLE STORAGE

- 12. A MINIMUM OF FIVE BICYCLE PARKING SPACES MUST BE MADE AVAILABLE AT THE TOWONG STREET FRONTAGE. BICYCLE PARKING MUST BE PROVIDED BY WAY OF A BICYCLE RACK SECURELY ATTACHED TO THE GROUND AND APPROPRIATELY SIGN POSTED**

LIGHTING BAFFLE

- 13. ALL LIGHTING USED TO EXTERNALLY ILLUMINATE BUILDINGS AND OUTDOOR PLAY AREAS MUST BE FITTED WITH CUT-OFF LUMINARIES**

(BAFFLES), SO AS TO PREVENT THE EMISSION OF DIRECT AND INDIRECT LIGHT ONTO ADJOINING ROADWAYS, LAND AND PREMISES.

REFRIGERATION AND AIR CONDITIONING EQUIPMENT

- 14. ANY EQUIPMENT REQUIRED FOR REFRIGERATION, AIR-CONDITIONING, HEATING OR OTHER SERVICE EQUIPMENT MUST EITHER BE POSITIONED OR SCREENED FROM PUBLIC VIEW TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY.**

MAINTENANCE

- 15. PRIOR TO THE OCCUPATION OF THE DEVELOPMENT, ALL BOUNDARY WALLS MUST BE CONSTRUCTED, CLEANED AND FINISHED TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY.**
- 16. ALL BUILDINGS AND WORKS MUST BE MAINTAINED IN GOOD ORDER AND APPEARANCE TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY.**

AMENITY

- 17. THE AMENITY OF THE AREA, INCLUDING THE RESIDENTIAL AMENITY OF NEARBY RESIDENTIAL PREMISES MUST NOT BE DETRIMENTALLY AFFECTED AS DETERMINED BY THE RESPONSIBLE AUTHORITY OR ANY OTHER AUTHORITY APPOINTED TO MAKE A DETERMINATION ON BEHALF OF THE RESPONSIBLE AUTHORITY BY THE USE OR DEVELOPMENT THROUGH THE:-**

- A) TRANSPORT OF MATERIALS, GOODS AND COMMODITIES TO OR FROM THE LAND;**
- B) APPEARANCE OF ANY BUILDINGS, WORKS OR MATERIALS;**
- C) EMISSION OF NOISE, ARTIFICIAL LIGHT, VIBRATION, SMELL, FUMES, SMOKE, VAPOUR, STEAM, SOOT, ASH, WASTE WATER, WASTE PRODUCTS, GRIT OR OIL; AND**
- D) PRESENCE OF VERMIN.**

RUBBISH STORAGE

18. THE STORAGE OF GOODS OR MATERIALS IN CONJUNCTION WITH THE USE OR DEVELOPMENT, INCLUDING WASTE RECEPTACLES, MUST:

- A) BE CARRIED OUT IN A MANNER SO AS TO PREVENT THE EXPOSURE TO VIEW FROM ANY ADJACENT PREMISES OR FROM ANY PUBLIC PLACE OF ANY UNSIGHTLY MATTER; AND**
- B) BE STORED TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY SO AS TO NOT BECOME VISUALLY OBTRUSIVE ON THE SITE.**

TIME FOR COMPLETION OF DEVELOPMENT AND COMMENCEMENT OF USE

19. THIS PERMIT WILL EXPIRE IF ONE OF THE FOLLOWING CIRCUMSTANCES APPLIES:

- A) THE DEVELOPMENT IS NOT COMMENCED WITHIN TWO (2) YEARS FROM THE DATE OF ISSUE OF THIS PERMIT;**
- B) THE DEVELOPMENT IS NOT COMPLETED WITHIN FOUR (4) YEARS FROM THE DATE OF ISSUE OF THIS PERMIT;**
- C) THE USE IS NOT COMMENCED WITHIN FOUR (4) YEARS OF THE DATE OF THIS PERMIT;**
- D) THE USE CEASES TO OPERATE FOR A PERIOD OF TWO (2) OR MORE YEARS.**

THE RESPONSIBLE AUTHORITY MAY EXTEND THE PERIOD REFERRED TO IF A REQUEST IS MADE IN WRITING BEFORE THE PERMIT EXPIRES OR;

- WITHIN SIX MONTHS AFTER THE PERMIT EXPIRES TO EXTEND THE COMMENCEMENT DATE.**
- WITHIN 12 MONTHS AFTER THE PERMIT EXPIRES TO EXTEND THE COMPLETION DATE OF THE DEVELOPMENT IF THE DEVELOPMENT HAS LAWFULLY COMMENCED.**

****** END OF CONDITIONS ******

CARRIED

PERMIT NOTES:

Environmental Assessment - EPA

1. Additional soil sampling of the proposed excavation area may be required to meet the sampling density requirements of EPA Publication IWRG702 Soil Sampling for off-site waste classification purposes. This would delineate sampling areas containing elevated chlordane in the surficial fill material.

Vehicle Crossover Permit

2. A vehicle crossing permit must be obtained from Council's Technical Services department.

Works on Nature Strip

3. A permit from Council's local laws unit for works on nature strip must be obtained prior to the commencement of works.

Environmental Health Requirements

4. All premises preparing or selling food must be registered with Council under the provisions of the *Food Act* 1984 and must be constructed and maintained in accordance with the AIEH National Code for the *Construction and Fitout of Food Premises* as adopted by council. A plan of the proposed food premises must be provided to and approved by council prior to the commencement of construction and/or fitout. Operation of the business shall not commence until Food Act registration has been granted by council.

Responsibility Authority Reference

5. Any reference to Responsible Authority contained herein refers to the Towong Shire Council unless otherwise stated or listed under a service authority condition.

**CR FRASER
CR GADD**

THAT COUNCIL INVESTIGATE THE OPPORTUNITY TO CHANGE THE BUILDING AND PLANNING REQUIREMENTS IN RELATION TO PUBLIC BUILDINGS IN RURAL AREAS AS THEY WILL RESTRICT DEVELOPMENT IN THE FUTURE.

CARRIED

**CR JOYCE
CR GADD**

THAT COUNCIL SUSPEND STANDING ORDERS, SO THE MAYOR COULD MEET WITH THE LOCAL PRESS, THE TIME BEING 1.50 PM.

CARRIED

**CR FRASER
CR GADD**

THAT STANDING ORDERS BE RESUMED THE TIME BEING 2.05 PM.

CARRIED

16 Environmental sustainability

16.1 Environmental Sustainability Report (DTS)

A report will be presented at the December meeting.

17 Economic and tourism development

17.1 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

Community surveys have been sent to every home in the Upper Murray and to date we have had 235 people return the survey or complete the survey on-line. Community consultations held over 10-11 October were well attended in most locations, with valuable input received from those who attended. The community dinner held 17 October attracted approximately 125 people, with the guest speakers Richard Cornish, Serenity Hill and Mike Ruzzene providing interesting perspectives on the possibilities for the Upper Murray. Workshops held 18 -19 October were also well attended, with approximately 50 people in each session.

Planisphere, the lead consultants for the project, are now working on consolidating the information received and will be presenting back to the community in the coming months.

Regional Digital Project (Tourism Websites for Corryong and surrounds and Tallangatta and surrounds)

Training sessions for operators are in full swing, with eleven (11) operators attending training in Dartmouth on 20 October and six (6) operators attending an information session in Tallangatta later that day. Two further sessions are currently planned for Corryong, with an additional thirty (30) operators booked to attend. Training and discussions with operators will continue over the coming months to ensure that we have as many operators as possible listed on the RDP sites when they launch. Wire-framing for the websites is currently underway and the creative brief is being prepared by Tourism North East and the website consultant, Como.

Our Valley, Our Future

The Our Valley, Our Future project is progressing well, with the second round of community grants closing on 24 October. Four applications have been submitted requesting a total of \$35,000 in grants. Applications in this round focus on the delivery of projects identified through the community planning process and will be assessed by a panel made up of Gardiner Foundation representatives, philanthropic trust representatives and two steering group representatives. Assessment has been scheduled for early November.

Our Bellbridge

The final project newsletter, detailing the works which are to be undertaken and inviting residents to take part in further discussions around the play equipment to be installed within Roy Williams Park has been delivered to all residents. A copy of the newsletter is attached at Appendix 6. A copy of the detailed design proposals for the Our Bellbridge project are on display at the Bellbridge store and are also available on the Our Bellbridge project website. There have been a small number of residents who have enquired about the project and these enquiries have been referred to the Project Manager. The residents have been supportive of the plans as presented.

A presentation on the project was provided to the Lake Hume Reference Group on 10 October and was well received. Feedback from the group has been provided to the Project Manager.

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.

**CR JOYCE
CR FRASER**

THAT THE REPORT BE NOTED.

CARRIED

18 Councillor reports

18.1 Telecommunications (Cr Scales)

Date	29 October 2014
Details About the Activity	<p>On 29 October 2014 over half of the Dartmouth population and outlying area met with Telstra representatives Stephen Tinker, Telstra Countrywide area manager, Geoff Patterson, Area Team Leader and Shane Murphy, Communications Electrical Plumbing Union NSW branch assistant secretary. The meeting was chaired by Cr Aaron Scales, who at the beginning of the meeting expressed his thanks to Telstra representatives for attending and urged disgruntled residents to treat the representatives with respect, emphasising that they had come to listen and lines of communication, excuse the pun, had now been opened.</p> <p>Business owners, farmers and residents were given a chance to air their frustrations over ageing infrastructure, leading to line drop outs, slow internet speeds and total loss of connectivity as well as lack of mobile coverage. The key emphasis of the frustrations was that businesses suffered drastically due to internet and telephone drop outs, often having to travel to complete simple business transactions such as transfers and wages payments, as well as the ageing population concerned about telephone access during emergencies. Students, mature aged and secondary, also aired their concerns over losing internet during essential online forums and times of assessment submissions.</p> <p>Mr Steve Tinker, Telstra Country Wide, acknowledged that Telstra had failed to maintain the infrastructure in Dartmouth to a suitable standard, he acknowledged that until this latest failure he was unaware of the extremities of Dartmouth's situation. Along with Area Team Leader, Geoff Patterson, Mr Tinker committed to a ground crew working on re-cabling, fixing damaged pits and putting in new cabling joints in the infrastructure over the next two week, and longer if required. Mr Tinker also committed to an upgrade of the Tesltra exchange in Dartmouth by April 2015, providing additional speeds to ADSL2+, comparable to those achieved in the Cities and</p>

additional ADSL ports.

Mr Shane Murphy, Communications Electrical Plumbing Union NSW branch assistant secretary, identified that Telstra had massively under invested in infrastructure, he urged Telstra to rectify the problem NOW, not in April next year. He spoke about the reduction in field technicians and the extreme timeline pressures they are put under leading to patch up works being done instead of correct repairing works.

When pushed on the Mobile Network Mr Tinker was non committal, suggesting that the Federal Government Black Spot Program was our best chance of getting mobile coverage in Dartmouth. The final guidelines still have not been released for this; however it is thought it will focus on safety, volume and economic drive. The black spots funded will be placed in non financially viable communities and a big influence will be co-contributions from Businesses, Community Groups, Local Governments and additional in-kind support. This is our chance to seek commitment from Corporate bodies to help us achieve Mobile Network connectivity, a community push must be established with partners for us to be successful.

At the end of the meeting the representatives were given a round of applause as the Dartmouth community welcomed their attendance and the fact that they respectfully listened to grievances and took on board the issues raised. With an open line of engagement now opened between Telstra, connections made with local community leaders and some assurances given by Telstra, we now look forward to moving in the right direction and bringing our connectivity out of the dark ages.

Special thanks must be given to Matthew Hick who was the convenor of this meeting. Matthew without your persistence we would not have got to this point.

18.2 Lake Hume Community Reference Group (Cr Wortmann)

Date of Meeting	10 October 2014
Details About the Activity	<p>Bellbridge Masterplan</p> <p>Towong Shire Council's Manager Economic Development Lauren Elvin provided a comprehensive presentation of the Bellbridge Masterplan. Detail was provided on the consultation process, Council's commitment and what the project meant for the Lake Hume foreshore environment. The ultimate goals are to enhance the facilities and infrastructure at Bellbridge and ensure greater passive use by the community.</p> <p>Works associated with the foreshore environment are to commence in November/December 2014. It is anticipated that phase 1 of the project will be completed by March 2015.</p> <p>Jay Whittaker highlighted that Goulburn Murray Water had met onsite the day earlier with Council and Consultants to go over the concepts of the Masterplan and identify opportunities to contribute to some of the works.</p>
Members Comments and Thoughts	<p>I would like to thank Lauren for her presentation. The group is anxious to see the implementation of the priorities identified in the plan by the Bellbridge residents. Very good outcomes from the plan will help the Lake Hume CRG believe that partnerships will lead to very good project results for the Lake and the surrounds, which the group can also achieve.</p>

18.3 Plantation Committee Meeting (Cr Gadd)

Verbal report

18.4 Murray Arts (Cr Gadd)

Verbal report

18.5 Seniors Week (Cr Fraser)

Verbal report

18.6 Funding announcements - Corryong (Cr Fraser)

Verbal report

18.7 Shelley-Walwa Road (Cr Fraser)

Verbal report

18.8 Tallangatta Bowling Club 80 year anniversary (Cr Fraser)

Verbal report

18.9 2030 Vision Plan (Cr Fraser)

Verbal report

18.10 Wyeeboo Recreation Reserve (Cr Fraser)

Verbal report

CR FRASER

CR JOYCE

THAT THE COUNCILLOR REPORTS BE NOTED.

CARRIED

19 Urgent business

CR GADD
CR FRASER

THAT ONE ITEM OF URGENT BUSINESS BE ADMITTED IN RELATION TO A FUNDING REQUEST FOR THE PROVISION OF COMMUNITY BASED DEFIBRILLATORS.

CARRIED

19.1 Funding requests for community based defibrillators (07/05/0007-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:

During Open Forum at the Bethanga Council meeting it was brought to Council's attention that the Bethanga community was raising funds to purchase a defibrillator that would be located at the Bethanga store. A request was made of Council to make a contribution towards the defibrillator

Council was also advised at the meeting that the Bellbridge community were also fund raising for the purpose of buying a defibrillator which would be located at the Bellbridge store. A letter has since been received by the Chief Executive Officer confirming the fund raising initiative and requesting a contribution from Council.

Early in the year a similar request was received from the Tallangatta Bowling Club and Council agreed to make a contribution.

The Chief Executive Officer has recently spoken with Ms Julie Miller (Peninsula CERT) and she has advised that the generosity of the community meant that they almost had enough funds for three defibrillator units. The third unit would be available at

events held on the Peninsula eg: Bethanga gymkhana. Ms Miller suggested that a contribution of \$250 from Council would be appreciated.

Given the awareness of the benefits of community based defibrillators it is possible that Council will receive similar requests such as these in the future.

Impact on Council Policy:

Council does not have a policy in relation to making contributions to community organisations for the purchase of defibrillators.

It is recommended that Council provide policy guidance in relation to future funding requests. Council may wish to consider making a once off budget allocation of \$1,000 for the 2014/15 financial year for the purpose of contributing towards the purchase of defibrillator units by community organisations with the maximum contribution from Council for a defibrillator unit be set at \$250 per community organisation;

State Government Policy Impacts:

Nil.

Budget Impact:

If Council accepts the Officer recommendation the budget impact for the 2014/15 financial year will be \$1,000.

Risk Assessment:

No risk assessment had been carried out.

There is potential for funding requests to exceed the budget available. This would be overcome in time if Council was to make an annual budget allocation for the purpose of contributing towards defibrillator units.

Community Consultation/Responses:

No community consultation has been undertaken although from the requests received it is evident that the Community would like Council to contribute towards the units.

Discussion/Officers View:

The recommendation below reflects the Officer's view and is presented for Council's consideration.

**CR GADD
CR SCALES**

THAT;

- 1. A CONTRIBUTION OF \$250 BE MADE TO THE PENINSULA DEFIBRILLATOR FUND RAISING;**
- 2. A ONCE OFF BUDGET ALLOCATION OF \$1,000 BE MADE FOR THE 2014/15 FINANCIAL YEAR FOR THE PURPOSE OF CONTRIBUTING TOWARDS THE PURCHASE OF DEFIBRILLATOR UNITS BY COMMUNITY ORGANISATIONS;
AND**
- 3. THE MAXIMUM CONTRIBUTION FROM COUNCIL FOR A DEFIBRILLATOR UNIT BE SET AT \$250 PER COMMUNITY ORGANISATION.**

CARRIED

**CR GADD
CR JOYCE**

THAT ONE ITEM OF URGENT BUSINESS BE ADMITTED IN RELATION TO LAND DEVELOPMENT IN TALLANGATTA.

CARRIED

19.2 Land Development - Tallangatta (05/01/0001)

**CR FRASER
CR GADD**

THAT COUNCIL INVESTIGATE OPTIONS FOR DEVELOPING INDUSTRIAL LAND IN THE TALLANGATTA AREA AS SOON AS POSSIBLE BECAUSE THERE IS LIMITED LAND CURRENTLY AVAILABLE.

CARRIED

20 Committee minutes

Nil.

21 Occupational health and safety

21.1 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

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

- Measure the effectiveness of Council's Safety Management System
- Identify areas for improvement.

An initial review of Council's Safety Management System using the tool has been conducted by the OHS Officer. Further review will be undertaken through the OHS Committee in late 2014 before recommendations are included in relevant action plans.

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 status of these actions at 23 October 2014 was:

Risk Rating	High	Medium	Low	Total
Total Recommendations –Original risk rating	11	55	27	93
Recommendations addressed / completed	11	42	24	77
% complete	100%	76%	89%	83%
<i>Recommendations remaining to be addressed</i>	0	13	3	16

Operational OHS activity

WorkCover incidents

WorkCover claims and Return to Work plans are being managed internally by the OHS Officer. There is currently one open claim which is being actively managed.

Safety Improvement Plans – Corryong and Tallangatta Pools

At the request of Council, Life Saving Victoria conducted Aquatic Facility Safety Assessments of the Corryong and Tallangatta Pools on 4 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.

A number of best practice actions were recommended to bring operations at both pools more in line with the RLSSA Guidelines.

At 23 October 2014, the following recommendations have been completed, with the remaining recommendations to be addressed in the off season:

	Corryong				Tallangatta			
	High	Medium	Low	Total	High	Medium	Low	Total
Total Recommendations with Revised Risk Rating	13	37	18	68	14	48	9	71
Recommendations addressed / completed	13	36	15	64	14	45	6	65
% complete	100%	97%	83%	94%	100%	94%	67%	92%
Recommendations remaining to be addressed	0	1	3	4 ¹	0	3	3	6 ¹

Notes:

1. Remaining items are to be addressed during the off-season.

A follow-up audit of both pools has been confirmed for December 2014 by Life Saving Victoria.

An application for funding has also been submitted to make improvements at the Corryong Pool.

Other OHS activity

Incident Response and Incident Analysis

The need for Incident Response and Incident Analysis is being addressed through a revised process being driven by the OHS Committee. In conjunction with targeted training, inspection of Safe Work Method Statements and increased worksite inspections, there should be a reduction in reported injuries in future.

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 by the Depot mechanic and details of these safety inspections are recorded and filed. In addition, all vehicles, plant and trailers now have individual files where all details of repairs, inspections and servicing are recorded and retained on file at the workshop. This process is expected to reduce the possibility of incidents in relation to Council's heavy vehicles and trailers.

Following a triple fatality in North-East Victoria some months ago, the National Heavy Vehicle Regulator recommended that all heavy vehicle towing couplings be inspected. 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. Council has included chassis inspections for welds, general wear and tear and also installed chains between dogs and trucks to add another level of safety.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Refer to individual reports for risk assessment.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

It is the Officer's view that Council is continuing to make steady progress in addressing Council's OHS responsibilities, including actioning recommendations from the Echelon Audit Action Plan and the Safety Improvement Plans for both pools.

Further, it is the Officer's view that Council has made significant progress in working with Contractors by implementing a standard process and forms/checklists for inducting, monitoring and working closely with Contractors. This will have immediate and continued positive effects on safety at worksites.

**CR GADD
CR SCALES**

THAT THE REPORT BE NOTED.

CARRIED

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

The unconfirmed minutes of the meeting held on 2 October 2014 are attached at Appendix 7 for information.

**CR JOYCE
CR FRASER**

THE UNCONFIRMED MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING HELD ON 2 OCTOBER 2014 BE NOTED.

CARRIED

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

The following policy was tabled for review at the 2 September 2014 Council meeting and is presented at Appendix 8 for adoption.

- Computer and Mobile Device Use

**CR SCALES
CR JOYCE**

**THAT THE COMPUTER AND MOBILE DEVICE USE POLICY AS PRESENTED BE
ADOPTED.**

CARRIED

The following policy is attached at Appendix 9 for review. Councillors are requested to provide feedback on the policy to the relevant Officer by 2 December 2014.

- Kerbside Refuse and Recycling Collection

23 Sealing of documents

Refer to item 24.1 Confidential Business.

24 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

**CR FRASER
CR GADD**

THAT THE MEETING BE CLOSED TO THE PUBLIC TO CONSIDER INFORMATION CONSIDERED UNDER SECTION 89(2)(h) OF THE LOCAL GOVERNMENT ACT TO BE CONFIDENTIAL THE TIME BEING 2.35 PM.

CARRIED

**CR GADD
CR JOYCE**

THAT THE MEETING BE OPENED TO THE PUBLIC THE TIME BEING 3.10 PM.

CARRIED

24.1 Consideration of Tenders Received for Contract No. 2014/2015-03, Stabilisation of Major Patches (01/01/0434-DTS)

**CR FRASER
CR GADD**

- 1. THE TENDER OF SZABOLICS PTY LTD, CONTRACT 2014/2015-03 FOR THE STABILISATION OF MAJOR PATCHES FOR THE 2014/15 FINANCIAL YEAR AND 2015/16 FINANCIAL YEAR BE ACCEPTED;**
- 2. COUNCIL RATIFY THE CHIEF EXECUTIVE OFFICER'S EARLY ACCEPTANCE TO PROCEED DUE TO TIME CONSTRAINTS;**
- 3. THE BUDGETS FOR BOTH THE RESEAL PATCHING AND MAINTENANCE PATCHING BE NOTED;**
- 4. THE DISCRETIONARY SPEND OF THE MAINTENANCE PATCHING BE AUTHORISED BASED ON UNIT RATES; AND**
- 5. THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO SIGN AND SEAL THE CONTRACT DOCUMENT.**

CARRIED

24.2 Sale of industrial land located at Towong Street East (287900-05/01/0001- MED)

**CR SCALES
CR GADD**

THAT COUNCIL:

- 1. RESOLVES TO SELL THE LAND AT LOT 4 TOWONG STREET EAST, TALLANGATTA, TO MR AND MRS HOLT ('PURCHASERS') IN ACCORDANCE WITH THE TERMS SET OUT IN THE REPORT TO COUNCIL;**
- 2. DELEGATES TO AND AUTHORISES THE CHIEF EXECUTIVE OFFICER TO FINALISE THE TERMS OF ANY CONTRACT INCLUDING, IN RESPECT OF THE REQUIREMENT FOR THE PURCHASER, TO COMMENCE AND COMPLETE CONSTRUCTION ON THE LAND WITHIN PARTICULAR TIMES; AND**
- 3. DIRECTS AND AUTHORISES THE CHIEF EXECUTIVE OFFICER TO COMPLETE AND EXECUTE DOCUMENTATION IN RELATION TO THE SALE ON BEHALF OF THE COUNCIL, INCLUDING THE SECTION 32 STATEMENT, CONTRACT OF SALE, TRANSFER AND ANY OTHER NECESSARY OR RELATED DOCUMENTATION.**

CARRIED

24.3 Tallangatta Integrated Community Centre Tender Assessment (04/11/0012-DTS)

CR SCALES

CR JOYCE

THAT:

- 1. COUNCIL INCREASE THE PROJECT BUDGET BY \$218,532 TO ENSURE THE PROJECT MEETS ITS OBJECTIVES;**
- 2. COUNCIL AWARD THE CONTRACT FOR THE CONSTRUCTION OF THE TALLANGATTA INTEGRATED COMMUNITY CENTRE TO MAGI-BUILD BUILDING CONTRACTORS FOR A LUMP SUM OF \$2,120,379 AND IF REQUIRED THE USE OF PROVISIONAL QUANTITIES UP TO THE VALUE DETERMINED BY COUNCIL; AND**
- 3. THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO SIGN AND SEAL THE CONTRACT FOR THE CONSTRUCTION OF THE TALLANGATTA INTEGRATED COMMUNITY CENTRE WITH MAGI-BUILD BUILDING CONTRACTORS.**

CARRIED

There being no further business the meeting closed at 3.15 pm.

Cr David Wortmann 2 December 2014