

Agenda

Ordinary Meeting of Council

Corryong Council Office

Tuesday 2 February 2016

This information is available in alternative formats on request

AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT TOWONG SHIRE COUNCIL, CORRYONG OFFICE ON TUESDAY 2 FEBRUARY 2016 COMMENCING AT 10.00 AM.

TABLE OF CONTENTS

1	Opening Prayer.....	4
2	Councillor and Officer presence at the meeting	4
3	Apologies and granting of leave of absence	4
4	Declaration of pecuniary interest and/or conflict	4
5	Confirmation of minutes	4
6	Petitions, joint letters and declarations	4
7	Assembly of Councillors	5
8	Open Forum.....	5
9	Organisational improvement.....	5
9.1	Finance Report as at 31 December 2015 (DCCS).....	5
9.2	Occupational Health and Safety Report (06/04/0212-DCCS)	16
9.3	Action Sheet Reports (06/05/0010-EA).....	16
9.4	Council Plan Priorities (07/05/0022-DCCS)	17
9.5	Performance Reporting Graphs (DCCS)	17
10	Community wellbeing	17
10.1	Netball Courts Funding Application (DCCS).....	17
10.2	Furnishing for Tallangatta Integrated Community Centre (TICC) Childcare (DCCS)	
	17	
11	Asset management	18
12	Land-use planning.....	18
13	Environmental sustainability	18
14	Economic and tourism development.....	18
15	Councillor reports	19
15.1	School Presentation Evenings (Cr Wortmann)	19
15.2	Our Valley Our Future Community Celebration and Funding Announcement (Cr Wortmann).....	19
15.3	Meeting with the Editor Border Mail (BM) (Cr Wortmann).....	20
15.4	Australia Day Community Breakfast Awards – Bellbridge (Cr Wortmann).....	21
15.5	Australia Day Community Breakfast Awards – Walwa (Cr Gadd)	22
15.6	Australia Day Community Breakfast Tallangatta (Cr Fraser).....	23
16	Urgent business.....	23
17	Committee minutes	24
17.1	Municipal Emergency Management Planning Committee (Cr Wortmann) ..	24

17.2	MAV Regional Forum (Cr Wortmann)	24
17.3	Man from Snowy River Tourist Association (DTS).....	24
17.4	MAV Emergency Management committee (Cr Wortmann)	25
18	Occupational health and safety	25
18.1	OHS Committee (06/04/0212-DCCS)	25
19	Council policies (10/01/0007-CEO)	25
20	Sealing of documents	26
21	Confidential.....	26
21.1	Industrial Land (DTS).....	27

1 Opening Prayer

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

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

Amen."

2 Councillor and Officer presence at the meeting

3 Apologies and granting of leave of absence

4 Declaration of pecuniary interest and/or conflict

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

5 Confirmation of minutes

1 December 2015

RECOMMENDATION:

THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 1 DECEMBER 2015 AS CIRCULATED BE CONFIRMED.

6 Petitions, joint letters and declarations

7 Assembly of Councillors

A written record of the Assemblies of Councillors from 16 December to 27 January 2016 is included at [Appendix 1](#).

RECOMMENDATION:

THAT THE INFORMATION BE NOTED.

8 Open Forum

9 Organisational improvement

9.1 Finance Report as at 31 December 2015 (DCCS)

Disclosure of Interests (S.80C):

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

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

OPERATING RESULT

	Note	Dec-15 (Actual) \$'000	Dec-15 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %	2015/16 Full Year (Budget) \$'000	2015/16 Full Year (Achieved) %
Income	1	262	862	9,708	11,453	(1,745)	(15%)	15,124	64%
Expenditure	2	697	1,081	4,177	5,634	1,457	26%	14,019	30%
Surplus/ (Deficit)		(435)	(219)	5,531	5,819	(288)	(5%)	1,105	501%

Table 1: Operating Result

Note 1:

Council YTD income at 31 December 2015 is \$9.7m against a budget of \$11.4m. The major items contributing to the \$1.7m variance include:

- Revenue received in a prior period:
 - In the 2014/15 financial year an early payment of \$1.8 million was received for part of the 2015/16 Financial Assistance Grants allocation from the Victorian Grants Commission. This has resulted in receiving

\$457,000 less per quarterly instalment than originally budgeted in 2015/16. This accounts for \$914,000 of the YTD variance at 31 December 2015. This will be a permanent variance for 2015/16.

- Revenue expected to be received later than anticipated:
 - Council is yet to receive the funding of \$180,000 for the Corryong Swimming Pool upgrade. It is anticipated to be received when works commence in March 2016 (timing variance).
 - Council is also yet to receive the Roads to Recovery funding of \$642,000. This is likely to be received in April 2016 (timing variance).

Note 2:

Council YTD expenditure at 31 December 2015 is \$4.2m against a budget of \$5.6m. The major items contributing to the \$1.4m variance include:

- Expenditure that will be incurred later than expected:
 - \$519,000 Wyeboon Multi Purpose Facility (works commenced in late October 2015, later than originally expected)
 - \$152,000 Corryong Tennis Court project (scheduled for April 2016)
 - \$123,000 Plant and equipment costs
 - \$107,000 Grading and drainage maintenance
 - \$87,000 Staff costs
 - \$68,000 Kerbside collection service
- Operational savings:
 - \$92,000 Staff costs (Currently operating at 63.3 EFT v Budget of 68.3 EFT)

Council is currently operating at 63.3 Equivalent Full Time (EFT) staff against a budget of 68.3.

Grant Income

	Note	Dec-15	YTD	YTD	YTD	YTD	2015/16	2015/16
		(Actual)	(Actual)	(Budget)	(Variance)	(Variance)	Full	Full
		\$'000	\$'000	\$'000	\$'000	%	Year	Year
							(Budget)	(Achieved)
							\$'000	%
Recurring	1	62	1,251	2,137	(886)	(41%)	5,418	23%
Non-Competitive		3	20	-	20	0%	-	0%
Competitive	2	75	322	600	(278)	(46%)	934	34%
Total		140	1,593	2,737	(1,144)	(42%)	6,352	25%

Table 2: Grant Income

Note 1:

Council YTD recurring grant income at 31 December 2015 is \$1.2m against a budget of \$2.1m. The major item contributing to the \$0.9m variance is:

- Part of the 2015/16 Financial Assistance Grants allocation from the Victorian Grants Commission Revenue was received in a prior period. This has resulted in receiving \$457,000 less per quarterly instalment than originally budgeted in 2015/16. This accounts for \$914,000 of the YTD variance at 31 December 2015 and will be a permanent variance for 2015/16.

Note 2:

Council YTD competitive grant income at 31 December 2015 is \$0.3m against a budget of \$0.6m. The major items contributing to the \$0.3m variance are:

- Revenue that is expected to be received later than anticipated:
 - Corryong Swimming Pool upgrade \$180,000 (funding now expected to be received in March 2016 when upgrade works commence)
 - Tallangatta Integrated Community Centre \$100,000 (due to delays in construction)
 - Corryong Pre-School upgrade \$79,000 (funding expected to be received in early 2016)
- Funding that has been received in advance of budget or is unbudgeted and includes:
 - Magorra Park \$40,000 (unbudgeted income offset by additional expenditure)
 - Community Development projects \$46,000 (timing variance).

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

	\$'000
Recurring	
VGC General Purpose Funding	532
VGC Local Roads Funding	328
Library	103
Maternal and Child Health	70
Municipal Emergency Response Program	60
Corryong Pre School	41
Weed Project	30
Tallangatta Pre School	24
Berringa Pre School	17
State Emergency Service Corryong	13
State Emergency Service Tallangatta	13
LG Infrastructure Projects	10
State Emergency Service Mitta	7
Health Admin	3
Total Recurring Grants	1,251
Competitive and Non-Competitive	
Corryong Tennis Courts Grant	90
Tallangatta Tfer Station - Capital	60
L2P Program	48
Magorra Park (DSE)	40
Our Valley Our Future	30
Pre-School Cluster	20
Community Access	19
Corryong Tfr Station - Capital Gran	14
Regional Living Expo	10
Freeza Funding	6
Community Health and Wellbeing	5
Total Competitive and Non-Competitive Grants	342
Total Grants Received	1,593

Table 3: Grant Income received

Unexpended Grants and Restricted Funds

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

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

	\$'000
Unexpended Grants	
Country Roads and Bridges	195
Community Access	92
Corryong Tennis Courts Grant	90
Our Valley Our Future	78
Tallangatta Tfer Station - Capital	60
Tallangatta Neighbourhood House	51
Flood Recovery Officer	42
Library	37
Weed Project	37
Local Gov Business Collaboration	32
High Country Rail Trail Upgrade (DSE)	28
L2P Program	24
Bushfire Management Overlay	13
Freeza Funding	11
Children Services Review	10
Health Promotions (Walk to School)	6
Regional Living Expo	3
Wyeeboo Multi Purpose Facility	3
The Narrows Project	2
Total Unexpended Grants	814

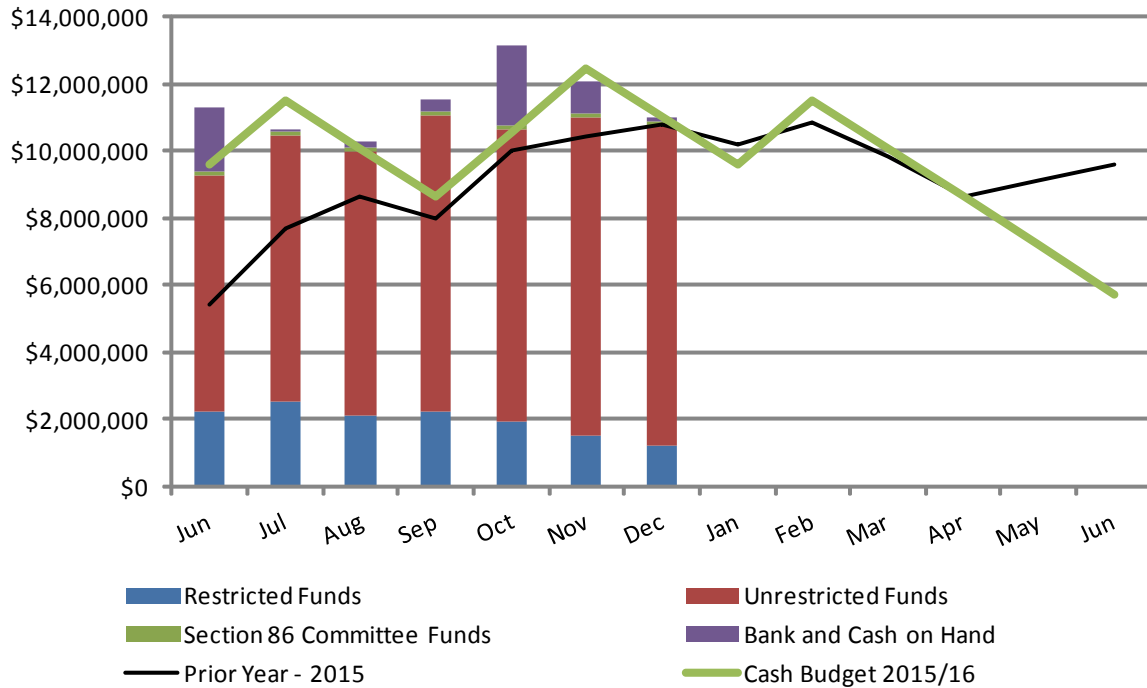
Table 4: Unexpended Grants and Restricted Funds

CASH POSITION

Cash on Hand

The cash position moved during the month as detailed below:

	Current Month	Prior Month	Variance	
	Dec-15	Nov-15	\$	%
	\$	\$	\$	%
Unexpended Grants	813,543	1,079,875	(266,332)	-24.7%
Other Provisions and Reserves	425,706	425,706	-	0.0%
Restricted Funds	1,239,249	1,505,581	(266,332)	-17.7%
Provision for Employee Entitlements	1,145,657	1,145,657	-	0.0%
Other Unrestricted Funds	8,346,401	8,319,434	26,966	0.3%
Total Unrestricted Funds	9,492,058	9,465,091	26,966	0.3%
Section 86 Committee Funds	136,246	136,246	-	0.0%
Total Investments	10,867,552	11,106,918	(239,366)	-2.2%
Bank and Cash on Hand	96,092	961,392	(865,301)	-90.0%
Total Cash	10,963,644	12,068,310	(1,104,666)	-9.2%
Average Interest Rate	2.76%	2.70%		



Investments

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

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
17/11/2015	Term Deposit	WBC	1,000,000	2.85%	180 Days	A1+	17/05/2016
21/07/2015	Term Deposit	NAB	1,000,000	2.87%	182 Days	A1+	19/01/2016
16/09/2015	Term Deposit	NAB	2,000,000	2.85%	180 Days	A1+	16/03/2016
22/07/2015	Term Deposit	AMP	1,500,000	2.90%	271 Days	A1	18/04/2016
8/07/2015	Term Deposit	Bank of Queensland	1,000,000	2.95%	187 Days	A2	11/01/2016
27/10/2015	Term Deposit	ME Bank	1,000,000	2.85%	126 Days	A2	1/03/2016
26/06/2015	Term Deposit	WAW	828,032	2.85%	199 Days		11/01/2016
N/A	Online Saver	Westpac	2,403,275	2.25%	On Call	AA-	N/A
N/A	S86 Committees	Various	136,246	4.68%	N/A		N/A
Total Investments			10,867,552				

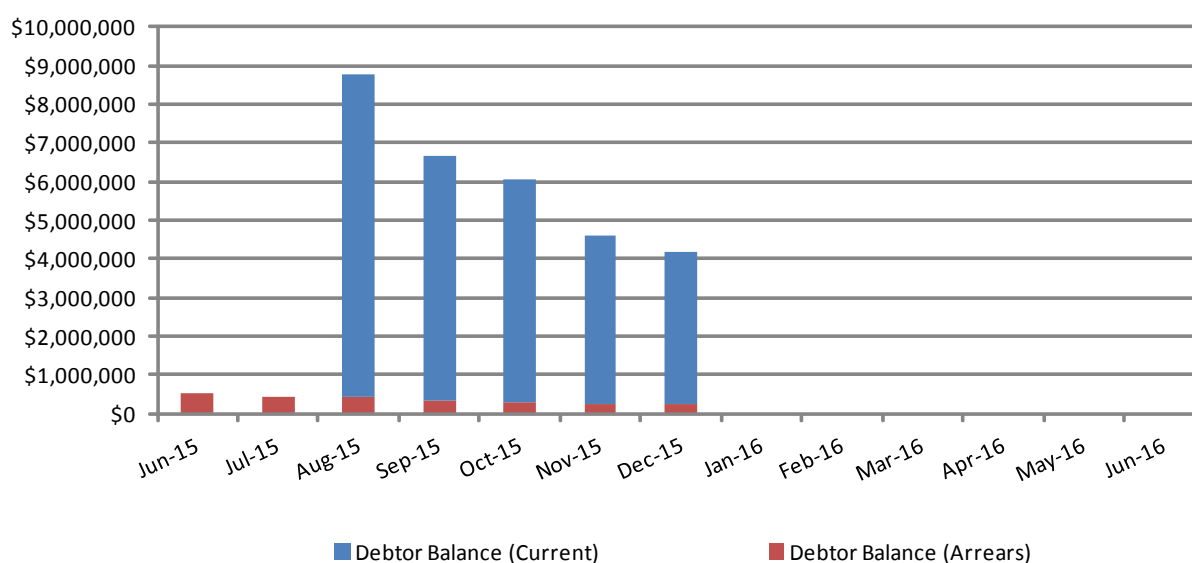
Table 5: Investments at month end

RECEIVABLES

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

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

Rates, charges and FSPL Debtors							
	Amount	Received	% Collected	Received	Collected	Balance	
	\$	Dec-15	Dec-15	YTD	YTD	Outstanding	
	\$	\$	%	\$	\$	\$	
Levied 2015/16	8,454,247	403,213	4.8%	4,505,401	53.3%	3,948,846	
Arrears prior to 2015/16	524,863	17,453	3.3%	296,219	56.4%	228,644	
Total Charges		420,665		4,801,620		4,177,490	

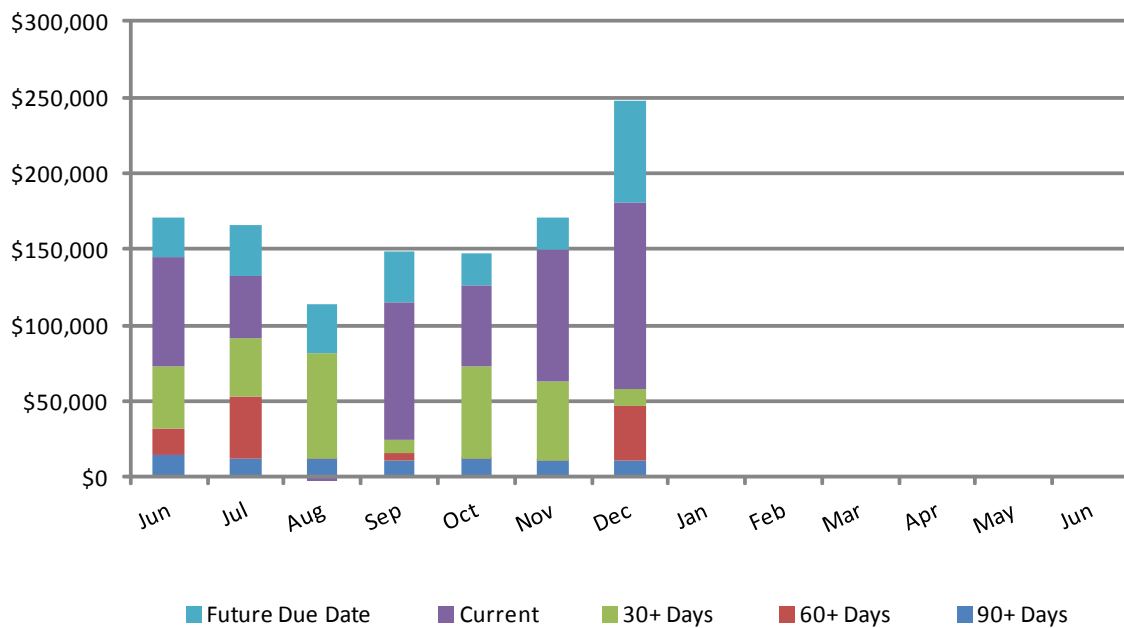


Note – rates were struck in August 2015. Quarterly instalments are due at the end of September, November, February and May.

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
	\$	\$	\$	\$	\$	\$
December 2015	67,929	122,453	11,323	36,038	10,278	248,020
November 2015	20,953	86,830	51,821	203	10,501	170,308
Movement	46,976	35,622	(40,498)	35,835	(223)	77,712



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

Debtor	Amount	Description	RO	Notes
Debtor 8411	\$1,580	Contribution	JS	Payment has been requested.
Debtor 17007	\$1,540	Cost recovery for slashing	BP	Contact has been made with the debtor and is expected to be recovered.
Debtor 18925	\$3,250	Community Contribution	BP	Payment plan has been entered. Last payment received on 29/10/15.
Debtor 19755	\$1,548	50% Cost Recovery for weed control	BP	Contact has been made with the debtor and is expected to be recovered.

Table 6: Significant debtors > 90 days

LOCAL ROADS

Local Roads and Bridges Capital Works

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

Local Roads and Bridges Infrastructure	Note	YTD Actual \$	YTD Budget	Variance \$	Annual Budget \$
410 Road Construction		29,073	-	(29,073)	584,778
417 Resealing	1	-	300,000	300,000	962,500
420 Drainage Construction		-	10,000	10,000	30,000
421 Digouts	2	184,589	150,000	(34,589)	600,000
422 Resheeting		29,696	50,000	20,304	230,000
432 Footpaths		12,684	-	(12,684)	344,596
433 Kerb and Channel		17,866	25,000	7,134	168,504
442 Guardrails		-	-	-	30,000
450 Bridge Construction		19,950	6,000	(13,950)	20,000
Total		293,858	541,000	247,142	2,970,378

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

The Local Roads and Bridges Capital Works program is scheduled to be delivered over the drier months and commenced in October 2015. The commencement of some works was delayed until 2016 pending the outcome of Council's National Stronger Regions Fund (NSRF) application. It was announced in December that Council has been successful in securing \$2.6m under the NSRF program to deliver the Destination Tallangatta project. Delayed works will now be rescheduled into the Destination Tallangatta project plan.

Note 1:

Some road construction work has started earlier than anticipated (timing variance).

Note 2:

Digout works have progressed ahead of scheduled budget (timing variance).

Local Roads and Bridges Maintenance

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
302 Survey and Design		6,963	22,502	15,539	45,000
304 Pavement Maintenance		85,783	70,000	(15,783)	150,000
306 Grading	1	169,515	229,998	60,483	460,000
308 Shoulder Maintenance	2	101,290	49,998	(51,292)	100,000
310 Drainage Maintenance	3	37,538	85,002	47,464	170,000
312 Call Outs		5,861	10,002	4,141	20,000
324 General Roadside Maintenance		48,841	37,500	(11,341)	75,000
326 Mowing		-	-	-	500
328 Tree Maintenance		43,799	40,002	(3,797)	102,000
330 Footpath Maintenance		3,301	4,000	699	8,000
334 Roadside Treatments		-	9,000	9,000	15,000
336 Signs Maintenance		5,805	6,000	195	32,000
338 Linemarking		169	5,000	4,831	10,000
340 Guideposts		6,577	3,498	(3,079)	7,000
342 Guardrail		-	2,500	2,500	5,000
346 Bridge Maintenance		30,347	14,604	(15,743)	29,210
Total		545,789	589,606	43,817	1,228,710

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

Note 1:

Grading maintenance works have not progressed as originally anticipated due to the wet weather limiting opportunities to undertake works. Works resumed in September (timing variance).

Note 2:

Additional works have been completed in preparation for the reseal program.

Note 3:

Demand for drainage works has been less than anticipated.

OTHER FINANCIAL MATTERS

Fair Go Rates cap

The Minister for Local Government Natalie Hutchins announced the *Fair Go Rates* cap on 22 December 2015, keeping an election commitment to cap council rate rises to the Consumer Price Index (CPI).

The cap is based on the forecast Melbourne CPI for next year of 2.5%.

Any council wishing to apply for a higher cap has until 31 March to apply to the Essential Services Commission.

RECOMMENDATION:

THAT THE FINANCE REPORT BE NOTED.

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

The Occupational Health and Safety report is presented every second month. The next report is due in March 2016.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4.

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

Items requiring action from the 1 December 2015 Council Meeting are attached at [Appendix 2](#).

RECOMMENDATION:

THAT THE REPORT BE NOTED.

9.4 Council Plan Priorities (07/05/0022-DCCS)

The monthly updates on the 2013-2017 Council Plan priorities are attached at [Appendix 3](#) for information.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

9.5 Performance Reporting Graphs (DCCS)

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

RECOMMENDATION:

THAT THE REPORT BE NOTED.

10 Community wellbeing

The Community Wellbeing report is presented every second month. The next report is due in March 2016.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4.

10.1 Netball Courts Funding Application (DCCS)

A report will be forwarded to Councillors prior to the Council Meeting.

10.2 Furnishing for Tallangatta Integrated Community Centre (TICC) Childcare (DCCS)

A report will be forwarded to Councillors prior to the Council Meeting.

11 Asset management

The Asset Management report is presented every second month. The next report is due in March 2016.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4.

12 Land-use planning

There are no reports for consideration.

13 Environmental sustainability

The Environmental Sustainability report is presented every second month. The next report is due in March 2016.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4.

14 Economic and tourism development

The Economic and Tourism Development report is presented every second month. The next report is due in March 2016.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4.

15 Councillor reports

15.1 School Presentation Evenings (Cr Wortmann)

Date	9, 16 and 17 December 2015
Details About the Activity	<p>I attended award nights at Bethanga Primary School (9 December 2015), Talgarno Primary School (16 December 2015) and the Year 6 students graduation at Tallangatta Primary School on 17 December 2015.</p> <p>These awards ceremonies are always very enjoyable nights watching the students perform, sing and act. It is always great to hear from the teachers and students as to the achievements and milestones that have been reached throughout the year.</p> <p>The Schools are very appreciative of the continued support by the Towong Shire's annual school awards</p>

15.2 Our Valley Our Future Community Celebration and Funding Announcement (Cr Wortmann)

Date	12 December 2015
Details About the Activity	<p>Cr Scales and I attended this event. The day was a great success with around fifty people in attendance to see the fourteen successful projects awarded their funding, which totalled over \$100,000.</p> <p>Dr Aaron Gosling (Gardiner Foundation) and his family were able to be present to announce the successful projects and we thank them very much for travelling to the Mitta Valley, to make the day such a great success.</p> <p>Projects that received funding are as follows:</p> <ul style="list-style-type: none">• Building Profit from Local Produce - Mitta Valley Farm Gate Trail.• Mitta Valley High Country Cycle Challenge.• Mitta Valley OSHC (Outside School Hours Care).• Mitta Valley A Supported and Sustainable Future Mitta Valley Where You are at Signage.• Mitta Valley Making Money from Grass, Not That Sort Of

	<p>Grass!</p> <ul style="list-style-type: none"> • Ensuring Safety and Accessibility at the Mitta Valley Bowling Club. • Continuance of the Mitta Valley Volunteer Transport Service. • Mitta Valley Making an Online Splash. Shelter for Heritage Items and Footings For Three Heritage Buildings • Farm Gate Family to the Sun Country on the Murray Farm Gate Trail. • Creating Art in Food. • Butchers Hook Craft Shop Upgrade. • Bush Tucker Garden (Eskdale Primary School). <p>I would like to thank the Gardiner Foundation for their continued support of OVOF.</p> <p>Also I must thank the OVOF Steering Committee for their tireless work and last but by no means least Tanya Hall Project Manager and Lauren Elvin The Manager of Economic Development at Towong Shire Council.</p>
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15.3 Meeting with the Editor Border Mail (BM) (Cr Wortmann)

Date	7 January 2016
Details About the Activity	<p>Juliana and I met with MR Niall Boyle Editor BM. The reason for the meeting was to talk about issues affecting Towong Shire and projects that will happen in 2016.</p> <p>The first thing we spoke about was the introduction of Rate Capping. We emphasised that our Council is in favour of Rate Capping.</p> <p>At Towong we are continually looking for opportunities to save money and innovate to improve our efficiency through new operating models, collaborative procurement and shared services with neighbouring Councils.</p> <p>Small Rural Councils like Towong will be hardest hit by the cap and who can least afford it. Rural Shires have small budgets and populations, extensive road networks to maintain and a</p>

	<p>comprehensive range of community services to provide. It is critical that these services continue to be provided equally to all Victorians, regardless of where they live. Under the Rate Cap Model, the State will need to invest far more into Rural areas to make up the shortfall.</p> <p>Other issues we spoke about included the following:</p> <ul style="list-style-type: none"> • The Federal Governments freeze on Federal Assistance Grants • Mobile Blackspot Funding • The role out of the NBN • Train Services from Melbourne to Albury <p>The projects in Towong we spoke about included:</p> <ul style="list-style-type: none"> • Destination Tallangatta • Upper Murray 2030 • Increasing Tourism in Towong • Tallangatta Integrated Community Centre <p>I believe the meeting was very worthwhile and we plan have another catch up later in the year.</p>
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15.4 Australia Day Community Breakfast Awards – Bellbridge (Cr Wortmann)

Date	26 January 2016
Details About the Activity	<p>Around sixty people attended the awards at the Berringa Community Centre. We all enjoyed a delicious breakfast provided by the Rotary Club.</p> <p>Mr Ian Moffat was our MC for the awards. The official proceedings started with Australian Flag raising ceremony conducted by the local Navel Cadets.</p> <p>The guest speaker Mrs Julie De Hennin was invited to the lectern. Julie presented a brilliant speech about what Australia Day means to her. It definitely resonated with everyone who was present.</p>

	<p>Then Julie De Hennin, Ian Moffat and myself presented the Australia Day Awards to the following recipients:</p> <p>Citizens of the Year Award was shared by husband and wife Peter and Diana Schmidt.</p> <p>Community Organisation of the Year was awarded to the Mitta to Murray Blackberry Action Group with Jim De Hennin accepting the Award.</p> <p>Community Participation Award was presented to Lawrence Packer.</p> <p>The morning was enjoyed by everyone who attended.</p>
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15.5 Australia Day Community Breakfast Awards – Walwa (Cr Gadd)

Date	26 January 2016
Details About the Activity	<p>Mr Rob Gell was the Ambassador for the Walwa Australia Day Celebrations.</p> <p>Approximately 165 people attended the breakfast at the Walwa Hall provided by our local Walwa Jingellic Lions Club. The hall was beautifully presented, local musicians played our national anthem where all joined in.</p> <p>Rob's knowledge of the geology of the local area was very well received. He spoke about Australia's continual and unbroken system of democracy, our freedom and our heritage.</p> <p>He acknowledged our past and recommitting to our future local landforms of Pine Mountain and Mount Burrowa and their geology.</p>

15.6 Australia Day Community Breakfast Tallangatta (Cr Fraser)

Date	26 January 2016
Details About the Activity	<p>The guest speaker Alice Pung was a delightful Ambassador for Tallangatta, she spoke of her parents experience as refugees coming to Australia. It made us all very aware of how fortunate we are to be Australian citizens. Her speech was amusing and informative and she was really very well received. The Rotary Club provided their usual hospitality and there were about one hundred and eighty or a little more people present. The Community Award went to the Tallangatta Traders and Uniting Church for the end of year Christmas celebrations. The Young citizen was Mitch Maddock who carries on a family tradition of volunteering. And the Citizen of the Year Award went to Roger Lees, a very good local volunteer who as well as other organisations he works for, is most committed to the Tallangatta Show Society and makes a significant contribution to its on-going success.</p>

RECOMMENDATION:

THAT THE COUNCILLOR REPORTS BE NOTED.

16 Urgent business

17 Committee minutes

17.1 Municipal Emergency Management Planning Committee (Cr Wortmann)

The unconfirmed minutes of the meeting held on 18 November 2015 are attached at [Appendix 5](#) for information.

RECOMMENDATION:

THAT THE UNCONFIRMED MINUTES FROM THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE BE NOTED.

17.2 MAV Regional Forum (Cr Wortmann)

The unconfirmed notes of the meeting held on 3 December 2015 are attached at [Appendix 6](#) for information.

RECOMMENDATION:

THAT THE UNCONFIRMED NOTES OF THE MAV REGIONAL FORUM BE NOTED.

17.3 Man from Snowy River Tourist Association (DTS)

The unconfirmed minutes of the meeting held on 8 December 2015 are attached at [Appendix 7](#) for information.

RECOMMENDATION:

THAT THE UNCONFIRMED MINUTES FROM MAN FROM SNOWY RIVER TOURIST ASSOCIATION MEETING BE NOTED.

17.4 MAV Emergency Management committee (Cr Wortmann)

The unconfirmed minutes of the meeting held on 18 December 2015 are attached at [Appendix 8](#) for information.

RECOMMENDATION:

THAT THE UNCONFIRMED MINUTES OF THE MAV EMERGENCY MANAGEMENT COMMITTEE BE NOTED.

18 Occupational health and safety

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

The unconfirmed minutes of the meeting held on 13 January 2016 are attached at [Appendix 9](#) for information.

RECOMMENDATION:

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

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

The following policy was tabled for review at the 1 December 2015 Council meeting and is presented at [Appendix 10](#) for adoption.

- Tree

RECOMMENDATION:

THAT THE TREE POLICY BE ADOPTED.

The following policy is attached at [Appendix 11](#) for review. Councillors are requested to provide feedback on the policy to the Responsible Officer by 1 March 2016.

- OHS Committee Constitution (DCCS)

20 Sealing of documents

No documents for sealing.

21 Confidential

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

(a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or

(b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or

(c) subject to sub-section (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.

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

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

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

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

21.1 Industrial Land (DTS)

A report will be forwarded to Councillors prior to the Council Meeting.