

Agenda

Ordinary Meeting of Council

Mitta Valley Sports Complex, Eskdale

Tuesday 3 March 2015

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AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE MITTA VALLEY SPORTS COMPLEX, ESKDALE ON TUESDAY 3 MARCH 2015 COMMENCING AT 10.00 AM.
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TABLE OF CONTENTS

1	Opening Prayer.....	3
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 January 2015 (DCCS).....	5
9.2	Action Sheet Reports (06/05/0010-EA).....	16
9.3	Performance Reporting Graphs (DCCS)	16
10	Community wellbeing	17
10.1	Community Wellbeing Report (01/07/0004-DCCS).....	17
11	Asset management	23
11.1	Asset Management Report (01/07/0004-CAE).....	23
11.2	Local Law Permit Review Roadside Grazing (07/01/0133-CAE).....	27
11.3	Stock grid policy Section 173 Agreement Funding (01/01/0388-CAE).....	29
12	Land-use planning.....	30
13	Environmental sustainability.....	31
13.1	Environmental sustainability (02/03/0029-DTS)	31
14	Economic and tourism development.....	33
14.1	Economic Development Report (05/01/0001-MED)	33
15	Councillor reports.....	36
15.1	Western Bulldogs visit to Corryong (Cr Wortmann)	36
16	Urgent business.....	36
17	Committee minutes	37
17.1	Hume Region Local Government Network [HRLGN] (07/01/0085-Cr Wortmann) 37	
17.2	Rural Councils Victoria (CEO).....	37
18	Occupational health and safety	38
18.1	Occupational Health and Safety Report (06/04/0212-DCCS).....	38
18.2	OHS Committee (06/04/0212-DCCS)	42
19	Council policies (10/01/0007-CEO)	43
20	Sealing of documents	43
21	Confidential.....	43

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

3 February 2015

6 Petitions, joint letters and declarations

7 Assembly of Councillors

A written record of the Assemblies of Councillors from 3 February to 24 February 2015 is included at Appendix 1.

RECOMMENDATION:

THAT THE INFORMATION BE NOTED.

8 Open Forum

9 Organisational improvement

9.1 Finance Report as at 31 January 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	Jan-15 (Actual) \$'000	Jan-15 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %
Income	1	492	939	13,840	13,873	(33)	0%
Expenditure	2	945	1,109	6,005	6,615	610	9%
Surplus		(453)	(170)	7,835	7,258	577	8%

Table 1: Operating Result

Note 1:

Council YTD income of \$13.8 million is \$33,000 less than budgeted at this point in time. Major items contributing to the YTD variance include:

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

- Receiving \$87,000 under the Public Safety on Public Land program for improvements to the Towong Grandstand (not budgeted).
- Receiving \$75,000 for the Berringa Community Centre Upgrade (not budgeted).
- Receiving \$453,000 for Blackspot funding ahead of budget (timing variance)
- Awaiting \$60,000 under the Municipal Emergency Response Program (timing variance).
- Awaiting for works to commence to claim \$718,000 budgeted for Roads to Recovery
- Awaiting \$200,000 for next stage of funding for Tallangatta Integrated Community Centre (timing variance)

Note 2:

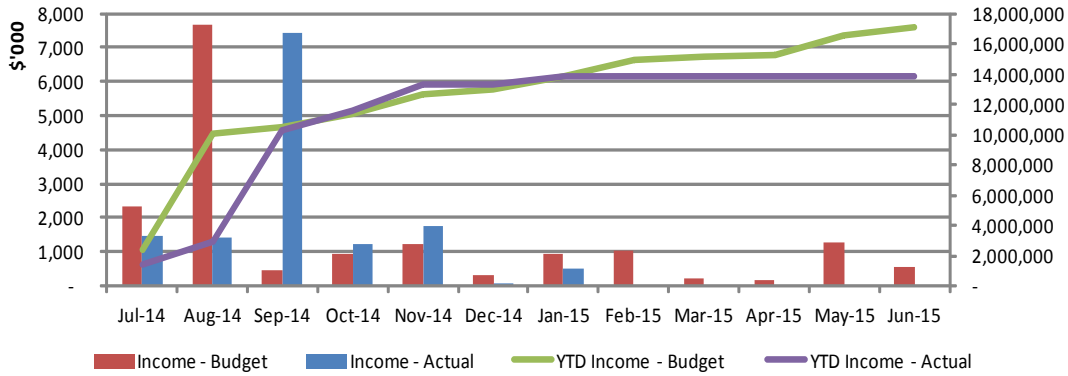
The expenditure variance is primarily due to the timing of expenditure in various Economic Development projects and Community Development projects. There is also \$100,000 for vacant positions in Executive Services as well as an \$80,000 favourable variance to budget due to insurance being paid in the prior financial year.

Economic and Community Development Projects that were budgeted in ahead of actual YTD expenditure include:

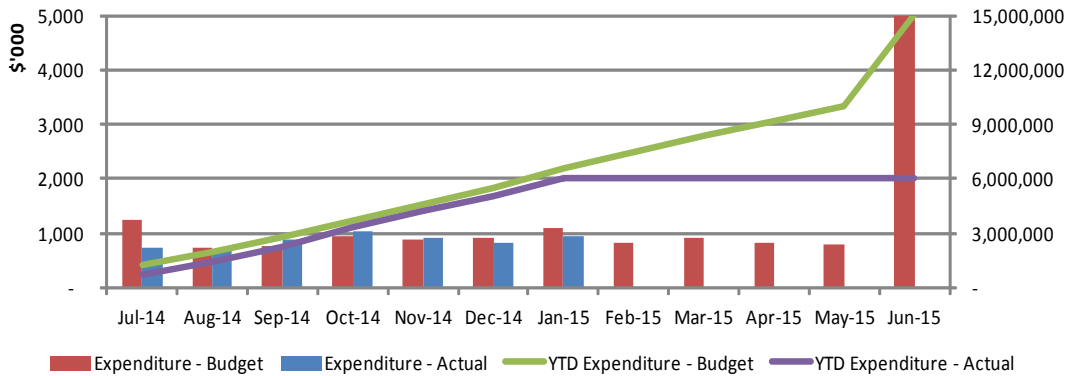
- \$82,000 Our Valley Our Future
- \$70,000 Insight 360
- \$68,000 Community Access Plan
- \$65,000 Towong Grandstand repairs unbudgeted, however offset by Income. See Note 1
- \$61,000 NE Bushfire Camera Network Operating Expenses
- \$59,000 The Narrows Project
- \$30,000 Community and Recreation Facilities

Operating Result

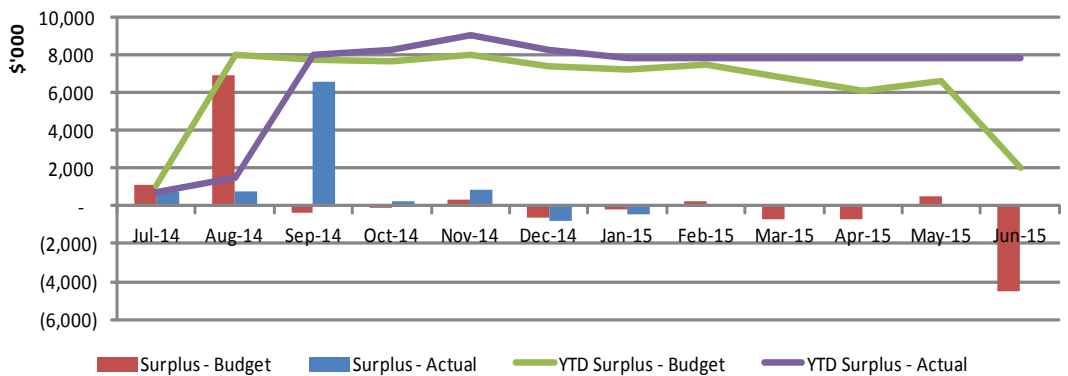
Income



Expenditure



Operating Surplus



Grant Income

	Note	Jan-15 (Actual) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	12 Month (Budget) \$'000
Recurring	1	4	3,695	4,314	(619)	6,295
Non-Competitive	2	3	284	21	263	37
Competitive	3	7	1,186	1,348	(162)	1,973
Total		14	5,165	5,683	(518)	8,305

Table 2: Grant Income

Note 1:

Council has received \$150,000 in excess of the YTD budget for Local Government Infrastructure Program funding in the 2014/15 year. This is in line with the funding agreement over the four year program. Council is yet to receive the grant for the Municipal Emergency Response Program of \$60,000 and the \$718,000 for Roads to Recovery due to works not starting yet.

Note 2:

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

Note 3:

Council has not yet received grants for The Narrows Project \$95,000 and the Tallangatta Integrated Community Centre \$200,000. An additional unbudgeted grant of \$30,000 has been received for the High Country Rail Trail (Tallangatta Path Linkage Project) and Council has also received the final \$67,000 for the Tallangatta Multi Sport Precinct.

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

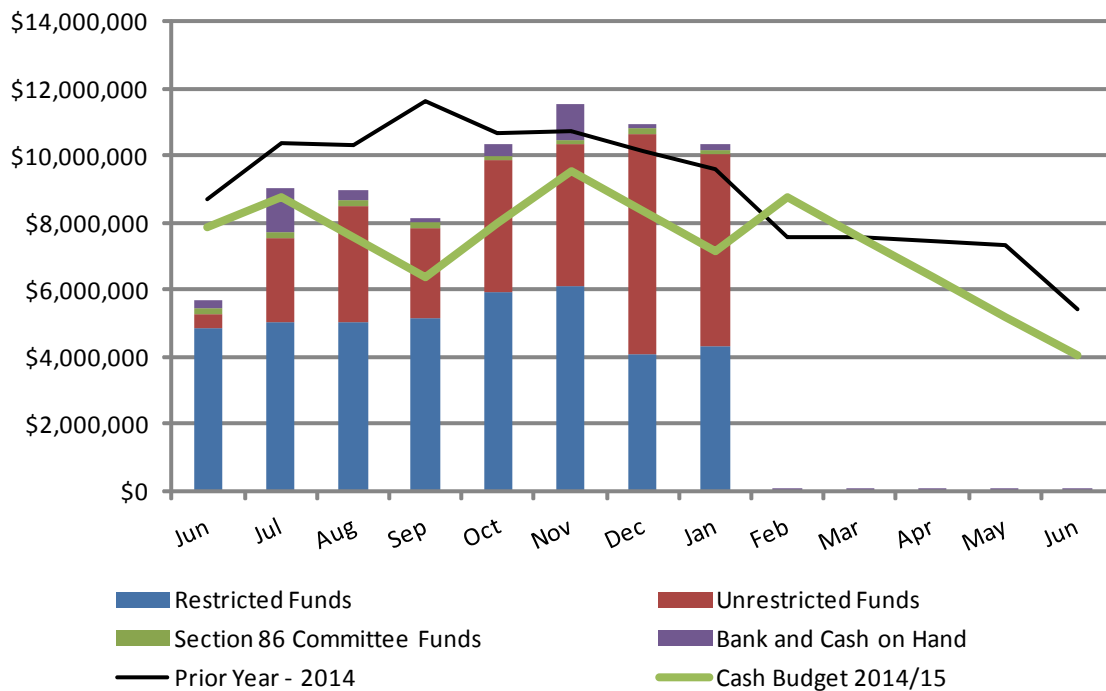
\$'000	
Recurring	
VGC General Purpose Funding	1,146
Country Roads and Bridges	1,000
VGC Local Roads Funding	688
LG Infrastructure Projects	490
Library	106
Corryong Pre School	71
Berringa Pre School	60
Maternal and Child Health	57
Tallangatta Pre School	43
State Emergency Service Corryong	13
State Emergency Service Tallangatta	13
State Emergency Service Mitta	7
Health Admin	2
Total Recurring Grants	3,695
Competitive and Non-Competitive	
Magorra Park (DSE)	289
Flood Recovery	261
Tallangatta Integrated Community Centre	250
Wyeboon Multi Purpose Facility	178
Berringa Pre School (Upgrade)	75
Upper Murray 2030 Vision	75
Tallangatta Multi-sport Precinct	68
Towong Racecourse (DSE)	47
L2P Program	45
The Narrows Project	40
High Country Rail Trail Upgrade (DSE)	30
Cudgewa Multi Purpose Facility (DSE)	23
Community Access	22
Tallangatta Neighbourhood House	20
Colac Colac Bike Path	12
Freeza Funding	12
Health Promotions (Walk to School)	10
Comm Health & Wellbeing	6
Caravan Park Masterplan	3
Seniors Week	2
Total Competitive and Non-Competitive Grants	1,469
Total Grants Received	5,164

CASH POSITION

Cash on Hand

The cash position moved during the month as detailed below:

	Current Month Jan-15 \$	Prior Month Dec-14 \$	Variance	
			\$	%
Unexpended Grants	4,068,567	3,834,862	233,705	6.1%
Provisions and reserves	232,000	232,000	-	0.0%
Restricted Funds	4,300,567	4,066,862	233,705	5.7%
Unrestricted Funds	5,733,492	6,584,520	(851,028)	-12.9%
Section 86 Committee Funds	136,082	136,082	-	0.0%
Total Investments	10,170,141	10,787,463	(617,322)	-5.7%
Bank and Cash on Hand	179,253	165,190	14,063	8.5%
Total Cash	10,349,393	10,952,653	(603,260)	-5.5%
Average Interest Rate	3.29%	3.37%		



Restricted Funds

\$'000	
Unexpended Grants	
Tallangatta Integrated Community Centre	1,451
Country Roads and Bridges	1,169
LG Infrastructure Projects	358
Library	199
Wyeeboo Multi Purpose Facility	153
Berringa Pre School (Upgrade)	75
Community Access	73
Tallangatta Neighbourhood House	72
Flood Recovery	51
Upper Murray 2030 Vision	50
The Narrows Project	47
Children Services Review	45
Flood Recovery Officer	44
Cudgewa Rec Reserve	42
Our Valley Our Future	40
Municipal Emergency Response Program	32
Local Gov Business Collaboration	32
High Country Rail Trail Upgrade (DSE)	30
Weed Project	27
L2P Program	23
Improving Liveability of Older People	19
Bushfire Management Overlay	13
Freeza Funding	12
Health Promotions (Walk to School)	10
Fire Access Track Maintenance	1
Total Unexpended Grants	4,069
Provisions and Reserves	
Landfill Rehabilitation	232
Total Provisions and Reserves	232
Total Restricted Funds	4,301

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	1,000,000	3.45%	182 Days	A1+	21/07/2015
15/10/2014	Term Deposit	AMP	1,500,000	3.50%	280 Days	A1	22/07/2015
11/09/2014	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
22/12/2014	Term Deposit	Westpac	2,000,000	3.50%	180 Days	A1+	22/06/2015
26/12/2014	Term Deposit	WAW	814,781	3.40%	90 Days		26/03/2015
N/A	Online Saver	Westpac/ANZ	1,719,278	2.25%	On Call	AA-	N/A
N/A	S86 Committees	Various	136,082	4.68%	N/A		N/A
Total Investments			10,170,141				

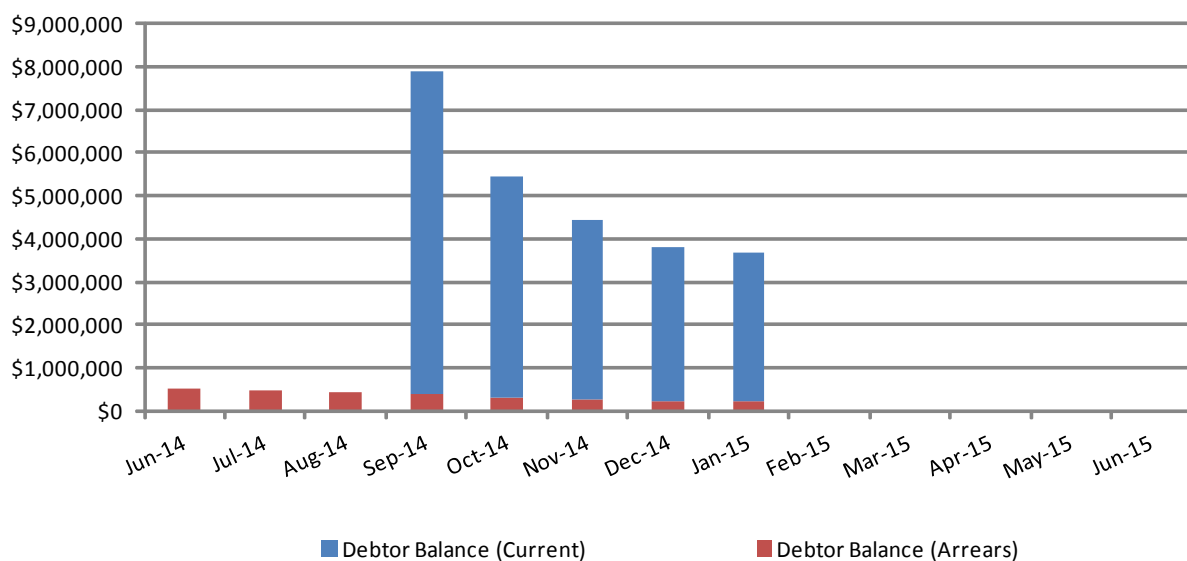
Table 4: Investments at month end

RECEIVABLES

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

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

Rates, charges and FSPL Debtors	Amount \$	Received	% Collected	Received	Collected	Balance Outstanding \$
		Jan-15 \$	Jan-15 %	YTD \$	YTD \$	
Levied 2014/15	7,693,808	88,410	1.1%	4,216,620	54.8%	3,477,188
Arrears prior to 2014/15	502,975	26,993	5.4%	296,958	59.0%	206,017
Total Charges		115,402		4,513,578		3,683,205

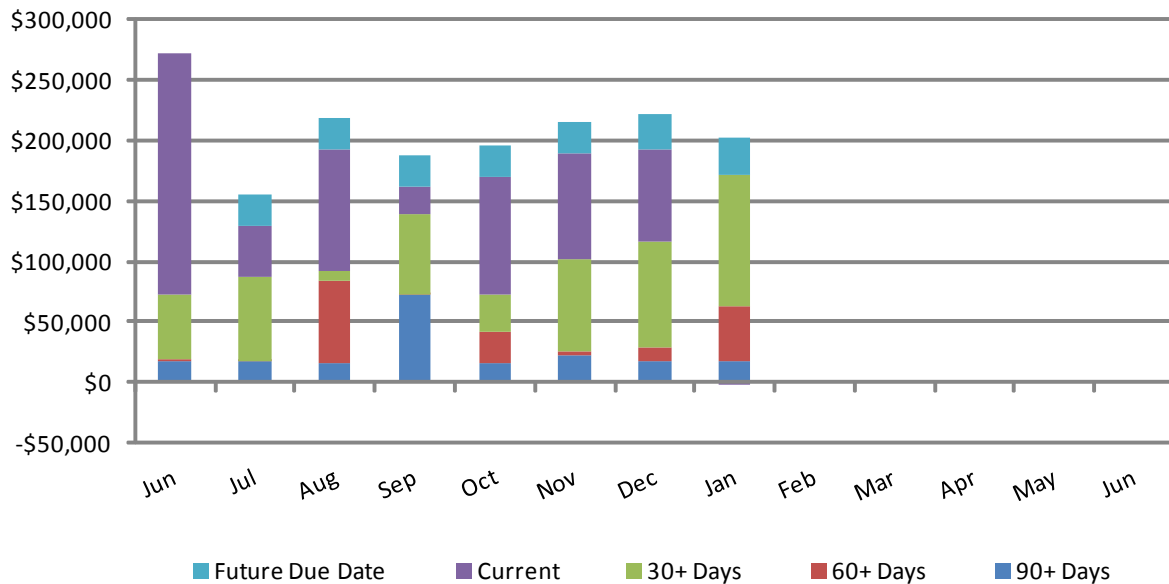


Rates and charges for 2014/15 were levied in September 2014.

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
	\$	\$	\$	\$	\$	\$
January 2015	29,453	(835)	109,444	45,354	17,148	200,564
December 2014	29,453	75,911	87,623	11,230	16,909	221,125
Movement	-	(76,746)	21,821	34,124	239	(20,561)



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

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

Table 6: Significant debtors > 90 days

LOCAL ROADS

Local Roads and Bridges Capital Works

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
402 Survey and Design		1,961	15,000	13,039	50,000
410 Road Construction	1	475,347	503,128	27,781	808,128
413 Storm Damage		-	-	-	-
416 Sealing	2	43,949	25,000	(18,949)	25,000
417 Resealing	3	4,748	25,955	21,207	675,000
420 Drainage Construction		3,601	15,000	11,399	30,000
421 Digouts	4	108,885	415,000	306,115	415,000
422 Resheeting	5	37,606	9,305	(28,301)	230,000
432 Footpaths		8,118	5,360	(2,758)	254,596
433 Kerb and Channel	6	23,455	1,167	(22,288)	166,504
442 Guardrails		-	-	-	16,000
450 Bridge Construction		313,843	480,893	167,050	1,054,926
Total		1,021,513	1,495,808	474,295	3,725,154

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

Note 1:

Timing variance with Road Construction works on Kurrajong Gap Road.

Note 2:

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

Note 3:

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

Note 4:

Digouts started in last week of November however invoices for work not yet received.

Note 5:

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

Note 6:

Some Kerb and Channel work had to be completed earlier than anticipated prior to reseals beginning in January.

Local Roads and Bridges Maintenance

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
301 Inspections		7,155	-	(7,155)	-
302 Survey and Design		7,611	2,919	(4,692)	10,000
304 Pavement Maintenance	1	73,396	112,500	39,104	150,000
306 Grading	2	348,758	268,331	(80,427)	460,000
308 Shoulder Maintenance	2	43,151	58,331	15,180	100,000
310 Drainage Maintenance	2	58,607	99,169	40,562	170,000
316 Reseals		-	-	-	-
324 General Roadside Maintenance	3	70,361	43,750	(26,611)	75,000
330 F/Path Maintenance		1,186	-	(1,186)	8,000
331 K and C Maintenance		125	-	(125)	5,000
334 Roadside Treatments		240	-	(240)	15,000
336 Signs Maintenance		2,667	12,000	9,333	17,000
338 Linemarking		-	-	-	10,000
340 Guideposts		2,368	4,081	1,713	7,000
342 Guardrail		583	-	(583)	5,000
346 Bridge Maintenance		6,282	16,674	10,392	28,584
Total		622,490	617,755	(4,735)	1,060,584

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

Note 1:

Lower pavement maintenance requirements than anticipated in the budget at this point in time.

Note 2:

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

Note 3:

More maintenance required due to wet weather and stock grids.

RECOMMENDATION:

THAT THE FINANCE REPORT BE NOTED.

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

Items requiring action from the 3 February 2015 Council Meeting are attached at Appendix 2.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

9.3 Performance Reporting Graphs (DCCS)

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

RECOMMENDATION:

THAT THE REPORT BE NOTED.

10 Community wellbeing

10.1 Community Wellbeing Report (01/07/0004-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

Kindergarten has commenced for the 2015 year at Bellbridge, Corryong and Tallangatta. Enrolments are down significantly (25%) on last year. This will impact grant funding which is based on kindergarten enrolment numbers.

Enrolments	Corryong	Tallangatta	Berringa
Four year old kinder	n/a	7	3
Three year old kinder	20	14	5
Total Enrolments (2015)	20	21	8
Four year old kinder	n/a	5	2
Three year old kinder	30	21	8
Total Enrolments (2014)	30	26	10

A report in relation to the financial impact of the low enrolments will be presented to the 3 March 2015 Council workshop.

The role of Kindergarten Director at Corryong has not yet been filled. Relief arrangements are in place until a suitable appointment can be made.

Two casual relief kindergarten educators; both residents of the Shire, have been employed to support all Council kindergartens.

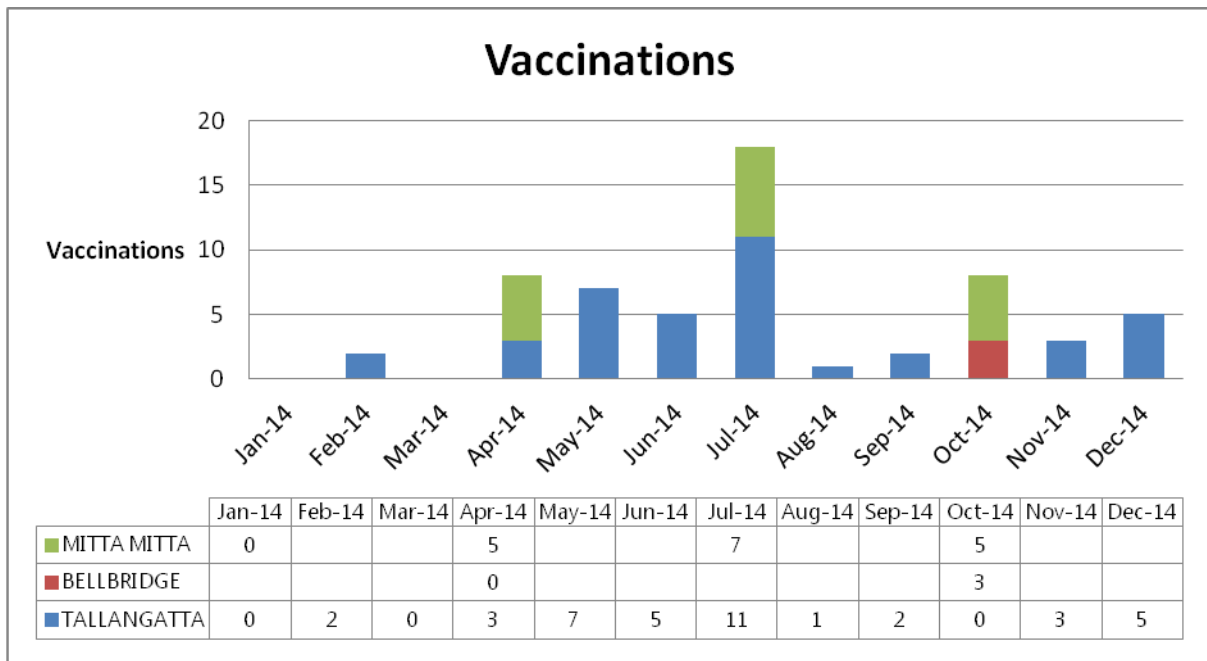
Maternal and Child Health Services

New office and maternal health equipment will be installed at Magorra Park within forthcoming weeks to support the delivery of a quality service for Mitta Valley residents.

Tenure of the area in the new Magorra Park facility is still to be resolved.

Immunisations

The Manager Community Services has met with City of Wodonga to review the current immunisation service offered across the Shire. The table below illustrates the number of vaccinations across the three sites for the 2014 calendar year:



In addition to this, the immunisation service is also provided to school aged children. In 2014, this resulted in 576 school age vaccinations.

Recent reports in the *Herald Sun* (18 January 2015) state that child immunisation rates in some of the State’s most heavily populated areas have dropped to below 90%. Towong Shire is currently reported as having 100% of scheduled immunisations completed. Victoria’s chief health officer is aiming to get immunisation rates above 95%.

Library Services

In coming weeks a survey will be distributed to seek community input regarding book acquisitions and catalogue genres.

The survey and the method of distribution will be discussed at a Council workshop prior to finalisation.

Mobile Library Services

A report in relation to Mobile Library Services will be presented to the Council workshop on 3 March.

Recreation facilities

An application was recently made to Sport and Recreation Victoria under the Country Football Netball grant program to construct two new netball courts: one at Tallangatta to meet increased demand and one in Eskdale to support the sport in the Mitta Valley.

Community cash contribution:	\$	30,000
Community in-kind contribution:	\$	38,400
Council cash contribution:	\$	5,000
Requested amount:	\$	100,000
Total project value:	\$	173,400

In partnership with the AFL, we recently hosted eight Western Bulldog players, who flew into Corryong Airport on 18 February 2015, to provide young people with a sports clinic and an opportunity to meet players. A community BBQ was also held to enhance this whole-of-community event. Over 250 people were in attendance.

This visit acknowledges that football clubs in Towong Shire are meeting and leading the State in targeted participation rates developed by Worksafe AFL Victorian Country football. It also supported usage of our airport and attracted local media interest.

0-8 Network

'Positive Parenting' programs for the Corryong and Tallangatta communities have been booked for the first quarter of 2015. We received excellent feedback from 2014 participants. Families will be provided with strategies and guidance in how to manage challenging family and children's matters. This project will be delivered in partnership with Gateway Community Health.

Youth Services

The recent community movie nights at Corryong and Tallangatta in mid-January were well received. Numbers were slightly down at Corryong due, we believe, to the cooler weather on the night of the event.

Council approved the 2014 Youth Activities program in early 2014. This program was jointly funded by Council and the Victorian Government’s FReeZA funding program. The table below provides an outline of our 2014 FReeZA Youth Outcomes Report:

Key Themes	Project name	Council contribution	Funding	Number of participants
Self Esteem and Personal Development	GRIP Leadership Workshop	\$1,455	\$3,850 - FReeZA	40 young people from Corryong and Tallangatta
Community	Open Air Movie Night x 2	\$3,814		Corryong 100 Tallangatta 120
Arts and Cultural Development	Dance Workshop	-	\$1,490 FReeZA	38 young people
Arts and Cultural Development	Skate Competition	\$1,800	\$2,000 National Youth Week	35 young people
Arts and Cultural Development	Music event	-	\$1,200 FReeZA \$800 FReeZA	178 - Corryong 180 - Tallangatta
Education	Safe food Handling course-- Master chefs of the Upper Murray		\$3,978 FReeZA	27 young people
Education	L2P program		\$45,000 Vic Roads	20 - Tallangatta 10 - Corryong

This table does not include the highly successful and fully funded (\$10,000) ‘Walk to School’ program.

A draft 2015 Youth Activities plan has been developed based on the success of the 2014 plan and this will be presented to a Council workshop once the data from the recent youth survey has been analysed.

Council’s Youth Officer continues to work closely with all schools across a range of initiatives and has continued to foster positive relations with the Corryong Neighbourhood House.

Children's Services Review

We have received a \$45,000 grant from the Department of Education and Early Childhood Development to conduct a Children's Services Review. Interviews have been conducted and it is expected that the preferred candidate will commence work in late February.

Community Development Officer

A draft three year Tallangatta Neighbourhood House plan is being developed. A community survey, which will inform the plan, will soon be distributed to Tallangatta residents and relevant outlying areas

Access and Inclusion Officer

Council's Access and Inclusion Officer commenced in November 2014.

Over a six month period, the officer will undertake the following:

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

A desktop survey of the current access and inclusion gaps and opportunities for improvement is currently being undertaken.

An *All Abilities Day* is scheduled for 1 May 2015 at the Corryong Youth Hall, 10am – 2pm.

The Manager Community Services has met with representatives from the Department of Health and Human Services to seek further partnership support for this event and to reinforce our community's ongoing need for external agency support.

Council Plan 2013-2017

The Community Services team has completed approximately 80% of planned priorities, including successful funding applications, strategy implementation and service delivery.

Impact on Council Policy:

The Community Services team will continue to focus on delivering 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.

Budget Impact:

Further consideration in relation to the Kindergarten budget will be necessary following a more detailed analysis. A report will be provided to the March 3 Council Workshop.

Risk Assessment:

Nil.

Community Consultation/Responses:

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

A number of surveys are proposed for early in 2015 to better understand the needs/wants of the community and inform our future planning and service delivery.

Discussion/Officers View:

The Community Services team continues to make excellent progress in delivering outcomes that support the 2013-2017 Council Plan.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

11 Asset management

11.1 Asset Management Report (01/07/0004-CAE)

Disclosure of Interests (S.80C):

This report was prepared by Ms Rachael Gadd, Civil Asset Engineer.

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

Background/History:

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

Stock Grid Policy

Final discussions with property owners who wish to replace their stock grids are underway in order to coordinate the bulk purchase of grids. Some property owners have identified a concrete stock grid from Icon Septech as the preferred option and approval by other interested purchasers is now being sought. Negotiations are ongoing with the manufacturer to ensure these new grids are up to the specified load rating standards and due to the relatively new design a warranty period has also been requested.

A bulk purchase of the required signs will be organised in late February. Property owners will be able to collect these signs from the Council depots on presentation of a receipt from either the Corryong or Tallangatta Council offices.

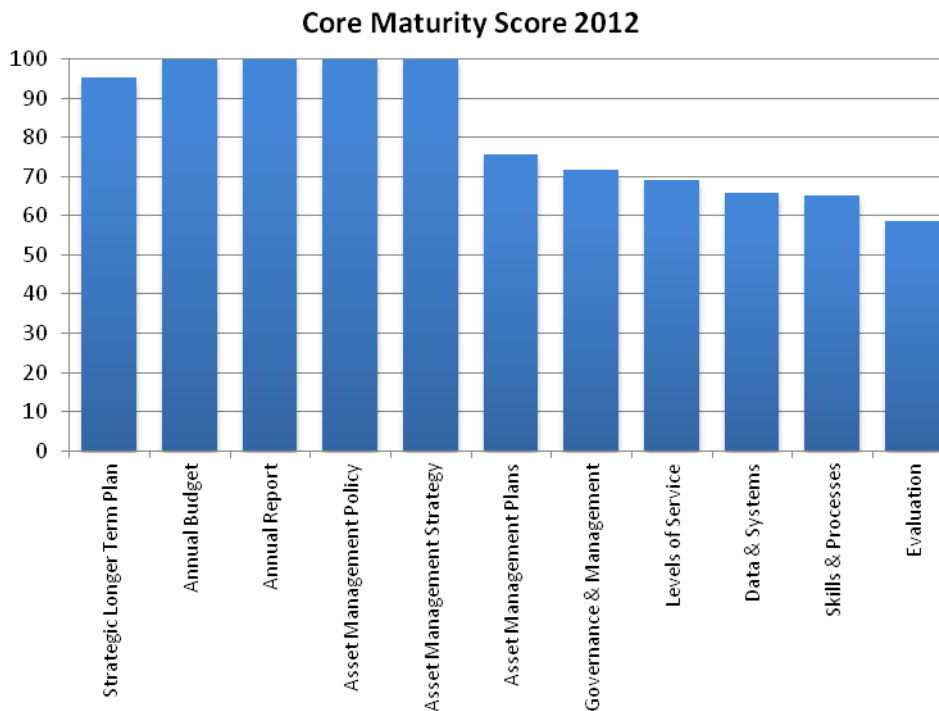
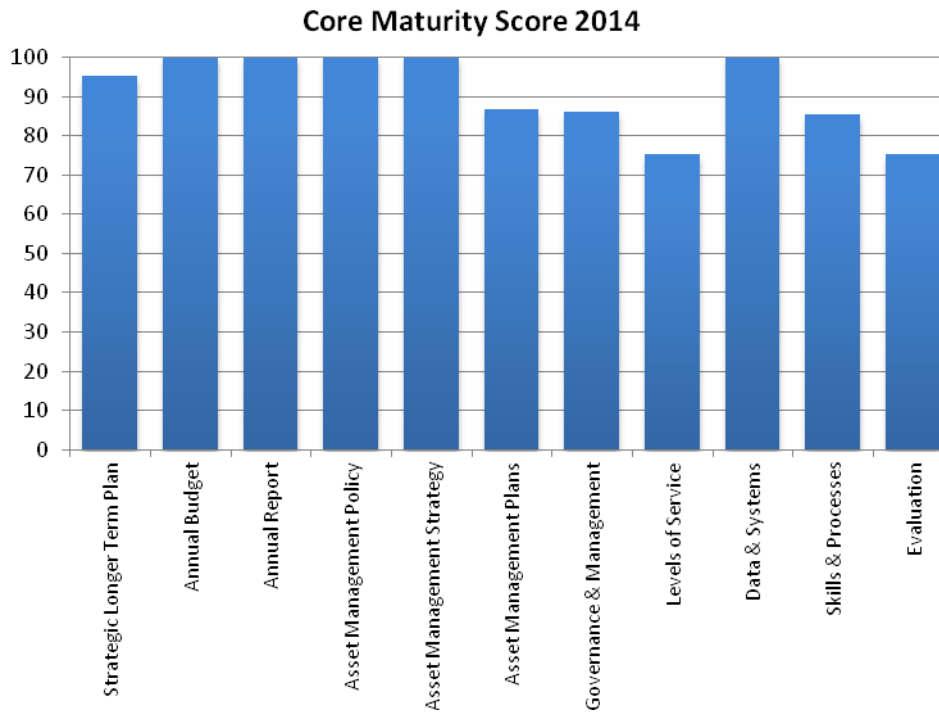
Asset Management

Infrastructure risk assessments are currently being completed for individual asset categories. These will address potential risks to the ability of an asset to provide its intended service and will be included in the relative asset management plans. These assessments consider the impact of short and long term climatic variables, budgetary constraints for renewal and events such as unexpected failure and accidents.

A risk assessment section has also been built into the capital projects assessment database and the internal process for assessing new capital projects has been flowcharted to ensure consistency in the assessment of all proposed projects.

Both of these items are requirements for gaining core competency through the National Asset Management Assessment Framework (NAMAF).

The Council NAMA self assessment has been completed for the 2014 year. There has been improvement in a number of areas. A comparison between the 2012 and 2014 assessments is overpage.



As a result of this assessment four priority actions have been identified.

- Establish community levels of service for all asset categories through a series of 'road shows'.
- Complete and adopt all core asset management plans.
- Include asset management responsibilities in position descriptions as and when they are re-evaluated.
- Establish performance indicators for services and introduce an annual evaluation cycle

Trees

A tree maintenance and replacement program is currently being developed for significant Council trees. This will ensure that annual maintenance budget allocations are sustainable and that these trees are kept in optimal condition to ensure both their longevity and the amenity of the parks where they are located. An assessment of The Triangles and the park adjacent to the police station in Tallangatta have both been completed including a long term tree removal and replacement schedule and preferred species list. These reports will form the basis for budget allocations into the future and will be included as part of Council's Tree Management Plan.

Asset renewal and maintenance

Construction of the Hindleton Road and Campbells Road bridges are provisionally planned to begin in early March. The McHargs Road bridge replacement is now under review and alternative, more cost effective renewal and/or replacement options are being considered.

Two major culverts on Callaghan Creek Road are scheduled for replacement in early March.

The construction of a sealed dust strip was completed in early February on Spring Creek Road.

Stage two of the Georges Creek Road construction commenced in the second week of February.

The major patching program is now complete and the reseal program has commenced with successful resealing in Bellbridge, Tallangatta, Corryong and Cudgewa. Hindleton Road and Yabba Road will be resealed in early March. The delay is due to the contractor's commitments to another client.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

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

RECOMMENDATION:

THAT THE REPORT BE NOTED.

11.2 Local Law Permit Review Roadside Grazing (07/01/0133-CAE)

Disclosure of Interests (S.80C):

This report was prepared by Ms Rachael Gadd, Civil Asset Engineer.

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

Background/History:

The current Road Side Grazing Permit is based on the VicRoads requirements for grazing of major road reserves. Conditions 5 and 7 of the permit have been modified to reflect the requirements for Council maintained roads. A copy of the permit is attached at Appendix 4.

A review of the roadside grazing permit is required to align it with local road conditions

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Not required.

Community Consultation/Responses:

Consultation with property owners has been ongoing since October 2014 in conjunction with the stock grid policy.

Discussion:

During site visits for the implementation of the stock grid policy it was raised that the current requirements of the road side grazing permit severely restricted the grazing area on some local road reserves which in turn limits the use of grazing as a means to reduce fire hazards on the road reserve.

Modification of the permit conditions allows temporary electric fences to be erected at varying distances from the road edge according to the designation of the road. For example previously a minimum six metre buffer zone was required between the edge of the road pavement and the temporary electric fence. This has been reduced to two metres on Collector, Link and Access Roads to reflect local traffic conditions and enable practical grazing on sections of road that may only have ten metres clearance between the edge of the road pavement and the adjacent property boundary fence.

RECOMMENDATION:

THAT COUNCIL APPROVE THE AMENDED ROAD SIDE GRAZING PERMIT.

**11.3 Stock grid policy Section 173 Agreement Funding
(01/01/0388-CAE)**

Disclosure of Interests (S.80C):

This report was prepared by Ms Rachael Gadd, Civil Asset Engineer.

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

Background/History:

The implementation of Council's Stock Grid Policy involves the lodgement with the Land Titles Office of a standard Section 173 Agreement (Planning and Environment Act) to transfer future maintenance and renewal obligations for stock grids on public road to the directly adjacent property owners. The lodgement of these agreements with the Land Titles Office comes at a considerable cost to property owners.

Due to feedback during site visits a preliminary bulk lodgement price of \$400 plus GST per 173 Agreement was gained from Northey Legal in Wodonga in an attempt to reduce individual lodgement costs.

It is estimated that the cost of lodging the agreements will be \$41,800.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Stock Grid Policy Survey Budget	\$48,300
Estimated cost of 173 Agreement Lodgement	\$41,800

Risk Assessment:

The action recommended in this report will reduce the risk to Council by ensuring consistent lodgement of the 173 Agreements.

Community Consultation/Responses:

Consultation with property owners has been ongoing since October 2014. Most responses have indicated that the cost associated with the lodgement of the 173 Agreements is high.

Discussion:

It is proposed that the budget that was originally allocated and carried forward to fund land title swaps and other administrative costs associated with the implementation of the Stock Grid Policy be allocated to fund the bulk lodgement of these 173 Agreements. This will ensure that Council staff can manage the lodgement process more efficiently and relieve some of the financial burden for property owners.

RECOMMENDATION:

THAT COUNCIL APPROVE THE USE OF THE STOCK GRID POLICY SURVEY BUDGET TO FUND THE LODGEMENT OF SECTION 173 AGREEMENTS (PLANNING AND ENVIRONMENT ACT) FOR THE STOCK GRID POLICY.

12 Land-use planning

No report.

13 Environmental sustainability

13.1 Environmental sustainability (02/03/0029-DTS)

Disclosure of Interests (S.80C):

This report was prepared by Mr Clement Teng, Engineer/Design Project Officer.

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

Background/History:

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

Landfill Operations

GHD Engineering Consultants have submitted an Environmental Risk Assessment Report for the Corryong landfill site. This report and the associated site investigations were commissioned to satisfy the requirements of the updated EPA guidelines for landfill management. The results of GHD's site investigations were used to determine the most suitable liner type for installation at the leachate dam and new landfill cell.

Expressions of interest for the supply and installation of the liner for the existing leachate dam and the new landfill cell at Corryong closed on 20 December 2014. Six submissions were received and assessed with the contract awarded (under CEO delegation) to Merit Lining System Pty Ltd. A service agreement has been negotiated with the company and the liner installation works are due to start in late March. The estimated time for the both liner installations is eight weeks. This includes material preparation and onsite works.

Preparation of the site commenced in early February with the construction of a boundary fence for the new landfill area. The new landfill cell excavation is currently underway and will include the installation of drainage infrastructure to support the removal of leachate from the new and future landfill cells to the leachate dam as per EPA requirements.

Maintenance and monitoring of closed landfills

A new fence and access have been constructed at the closed landfill in Eskdale. All of the closed landfills in the Shire are being maintained, monitored and inspected annually with supporting documentation according to EPA guidelines.

Transfer station upgrades

Council has received the first stage of funding from Sustainability Victoria for the upgrade of the Corryong and Tallangatta Transfer Stations following the submission of a project plan and timeline. These works will commence in May.

Hillier Contracting are currently crushing waste concrete at both the Tallangatta Transfer Station and Corryong landfill; the final product of this will be used as road base and hard stand for the Corryong Resource Recovery Centre upgrade project.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Any delay in the installation of the liner at the Coryong Landfill may necessitate the transport of waste directly to the Albury Landfill. The costs associated with this have been included in the contract conditions as liquidated damages of \$4,670 per week of delay. This sum will be payable by Merit Lining Systems up to a total of \$14,355. This will provide for three weeks of waste transport and disposal to Albury Landfill if required.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

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

RECOMMENDATION:

THAT THE REPORT BE NOTED.

14 Economic and tourism development

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

Disclosure of Interests (S.80C):

This report was prepared by Ms Lauren Elvin, Manager Economic Development.

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

Background/History:

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

Upper Murray 2030 Vision Plan

Updated collateral is currently being printed for placement at the project hubs at Walwa, Khancoban and Corryong. Following discussions with the Steering Committee the next round of facilitated consultations will be held in March to allow plenty of notice to invited participants as well as the wider community.

Our Valley, Our Future

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

Our Bellbridge

Feedback from local residents at Bellbridge remains positive, with the new shelters and seating proving particularly popular. Families are looking forward to the playground works at Roy Williams Park being completed with a small number of residents seeking additional information about timelines in the past month.

Corryong Saleyards

The Corryong Saleyards Futures Study Request for Quotation was put out in December 2014. The closing date for submissions was Monday 12 January and following an assessment of the applications GHD were appointed to undertake the study. Consultation with agents, buyers, sellers, transporters and other stakeholders was undertaken in early February and a survey was put out to the wider community. The survey was advertised online and through a front page article in the Corryong Courier. The response rate was in line with expectations and the study is progressing well.

Man from Snowy River Bush Festival

Preparations for the 2015 Man from Snowy River Bush Festival are underway, with planning for staffing currently being finalised. The Festival will be using SalesVu this year for all merchandise and ticket sales, having seen the system in action in the Visitor Information Centre (VIC) last year. Streamlining of ticket sales and increased use of Ticketeboo online ticket sales has changed the way sales occur within the VIC and we are working to ensure that ticket sales are completed efficiently and effectively.

Tourism Websites (Regional Digital Project)

One-on-one mentoring is underway across the Shire to sign up those operators who have not yet completed their listings. The website creatives have been finalised and the site build is almost finalised. Tourism North East will be providing additional support to assist in populating the sites with content pages in preparation for launch.

New Tourism Collateral

Updated versions of the "Touring Routes" maps are currently being prepared. These will be in line with the look and feel of the new tourism websites to provide a cohesive suite of information that can be accessed via the websites and our Visitor Information Centres.

The collateral will be completed in time to go to the Ulysses AGM which will be held in March, to encourage Ulyssians to ride and explore Towong Shire.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

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

RECOMMENDATION:

THAT THE REPORT BE NOTED.

15 Councillor reports

15.1 Western Bulldogs visit to Corryong (Cr Wortmann)

Date	18 February 2015
Details About the Activity	<p>I was invited to welcome the Western Bulldogs players to Corryong.</p> <p>The players conducted training drills to develop the basic skills of Australian Rules football. Young boys and girls from schools from the district all participated in the drills. I saw many smiles and laughs from the children as they carried out the instructions from Western Bulldog players. The players were terrific with the kids and signed numerous pieces of memorabilia at the end of the session, which was greatly appreciated by all who attended.</p> <p>I would like to thank Penny and Renee for all their work in making the day run so smoothly. Also I would like to thank Grant Saunders and Jeff Chandler from AFL Northeast, Bernard McNamara for providing coach transport and John Star from Cudgewa Football Club who met the players at the Corryong airport, the Corryong Post Office for distributing the flyers at short notice, our local schools Sacred Heart, Corryong College, Walwa Primary and the little kinder kids for participating. Elise Wilson (Federal Football Netball Club) and Nadia Edwards (Corryong Football Netball Club) thank you for organising the catering and Lou Coutts for representing Border Walwa Football Netball Club.</p> <p>Again I would like to say it was a great day and reinforces the value we place in our Shire in team sports participation.</p>

16 Urgent business

17 Committee minutes

17.1 Hume Region Local Government Network [HRLGN] (07/01/0085-Cr Wortmann)

The unconfirmed minutes of the Hume Region Local Government Network meeting held on 4 December 2014 are attached at Appendix 5.

RECOMMENDATION:

THAT THE UNCONFIRMED MINUTES OF THE HUME REGION LOCAL GOVERNMENT NETWORK MEETING BE NOTED.

17.2 Rural Councils Victoria (CEO)

The unconfirmed minutes of the Rural Councils Victoria meeting held on 13 February 2015 are attached at Appendix 6 .

RECOMMENDATION:

THAT THE UNCONFIRMED MINUTES OF THE RURAL COUNCILS VICTORIA MEETING BE NOTED.

18 Occupational health and safety

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

Disclosure of Interests (S.80C):

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

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

Background/History:

This report is a bi-monthly progress report on Occupational Health and Safety (OHS) activities throughout the organisation. Council, like any employer, has a diverse range of responsibilities with respect to Occupational Health and Safety.

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

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

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

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

Current Progress:

Strategic OHS activity

Internal review of Safety Management System (SMS)

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

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

An initial review of Council's SMS using the tool was conducted by the OHS Officer.

A further review was undertaken through the OHS Committee in December 2014. The audit tool, process and the recommendations from the review will be considered by management and appropriate future actions agreed.

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

External review of Safety Management System (Echelon Audit)

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

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

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

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

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

Operational OHS activity

WorkCover incidents

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

Safety Improvement Plans – Corryong and Tallangatta Pools

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

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

Other OHS activity

Heavy Vehicle and Trailer Inspections

A Vehicle, Plant and Trailer Inspection Plan has been developed and implemented at both Depots. This Plan ensures every vehicle, piece of Plant and trailer is inspected at least annually and details of these safety inspections are recorded and filed. The Plans are updated at least monthly and are currently being reviewed by the OHS Officer. In addition, Council has committed to having all Council heavy vehicles and the trailers towed by those heavy vehicles undergo a Victorian Roadworthy inspection to ensure the safety of those vehicles and trailers. This process is underway and is expected to be completed by the end of February 2015. Through

implementing this Plan and conducting periodic inspections, it is expected to reduce the possibility of incidents in relation to Council's heavy vehicles and trailers.

Communication issues with Outdoor Crew and Working in Isolation or Remotely

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

To date the Committee members have canvassed other Government Departments (CFA, DEPI, Parks Victoria) and other Councils and most experience similar communication issues. A procedure, "Work in Isolation or Remotely" is due for release during February 2015, however further investigation of options will be undertaken over the coming months to attempt to identify a workable solution to the issues. Possible solutions may include the fitting of mobile phones or Satellite phones to the Garbage Trucks and/or other Council vehicles (in-vehicle mount with external antenna to boost range), the use of Insight 360 to monitor vehicle movement and location and trialling of lone worker protection systems eg "SafeTCard".

Dial Before You Dig (DBYD) process

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

OHS Performance Indicators

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

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

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

Community Consultation/Responses:

Nil.

Discussion/Officers View:

It is the Officer's view that Council is continuing to make significant progress in addressing Council's OHS responsibilities, including continuing development of the Safety Management System, working with Contractors and actioning recommendations from the Echelon Audit Action Plan and the Safety Improvement Plans for both pools.

RECOMMENDATION:

THAT THE REPORT BE NOTED.

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

The unconfirmed minutes of the meeting held on 5 February 2015 are attached at Appendix 7 for information.

RECOMMENDATION:

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

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

The following policies are attached at Appendix 8 for review. Councillors are requested to provide feedback on the policies to the relevant officer by 7 April 2015.

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

20 Sealing of documents

No documents require sealing.

21 Confidential

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

- (a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
- (b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or
- (c) subject to sub-section (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.

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

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

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

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

No Confidential reports.