

# Agenda

## Ordinary Meeting of Council

Mitta Valley Sports Complex, Eskdale

Tuesday 4 March 2014

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**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE MITTA VALLEY SPORTS COMPLEX, ESKDALE ON TUESDAY 4 MARCH 2014 COMMENCING AT 10.00 AM.**

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## **1 Opening Prayer**

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

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

Amen."

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

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

## **4 Declaration of pecuniary interest and/or conflict**

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

## **5 Confirmation of minutes**

Ordinary Meeting of 4 February 2014.

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

### **6.1 Walwa Odour Issue (01/04/0054-DTS)**

At the 4 February 2014 Council Meeting, Cr Wortmann presented a petition from Mr Ivan Baxter and residents of Walwa regarding an odour that has been noticed in Walwa.

A report on this item is presented at Item 9.4.

### **6.2 Goats in Mitta Mitta (02/09/0003-Cr Scales)**

At the 4 February 2014 Council Meeting, Cr Scales tabled a petition from residents of the Mitta Valley in relation to the removal of goats in the Mitta Valley.

A report on this item is presented at Item 9.5.

## **7 Assembly of Councillors**

A written record of the Assemblies of Councillors from 4 February to 25 February 2014 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 2014 (DCCS)

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

This report was prepared by Mr Peter Barber, Manager Corporate 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.

#### OPERATING RESULT

	Note	Jan-14 (Actual) \$'000	Jan-14 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %
Income	1	332	969	11,371	12,379	(1,008)	-8%
Expenditure	2	762	1,329	5,960	7,315	(1,355)	-19%
Surplus		(430)	(360)	5,411	5,064	347	7%

Income and expenditure are lower than budget. This is due to projects, where the timing is unknown, being placed in the month of July.

Note 1: See "Grant Income" on the following page.

Note 2:

Projects that were budgeted in ahead of actual expenditure:

- \$210,000 Cudgewa Multi-purpose Facility
- \$45,000 Magorra Park Multi-purpose Facility
- \$75,000 High Country Rail Trail
- \$70,000 Health Administration
- \$50,000 Insight 360 Development
- \$79,000 Upper Murray 2030 Vision Plan
- \$63,000 Tourism Strategies and Master Plans
- \$90,000 Local Government Reform (Shared Services)
- \$144,000 Infrastructure maintenance

Projects that were budgeted for but have not proceeded:

- \$65,000 Flood Recovery Officer (funds were returned to the Department of Human Services)
- \$103,000 Director Development Services

The actual full time equivalent employees for the year is 65.4, the budget is 70.6.  
Variations include:

- \$76,000 Engineering services (1.0 Works Manager)
- \$113,000 Planning services (0.3 Statutory Planner, 0.5 Planning Administrator, extended leave by Manager Planning)
- \$50,000 Community Health and Wellbeing Manager

*Grant Income*

	<b>Note</b>	<b>Jan-14</b> (Actual)	<b>YTD</b> (Actual)	<b>YTD</b> (Budget)	<b>YTD</b> (Variance)	<b>12 Month</b> (Budget)
		<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Recurring		35	1,083	1,137	(54)	2,184
Non-Competitive	1	163	2,047	2,354	(307)	2,783
Competitive	2	58	876	1,358	(482)	1,576
<b>Total</b>		<b>256</b>	<b>4,006</b>	<b>4,849</b>	<b>(843)</b>	<b>6,543</b>

Note 1:

The following grants were budgeted for but not yet received:

- \$210,000 Roads to Recovery
- \$770,000 Emergency Response – March 2012

The following grant was received but not yet budgeted:

- \$660,000 Local Government Infrastructure Program

Note 2:

The following grants were budgeted for but not yet received:

- \$68,000 Tallangatta Multi-sport Precinct
- \$235,000 Tallangatta Community Hub (Senior Citizens) – *RDAF Round 5 grant withdrawn*
- \$354,000 Blackspot funding

The following grants were received but not yet budgeted:

- \$108,000 Colac Colac bike path
- \$45,000 L2P Program

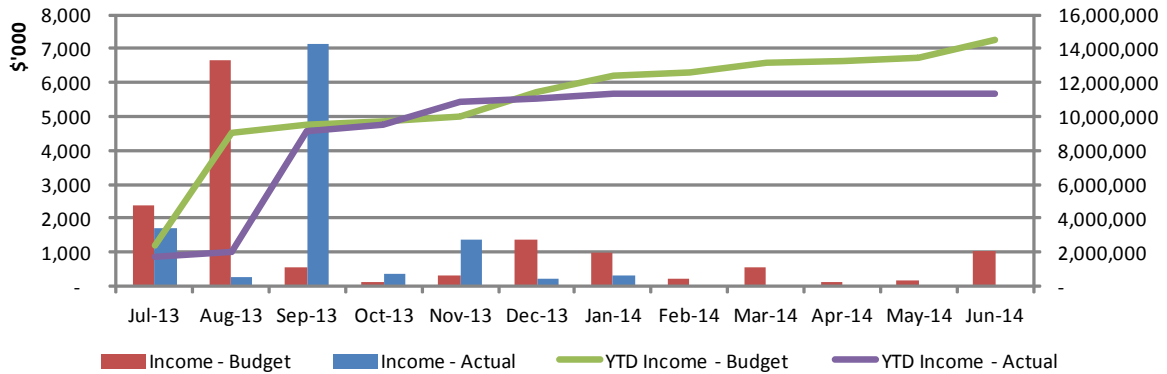
*Grants received Year-to-Date (YTD) are shown in the following table:*

	YTD (Act) \$'000
Recurring	
VGC General Purpose Funds	863
Library	93
Maternal and Child Health	62
Corryong Pre School	60
Tallangatta Pre School	35
Berringa Pre School	30
Pre-School Cluster	25
State Emergency Service Corryong	13
State Emergency Service Tallangatta	13
State Emergency Service Mitta	7
Health Administration	2
Competitive and Non-Competitive	
Country Roads and Bridges	1,000
LG Infrastructure Projects	660
Tallangatta Multi-sport Precinct	339
R2R Supplementary	213
Scenic Wayside Stop Project	117
Colac Colac Bike Path	108
Municipal Emergency Response Program (P Leddy)	60
Tallangatta Community Hub	50
L2P Program	45
Children Services Review	45
Magorra Park (DSE)	40
Weed Project	28
Mitta Valley Dairy Pathways	25
Tallangatta Neighbourhood House	21
Community Access	21
Freeza Funding	12
Walwa Community Recovery Centre	9
Comm Health & Wellbeing (VPR)	6
Towong Racecourse (DSE)	4
Seniors Week	2
<b>Total</b>	<b>4,006</b>

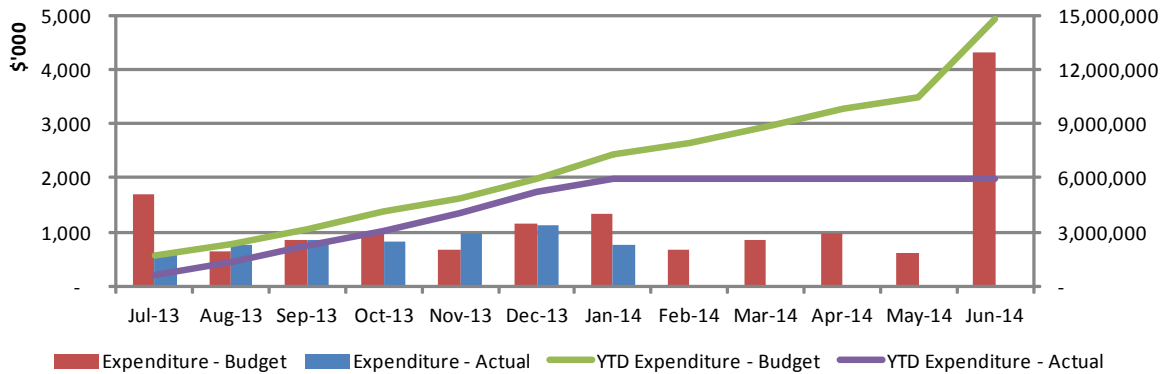


**Operating result**

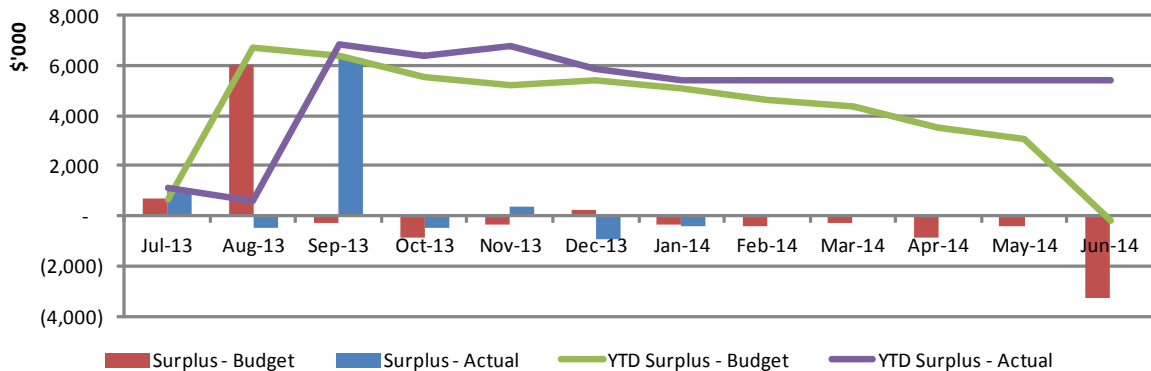
**Income**



**Expenditure**



**Operating Surplus**



Notes to major income and expenditure:

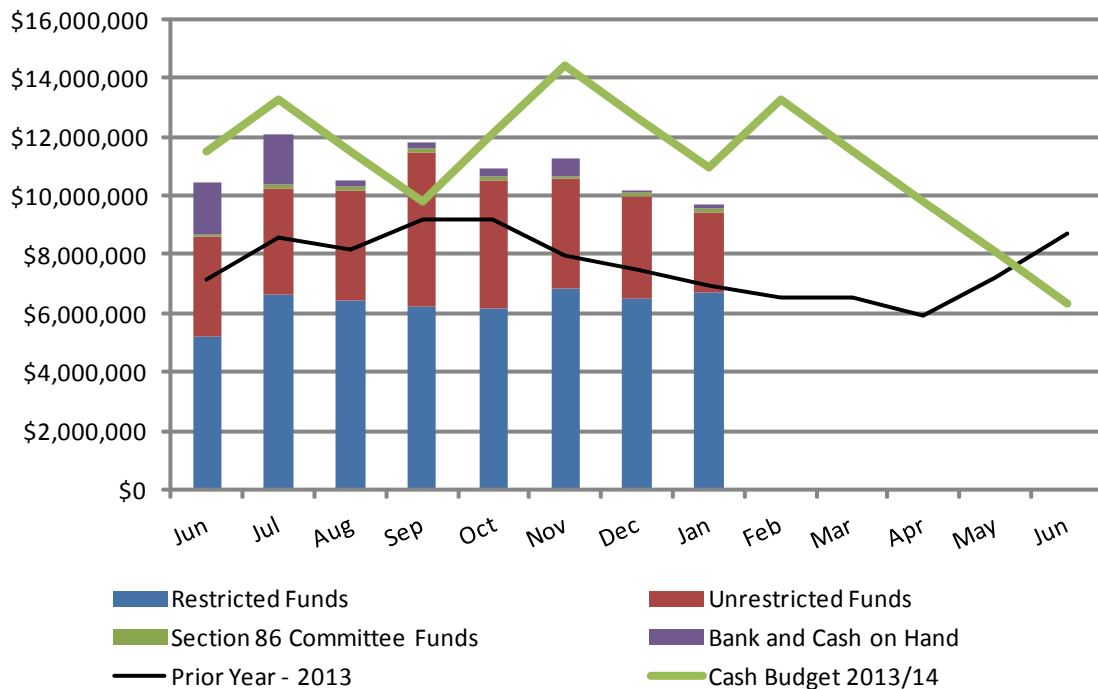
- Council rates were budgeted to be raised in August. This occurred in September.
- Depreciation is budgeted to be recorded in June.

## CASH POSITION

### Cash on Hand

The cash position moved during the month as detailed below:

	Current Month	Prior Month	Variance	
	Jan-14	Dec-13	\$	%
	\$	\$	\$	%
Unexpended Grants	5,748,628	5,556,157	192,471	3.5%
Provisions and reserves	965,429	973,120	(7,691)	-0.8%
Restricted Funds	6,714,057	6,529,277	184,780	2.8%
Unrestricted Funds	2,725,767	3,478,594	(752,827)	-21.6%
Section 86 Committee Funds	115,468	115,468	-	0.0%
Total Investments	9,555,291	10,123,338	(568,047)	-5.6%
Bank and Cash on Hand	161,284	87,967	73,317	83.3%
<b>Total Cash</b>	<b>9,716,576</b>	<b>10,211,306</b>	<b>(494,730)</b>	<b>-4.8%</b>
Average Interest Rate	3.69%	3.61%		



**Investments**

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

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
9/08/2013	Term Deposit	ING Bank	1,055,293	3.90%	180 Days	A1	5/02/2014
22/10/2013	Term Deposit	NAB	2,000,000	3.75%	183 Days	A1+	23/04/2014
16/12/2013	Term Deposit	AMP	1,000,000	3.90%	182 Days	A1	16/06/2014
10/10/2013	Term Deposit	Bank of Queensland	1,055,304	3.70%	152 days	A2	11/03/2014
22/10/2013	Term Deposit	Rural Bank Ltd	1,010,552	3.72%	125 days	A2	24/02/2014
13/11/2013	Term Deposit	Wide Bay Australia Ltd	1,000,000	3.70%	120 Days	A2	13/03/2014
10/10/2013	Term Deposit	ME Bank	1,033,419	3.70%	123 Days	A2	10/02/2014
26/12/2013	Term Deposit	WAW	786,197	3.70%	90 Days		26/03/2014
N/A	Online Saver	ANZ	499,060	2.25%	On Call	AA-	N/A
N/A	S86 Committees	Various	135,588	4.68%	N/A		N/A
<b>Total Investments</b>			<b>9,575,412</b>				

**Restricted Funds**

Unexpended Grants and Provisions and Reserves at the end of the month are detailed on the next page.

	\$
Unexpended Grants	
Country Roads and Bridges	1,690,000
LG Infrastructure Projects	1,338,712
Tallangatta Community Hub	1,195,368
R2R Supplementary	400,000
Local Gov Business Collaboration ( A Maclean)	130,958
Colac Colac Bike Path	108,000
Magorra Park (DSE)	85,915
Walwa Community Recovery Centre	81,409
High Country Rail Trail Upgrade (DSE)	75,000
Municipal Emergency Response Program (P Leddy)	72,373
Flood Recovery Officer (T Hall)	72,234
Mitta Valley Dairy Pathways	57,473
Flood Recovery (Community projects)	50,634
Improving Liveability of Older People	47,329
Cudgewa Multi Purpose Facility (DSE)	45,650
Children Services Review	45,000
Tallangatta Neighbourhood House	44,678
Staceys Bridge Reserve (DSE)	44,000
Community Access	36,162
Towong Racecourse (DSE)	32,841
L2P Program	22,500
NE Dairy Regional Growth Plan	20,088
Tallangatta Swimming Pool Upgrade	14,003
Bushfire Management Overlay	13,090
Freeza Funding	10,076
Weed Project	8,784
SP Ausnet Community Development	4,203
Fire Access Track Maintenance	1,764
Biggara Recreation Reserve (DSE)	347
Provisions and Reserves	
Long Service Leave	765,429
Landfill Rehabilitation	200,000
<b>Total</b>	<b>6,714,019</b>

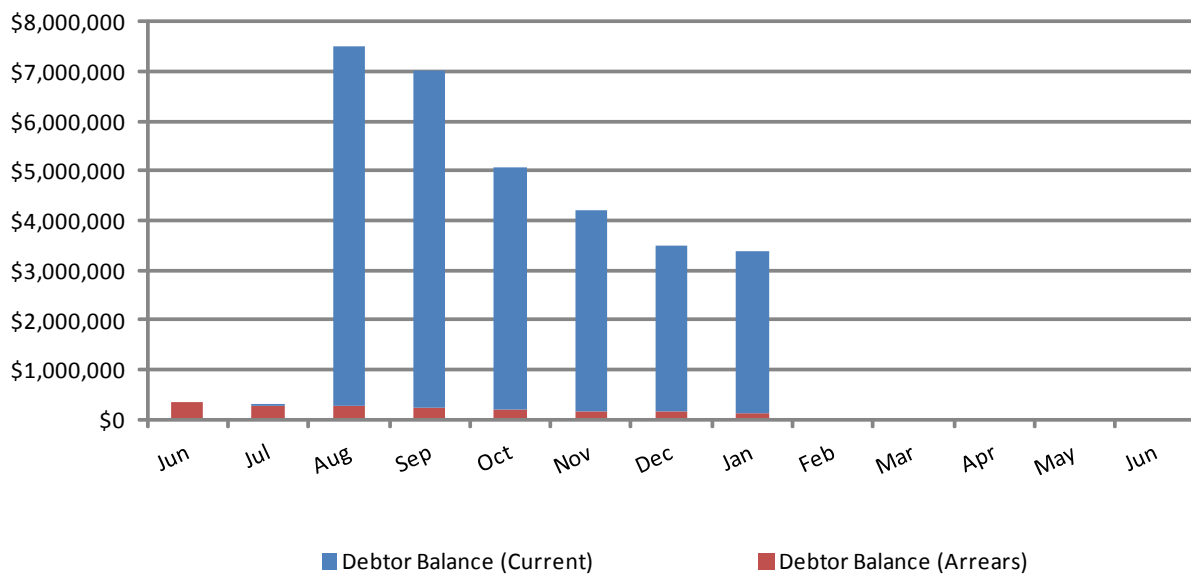
**RECEIVABLES**

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

The outstanding amount of rates, municipal charge, waste management charge and waste collection charge at month end were \$3,862,121.

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-14 \$	Jan-14 %	YTD \$	YTD \$	
Levied 2012/13	7,303,608	86,142	1.2%	3,574,874	48.9%	3,728,734
Arrears prior to 2012/13	339,358	13,218	3.9%	205,970	60.7%	133,387
<b>Total Charges</b>		<b>99,360</b>		<b>3,780,844</b>		<b>3,862,121</b>

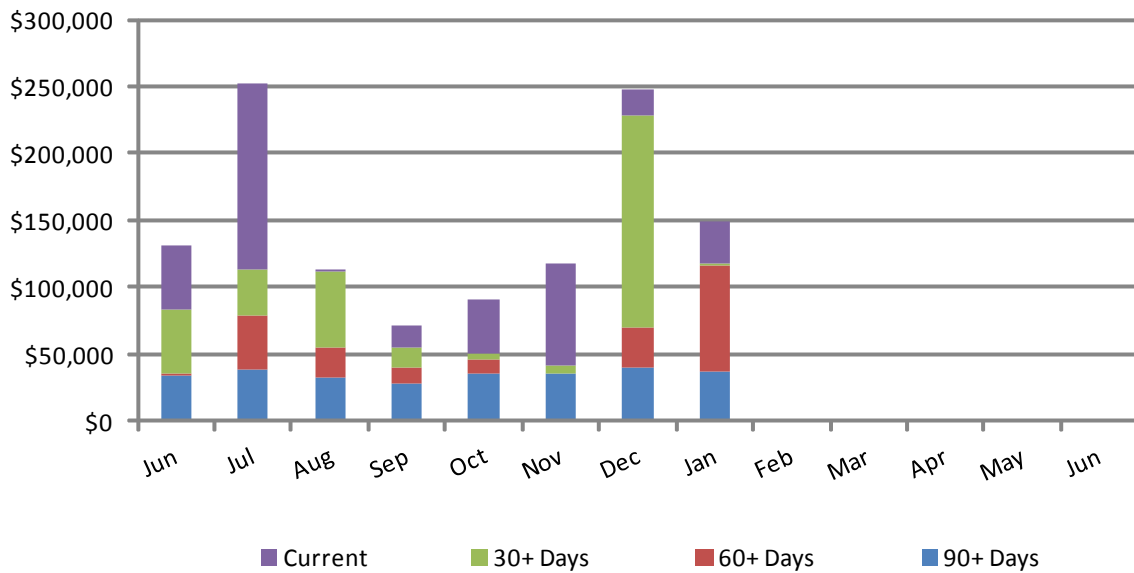


*Sundry Debtors*

The Sundry Debtors outstanding at month end total \$149,577.

The variance in Sundry Debtors from the current month to prior months is shown below:

Sundry Debtors	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
<b>January 2014</b>	31,892	696	80,004	36,985	149,577
<b>December 2013</b>	19,353	158,485	30,540	39,557	247,935
<b>Variance</b>	12,539	(157,789)	49,464	(2,572)	(98,358)



Note: Debtors in the December 30 days column are greater than the November current due to timing of completing the report caused by office closure.

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

<b>Debtor</b>	<b>Amount</b>	<b>Description</b>	<b>RO</b>	<b>Notes</b>
DEPI (19583)	\$8,051.00	NE Bushfire Camera Network	JS	Ongoing discussion held with DEPI in February 2014.
Cudgewa Football/Netball Club	\$5,000.00	Community Contribution	JH	An additional funding contribution has been raised by the community – still to be paid.
VicRoads (10266)	\$4,807.00	School Supervisor	JH	For December 2013, invoiced entered ahead of schedule.
Regional Development Victoria (17261)	\$4,070.00	Towong Racecourse	PS	10% balance due when acquittal report lodged. The project is not complete and acquittal will be prepared once the project is finalised.
Debtor 18925	\$4,000.00	Community Group Loan	JS	The long term binding payment agreement has not yet been signed. Paying \$500 per annum. \$500 received May 2013.
Debtor 17007	\$2,950.00	Infringement Notice	PL	Unable to place in debt collection process as not allowed as part of infringement notifications.
Debtor 18781	\$1,337.00	Equipment Loan	JS	Agreed (annual) payment plan. Within payment plan terms.
Tallangatta Health Service	\$1,010.00	Tip tokens	JH	Following up on outstanding statements.

**LOCAL ROADS**

*Local Roads Capital Works*

	Note	YTD Actual \$	YTD Budget \$	Variance	Annual Budget \$
402 Survey and Design		39,285	105,000	(65,715)	105,000
410 Road Construction	1	245,513	435,000	(189,487)	570,000
413 Storm Damage	2	43,785	380,000	(336,215)	418,951
416 Sealing	3	8,982	176,000	(167,018)	188,500
417 Resealing	4	-	375,000	(375,000)	750,000
420 Drainage Construction		-	51,500	(51,500)	91,500
421 Digouts	5	378,591	592,000	(213,409)	1,075,972
422 Resheeting	6	39,250	120,000	(80,750)	230,000
432 Footpaths		13,941	10,000	3,941	30,000
433 Kerb and Channel		24,361	60,000	(35,639)	100,000
450 Bridge Construction	7	938,026	1,256,077	(318,051)	2,239,077
<b>Total</b>		<b>1,731,734</b>	<b>3,560,577</b>	<b>(1,828,843)</b>	<b>5,799,000</b>

Note 1: Timing of budget does not align with works, Georges Creek Road due for completion in February, remainder of works programmed in March – April.

Note 2: Works relating to the March 2012 event. Expenditure has not been incurred in line with budget predictions and will occur later in the year.

Note 3: Georges Creek Road commenced in November, these works were budgeted to be completed earlier in the financial year. Invoice not yet received.

Note 4: Resealing invoice received in February 2014.

Note 5: Timing of invoices has been delayed compared to original budget. Actual works are on track to meet budget.

Note 6: Works to be completed in March/April. This is later than originally budgeted.

Note 7: Construction began ahead of budget timing.



*Local Roads Maintenance*

	Note	YTD Actual \$	YTD Budget \$	Variance	Annual Budget \$
301 Inspections		766	-	766	-
302 Survey and Design		19,537	2,919	16,618	5,000
304 Pavement Maintenance	6	55,631	105,000	(49,369)	180,000
306 Grading	7	229,511	280,000	(50,489)	480,000
308 Shoulder Maintenance		34,039	58,331	(24,292)	100,000
310 Drainage Maintenance		82,294	113,750	(31,456)	195,000
312 Call Outs		9,463	7,000	2,463	12,000
313 Storm Damage		12,273	-	12,273	-
324 General Roadside Maintenance		39,055	37,919	1,136	65,000
326 Mowing		663	-	663	-
328 Tree Maintenance		38,305	52,353	(14,048)	89,749
330 F/Path Maintenance		638	4,669	(4,031)	8,000
331 K and C Maintenance		1,735	2,919	(1,184)	5,000
334 Roadside Treatments		-	8,750	(8,750)	15,000
336 Signs Maintenance		6,487	7,000	(513)	12,000
338 Linemarking		256	5,831	(5,575)	10,000
340 Guideposts		3,646	4,081	(435)	7,000
342 Guardrail		-	2,919	(2,919)	5,000
346 Bridge Maintenance		14,515	-	14,515	-
<b>Total</b>		<b>548,814</b>	<b>693,441</b>	<b>(144,627)</b>	<b>1,188,749</b>

Note 8: The Budget is spread evenly throughout the year. The Works Schedule will increase in the summer months.

Note 9: The timing of works does not align with budget distribution. Increased works will occur over the summer months.

**RECOMMENDATION:**

**THAT THE FINANCE REPORT BE NOTED.**

## 9.2 2012/13 Mid-year budget review (06/02/0061-DCCS)

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

This report was prepared by Mr Peter Barber, Manager Corporate 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:**

Each year Council sets its budget in accordance with Section 127 of the Local Government Act 1989.

It is important that periodical reviews assessing performance against budget are completed and reported to Council. Formal reviews compel officers to focus on the financial performance of their areas of responsibility on more than one occasion during the financial year. Without a mid-year review there is a risk that the annual budget process becomes the sole mechanism used by officers to monitor financial performance.

By using a formal process to place increased emphasis on assessing performance against budget, officers will improve both their budgeting and forecasting skills. Over time this will lead to greater accuracy in the forecasts and budgets presented to Council. As financial performance is a significant indicator of project performance this approach will assist with improved project planning and earlier indications of project performance issues.

In accordance with the Budget Timetable 2014/15 a mid-year review has recently been completed. An extract of the relevant section of the Budget Timetable 2014/15 follows:

<b>January</b>			
17 Jan	Distribute spreadsheets for mid-year review	MCorpS	20 Jan PB
31 Jan	Completion of spreadsheets by responsible officers.	All	
<b>February</b>			
7 Feb	Review of spreadsheets with director and MCorpS, including 20 minute staff briefings on the budget process and timetable with all Responsible Officers.	MCorpS	11 Feb PB
<b>March</b>			
3 Mar	Mid-year review presented to Council.	MCorpS	

To undertake the mid-year review each officer was provided with a spreadsheet view for their areas of budget responsibility. There are 25 designated responsible officers in total, however due to current resourcing levels some officers are responsible for more than one of the designated responsible officers eg: Director Technical Services is responsible for both Director Technical Services and Works Engineer.

The spreadsheet used is consistent with the budget spreadsheet enabling officers to forecast and budget using the same familiar interface.

The spreadsheet is highly automated and provides:

- Detailed instructions and user friendly feedback, including visual cues, to make the process less daunting
- The ability to select up to six (6) years of historical actual and budget data
- The ability to breakdown each budget by labour and non-labour components
- The ability to quickly annotate the reason for each variation from budget
- A much quicker mechanism to assemble information from the 25 responsible officer spreadsheets

During the mid-year budget summary 1,100 individual accounts were reviewed by 21 individual officers. The Director responsible for each area was also present during the final review meeting with each officer.

The individual reviews were then collated into a master spreadsheet and a report was prepared. The 2013/14 Mid-year Review Summary is attached at Appendix 2.

**Impact on Council Policy:**

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

The report details the forecast result against budget. At this time no changes to the budget are recommended for the reasons outlined in the Discussion/Officers View.

**Risk Assessment:**

Nil.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

Council is forecast to have an operating surplus of \$2,419,000. This is in contrast to a budget deficit of \$204,000.

The key contributing factor is the receipt of grant funding that has not been budgeted. Much of the expenditure relating to this grant funding is either capital or will be spent in future years.

Expenditure is very close to the budget. The main reduction in forecast against budget relates to employment costs. Employees are budgeted as being employed for the full year. The vacancies experienced throughout the year contribute to this underspend.

**RECOMMENDATION:**

**THAT THE 2012/13 MID-YEAR BUDGET REVIEW SUMMARY BE NOTED.**

### 9.3 Mayoral and Councillor Allowance (07/05/0007-MCS)

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

This report was prepared by Mr Peter Barber, Manager Corporate 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:**

The Councillor and Mayoral allowances for Towong Shire Council are currently set at \$17,969 and \$53,684 respectively. These were set at the 5 November 2012 Council meeting.

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

Section 73B further provides:

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

*(a) an adjustment factor; and*

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

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

Council has been advised that the Minister for Local Government, the Hon Jeanette Powell MP, has reviewed the limits and ranges of the current Mayoral and Councillor allowances and has determined under section 73B of the Act that the allowances be increased by 2.5% from 24 December 2013. This advice is included at Appendix 3.

The 2.5% increase takes the Towong Shire Councillor and Mayoral allowances to \$18,418 and \$55,026 respectively.

The amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.25% and 9.50% from 1 July 2014) is payable in addition to these amounts.

	<b>Allowance</b>	<b>Plus 9.25%</b>	<b>Plus 9.50%</b>
Mayor	\$55,026	\$60,156	\$60,253
Councillor	\$18,418	\$20,122	\$20,168

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

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

A further allowance available to Councillors is the Remote Area Travel Allowance. If a Councillor, including the Mayor, normally resides more than 50kms by the shortest practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings of the Council, or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend, he or she must be paid an additional allowance of \$40.00 in respect of each day on which one or more meetings or authorised functions were actually attended by that Councillor, up to a maximum of \$5,000 per annum.

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

The Act also requires the Council to review and determine the level of the Councillor allowance and the Mayoral allowance within the period of six (6) months after a general election or by the next 30 June, whichever is later (s74(1)). A person has a right to make a submission under section 223 in respect of a review of allowances. This review occurred at the 7 May 2013 Council meeting and was completed at the 18 June 2013 Council meeting.

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

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

Councillors: \$7,730 - \$18,418 per annum

Mayor: up to \$55,026 per annum

**Impact on Council Policy:**

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

The increase has not been budgeted for in the 2013/14 financial year. The increase will total \$41 per councillor per month and \$122 for the mayor per month. This totals \$1,716 for the remaining six month from the effective date.

**Risk Assessment:**

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

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

This report outlines the process for setting the Mayoral and Councillor allowance within the thresholds specified.

It is the Officer's opinion that the increase as recommended by the Minister for Local Government should be applied.

**RECOMMENDATION:**

**THAT:**

- 1. THE 2.5% INCREASE DETERMINED BY THE MINISTER BE APPLIED TO THE CURRENT COUNCILLOR AND MAYORAL ALLOWANCES, TAKING THE ALLOWANCES TO \$18,418 AND \$55,026 RESPECTIVELY, AS REQUIRED UNDER THE LOCAL GOVERNMENT ACT 1989;**
- 2. THE REMOTE AREA TRAVEL ALLOWANCE BE NOTED; AND**
- 3. THE INCREASES RELATING TO CHANGES IN SUPERANNUATION GUARANTEE BE NOTED.**

**9.4 Walwa Odour Issue (01/04/0054-DTS)**

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

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

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

**Background/History:**

At the 4 February 2014 meeting of Council a petition was presented by Cr Wortmann on behalf of a group of Walwa residents. The petition was from Mr Ivan Baxter and residents of Walwa and was in relation to odours that had been noticed in Walwa since the implementation of the Walwa Sewerage scheme.

Mr Baxter did not attend the meeting to speak in relation to the petition.

The petition is included at Appendix 3A.

**Impact on Council Policy:**

Nil.



**State Government Policy Impacts:**

Nil.

**Budget Impact:**

Nil.

**Risk Assessment:**

Nil.

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

North East Regional Water Authority (NERWA) officially took over operation and control of the Walwa Sewerage Scheme on 3 February 2014.

A joint meeting between NERWA and Towong Shire Council was held with Walwa residents on 3 February 2014. The meeting informed residents of the handover of the waste water scheme / asset to NERWA.

NERWA are aware of the petition and the odours that have been reported. At the Walwa meeting NERWA explained their role and commitment to further investigate the issues presented at the meeting and has since followed up all residents with a full door knock and investigation.

**RECOMMENDATION:**

**THAT:**

- 1. DUE TO NORTH EAST REGIONAL WATER AUTHORITY HAVING TAKEN CONTROL OF THE WASTE WATER FACILITY AND ITS ONGOING OPERATION COUNCIL NOTE THE PETITION; AND**
- 2. COUNCIL WRITE TO MR BAXTER TO CONFIRM THE ARRANGEMENT WITH NORTH EAST REGIONAL WATER AUTHORITY.**

## 9.5 Goats in Mitta Mitta (02/09/0003-Cr Scales)

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

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

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

### **Background/History:**

At the 4 February 2014 meeting of Council a petition was presented by Cr Scales on behalf of a group of residents relating to the removal of goats from a property in the Mitta Valley. The petition was from Mrs Karen Maloy and residents of Mitta Mitta alleging two goats were being kept outside of Council's Local Laws conditions within the confines of the Mitta Mitta Township.

Mrs Maloy did not attend the meeting to speak in relation to the petition.

The petition is included at Appendix 3B.

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

Nil.

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

Nil.

### **Budget Impact:**

Nil.

### **Risk Assessment:**

Nil.

### **Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

Towong Shire Council's Local Law No 2 defines 'Farm animals – small' to include sheep, goats and pigs at any age. Section 6.1 – Keeping Animals precludes the keeping or allowing to be kept any 'Farm animals – small' on land of less than one hectare without a permit.

The goats have been impounded (on 23 January 2014) under Section 6.5 (Wandering Animals) of Towong Shire Council's Local Law No 2 with the infringements for this issued on 31 January 2014.

A Notice under Section 16B of the Impounding of Livestock Act 1994 was served on 20 December 2013, with an extension permitted until 13 January 2014 in regards to adequately confining the livestock (fencing issue) with an infringement under 16B being issued on 31 January 2014 in conjunction with the above Local Law No 2 Infringement.

**RECOMMENDATION:**

**THAT THE GOATS REMAIN IMPOUNDED UNTIL:**

- 1A. ALL OUTSTANDING FINES HAVE BEEN PAID;**
  - 1B. THE PROPERTY FENCE IS INSPECTED BY COUNCIL'S RANGER/LOCAL LAWS OFFICER AND DEEMED SUITABLE FOR CONTAINMENT OF GOATS;**
  - 1C. THE OWNERS LODGE A PLANNING PERMIT APPLICATION TO KEEP GOATS ON THE PROPERTY AT 29 HEDLEY LANE, MITTA MITTA; AND**
  - 1D. COUNCIL APPROVAL IS GIVEN FOR THE PLANNING PERMIT IN RELATION TO KEEPING OF GOATS;**
- 2. SHOULD THE REQUIREMENTS OF PART 1 OF THIS RESOLUTION NOT BE MET, THE IMPOUNDED GOATS BE RE-HOMED.**

## 9.6 Walwa Wastewater Special Charge (01/04/0054-MCS)

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

This report was prepared by Mr Peter Barber, Manager Corporate 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:**

Council has recently completed the construction of the Walwa Wastewater Scheme and handed control to North East Regional Water Authority.

As construction has been completed, Council will now commence with the charging of the Special Charge as determined at the 8 September 2008 Council meeting:

CR. FORREST  
CR. VOGEL

THAT:

1. THE COUNCIL OF TOWONG SHIRE HEREBY DECLARES THAT A SPECIAL RATE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 163 OF THE LOCAL GOVERNMENT ACT 1989 (THE ACT) FOR THE PURPOSES OF DEFRAYING ANY EXPENSES INCURRED BY COUNCIL IN THE CONSTRUCTION AND OPERATION (FOR A 12 MONTH DEFECT LIABILITY PERIOD) OF A WASTEWATER COLLECTION AND TREATMENT SYSTEM WITHIN PART OF THE TOWNSHIP AND PARISH OF WALWA.
2. COUNCIL CONSIDERS THAT THE FUNCTION TO BE PERFORMED, THAT IS THE CONSTRUCTION AND OPERATION (FOR A 12 MONTH DEFECT LIABILITY PERIOD) OF A WASTEWATER COLLECTION AND TREATMENT SYSTEM TO SERVE PROPERTIES WITHIN PARTS OF THE TOWNSHIP AND PARISH OF WALWA WILL, BY THE EFFECTIVE REMOVAL AND DISPOSAL OF SEWAGE EFFLUENT FROM THOSE PROPERTIES BE OF SPECIAL BENEFIT TO THE AFFECTED PROPERTY OWNERS.

3. THE TOTAL COST TO COUNCIL OF THE PERFORMANCE OF THIS FUNCTION IS \$844,000.
4. THE TOTAL AMOUNT OF THE SPECIAL RATES TO BE LEVIED IS \$419,000.
5. THE LAND IN RELATION TO WHICH THE SPECIAL RATE IS DECLARED IS DESCRIBED IN THE TABLE BELOW:

<b>Property</b>	<b>Street Address</b>	<b>Description</b>	<b>Locality</b>
319587	21 Shelley Road	Lot 12 PS 13125, Lot 1 TP 518555	Walwa
198350	16 Wilson Street	Lot 1 TP 111566, Lots 1, 2 TP 113630	Walwa
195350	32 Main Street	Lot 1 TP 6542217	Walwa
195750	8 Hanna Street	Lot 19 LP 13348	Walwa
197500	14 River Road	Lot 5 LP 34813	Walwa
195950	6 Church Street	Lot 10 LP 13348	Walwa
197550	16 River Road	Lot 2 LP 5618	Walwa
319700	15 Hanna Street	Lot 1 TP 257996	Walwa
197450	12 River Road	Lot 4 LP 34813	Walwa
198450	6 Wilson Street	Lot 1, 2 TP 645947	Walwa
196900	47 Main Street	Lot 1 TP 390349, Lot 1 TP 40232	Walwa
195050	19 Shelley Road	Lot 1 TP 663322	Walwa
195200	37 Main Street	Lot 1 LP 13348	Walwa
196950	45 Main Street	Lot 1 TP 749562	Walwa
197000	43 Main Street	Lot 1 LP 248578	Walwa
198300	12 Wilson Street	Lot 1 TP 111546	Walwa
196200	18 Shelley Road	Lot 1 TP 91094	Walwa
197250	4 River Road	Lot 1 LP 83885	Walwa
197100	48 Main Street	Lot 1 LP 409509	Walwa
195850	2 Shelley Road	Lot 14, 15 LP 13348	Walwa
196050	2 Church Street	Lot 11, 12 LP 13348	Walwa
195900	14 Hanna Street	Lot 16 LP 13348	Walwa
196150	13 Hanna Street	Lot 1 TP 421936	Walwa
197950	38 Main Street	Lot 1 TP 114215, Lot 1 TP 134490, Lot 1, 3, 4 LP 19374, Lot 1 TP 568456	Walwa
198100	13 Shelley Road	Lot 5, 6 LP 5993	Walwa
196400	26 Shelley Road	Lot 7 LP 18757	Walwa
196750	51 Main Street	Lot 1 TP 749119	Walwa
195250	36 Main Street	Lot 2 LP 71976	Walwa
196300	20 Shelley Road	Lot 4, 5, 6 LP 18757	Walwa
197150	54 Main Street	Lot 2 LP 409509	Walwa
196700	53 Main Street	Lot 1 30244	Walwa
195700	6 Hanna Street	Lot 20 LP 13348	Walwa
196550	59 Main Street	Lot 1 LP 202267	Walwa
198550	9 Shelley Road	Lot 4 LP 5993, Lot 1 TP 93507	Walwa
195100	17 Shelley Road	Lot 7 LP 5993	Walwa
195450	24-28 Main Street	CP 364044	Walwa
195800	10 Hanna Street	Lot 17, 18 LP 13348	Walwa
198400	18 Wilson Street	Lot 1,2,3 TP 296709	Walwa

<b>Property</b>	<b>Street Address</b>	<b>Description</b>	<b>Locality</b>
196650	57 Main Street	Lot 1, TP 392513	Walwa
198200	2 Wilson Street	Lot 1, TP 583753	Walwa
195550	22 Main Street	Lot 9, LP 13348	Walwa
196450	28 Shelley Road	Lot 8, 9 LP 18757	Walwa
195400	30 Main Street	Lot 2, LP 113054	Walwa
196100	8 Shelley Road	Lot 1, TP 195101	Walwa
197600	20 River Road	Lot 8, LP34813	Walwa
196850	10 Wilson Street	Lot 1, LP 111545	Walwa
319585	25 Shelley Road	Lot 1, TP 323137	Walwa
197750	41 Main Street	Lot 2, PS 439175	Walwa
197850	3132 Shelley Road	CA Pt 7 Sec 4 TSH Walwa	Walwa
198000	5 Shelley Road	Lot 1, TP537989 Lot 2, LP 5993	Walwa
197800	46 Main Street	Lot 1, TP 255892	Walwa
198500	58 Main Street	Lot 1, TP 255892	Walwa
196500	32 Shelley Road	Lot 10, LP 18757	Walwa
319586	41 Shelley Road	Lot 1, TP 800270	Walwa
197300	2 River Road	Lot 2, LP 83885	Walwa
198650	49 Main Street	Lot 1, TP 532571	Walwa
319616	6 Shelley Road	Lot 1, TP 384623	Walwa
196800	55 Main Street	Lot 2, LP 30244	Walwa
195650	2 Hanna Street	CA 6B, 6D Sec 3	Walwa
197400	6 River Road	CP 154604 Lot 2, 3 LP 34813; Lot 2, LP 70551	Walwa
197200	39 Main Street	Lot 1, PS 439175	Walwa
197350	2 O'Halloran Street	Lot 1, LP 23306	Walwa
319823	56 Main Street	CA 7A, Sec 4	Walwa
197650	22 River Road	Lot 1, TP148846, Lot 1, TP 148847	Walwa
195300	34 Main Street	Lot 1, LP 71976	Walwa
197700	26 River Road	Lot 1, LP 70551	Walwa
195150	33 Main Street	Lot 1, TP 369401	Walwa
319869	10 Harvey Street	Lot 1 PS 511563, TSH Walwa	Walwa
231800	Hanna Street	Lot 1 PS 545511	Walwa

6. THE SPECIAL RATE HAS BEEN ASSESSED IN ACCORDANCE WITH THE FORMULA:

SPECIAL RATE = R X C WHERE R IS THE BENEFIT RATIO USED TO CALCULATE THAT PART OF THE TOTAL COST OF THE PERFORMANCE OF THE FUNCTION (C) TO BE LEVIED BY THE SPECIAL RATE AND HAS BEEN CALCULATED AS THE TOTAL COST OF THE PERFORMANCE OF THE FUNCTION LESS STATE GOVERNMENT AND COUNCIL CONTRIBUTIONS EXPRESSED AS A FRACTION OF THAT TOTAL COST AND IS EQUAL TO 0.496. THIS RATIO REFLECTS THE PROPORTION OF THE SPECIAL BENEFITS TO BE DERIVED FROM THE PROPOSED WORKS EXPRESSED AS A FRACTION OF TOTAL SPECIAL AND COMMUNITY BENEFITS WHICH ARE CONSIDERED TO BE APPROXIMATELY EQUAL IN VALUE.

THE SPECIAL RATE TO BE LEVIED AGAINST INDIVIDUAL PROPERTIES HAS BEEN ASSESSED BY DIVIDING THE TOTAL AMOUNT OF THE SPECIAL RATE (\$419,000) BY THE NUMBER OF BENEFITING PROPERTIES (69) AND HAS BEEN DETERMINED TO BE \$6,072 PER PROPERTY ASSESSMENT.

7. THE SPECIAL RATE REMAINS IN FORCE FOR A PERIOD OF 10 YEARS FROM THE DATE OF THIS DECLARATION AND MAY BE PAID IN A LUMP SUM OR BY 20 OR 40 QUARTERLY INSTALMENTS WITH INTEREST PAYABLE ON THE OUTSTANDING AMOUNTS.
  
8. THAT A NOTICE BE SERVED ON THE OWNERS OF PROPERTIES DESCRIBED ABOVE ON WHOM THE SPECIAL RATE IS TO BE LEVIED, IN ACCORDANCE WITH THE REQUIREMENTS OF PARAGRAPH (5) OF SECTION 163 OF THE LOCAL GOVERNMENT ACT 1989 AND PART 3, SECTION 9 OF THE LOCAL GOVERNMENT (GENERAL) REGULATIONS 2004.

CARRIED

Financial outcomes

At the conclusion of the project the total costs and income, by financial year, were as follows:

	2008	2009	2010	2011	2012	2013	2014	Total
Income								
Regional Development Victoria	-	125,000	-	-	125,000	-	-	250,000
Sustainability Fund	-	-	50,000	-	50,000	-	-	100,000
Small Town Water Quality Fund	-	-	267,000	-	-	-	-	267,000
Regional Community Infrastructure Fund	-	-	25,000	-	-	-	-	25,000
North East Water	-	-	-	-	-	-	100,000	100,000
<b>Total income</b>	<b>-</b>	<b>125,000</b>	<b>342,000</b>	<b>-</b>	<b>175,000</b>	<b>-</b>	<b>100,000</b>	<b>742,000</b>
Expenditure	25,199	178,560	314,931	232,683	232,980	170,951	75,115	1,230,419
Staff time*	17,926	18,095	18,737	16,324	19,854	18,419	11,447	120,803
<b>Total expenditure</b>	<b>43,125</b>	<b>196,655</b>	<b>333,668</b>	<b>249,007</b>	<b>252,834</b>	<b>189,370</b>	<b>86,562</b>	<b>1,351,222</b>
<b>Net project cost</b>								<b>609,222</b>
Funded by								
Special Charge								418,968
Council								190,254
								<b>609,222</b>

\*Estimate of time spent by Towong Shire Council staff members managing the project, including direct oncosts of superannuation and workers compensation.

Administration of the scheme

The administration of the scheme is defined by section 167 of the Local Government Act 1989 – Payment of rates and charges. Payments can be made in either a lump sum or instalment plan. The instalment plan must be at least four years. The instalment plans were set at five (5) and (10) years in the original resolution.

Payment reminders are issued on the quarterly basis for those on an instalment plan.

From the experience of the Eskdale Water Scheme special charge, there is significant ongoing debt collection administration. This burden could be eased with the following conditions on payment terms:

- Payments are due on 30 September, 31 December, 31 March and 30 June.
- It is a requirement that payment is made by direct debit for all payment plans.



#### Interest rate applied to instalment plans

As provided for in Section 167 of the Local Government Act 1989 Council must introduce Instalment Plan payment options. For Instalment Plans Council may include in the amount of an instalment a component for reasonable interest costs, the total of which must not exceed the estimated borrowing costs of the Council in respect of the performance of the function plus up to an additional 1%. The additional 1% will be used to defray the costs of administering the rate.

Council has not required borrowings to fund the project. Notwithstanding an estimate could be made to set an interest rate applicable to this scheme. The method for this would include:

- Seek quotes from financial institutions to establish the rate. The rate charged is unknown.
- Use the fixed rate of 6.95% as provided by Hume Building Society in 2012 in relation to the Eskdale Water Scheme. The rate charged would be 7.95%.
- Use Council's highest current investment interest rate received (3.90%), as this is the actual cost to Council for financing the project on the ratepayers behalf. The rate charged would be 4.90%

#### Variation to the special charge

Should Council wish to vary any aspects it must undergo a period of public notice in accordance with section 223 of Local Government Act 1989.

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

Nil.

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

Nil.

#### **Budget Impact:**

The setting of the interest rate will have an unknown effect on the budget as this is reliant on the different type of payment plans offered. The higher the interest rate, the greater funds that Council will receive.

Over the life of the instalment plans, assuming 50% of people are on a five (5) year repayment plan and 50% are on a 10 year repayment plan, the interest received by Council would be:

- 4.90% - \$68,000
- 7.95% - \$112,000 (additional \$44,000)

**Risk Assessment:**

As the scheme has proceeded to the issuing of the special charge the risk assessment is completed only in relation to the aspects of determining the interest rate.

No risk assessment has been made against the collectability of the special charge as this will not change regardless of the decision made. The special charge is a charge against the property and is collected in the same manner as general Council rates.

The risks of setting a lower rate include:

- Reputation risk of not providing equitable outcomes between the Eskdale and Walwa special charges
- Financial risk of more residents taking the 10 year payment plan which has higher administration costs
- Financial risk of more residents taking the 10 year payment plan which has increased uncertainty around the interest rate Council could obtain on its investments

The risks of setting a higher rate are:

- Reputational risk amongst those affected of maximising revenues at their expense and causing hardship within the community
- Reputational risk as setting a higher interest rate will have greater impact on those with lower capacity to pay, as these ratepayers are more likely to take out a longer payment term and be subject to higher total interest payments.

**Community Consultation/Responses:**

No community consultation has been undertaken.

**Discussion/Officers View:**

Increased administration time has occurred with the issuing of the Eskdale Water Scheme special rate. The biggest efficiency saving would be a result of having all payments for instalment plans received by direct debit.

Setting an interest rate of 7.95% would allow Council to recover some of the costs of the project through interest charges in excess of what it would otherwise earn on investments. This interest rate would also provide equity between the Walwa and Eskdale special charge schemes.

It is the Officer's opinion that Council should not make any adjustments to the scheme.

**RECOMMENDATION:**

**THAT:**

- **PAYMENTS BE DUE ON 30 JUNE, 30 SEPTEMBER, 31 DECEMBER AND 31 MARCH, COMMENCING ON 30 JUNE 2014.**
- **FOR THOSE RATEPAYERS WISHING TO PAY BY INSTALMENT PLAN, DIRECT DEBIT BE THE ONLY METHOD OF PAYMENT.**
- **AN INTEREST RATE OF 7.95% BE APPLIED TO PAYMENT PLANS.**
- **NO CHANGES ARE MADE TO THE SPECIAL CHARGE FROM THE RESOLUTION DATED 8 SEPTEMBER 2008.**

### **9.7 Action Sheet Reports (06/05/0010-EA)**

Items requiring action from the 4 February 2014 Council Meeting are attached at Appendix 4.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

### **9.8 Performance Reporting Graphs (DCCS)**

The Performance Reporting Graphs are attached at Appendix 5 for information.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

## **10 Community wellbeing**

No report.

## **11 Asset management**

### **11.1 Works Schedule (DTS)**

The works scheduled for the period 4 January to 14 February 2014 is attached at Appendix 6 for information.

#### **RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

## **12 Land-use planning**

No report.

## **13 Environmental sustainability**

No report.

## **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.

#### **“Business after hours” in Corryong**

The first of four “business after hours” events for 2014 will be held on 11 March 2014. The focus for this session, which will be held in Corryong, will be a report from Tourism North East (TNE). Ms Sarah Pilgrim, TNE’s Industry Development Manager, will give a comprehensive report to operators on the work that TNE has done over the past 12 months and the planned activities for 2014. This will be followed by an opportunity for operators to network over drinks and canapés. The event will be held at the Council Chambers from 6pm to 8.30pm and all are welcome.

#### **Tallangatta Holiday Park Planning Study**

The Tallangatta Holiday Park Planning Study is progressing well with consultant Mr Matthew Williams from Southern Cross Parks meeting with stakeholders during February, including Tourism North East and Goulburn Murray Water. Matthew also attended Council’s February Workshop to seek feedback on the work to date and the preliminary plans for the Park’s development. The Plan will be refined based on the feedback received and Council updated as the project progresses.

#### **Corryong Airport**

In order to lift the current night time landing restrictions at the Corryong Airport, it is necessary to light the high points of both Mt Elliot and Mt Mittamatite. In December 2013, a letter of request was sent to the Department of Environment and Primary Industries (DEPI) requesting that they install appropriate obstacle lighting at the fire tower on Mt Mittamatite. DEPI have recently advised that they will undertake these

works, which are valued at \$27,000 plus installation. To avoid interference with the current fire season activities, the lighting will be completed in April or May when the fire tower is decommissioned for the season. Discussions with Broadcast Australia regarding the obstacle lighting for Mt Elliot have been positive and a formal request for Broadcast Australia to provide obstacle lighting on Mt Elliot was submitted in early February.

### **Upper Murray 2030 Vision Plan**

The first meeting of the Steering Committee was held on 25 February 2014. The meeting focussed on introducing the members of the committee to one another, providing an understanding of the projects timelines and creation of a media release to promote the project. The final assessment of the nine applications received for the role of Project Manager for the Upper Murray 2030 Vision Plan has been completed. This was undertaken by a panel comprising the Manager Economic Development and the Chief Executive Officer. Interviews are to be held shortly.

### **Corryong Visitor Information Centre**

In April the Visitor Information Centre (VIC) becomes the central ticketing venue for the Man from Snowy River Bush Festival (MFSRBF). Unfortunately, during the 2013 Festival there were significant delays during the ticket sales process which lead to negative feedback from visitors. The volume of ticket sales in 2012 far exceeded previous records with a total of 1,313 tickets sold, up 576 on the 737 tickets sold during 2011. It was this additional volume as well as fewer points of sale being in operation that impacted on the ability of staff and volunteers to serve customers efficiently.

As a result this year's focus will be on improving the flow of visitors through the VIC and increasing the speed of transactions. Separate service areas for cash, EFTPOS and redemption of e-tickets will be set up which will allow volunteers to focus on a single transaction type and process sales efficiently.

### **Feasibility Study of the Narrows Project**

In addition to the \$300,000 grant provided by the State Government to complete the Narrows Feasibility Study, Regional Development Victoria (RDV) are also providing up to \$78,000 for project management. A condition of this funding was a daily limit of \$1,000 for any contractor employed to undertake the Project Management tasks. The Project Manager will be responsible for writing the technical briefs and assessing the firms who will undertake works on the project, as well as more simple administrative tasks. Following an Expression of Interest process for the position of Project Manager it has become clear that \$1,000 per day is insufficient to employ a

person with the required level of experience and skill to fulfil this role. A proposal was put forward to RDV that an administration officer be employed at a more modest fee, with the balance of funding being used to purchase specialist skills from a company with extensive experience in dam developments. RDV have confirmed that the \$1,000 a day limit will now be lifted and final negotiations with the preferred firms are underway.

### **Tourism North East - Product Development**

Ms Jade Miles and Ms Sarah Pilgrim from Tourism North East (TNE) and Council staff will be meeting with the Man from Snowy River Tourist Association in late February to discuss partnering for product development. Previously Council has taken the lead in promoting tourism and developing products through initiatives such as the Tourism Action Group. While these initiatives had successes, they were resource heavy and ultimately were not sustainable with the level of resourcing available. The approach which has recently been agreed with the Tourism Association is that the Association will take the lead role in developing product with specialist support from Council staff and TNE. This approach should result in a higher level of local ownership for the product being developed and the development of sustainable product which is not reliant on ongoing resourcing from within Council. The intent for 2014 is to develop up to five (5) high quality products including one High Country Harvest event and one Cycle Salute event to take advantage of TNE marketing.

### **Connecting Rural Business Women sponsorships**

The annual Connecting Rural Business Women (CRBW) forum will be held in May 2014 at Beechworth. Three sponsorships will be advertised for women in business in Towong Shire with women in all streams of business encouraged to apply. This is an opportunity to promote the Council's ongoing support of businesses across the Shire at a very small cost to Council of \$360 per person for the two day conference.

### **Our Valley, Our Future**

On 5 February 2014 Ms Jaime Carroll of Indite Consulting tendered her resignation for the Our Valley, Our Future project. A position description and advertisement were prepared for the role of project manager for the balance of the project, with a focus on implementation of the community plan. These documents were reviewed and approved by the steering group and by the Gardiner Foundation. The position appeared in the Border Mail on Saturday 15 February and applications closed on 3 March. The Gardiner Foundation has verbally approved a variation in the timing of the project, extending the end date from 1 August 2015 to December 2015. The project will receive additional support from the Manager Economic Development until the new project manager is on board.



### **Our Bellbridge**

The survey results for the Our Bellbridge project were presented to Council during the February Workshop. The survey results have assisted us in setting the priorities for the \$1,000,000 that Council has allocated to delivery of key projects. Clarke Hopkins Clarke has commenced work on detailed designs and landscape plans. Once these are completed the final plan will be presented back to Council and the community.

### **Corryong Saleyards**

The current thirty year lease for the Corryong Saleyards expires in June 2015. The lease has granted Mr Jeff Cooper exclusive rights to the calf scales and use of large sections of the facility every Tuesday since 1985. The cessation of the lease will create a number of opportunities for the future of the facility and a Planning Study needs to be completed to support Council in their decision making around this asset. Initial discussions with Regional Development Victoria (RDV) have indicated that there is potential to fund a Planning Study through the Putting Locals First – Planning stream. There are a number of Putting Locals First projects due for completion in the coming months, including the Tallangatta Holiday Park Planning Study and the North East Dairy Regional Growth Plan and Workforce Development Plan. RDV have indicated that it would be best to acquit these projects prior to raising an application for further funding. It is anticipated that an application would be made in May 2014 for approximately \$30,000 to complete the study.

#### **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**

**16 Urgent business**

**17 Committee minutes**

**17.1 Hume Region Local Government Network [HRLGN]  
(07/05/0007-Mayor)**

The unconfirmed minutes of the meeting held on 5 December 2013 are attached at Appendix 7 for information.

**RECOMMENDATION:**

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

## **18 Occupational health and safety**

### **18.1 Occupational Health and Safety Report (06/04/0212-DTS)**

#### **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.

Key areas for noting are as follows:

#### OHS Plan

The OHS Plan continues to be developed and will allow us to capture and monitor the progress of all OHS items being addressed as the OHS Management System is progressively developed and implemented.

#### WorkCover

WorkCover claims and Return to Work plans are being managed internally by the OHS Officer. There are two current claims:

- Ankle injury – employee had operation in March 2013 but is still experiencing some discomfort in his foot – a MRI will be conducted with a follow-up consultation with the surgeon to determine best course of action.
- Shoulder injury – employee has had MRI and consultation with surgeon – surgery has been approved by Insurer – waiting for surgery date to be confirmed by surgeon

#### Echelon Audit Action Plan

In November/December 2011, Echelon Australia was commissioned by 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 (due for implementation in most States January 2012).

An Action Plan was developed to address the identified improvement opportunities. The status of these actions at 31 January 2014 was:

	High	Medium	Low	Total
Risk Rating				
Recommendations addressed / completed	11	27	13	51
Recommendations	11	71	28	110
% complete	100 %	38 %	46 %	46 %

<b>Recommendations remaining to be addressed</b>	0	44	15	59
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Safety Improvement Plans – Tallangatta and Corryong 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 31 January 2014 the following recommendations have been completed:

	<b>Corryong</b>				<b>Tallangatta</b>			
<b>Revised</b> Risk Rating	High	Medium	Low	Total	High	Medium	Low	Total
Recommendations addressed / completed	13	28	4	45	14	40	4	58
Recommendations	13	38	17	68	14	47	10	71
% complete	100 %	74 %	24 %	66 %	100 %	85 %	40 %	82 %

<b>Recommendations remaining to be addressed</b>	0	10	13	23
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	0	7	6	13
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**Impact on Council Policy:**

Nil.

**State Government Policy Impacts:**

Nil.

**Budget Impact:**

Recommendations from the Echelon Audit and the Swimming Pool Safety Improvement Plans are still being addressed and implemented where appropriate. These actions may impact on future year budgets.

**Risk Assessment:**

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

**Community Consultation/Responses:**

Nil.

**Discussion/Officers View:**

It is the Officer's view that Council has made steady progress in addressing items in the Echelon Audit Action Plan and the Safety Improvement Plans for both Pools.

**RECOMMENDATION:**

**THAT THE REPORT BE NOTED.**

## **18.2 Occupational Health and Safety Committee (06/04/0212-DTS)**

The unconfirmed minutes of the meeting held on 6 February 2014 are attached at Appendix 8 for information.

### **RECOMMENDATION:**

**THE UNCONFIRMED MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING HELD ON 6 FEBRUARY 2014 BE NOTED.**

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

The following policies are attached at Appendix 9 for review. Councillors are requested to provide feedback on the policies to the relevant Officer by 4 April 2014.

- Asset Management (DTS)
- Councillor Correspondence (DCCS)
- Councillor Resource (DCCS)
- Employee Recognition (DCCS)
- Flexi Time (DCCS)
- Human Rights (DCCS)
- Issue Resolution (DCCS)
- Procurement (DCCS)
- Risk Management (DCCS)

## **20 Sealing of documents**

No report.

## **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

**RECOMMENDATION:**

**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.**

No report.