

Minutes

Ordinary Meeting of Council

Tallangatta Council Office

Tuesday 1 May 2018

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MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD AT TOWONG SHIRE COUNCIL, TALLANGATTA OFFICE ON TUESDAY 1 MAY 2018 COMMENCING AT 10.30 AM.
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Commonly used acronyms

ABBREVIATION	TITLE
Council Officers	
CAE	Civil Asset Engineer
CEO	Chief Executive Officer
DCCS	Director Community and Corporate Services
DTS	Director Technical Services
EA	Executive Assistant
MCorp	Manager Corporate Services
MCS	Manager Community Services
MED	Manager Economic Development
MF	Manager Finance
Government/Organisation	
ACSUM	Alliance of Councils and Shires of the Upper Murray
CHS	Corryong Health Service (formerly Upper Murray Health and Community Services)
DEDJTR	Department of Economic Development, Jobs, Transport and Resources
DELWP	Department of Environment, Land, Water and Planning
GMW	Goulburn Murray Water
HRGLN	Hume Region Local Government Network
MAV	Municipal Association of Victoria
NECMA	North East Catchment Management Authority
NEW	North East Water
NEWRRG	North East Waste and Resource Recovery Group
RCV	Rural Councils Victoria
RDA	Regional Development Australia
RDV	Regional Development Victoria
THS	Tallangatta Health Service

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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

Present: Crs Scales, Star and Whitehead

In Attendance:	Title:
Ms J Phelps	Chief Executive Officer
Ms J Shannon	Director Community and Corporate Services
Mr J Heritage	Director Technical Services

3 Apologies and granting of leave of absence

Crs Wortmann and Tolsher

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.

Nil.

5 Confirmation of minutes

Ordinary Meeting of 3 April 2018.

**CR STAR
CR WHITEHEAD**

THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 3 APRIL 2018 AS CIRCULATED BE CONFIRMED.

CARRIED

6 Petitions, joint letters and declarations

Nil.

7 Assembly of Councillors

A written record of the Assemblies of Councillors 21 March 2018 to 20 April 2018 is included at [Appendix 1](#).

**CR WHITEHEAD
CR STAR**

THAT THE INFORMATION BE NOTED.

CARRIED

8 Open Forum

NAME	TOPIC
Mrs Beverley Stewart	Mrs Stewart expressed her gratitude for Council's support to develop a heritage section in the Tallangatta Library and undertook to liaise with the heritage group members to agree wording for a plaque to be installed on the display. She also sought information on options for installing signage at Old Tallangatta lookout

9 Organisational improvement

9.1 Finance Report as at 31 March 2018 (06/02/0021-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	Mar-18 (Actual) \$'000	Mar-18 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %	2017/18 Full Year (Budget) \$'000	2017/18 Full Year (Achieved) %
Income	1	282	499	12,751	12,428	323	3%	14,394	89%
Expenditure	2	861	870	7,050	7,282	232	3%	14,522	49%
Surplus/ (Deficit)		(579)	(371)	5,701	5,146	555	11%	(128)	(4,452%)

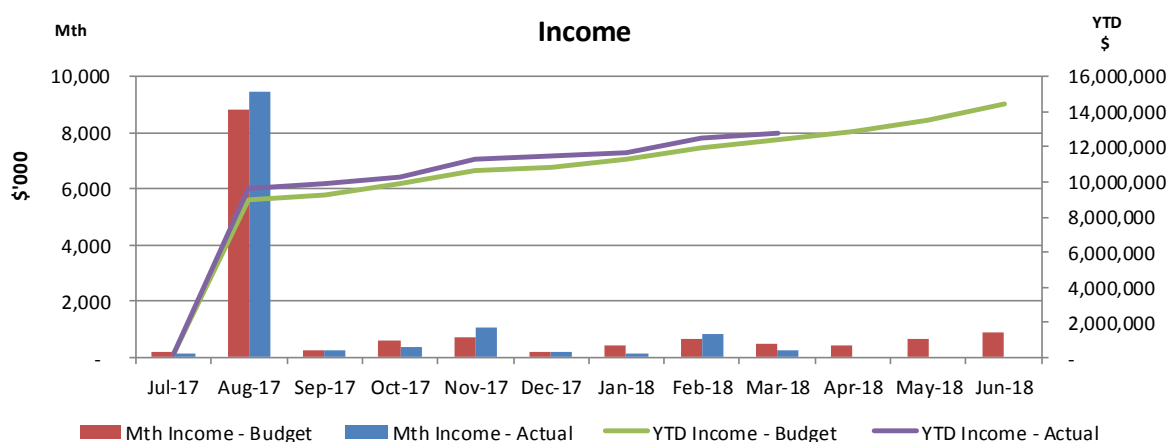
Table 1: Operating Result

Note 1:

Council's YTD income at 31 March 2018 is \$12.75 million against a budget of \$12.43 million. The major items contributing to the \$323,000 favourable variance include:

- Revenue received that was not budgeted in 2017/18:
 - \$181,000 in Financial Assistance Grants from the Victorian Grants Commission (VGC). The final allocation was \$46,000 greater than originally advised. Refer to the Grant Income section for further details
 - \$79,000 for the final reimbursement of the Corryong Kindergarten upgrade
 - \$69,000 grant funding for the Tallangatta netball court upgrade
 - \$56,000 in grant income for kindergartens including occasional care
 - \$56,000 in kerbside collection charges due to an internal audit of bins and bin charges on properties throughout the Shire
 - \$44,000 for the final payment for the Narrows project
 - \$30,000 for charges in lieu of rates
 - \$30,000 grant for the roadside weeds and pests program

- Revenue of \$300,000 that was budgeted but has not yet been received from the Roads to Recovery funding program.

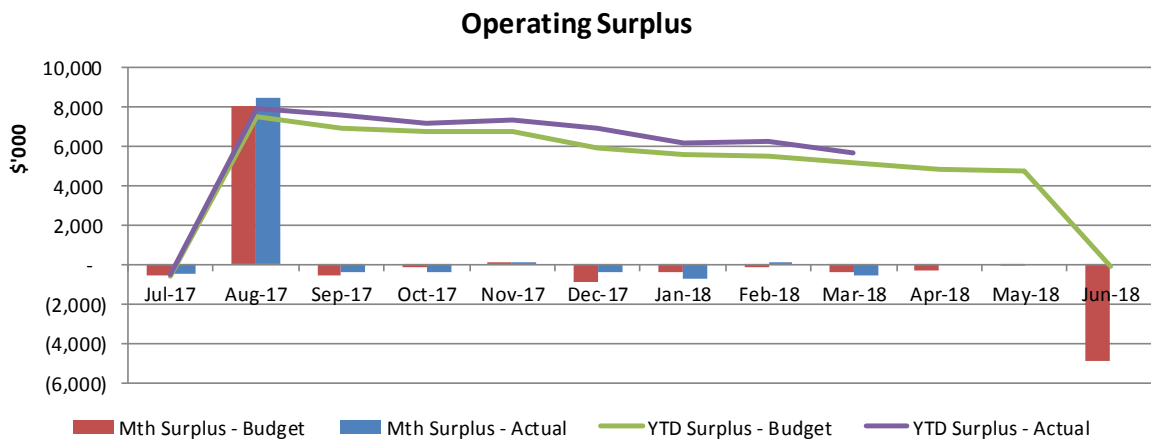
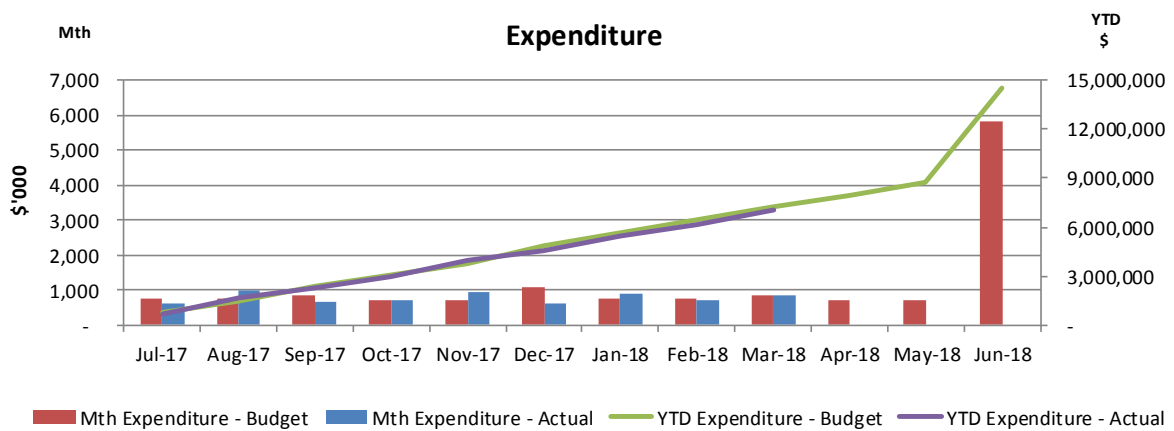


Note 2:

Council's expenditure at 31 March 2018 is \$7.05 million against a budget of \$7.28 million. The major items contributing to the \$232,000 favourable variance include:

- Expenses that were not budgeted for in 2017/18:
 - \$492,000 for works to repair flood damaged infrastructure. This is expected to be reimbursed by the State Government once all works are complete (timing difference)
- Expenses that will be incurred later than anticipated:
 - \$134,000 in plant costs
 - \$71,000 for swimming pool operations.
 - \$62,000 for Rural Councils Victoria Secretariat services
 - \$50,000 in staffing costs in corporate services with the timing of leave taken and the timing of recruitment into the Manager Corporate Services role, Team Leader Customer Service and current Communications Officer vacancy
 - \$38,000 for planning consultants
 - \$25,000 in staffing costs for executive services due to the timing of leave taken
 - \$21,000 due to the timing of recruiting the Community Engagement Officer
- Expense savings in 2017/18 are:
 - \$110,000 in staffing costs for long day care services due to operating at less than 100% capacity
 - \$59,000 in operating costs for the North East Bushfire Camera Network

- \$46,000 in staffing costs in the planning department with a reduced FTE resourcing level being implemented and administration being provided by existing resources
 - \$41,000 in staffing costs for maternal and child health services due to operating with reduced resourcing
 - \$39,000 in staffing costs due to reduced tip opening hours
- YTD 31 March 2018 Council is operating with 68.9 Full Time Equivalent (FTE) staff against a budget of 71.6 FTE.



Grant Income

	Note	Mar-18	YTD	YTD	YTD	YTD	2017/18	2017/18
		(Actual)	(Actual)	(Budget)	(Variance)	(Variance)	Full Year	Full Year
		\$'000	\$'000	\$'000	\$'000	%	(Budget)	(Achieved)
							\$'000	%
Recurrent	1	49	2,344	2,400	(56)	(2%)	3,290	71%
Non-Recurrent	2	49	827	579	248	43%	1,223	68%
Total		98	3,171	2,979	192	6%	4,513	70%

Table 2: Grant Income

Note 1:

Council's YTD recurrent grant income at 31 March 2018 is \$2.34 million against a budget of \$2.40 million. The major items contributing to the \$56,000 unfavourable variance include:

- Revenue of \$300,000 that was budgeted but has not yet been received from the Roads to Recovery funding program.
- Revenue received that was not budgeted:
 - The budget for the Federal Government's Financial Assistance Grants was based on preliminary advice regarding the total amount of the allocation and the expected timing of payments. The final allocation was \$46,000 higher and the timing of payments varied from the preliminary advice. As a result of these changes Financial Assistance Grants are forecast to be \$240,000 greater than budgeted (\$46,000 is a permanent difference with \$194,000 related to the timing of the payments).
 - \$55,000 has been received above the budgeted amount for kindergartens including funds for the Occasional Care program

Note 2:

Council's YTD non-recurrent grant income at 31 March 2018 is \$827,000 against a budget of \$579,000. The major items contributing to the \$248,000 favourable variance are:

- \$79,000 as the final reimbursement for the Corryong Kindergarten upgrade
- \$69,000 towards the construction of a second netball court at Rowen Park Tallangatta
- \$45,000 for the final payment for the Narrows project
- \$31,000 for supported playgroups

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

	\$'000
Recurrent Grants	
Victorian Grants Commission - General Purpose Funding	1,027
Victorian Grants Commission - Local Roads Funding	728
Maternal and Child Health	123
Library	112
Corryong Pre School	83
Tallangatta Pre School	68
Municipal Emergency Resourcing Program	60
Community Access	32
Berringa Pre School	31
Weed Project	30
Pre-School Cluster	23
School Crossing Supervisor	15
Occasional Child Care	8
Health Admin	4
Total Recurrent Grants	2,344
Non-Recurrent Grants	
Destination Tallangatta - NSRF	532
Corryong Pre School Capital Grants	79
Tallangatta Multi-sport Precinct	69
L2P Program	48
Tallangatta Neighbourhood House	46
The Narrows Project	45
Parents and Playgroups	31
Corryong Swimming Pool Upgrade Grant	20
Dartmouth RV Dump Point	18
Freeza Funding	12
Community Health and Wellbeing	8
Seniors Week	2
Beat the Heat - Tree Project	2
Mitta North Rd Intersection Improvement	(85)
Total Non-Recurrent Grants	827
Total Grants Received	3,171

Table 3: Grant Income received

Note: Due to a change in scope of the Mitta North Road intersection upgrade, the funding provided by VicRoads (\$85,000) in 2016/17 will now be returned to VicRoads and VicRoads will engage their contractors to carry out the full scope of works.

Unexpended Grants and Restricted Funds

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

The following table provides a listing of current unexpended grants:

	\$'000
Unexpended Grants	
Community Access	126
Walwa Streetscape	80
Country Roads and Bridges	72
Improved Connections Hanson Street project	50
Tallangatta Neighbourhood House	43
Library	42
Flood Recovery Officer	40
Local Gov Business Collaboration	32
Parents and Playgroups	30
Freeza Funding	25
L2P Program	24
Dartmouth RV Dump Point	18
Bushfire Management Overlay	13
Kinder Enrolment	12
Children Services Review	10
Improving Liveability of Older People	10
Weed Project	7
Municipal Emergency Resourcing Program	6
Beat the Heat - Tree Project	4
Maternal and Child Health Enhancement	4
Total Unexpended Grants	648

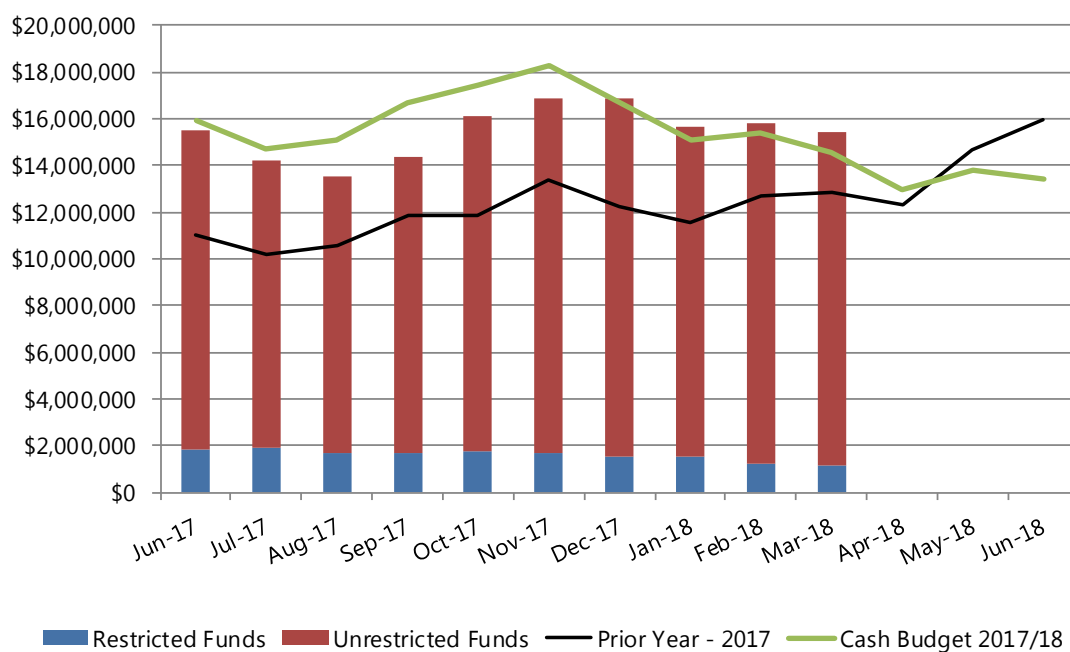
Table 4: Unexpended Grants

CASH POSITION

Cash on Hand

The cash position moved during the month as detailed below:

	Current Month	Prior Month	Variance	
	Mar-18	Feb-18	\$	%
	\$	\$	\$	%
Restricted and unrestricted funds				
Unexpended Grants	648,841	701,897	(53,056)	(7.6%)
Other Provisions and Reserves	525,102	525,102	-	0.0%
Restricted Funds	1,173,943	1,226,999	(53,056)	(4.3%)
Provision for Employee Entitlements	1,152,070	1,118,123	33,947	3.0%
Committed Funds	10,194,507	10,531,683	(337,176)	(3.2%)
Other Unrestricted Funds	2,891,837	2,959,052	(67,215)	(2.3%)
Total Unrestricted Funds	14,238,414	14,608,858	(370,444)	(2.5%)
Total restricted and unrestricted funds	15,412,357	15,835,857	(423,500)	(2.7%)
Cash holdings				
Section 86 Committee Funds	196,445	196,445	-	0.0%
Investments/term deposits	15,014,053	15,097,549	(83,495)	(0.6%)
Cash At Bank and On Hand	201,859	541,863	(340,005)	(62.7%)
Total Cash holdings	15,412,357	15,835,857	(423,500)	(2.7%)
Average Interest Rate	2.42%	2.53%		



Note: The Committed Funds for February 2018 in the table above have been restated after further analysis of Council's cash commitments.

Investments

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

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
9/02/2018	Term Deposit	WAW	887,729	2.60%	368 Days		11/02/2019
19/02/2018	Term Deposit	Bank of Queensland	1,000,000	2.55%	182 Days	A2	20/08/2018
4/10/2017	Term Deposit	AMP	1,000,000	2.60%	183 Days	A1	5/04/2018
10/10/2017	Term Deposit	AMP	1,000,000	2.60%	184 Days	A1	12/04/2018
19/10/2017	Term Deposit	Bendigo Bank	1,000,000	2.50%	182 Days	A2	18/04/2018
8/11/2017	Term Deposit	Bank of Queensland	1,000,000	2.60%	181 Days	A2	8/05/2018
8/11/2017	Term Deposit	ME Bank	1,000,000	2.50%	182 Days	A2	9/05/2018
13/09/2017	Term Deposit	AMP	1,000,000	2.60%	273 Days	A1	13/06/2018
9/10/2017	Term Deposit	Bendigo Bank	1,000,000	2.55%	273 Days	A2	9/07/2018
9/01/2018	Term Deposit	ME Bank	1,000,000	2.60%	184 Days	A2	11/07/2018
9/11/2017	Term Deposit	Bank of Queensland	1,000,000	2.60%	273 Days	A2	9/08/2018
20/11/2017	Term Deposit	Bank of Queensland	1,000,000	2.60%	273 Days	A2	20/08/2018
20/11/2017	Term Deposit	ME Bank	1,000,000	2.57%	273 Days	A2	20/08/2018
N/A	Cash Management	Westpac	2,126,324	1.55%	On Call	A1	N/A
N/A	S86 Committees	Various	196,445	1.60%	N/A		N/A
Total Investments			15,210,499				

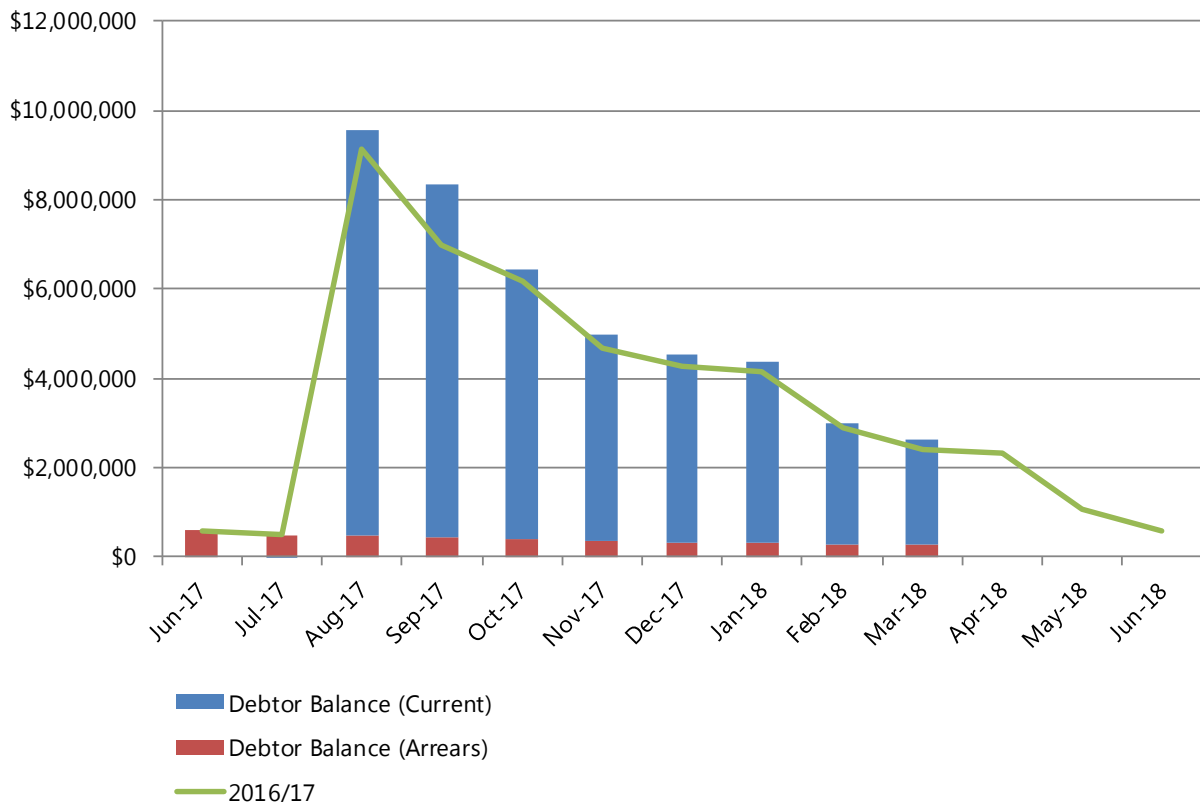
Table 5: Investments at month end

RECEIVABLES

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

The breakdown of rates received for the current month and year-to-date as well as the rates debtors balance outstanding and a comparison to last financial year is shown below:

Rates, charges and FSPL Debtors						
	Amount	Received	% Collected	Received	Collected	Balance
	\$	Mar-18	Mar-18	YTD	YTD	Outstanding
	\$	\$	%	\$	\$	\$
Levied 2017/18	9,309,652	353,211	3.8%	6,947,422	74.6%	2,362,230
Arrears prior to 2017/18	577,651	11,088	1.9%	311,166	53.9%	266,485
Total Charges		364,299		7,258,588		2,628,715

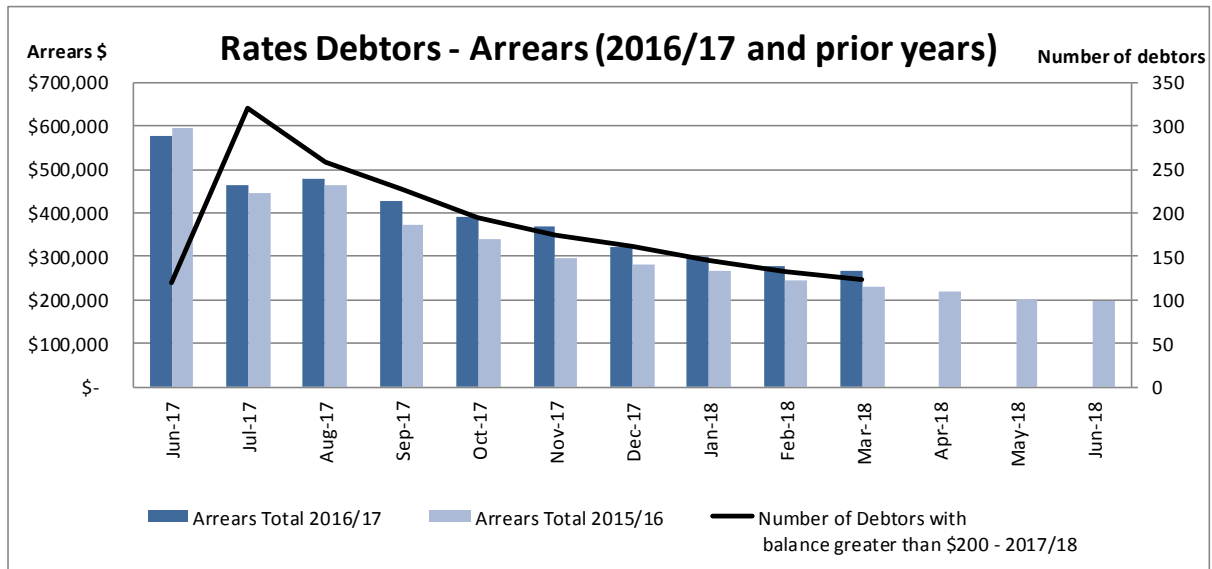


Notes

1) Rates and charges for 2017/18 were levied in August 2017. Quarterly instalments are due at the end of September, November, February and May.

Debt Collection

The graph below compares the arrears balances as at the end of each month for the current financial year (2017/18) and the arrears balances at the equivalent time in the previous financial year (2016/17). The number of debtors with a balance greater than \$200 relates to the 2017/18 financial year.

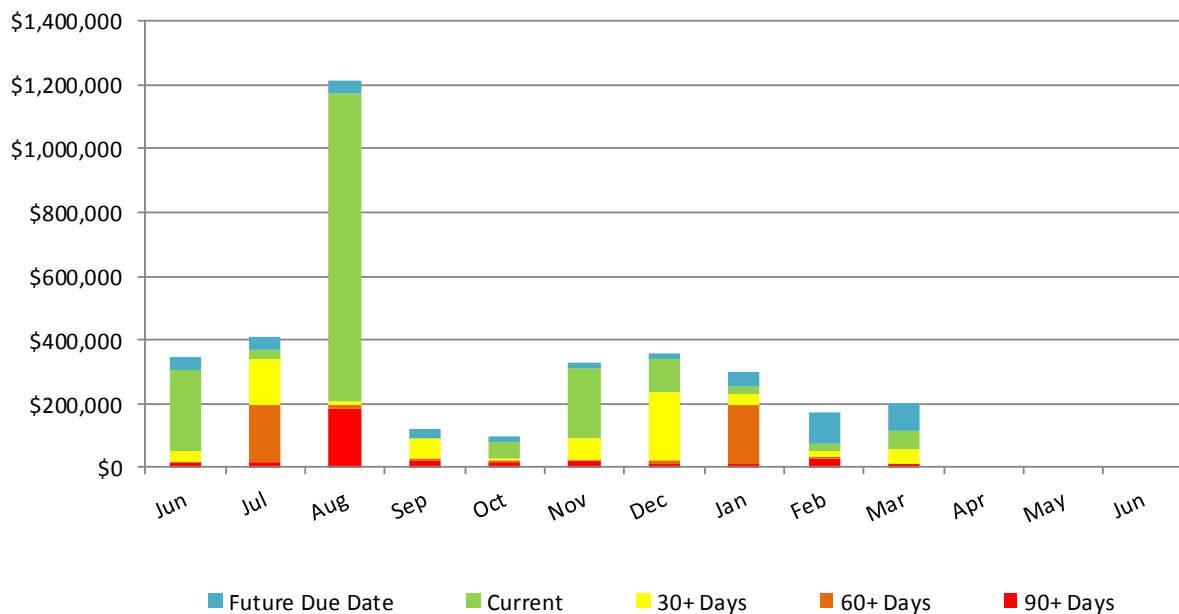


At 31 March 2018, there were 123 rates debtors with an outstanding balance of greater than \$200. This is a decrease of 9 debtors since 28 February 2018.

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
	\$	\$	\$	\$	\$	\$
March 2018	82,355	60,428	42,821	1,100	11,736	198,439
February 2018	98,867	22,871	17,182	8,745	25,316	172,982
Movement	(16,513)	37,557	25,638	(7,645)	(13,580)	25,457



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

Debtor	Amount	Description	RO	Notes
Debtor 10261	\$1,355	Building and contents insurance	BP	A copy of the invoice has been resent to the debtor via email rather than via post.
Debtor 17007	\$1,540	Cost recovery for slashing	BP	Debtor was listed with debt collection agency in February with no response received at the end of March.

Debtor	Amount	Description	RO	Notes
Debtor 18925	\$3,250	Community contribution	BP	A meeting was scheduled for July and November 2017 however the debtor's representative was unable to attend due to ill health. A further invitation has been extended to attend on 3 April 2018 which they were unable to attend with an invitation for the 5 June has been extended.
Debtor 19755	\$1,548	50% Cost Recovery for weed control	BP	Communication has been received from the debtor in early March with a response to be drafted.
Debtor 20210	\$1,100	Fees	BP	Debtor was listed with debt collection agency in February with no response received at the end of March.

Table 6: Significant debtors > 90 days

LOCAL ROADS

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

Local Roads and Bridges Capital Works

Local Roads and Bridges Infrastructure - Capital	Note	YTD Actual	YTD Budget	Variance	Annual Budget
		\$		\$	\$
410 Road Construction	1	823,630	965,000	141,370	1,290,642
411 Pavement Reconstruction		-	50,000	50,000	100,000
416 Sealing		-	-	-	-
417 Resealing	2	558,864	500,000	(58,864)	550,000
420 Drainage Construction		25,673	30,000	4,327	30,000
421 Digouts		495,530	475,000	(20,530)	650,000
422 Resheeting	3	146,139	50,000	(96,139)	180,000
432 Footpaths	4	181,393	110,000	(71,393)	145,000
433 Kerb and Channel		79,957	90,000	10,043	655,000
442 Guardrails	5	-	30,000	30,000	30,000
450 Bridge Construction	6	584	50,000	49,416	100,000
Total		2,311,770	2,350,000	38,230	3,730,642

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

Note 1:

Invoices not yet received for works completed on Georges Creek Road and Laneway carpark. Works on Towong Street are delayed due to the contractor not being available until later than anticipated.

Note 2:

The reseal program was completed earlier than anticipated. The over spend will be offset by an under spend in the dig outs program.

Note 3:

Resheeting has commenced earlier than anticipated (timing variance).

Note 4:

The Eskdale path construction has progressed earlier than anticipated (timing variance).

Note 5:

Planned guardrail works are pending agreement with the landholder.

Note 6:

Bridge re-decking on Guys Forrest and McHargs bridges are awaiting delivery of the timber. Major culvert works have been programmed for low water levels in April (timing variance).

Local Roads and Bridges Maintenance

The table below shows maintenance of local roads and bridges. Flood damage works are reported in Table 9 later in this report.

Local Roads and Bridges Infrastructure - Maintenance	Note	YTD Actual	YTD Budget	Variance	Annual Budget
		\$	\$	\$	\$
301 Inspections		469	-	(469)	-
302 Survey and Design		31,656	49,500	17,844	65,000
304 Pavement Maintenance	1	152,555	132,500	(20,055)	148,000
306 Grading	2	402,299	367,000	(35,299)	452,000
308 Shoulder Maintenance	3	89,776	35,000	(54,776)	98,000
310 Drainage Maintenance		168,904	152,000	(16,904)	167,000
312 Call Outs		12,347	14,500	2,153	20,000
324 General Roadside Maintenance		60,960	59,500	(1,460)	73,000
328 Tree Maintenance	4	131,268	113,000	(18,268)	122,000
330 Footpath Maintenance		5,550	6,750	1,200	8,000
331 Kerb and Channel Maintenance		-	4,500	4,500	5,000
334 Roadside Treatments		-	12,000	12,000	15,000
336 Signs Maintenance		8,074	9,000	926	12,000
338 Linemarking		4,966	4,000	(966)	10,000
340 Guideposts	5	16,137	6,000	(10,137)	7,000
342 Guardrail		706	3,750	3,044	5,000
346 Fire Access Tracks		5,176	3,753	(1,423)	5,000
346 Bridge Maintenance	6	32,791	22,000	(10,791)	30,000
Total		1,123,634	994,753	(128,881)	1,242,000

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

The Local Roads and Bridges maintenance program is budgeted based on the type of work proposed to be undertaken, such as grading, drainage maintenance, pavement maintenance, bridge maintenance, etc. When the maintenance program is actually implemented, the most recent asset inspection data available is used to inform or alter the maintenance program to accommodate the maintenance needs with the greatest priority. This enables the impact of ongoing weather conditions and/or recent significant weather events to be factored into the program. Whilst the type of work proposed may alter from that originally proposed, the total maintenance program is kept within the total annual budget (\$1.24 million for 2017/18).

Note 1:

Major digout works were coded in error to pavement maintenance. A journal will be processed in April for \$26,000.

Note 2:

Grading works have progressed earlier than anticipated (timing variance).

Note 3:

Shoulder maintenance has been completed in preparation for reseals earlier than anticipated (timing variance).

Note 4:

Tree maintenance and tree planting has progressed earlier than anticipated (timing variance).

Note 5:

Whilst carrying out the shoulder maintenance program additional guidepost replacement was required over anticipated replacement levels.

Note 6:

Bridge maintenance has been undertaken in response to inspections using unexpended grant funding still remaining under the Country Roads and Bridges program.

Flood repairs and maintenance

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
313 Storm/Flood Damage		491,949	-	(491,949)	-
Total		491,949	-	(491,949)	-

Table 9: Local Roads and Bridges – Flood damage works

Flood damage works are expected to be reimbursed through the State Government's Natural Disaster Financial Assistance (NDFA) program.

A summary of the claims made and progress of reimbursements are provided in the table below.

Precinct	Total claimed \$	Claim Submitted	NDFA accepted	VicRoads assessing	VicRoads Approved	Money Received
Project Mgr	\$ 14,189.99	30/11/2007	yes	in progress		
Peninsula	\$ 57,468.69	15/12/2017	yes	in progress		
Bullioh	\$ 6,461.66	30/11/2017	yes	in progress		
Cudgewa	\$ 11,717.55	30/11/2017	yes	in progress		
Bunroy	\$ 15,707.28	30/11/2017	yes	in progress		
Mount Alfred	\$ 284.58	30/11/2017	yes	in progress		
Georges Creek	\$ 20,197.34	30/11/2017	yes	in progress		
Mitta Valley	\$ 135,055.85	30/11/2017	yes	in progress		
Tallangatta Valley	\$ 38,841.33	30/11/2017	yes	in progress		
Granya	\$ 2,038.88	30/11/2017	yes	in progress		
Bethanga	\$ 36,080.16	30/11/2017	yes	in progress		
Fairyknowe	\$ 7,833.31	30/11/2017	yes	in progress		
Corryong	\$ 5,788.43	30/11/2017	yes	in progress		
Talgarno	\$ 23,440.24	28/11/2017	yes	in progress		
Yabba	\$ 58,496.43	28/11/2017	yes	in progress		

Total	\$ 433,601.72
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\$ -

OTHER FINANCIAL MATTERS

No other financial matters to report.

CR WHITEHEAD

CR STAR

THAT THE FINANCE REPORT BE NOTED.

CARRIED

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

The Occupational Health and Safety report is presented every second month. The next report is due in June 2018.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.3.

9.3 Council Plan Priorities (07/05/0036-DCCS)

The bi-monthly updates on the 2017-2021 Council Plan priorities are attached at [Appendix 2](#) for information.

**CR WHITEHEAD
CR STAR**

THAT THE REPORT BE NOTED.

CARRIED

9.4 Action Sheet Reports (06/05/0010-CEO)

Items requiring action from the 3 April 2018 Council Meeting are attached at [Appendix 3](#).

**CR WHITEHEAD
CR STAR**

THAT THE REPORT BE NOTED.

CARRIED

9.5 Performance Reporting Graphs (DCCS)

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

**CR STAR
CR WHITEHEAD**

THAT THE REPORT BE NOTED.

CARRIED

Mr Jamie Heritage left the meeting at 10.53am.

9.6 Chief Executive Officer Remuneration Review (Cr Scales)

Mr Jamie Heritage returned at 10.55am.

Background/History:

The employment contract between Council and the Chief Executive Officer requires Council to undertake an annual review of the Chief Executive Officer's remuneration package within one month of the Performance Review.

The contract also provides that the remuneration package value will be increased annually as at May 31 by the March quarter annual CPI All Groups (Melbourne) figure. It is gratefully acknowledged that the Chief Executive Officer did not take up the CPI increase in 2016 and 2017.

The 2018 remuneration review was conducted in-house and facilitated by Cr Scales on Tuesday 17 April 2018.

The following factors were considered during the review:

- a) the Officer's achievement of the Performance Criteria
- b) the extent of any increase over the preceding 12 months in the Consumer Price Index (All Groups, Melbourne) as issued by the Australian Statistician
- c) market rates for comparable positions, and
- d) the acquisition and satisfactory utilisation of new or enhanced skills by the Officer if beneficial to or required by the Council.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

The CPI increase required by the contract has been budgeted.

Risk Assessment:

The remuneration review has met the requirements of the employment contract.

Community Consultation/Responses:

Nil.

Discussion:

Ms Phelps has again worked very hard over the past year to meet and exceed the expectations of Council and the performance criteria included in her contract. As a result, we continue to see exceptional outcomes for Council and the communities we serve.

In accordance with the provisions of the employment contract Council is required to increase the remuneration package value (as at May 31) by the March quarter annual CPI All Groups (Melbourne) figure.

**CR STAR
CR WHITEHEAD**

THAT:

- 1. IN ACCORDANCE WITH THE CONTRACT PROVISIONS THE CHIEF EXECUTIVE OFFICER'S REMUNERATION BE INCREASED AS AT MAY 31 BY THE MARCH QUARTER ANNUAL CPI ALL GROUPS (MELBOURNE); AND**
- 2. THE MOTOR VEHICLE SALARY SACRIFICE BE RECOGNISED AT THE FULLY INDEXED AMOUNT INCLUDING ANNUAL INDEXATION FOR EACH YEAR OF THE CONTRACT.**

CARRIED

9.7 Chief Executive Officer Leave Application (CEO)

Disclosure of Interests (S.80C):

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

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

Background:

The Chief Executive Officer seeks Council approval to take leave for the following period:

DATE
Wednesday 2 May to Friday 11 May 2018

It is recommended that the Director Community and Corporate Services be appointed Acting Chief Executive Officer for this period.

**CR WHITEHEAD
CR STAR**

THAT:

- 1. COUNCIL APPROVE THE CHIEF EXECUTIVE OFFICER'S LEAVE FOR THE FOLLOWING PERIOD; AND**

DATE
WEDNESDAY 2 MAY TO FRIDAY 11 MAY 2018

- 2. THE ACTING CHIEF EXECUTIVE OFFICER BE APPOINTED AS FOLLOWS:**

DATE	OFFICER
WEDNESDAY 2 MAY TO FRIDAY 11 MAY 2018	DCCS

CARRIED

10 Community wellbeing

10.1 Community Services Report (04/07/0055-DCCS)

The Community Services report is presented every second month. The next report is due in June 2018.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.3.

11 Asset management

11.1 Asset Management report (01/07/0004-DTS)

The Asset Management report is presented every second month. The next report is due in June 2018.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.3.

11.2 Wall at 19 Hanson Street, Corryong (319758–DTS)

Disclosure of Interests (S.80C):

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

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

Background/History:

This report addresses the deteriorating condition of the wall adjacent to the Ruby's Shop building and 19 Hanson Street, Corryong.

The wall is constructed of brick and is the remains of a building that was demolished some time ago. There is no heritage overlay presently attached to this wall and it is unknown why the wall was retained at the time of building demolition. It is considered a feature in the park area and in recent times a metal sculpture has been installed in a window that forms part of the wall.

Council officers were first made aware of the deteriorating condition of this wall early in 2018. The wall was inspected and it was determined that an independent structural assessment of its condition and integrity was required to determine:

- The stability of the wall
- The risk posed to the public should it remain
- Options for improving its condition to reduce risk to the public
- Recommendations for future management

Belvoir Consulting, a firm specialising in structural and civil engineering, were engaged to perform the assessment and attended the site on 22 March 2018. A report was received on 25 March 2018.

With a view to minimising the ongoing risk to the public the report contained the following recommendations:

- A security fence to be installed immediately to separate the public from the entire length of the wall. This was completed on Tuesday 27 March 2018.

- That the original Northern section of the wall including the parapet wall be demolished completely as it is in such poor condition that it cannot be restored.

- That the newer Southern section of the wall be either:
 - considered for demolition if there is no heritage significance, or
 - that Council consider installing a permanent lateral restraint system designed by a qualified structural engineer to eliminate the ongoing risk to the public.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

There will be costs associated with any action to either preserve or demolish the wall. The exact extent of these costs is yet to be determined but is estimated to be up to \$40,000.

Risk Assessment:

The Belvoir Consulting report recommends demolition of the older Northern section of the wall to eliminate the high risk that it poses to the public through failure of the structure. The risk has currently been mitigated by temporary fencing to exclude people from the area. There is potential risk to Council's reputation through public perception should the fence remain in place for any extended period of time.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

Given the risk to the public and the recommendation in the Belvoir Consulting report, it is recommended that Council proceed promptly with the demolition of the Northern section of the wall.

In addition, given:

- the lack of heritage significance of the Southern section of the wall
- the expected cost of designing and installing an appropriate permanent lateral restraint system
- the expected future costs of maintaining the remaining section of wall

it is recommended that Council proceed promptly with the demolition of the Southern section of the wall.

It is also recommended that funding be allocated in the 2018/19 capital budget for a footing to be constructed and the old bricks be then used to reinstate the window where the metal sculpture is installed.

**CR STAR
CR WHITEHEAD**

THAT:

- 1. COUNCIL AUTHORISE THE DEMOLITION OF THE ENTIRE WALL AS PER THE RECOMMENDATIONS IN THE BELVOIR CONSULTING REPORT; AND**
- 2. COUNCIL ALLOCATE A SUM OF \$15,000 IN THE 2018/19 CAPITAL BUDGET TO REINSTATE THE WINDOW AND METAL SCULPTURE UTILISING THE BRICKS FROM THE DEMOLISHED WALL.**

CARRIED

12 Land-use planning

No Planning reports.

13 Environmental sustainability

13.1 Environmental sustainability report (01/07/0004-DTS)

The Environmental sustainability report is presented every second month. The next report is due in June 2018.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.3.

13.2 Forestry Report (03/05/0000-DTS)

Disclosure of Interests (S.80C):

This report was prepared by Mr Ken Whitehead, Forestry 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:

Across Towong Shire there are significant pine plantations located in state forest and on private land.

The Department of Environment, Land, Water and Planning monitors timber harvesting operations that are conducted on public land to ensure they are compliant with regulatory requirements.

Where timber harvesting operations of plantations and native forest occur on private land, Council has responsibilities through the Victorian Planning Provisions. Timber production is a defined land use in the Victoria Planning Provisions and all planning schemes and Council is responsible for ensuring compliance with the planning provision system.

The Victorian Planning Provisions reference the *Code of Practice for Timber Production 2014* (the Code). The Code outlines the environmental standards for planning and conducting commercial timber harvesting operations.

The primary responsibility of Council's part-time Forestry Officer is to ensure environmental compliance with the Code in forestry operations that are occurring on private land within the Shire. This work involves inspecting and auditing forest operations and liaising with forest owners and the local community. Other duties

include the control of blackberries along the Shire's local roads and representation on the local blackberry action groups.

This report provides information on the areas of focus for the Forestry Officer, including a summary of timber harvesting that has been conducted on private land across the Shire.

TIMBER HARVESTING

Totals for the 2017-18 season are 3,344.9ha of plantation, producing 1,000,377m³ of timber designated for thinning or harvesting operations within Towong Shire of which 83% of the volume is clear fall and 17% is thinning.

Currently the majority of wood production / harvesting is in the Railway, Shelley and Wabba areas. From June 2017 to March 2018, the greatest volumes of timber designated for harvest or thinning were at Railway (129,474 m³) and Wabba (51,840 m³).

Since July 2017, 44 Timber Harvest Plans have been submitted and the following actions have been undertaken:

- 32 inspections of harvesting operations
- 17 post-harvest inspections
- 12 Timber Harvest Plan inspections.

HVP Plantations

- HVP Plantations are continuing to conduct the majority of their harvesting operations in the Koetong / Shelley area. Harvesting operations are near completion in the Mitta Mitta / Eskdale area (Callaghan's Creek and Stockyard Creek) as well as Ranch Road, Towong.

Upper Murray Pine Marketing Group

- Upper Murray Pine Marketing Group plantations have been harvested and the organisation has now ceased.

D&R Henderson

- D&R Henderson has commenced harvesting at Granya, Bullioh and Guys Forest. Works at Granya are nearing completion.
- D&R Henderson are new operators in the Towong Shire area and have been very proactive in establishing their operations, keeping Council's Forestry Officer and residents advised of any matters as they arise.

BLACKBERRIES

Blackberry roadside spraying for the 2017-18 season has been completed. Due to extreme blackberry growth this year, not all roadsides have been completed with the funding available. The roads which were not done will be prioritised next season (2018-19).

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

Nil.

Risk Assessment:

Nil.

Community Consultation/Responses:

The Towong Shire Plantations Committee meets twice yearly and provides a forum for forestry related community issues to be raised and discussed between plantation owners and community representatives. There are no current matters that have been raised by the Committee.

Discussion/Officers View:

Forestry activity is continuing to be conducted to ensure that appropriate standards are maintained for commercial timber harvesting operations on private land.

**CR WHITEHEAD
CR STAR**

THAT THE REPORT BE NOTED.

CARRIED

14 Economic and tourism development

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

The Economic Development report is presented every second month. The next report is due in June 2018.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.3.

15 Councillor Reports

15.1 Murray Arts (Cr Star)

Cr Star provided a verbal report on the Murray Arts Annual General Meeting that was held on 26 April 2018.

15.2 Anzac Day (Cr Star)

Cr Star provided a verbal report on the Anzac Day service that she attended in Corryong on 25 April 2018.

15.3 Anzac Day (Cr Scales)

Cr Scales provided a verbal report on the Anzac Day services that he attended in Bethanga and Eskdale on 25 April 2018.

15.4 The Hon. Peter Walsh MP and Ms Steph Ryan MP (Cr Scales)

Cr Scales provided a verbal report on the meeting with The Hon. Peter Walsh MP (Leader of the Nationals) and Ms Steph Ryan MP (Member for Euroa) that he attended on 27 April 2018.

15.5 MAV Rural and Regional Forum (Cr Scales)

Cr Scales provided a verbal report on the MAV Rural and Regional Forum that he attended on 26 April 2018.

15.6 Hunting Tourism community meetings (Cr Scales)

Cr Scales provided a verbal report on the Hunting Tourism Strategy community meetings that he attended in Corryong, Mitta Mitta and Tallangatta.

15.7 Anzac Day (Cr Whitehead)

Cr Whitehead provided a verbal report on the recent Anzac Day service that he attended in Walwa on 25 April 2018.

CR STAR

CR WHITEHEAD

THAT THE COUNCILLOR REPORTS BE NOTED.

CARRIED

16 Urgent business

Nil.

17 Committee minutes

17.1 Municipal Emergency Management Planning Committee (Cr Scales)

The unconfirmed minutes of the meeting held on 9 March 2018 are attached at [Appendix 5](#) for information.

CR WHITEHEAD

CR STAR

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

CARRIED

18 Occupational Health and Safety

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

The unconfirmed minutes of the meeting held on 19 April 2018 are attached at [Appendix 6](#) for information.

CR STAR

CR WHITEHEAD

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

CARRIED

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

The following policies are tabled for review ([Appendix 7](#)). Comments should be provided to the Responsible Officer by 5 June 2018.

- Access to Waste Disposal and Recycling Outlets (DTS)
- Healthy Eating (DCCS)
- Tree (DTS)
- Young Person Award (EA)

The following policies were tabled for review at the 6 March Council Meeting and are presented at [Appendix 8](#) for adoption:

- Discrimination, Workplace and Sexual Harassment, Equal Employment Opportunity and Diversity (DCCS)
- Employee Code of Conduct and Conflict of Interest Policy and Guidelines (CEO)

The Debt Collection (Rate Debtors, Sundry Debtors) Policy was also tabled at the 6 March 2018 Council Meeting. A number of changes are being proposed and it will be presented at the next Council meeting for adoption.

**CR WHITEHEAD
CR STAR**

THAT THE FOLLOWING POLICIES AS PRESENTED BE ADOPTED:

- **DISCRIMINATION, WORKPLACE AND SEXUAL HARASSMENT, EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY**
- **EMPLOYEE CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY AND GUIDELINES**

CARRIED

20 Sealing of documents

No documents for sealing.

21 Confidential

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

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

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

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

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

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

No Confidential reports

There being no further business the meeting was closed at 11.15am.

Minutes confirmed this day of 2018.

Mayor