

Minutes

Ordinary Meeting of Council

Corryong Council Office

Tuesday 6 December 2016

This information is available in alternative formats on request

MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT TOWONG SHIRE COUNCIL, CORRYONG OFFICE ON TUESDAY 6 DECEMBER 2016 AT 10.00 AM.

Commonly used acronyms

ABBREVIATION	TITLE
Staff	
CAE	Civil Asset Engineer
CEO	Chief Executive Officer
ACEO	Acting Chief Executive Officer
DCCS	Director Community and Corporate Services
DTS	Director Technical Services
EA	Executive Assistant
MCS	Manager Community Services
MED	Manager Economic Development
MES	Manager Executive Services
GOVERNMENT/ORGANISATION	
ACSUM	Alliance of Councils and Shires of the Upper Murray
DELWP	Department of Environment, Land, Water and Planning
DEPI	Department of Environment and Primary Industries
DPCD	Department Planning and Community Development
DSDBI	Department of State Development, Business and Innovation
DTPLI	Department of Transport Planning and Local Infrastructure
HRLGN	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
UMHCS	Upper Murray Health and Community Services

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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 Wortmann, Scales, Star, and Whitehead

In Attendance:	Title:
Ms J Shannon	Acting Chief Executive Officer
Mr J Heritage	Director Technical Services
Ms K Johnson	Manager Executive Services

3 Apologies and granting of leave of absence

Cr Peter Tolsher
Ms Juliana Phelps

Cr Whitehead requested leave of absence for the period 12 January-20 January 2017

**CR WORTMANN
CR SCALES**

THAT COUNCILLOR WHITEHEAD BE GRANTED LEAVE OF ABSENCE FOR THE PERIOD 12 JANUARY-20 JANUARY 2017.

CARRIED

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

8 November 2016

**CR SCALES
CR WHITEHEAD**

THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 8 NOVEMBER 2016 AS CIRCULATED BE CONFIRMED.

CARRIED

6 Petitions, joint letters and declarations

Nil.

7 Assembly of Councillors

A written record of the Assemblies of Councillors from 3 to 26 November 2016 is included at [Appendix 1](#).

Cr Whitehead requested that the written record of be amended to reflect his correct first name.

**CR SCALES
CR STAR**

THAT THE INFORMATION AS AMENDED BE NOTED.

CARRIED

8 Open Forum

NAME	TOPIC
Mrs Beverly Stewart	Mrs Stewart sought clarification on the following matters: <ul style="list-style-type: none">• Microfilm Upper Murray Tallangatta Herald newspapers from the 1800s• Response on offer to donate Encyclopedia Britannica.• Appointment of new Town Planner• Towong Planning Scheme Amendment C36 She also thanked Council for the information provided regarding Towong Planning Scheme Amendment C25
Ms Marilyn Hill	Ms Hill raised several items: <ul style="list-style-type: none">• Snake problem at the Corryong Recreation Reserve and Strzelecki Way – Request for Council assistance• Tree planting at the Corryong Tennis courts

9 Organisational improvement

9.1 Finance Report as at 31 October 2016 (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	Oct-16 (Actual) \$'000	Oct-16 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %	2016/17 Full Year (Budget) \$'000	2016/17 Full Year (Achieved) %
Income	1	422	551	9,779	9,811	(32)	(0%)	16,975	58%
Expenditure	2	912	774	2,948	3,336	388	12%	14,013	21%
Surplus/ (Deficit)		(490)	(223)	6,831	6,475	356	5%	2,961	231%

Table 1: Operating Result

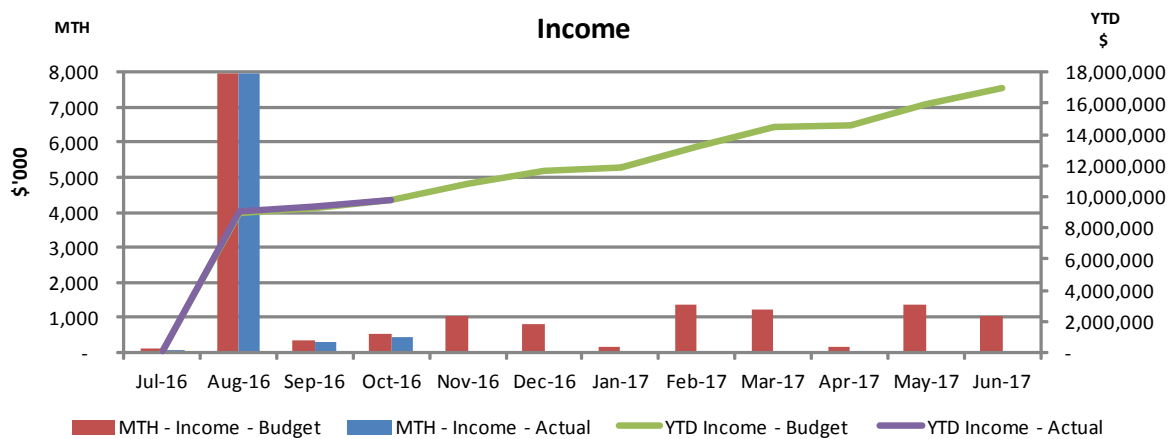
Note 1:

Council's YTD income at 31 October 2016 is \$9.78 million against a budget of \$9.81 million. The major items contributing to the \$32,000 variance include:

- Revenue received that was not budgeted in 2016/17:
 - \$139,000 – North East Water's contribution to Destination Tallangatta project was invoiced and recognised as revenue in September 2016.
 - \$56,000 - Bushies Hit for Six – for cricket nets upgrade at Rowen Park Tallangatta.
 - \$45,000 – the final instalment for the completion of the Wyeeboo Multi Purpose Facility.
- Revenue expected to be received later than anticipated:
 - \$150,000 – funding for the Corryong Airport upgrade
 - \$69,000 – for the State Revenue Office contribution to the Shire revaluation costs.
 - \$47,000 – for the State Government Library contribution.
 - \$30,000 - for the Municipal Emergency Response Program.

- Revenue budgeted that will not be received:
 - \$32,000 – from the State Government for the local State Emergency Services units. A change in procedure was introduced in September 2016 with the State Government paying their funding direct to the individual units and not through Council.

- Revenue received ahead of anticipated timing in the budget:
 - \$41,000 – we have received approximately 60% of budgeted kindergarten funding in the first four months of 2016/17.



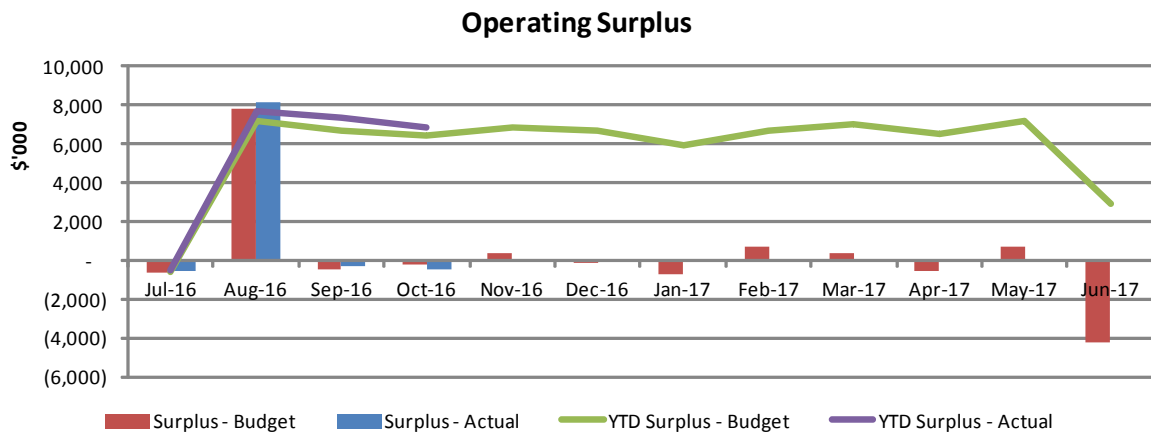
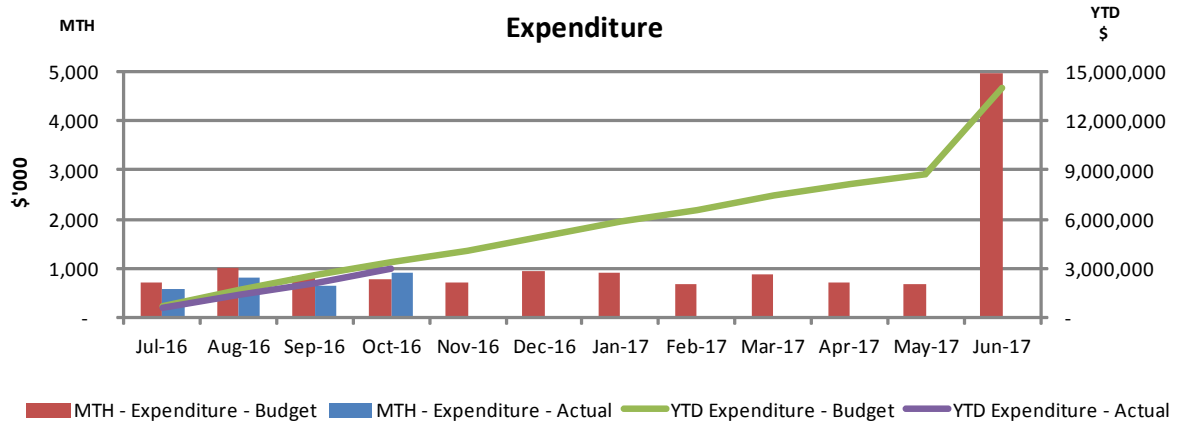
Note 2:

Council’s expenditure at 31 October 2016 is \$2.95 million against a budget of \$3.34 million. The major items contributing to the \$388,000 favourable variance include:

- Expenditure that will be incurred later than expected:
 - \$207,000 - staff costs – positions not yet filled in childcare and Executive services.
 - \$33,000 – other associated costs of the childcare facility that is not yet operational.
 - \$23,000 – audit fee invoice for 2015/16 not received in full.

- Expenditure savings of:
 - \$84,000 – in election costs due to voting not being required for Councillor Election as the number of nominations filled the number of vacancies.
 - \$32,000 – contribution to local State Emergency Service units due to new State Government funding model being implemented. The State Government is paying their funding direct to the SES units rather than through Council.
 - \$25,000 – Tourism North East membership program participation levels have been reduced.

- YTD to 31 October 2016 Council is operating at 64.9 EFT staff against a budget of 70.1 EFT.



Grant Income

	Note	Oct-16	YTD	YTD	YTD	YTD	2016/17	2016/17
		(Actual)	(Actual)	(Budget)	(Variance)	(Variance)	Full	Full
		\$'000	\$'000	\$'000	\$'000	%	Year	Year
							(Budget)	(Achieved)
							\$'000	%
Recurrent	1	3	1,158	1,248	(90)	(7%)	6,488	18%
Non Recurrent	2	267	389	446	(57)	(13%)	1,146	34%
Total		270	1,547	1,694	(147)	(9%)	7,634	20%

Table 2: Grant Income

Note 1:

Council's YTD recurrent grant income at 31 October 2016 is \$1,158,000 against a budget of \$1,248,000. The major items contributing to the \$90,000 variance include:

- Revenue that will be received later than anticipated:
 - \$48,000 – from the State Government for the Library program.
- Revenue budgeted that will not be received:
 - \$32,000 – from the State Government for the local State Emergency Services units. A change in procedure was introduced in September 2016 with the State Government paying their funding direct to the individual units and not through Council.

Note 2:

Council's YTD non-recurrent grant income at 31 October 2016 is \$389,000 against a budget of \$446,000. The major items contributing to the \$57,000 variance include:

- Revenue received that was not budgeted in 2016/17:
 - \$56,000 - Bushies Hit for Six – for cricket nets upgrade at Rowen Park Tallangatta.
 - \$45,000 – the final instalment for the completion of the Wyeboo Multi Purpose Facility.
- Revenue expected to be received later than anticipated:
 - \$150,000 – funding for the Corryong Airport upgrade

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

	\$'000
Recurring	
Victorian Grants Commission - General Purpose Funding	569
Victorian Grants Commission - Local Roads Funding	352
Library	52
Maternal and Child Health	40
Corryong Pre School	40
Weed Project	31
Municipal Emergency Resourcing Program	30
Tallangatta Pre School	20
Berringa Pre School	17
Community Access	7
Total Recurring Grants	1,158
Competitive and Non-Competitive	
Destination Tallangatta - NSRF	266
Tallangatta Multi-sport Precinct	56
Wyeewoo Multi Purpose Facility	44
Community Health and Wellbeing	12
Banking on Solar	9
Seniors Week	2
Total Competitive and Non-Competitive Grants	389
Total Grants Received	1,547

Table 3: Grant Income received

Unexpended Grants and Restricted Funds

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

The following table provides a listing of current unexpended grants:

	\$'000
Unexpended Grants	
Roads to Recovery (R2R)	952
Corryong Swimming Pool Upgrade Grant	242
Country Roads and Bridges	123
Community Access	108
Maternal and Child Health Enhancement	100
Corryong Tennis Courts Grant	77
Flood Recovery Officer	42
Weed Project	38
Local Gov Business Collaboration	32
Tallangatta Neighbourhood House	30
The Narrows Project	25
Bushfire Management Overlay	13
Kinder Enrolment	12
Towong Shire Connections Project	12
Children Services Review	10
Improving Liveability of Older People	10
Freeza Funding	7
Health Promotions (Walk to School)	2
Fire Access Track Maintenance	1
Total Unexpended Grants	1,836

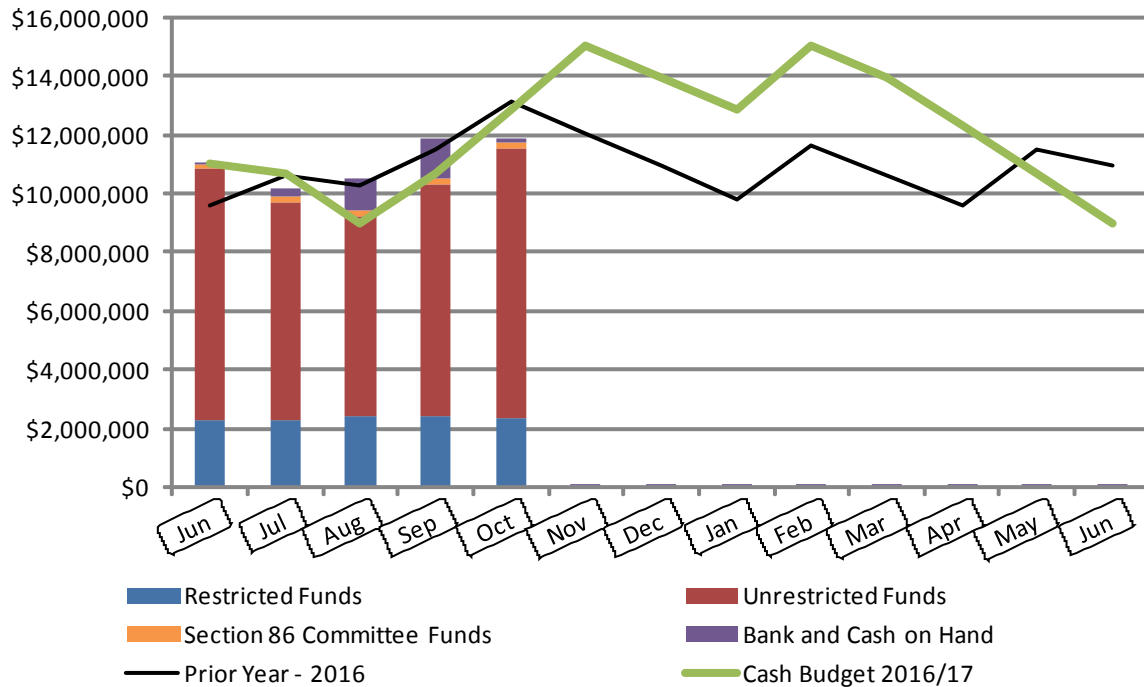
Table 4: Unexpended Grants

CASH POSITION

Cash on Hand

The cash position moved during the month as detailed below:

	Current Month Oct-16 \$	Prior Month Sep-16 \$	Variance	
			\$	%
Unexpended Grants	1,835,695	1,842,732	(7,037)	-0.4%
Other Provisions and Reserves	541,802	541,802	-	0.0%
Restricted Funds	2,377,497	2,384,534	(7,037)	-0.3%
Provision for Employee Entitlements	1,175,631	1,191,216	(15,584)	-1.3%
Other Unrestricted Funds	7,972,554	6,761,468	1,211,087	17.9%
Total Unrestricted Funds	9,148,186	7,952,683	1,195,502	15.0%
Section 86 Committee Funds	190,039	190,039	-	0.0%
Total Investments	11,715,721	10,527,256	1,188,465	11.3%
Bank and Cash on Hand	149,538	1,347,760	(1,198,222)	-88.9%
Total Cash	11,865,259	11,875,016	(9,757)	-0.1%
Average Interest Rate	2.58%	2.76%		



Investments

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

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
18/05/2016	Term Deposit	AMP	1,500,000	3.00%	183 Days	A1	17/11/2016
18/07/2016	Term Deposit	NAB	1,000,000	2.88%	179 Days	A1+	13/01/2017
17/03/2017	Term Deposit	AMP	1,000,000	2.75%	182 Days	A1+	17/03/2017
17/03/2016	Term Deposit	Bendigo Bank	1,000,000	2.80%	180 Days	A2	14/03/2017
26/10/2016	Term Deposit	Bank of Queensland	1,500,000	2.75%	189 Days	A2	3/05/2017
18/05/2016	Term Deposit	Bank of Queensland	1,000,000	3.00%	184 Days	A2	18/11/2016
31/08/2016	Term Deposit	AMP	1,000,000	2.95%	217 Days	A1	5/04/2017
11/07/2016	Term Deposit	WAW	852,186	2.60%	180 Days		11/01/2017
N/A	Cash Management	Westpac	2,673,497	1.55%	On Call	AA-	N/A
N/A	S86 Committees	Various	190,039	4.68%	N/A		N/A
Total Investments			11,715,721				

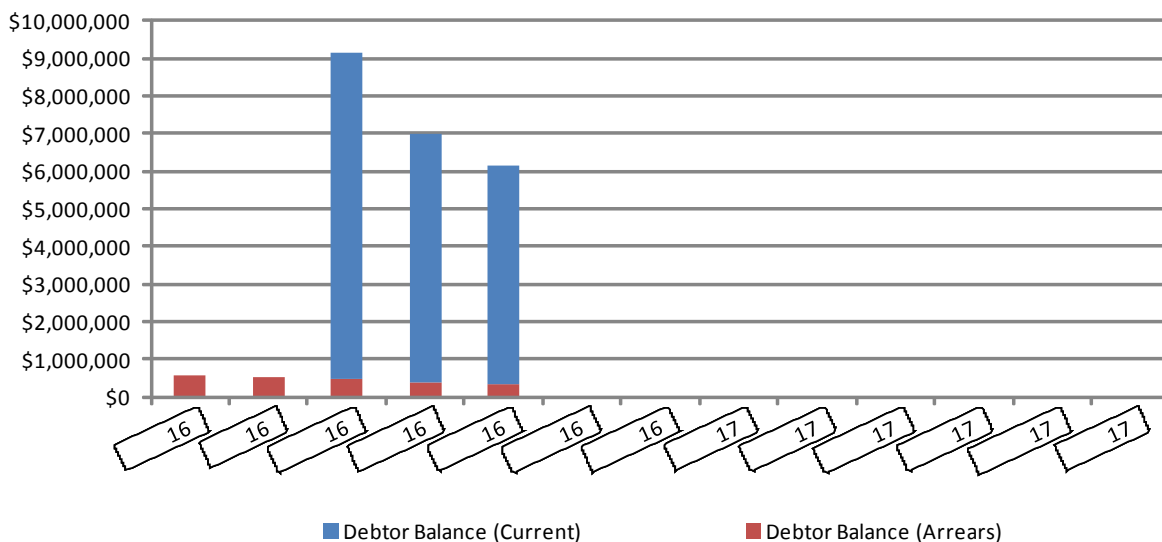
Table 5: Investments at month end

RECEIVABLES

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

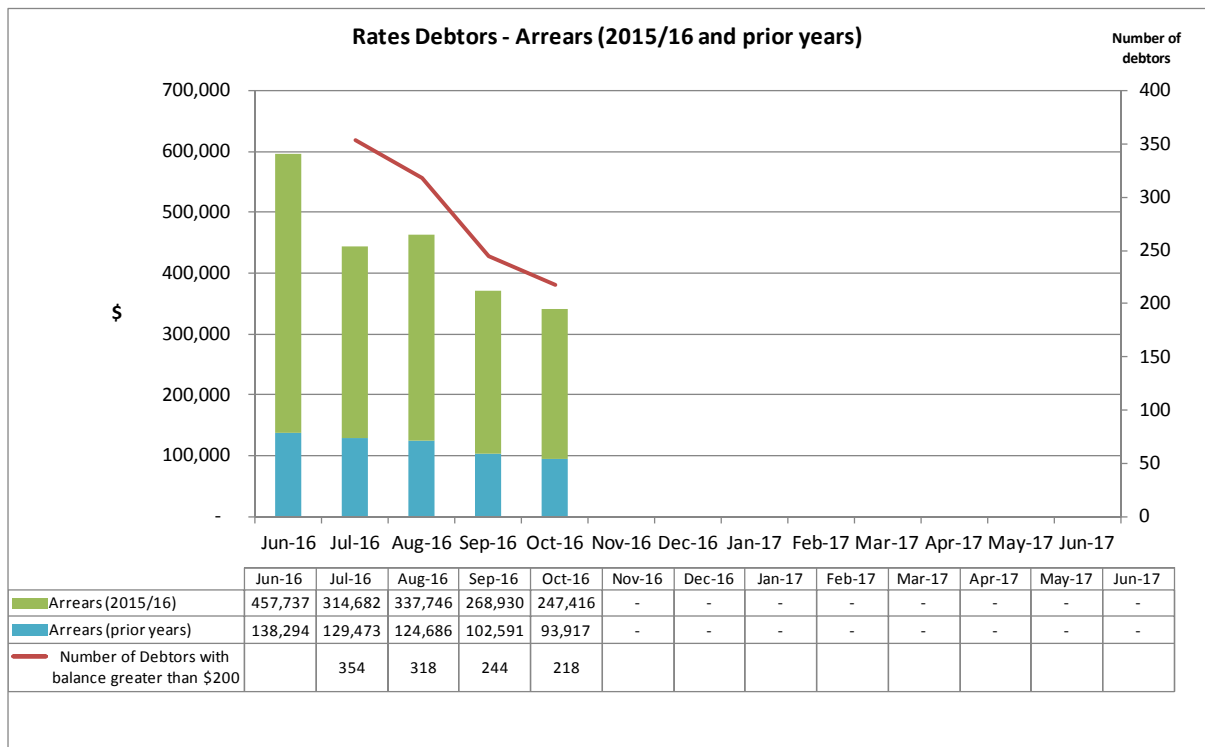
The breakdown of rates received for the current month and year-to-date is shown in the following table and graph:

	Amount	Received	% Collected	Received	Collected	Balance
		Oct-16	Oct-16	YTD	YTD	Outstanding
	\$	\$	%	\$	\$	\$
Levied 2016/17	8,762,334	795,808	9.1%	2,952,539	33.7%	5,809,795
Arrears prior to 2016/17	596,030	30,188	5.1%	254,696	42.7%	341,334
Total Charges		825,995		3,207,235		6,151,129



Note – rates were struck in August 2016. Quarterly instalments are due at the end of September, November, February and May.

Debt Collection

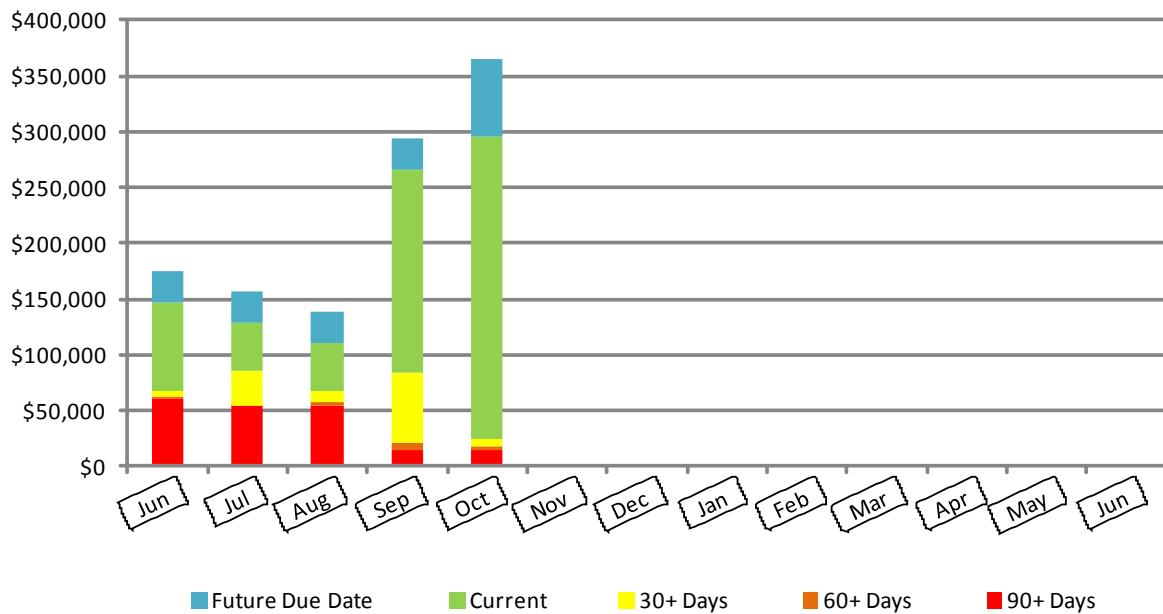


At 31 October 2016 there were 218 rates debtors with an outstanding balance of greater than \$200. This is a reduction of 26 debtors since 30 September 2016.

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
	\$	\$	\$	\$	\$	\$
October 2016	68,587	270,925	6,959	2,945	15,116	364,533
September 2016	27,664	181,934	62,686	6,601	14,355	293,240
Movement	40,923	88,991	(55,727)	(3,656)	761	71,292



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

Debtor	Amount	Description	RO	Notes
Debtor 8411	\$1,580	Contribution	JS	Contribution has been included in joint grant funded program.
Debtor 17007	\$1,540	Cost recovery for slashing	BP	Contact has been made with the debtor and is expected to be recovered.
Debtor 18925	\$3,250	Community contribution	BP	Council considered a proposal at the May 2016 Council meeting. A letter has been issued to the debtor.
Debtor 19755	\$1,548	50% Cost Recovery for weed control	BP	Contact has been made with the debtor and is expected to be recovered.
Debtor 20210	\$1,100	Fees	BP	Contact has been made with the debtor and is expected to be recovered.

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	Note	YTD Actual \$	YTD Budget	Variance \$	Annual Budget \$
410 Road Construction	1	100,498	130,000	29,502	980,523
416 Sealing	2	15,949	-	(15,949)	50,000
417 Resealing		-	-	-	1,025,000
420 Drainage Construction		-	-	-	130,000
421 Digouts	1	-	150,000	150,000	671,479
422 Resheeting	1	34,174	15,000	(19,174)	230,000
432 Footpaths	1	18,844	100,000	81,156	431,496
433 Kerb and Channel	1	12,115	25,000	12,885	840,737
442 Guardrails		-	-	-	30,000
450 Bridge Construction	1	19,330	-	(19,330)	20,000
Total		200,910	420,000	219,090	4,409,235

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

Note 1:

The phasing of the budget does not align with the phasing of the works. Items as shown comprise of significant projects e.g. Hanson Street, Corryong upgrade, Walwa Main Street upgrade and Destination Tallangatta project.

Note 2:

A late invoice was received for works completed in 2015/16. This was funded as part of the Roads to Recovery program.

Local Roads and Bridges Maintenance

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Annual Budget \$
302 Survey and Design	1	23,598	6,668	(16,930)	40,000
304 Pavement Maintenance	2	83,781	30,000	(53,781)	148,000
306 Grading	3	32,156	153,332	121,176	452,000
308 Shoulder Maintenance	3	16,336	33,332	16,996	98,000
310 Drainage Maintenance	4	93,308	56,668	(36,640)	167,000
312 Call Outs	5	19,276	6,668	(12,608)	20,000
324 General Roadside Maintenance	6	42,053	25,000	(17,053)	73,000
326 Mowing		405	-	(405)	995
328 Tree Maintenance		40,683	33,000	(7,683)	99,000
330 Footpath Maintenance		2,566	2,000	(566)	8,000
331 Kerb and Channel Maintenance	7	2,739	-	(2,739)	-
334 Roadside Treatments		3,800	6,000	2,200	15,000
336 Signs Maintenance		3,870	4,000	130	12,000
338 Linemarking		-	-	-	10,000
340 Guideposts	8	10,672	2,332	(8,340)	7,000
342 Guardrail		-	-	-	5,000
346 Bridge Maintenance		9,081	10,788	1,707	32,366
Total		384,324	369,788	(14,536)	1,187,361

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

Note 1:

Surveying for 2016/17 capital streetscape projects including Destination Tallangatta was completed earlier than anticipated.

Note 2:

Pavement maintenance has been required earlier than anticipated due to the wet weather (timing variance).

Note 3:

Grading works and shoulder maintenance have been delayed due to the wet weather (timing variance).

Note 4:

Drainage maintenance has occurred earlier than anticipated in preparation for the reseal program (timing variance).

Note 5:

A large volume of callouts have occurred due to the excessive wet weather.

Note 6:

A significant amount of roadside maintenance has been required due to the excessive wet weather.

Note 7:

Unexpected kerb and channel maintenance required.

Note 8:

More guideposts have required to be replaced than expected.

OTHER FINANCIAL MATTERS

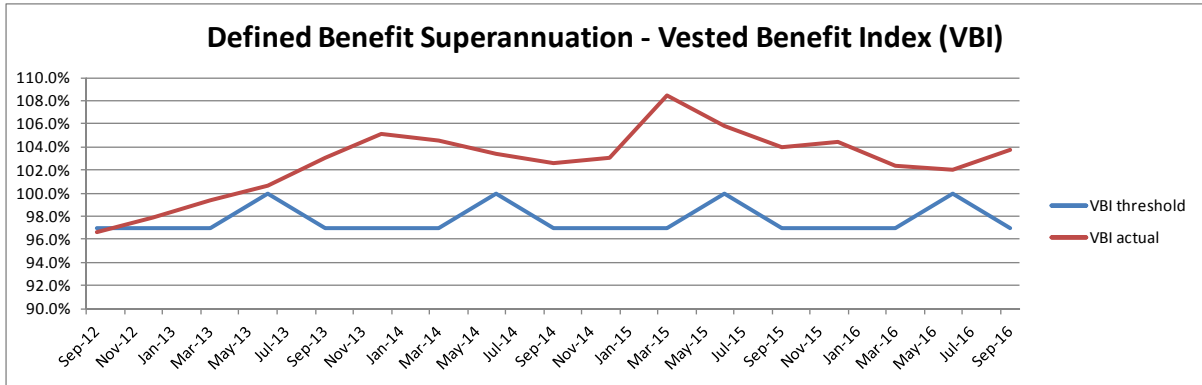
Defined Benefit Superannuation:

Council has obligations under a defined benefit superannuation scheme (Vision Super) that may result in the need to make additional contributions to the scheme to ensure that the liabilities of the fund are covered by the assets of the fund. There are nine current Towong Shire Council employees covered by the superannuation fund. Whilst the fund closed over 20 years ago, Council still has an obligation to the fund for benefits paid/payable to former employees who are still fund members.

The Vested Benefits Index (VBI) is the measure required to be used to determine whether there is an unfunded liability.

In Summary the VBI must generally be kept above a fund's nominated shortfall threshold. Vision Super have nominated a threshold of 97.5% for the September, December and March reporting periods and 100% for the June reporting period. This is represented by the blue line in the graph below.

The estimated VBI released by Vision Super for September 2016 is 103.7%. The graph below shows Vision Super's VBI performance against the fund's nominated VBI threshold.



If the actual VBI falls below the above VBI thresholds, a funding call will be initiated which will mean Council will have to provide additional funding to the Defined Benefit fund to ensure that the liabilities of the fund can be met.

**CR STAR
CR WHITEHEAD**

THAT THE FINANCE REPORT BE NOTED.

CARRIED

Ms D Snaith entered the Council Chambers at 10.15 am.

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 February 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4 and provides a progress report on relevant activities from the 2013-2017 Council Plan.

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

Items requiring action from the 8 November 2016 Council Meeting are attached at [Appendix 2](#).

**CR SCALES
CR STAR**

THAT THE REPORT BE NOTED.

CARRIED

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

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

**CR SCALES
CR WHITEHEAD**

THAT:

- 1. THE PROGRESS REPORT BE NOTED; AND**
- 2. CONGRATULATIONS BE PASSED ONTO STAFF ON THE PROGRESS MADE ON COMPLETING COUNCIL PLAN PRIORITIES.**

CARRIED

9.5 Performance Reporting Graphs (DCCS)

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

**CR WHITEHEAD
CR STAR**

THAT THE REPORT BE NOTED.

CARRIED

10 Community wellbeing

The Community Wellbeing report is presented every second month. The next report is due in February 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4 and provides a progress report on relevant activities from the 2013-2017 Council Plan.

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 February 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4 and provides a progress report on relevant activities from the 2013-2017 Council Plan.

11.2 Recreation and Open Space Asset Management Plan (01/04/0106-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:

Council's current Asset Management Plan was adopted on 6 August 2012 and is made up of the following components:

- Part A – General Information
- Part B – Road Network
- Part C – Buildings & Structures
- Part D – Drainage

To ensure that the Asset Management Plan covers a more comprehensive range of Council's assets the 2013 -2017 Council Plan includes the following strategic priorities:

- 3.1 - Prepare an Asset Management Plan for Recreation
- 3.2 - Prepare an Asset Management Plan for Parks and Gardens (inclusive of trees of significance).

A proposed Asset Management Plan for recreation and open space assets has been developed in response to these Council Plan priorities and will form Part E of the above Asset Management Plan. The proposed plan is attached at [Appendix 5](#).

The Asset Management Plan: Part E – Recreation and Open Spaces (ROS- AMP) covers the recreation and open spaces asset group. This group includes a variety of municipal land types such as parks, gardens, and reserves as well as the associated infrastructure at these sites such as playgrounds, furniture, trees and fences. This plan defines the management criteria necessary to meet the service needs and functional expectations and financial sustainability of the Council, the community and the various facility users.

During 2015 and 2016 Council officers collected location, category and condition data of ROS assets under Council's management. The data collected has been used in the development of this plan.

This plan also puts in place a mechanism that defines Council's asset renewal and asset maintenance practices. It will be reviewed and updated as required to ensure that the Recreation and Open Space assets continue to provide an appropriate level of service delivery to the community.

Impact on Council Policy:

One of the objectives of Council's Asset Management Policy is to ensure that Asset Management Plans are prepared and maintained for key asset classes and that they are informed by community consultation and local government financial reporting frameworks (Section 4). Once adopted, the Asset Management Plan: Part E – Recreation and Open Spaces (ROS- AMP) will complete the suite of asset management plans for Council's main asset categories.

State Government Policy Impacts:

Nil.

Budget Impact:

The ROS-AMP is a means of outlining the key elements involved in managing the recreation and open space asset group. It combines management, financial, engineering and technical practices to ensure that the level of service required by user groups is provided at the lowest long term cost to the community within the limits of any Council fiscal constraints.

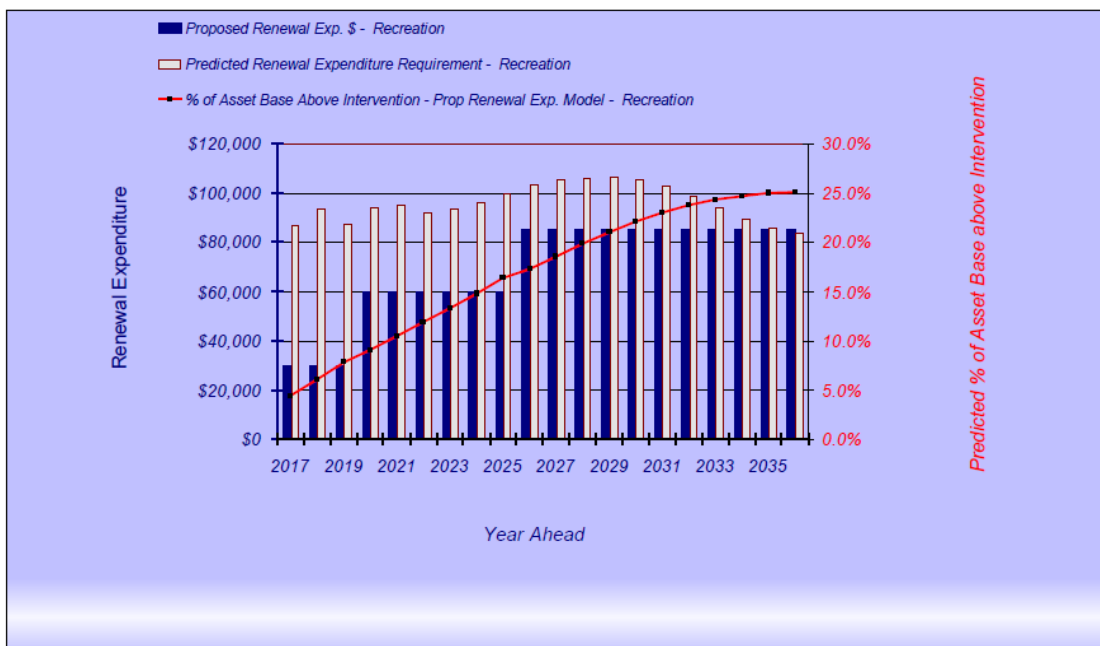
Risk Assessment:

The 2016/17 budget provides for \$29,000 of asset renewal for playgrounds, street furniture and town beautification. In addition to this allocation, budgets for the Tallangatta Foreshore, Tallangatta Swimming Pool and Corryong Swimming Pool projects will also contribute to the renewal of Recreation and Open Space assets.

The proposed ROS-AMP recommends an increased level of annual renewal expenditure for Council’s recreation and open space assets. To fully fund the renewal requirements from 2017 the plan recommends an average of \$80,000 per annum is allocated for capital renewal. This excludes any swimming pool shell related expenses.

In recognition of Council’s financial constraints it is proposed that this level of expenditure be phased in over the next ten years. As a result the proposal provides for renewal expenditure of \$30,000 per annum for the first three years, \$60,000 per annum for the next six years and then \$90,000 per annum thereafter, as detailed in the following chart.

Graph 5 – Recommended future expenditure



These proposed asset renewal requirements have been included in the Long Term Financial Plan that was updated as part of the 2016/17 budget. It is also envisaged that annual renewal expenditure may increase where Council is able to secure external funding for recreation and open space assets.

To manage the gap between the recommended asset renewal and proposed asset renewal, and to manage any associated risks to the public using Council's recreation and open space assets, Council officers will undertake maintenance works that are able to manage public use risks and extend the life of existing assets and develop proposals where assets may be rationalised.

The modeling for the ROS-AMP will be updated at the completion of Destination Tallangatta and as the Upper Murray 2030 Vision Plan is implemented to reflect asset renewal, upgrade and rationalization this is undertaken as part of these works.

Community Consultation/Responses:

Information from the following sources has contributed information to this plan:

- Statewide Community Satisfaction Survey (2009, 2010, 2011, 2015)

Community Survey Results

Service area	Year of Survey			
	2015	2011	2010	2009
Satisfaction with recreational facilities %	74	66	68	70
Satisfaction with the appearance of public areas %	70	71	74	73

- Aged Priority Community Consultation Sessions
- Improving Liveability for Older People 2012
- Upper Murray Community Needs Assessment 2008
- UMHCS Workshop 2012
- Towong Recreation Futures 2011 – Community Consultation sessions for Master Plan development

Discussion/Officers View:

The proposed Asset Management Plan for recreation and open space assets has been developed to provide a robust plan for Council to manage and renew recreation and open space assets across the Shire.

It will enable Council to have greater visibility of and to better plan for upcoming asset renewal requirements.

It is the Officer's view that Council adopt the Recreation and Open Space Asset Management Plan as attached.

CR SCALES
CR WHITEHEAD

**THAT COUNCIL ADOPT THE RECREATION AND OPEN SPACE ASSET
MANAGEMENT PLAN.**

CARRIED

11.3 Tree Replacement Strategy (01/04/0107-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:

A draft Tree Replacement Strategy attached at [Appendix 6](#) has been written as part of the 2013- 2017 Council Plan strategy to prepare an Asset Management Plan for Parks and Gardens (inclusive of trees of significance (e.g. Cudgewa Avenue, Tallangatta Triangles, etc)).

In 2015 Council adopted the Tree Management Plan which set a goal to achieve forty percent street tree canopy coverage in urban streets within the Shire. The plan recognises that trees can improve amenity in urban areas, improve the pedestrian experience in heat-waves and provide shading for on-street parking. These improvements can also contribute to local economies through an improved visitor experience. Furthermore, consistent canopy coverage in urban streets will assist in urban resilience to climate change.

Funding was obtained through the Department of Environment, Land, Water and Planning's Victorian Climate Change Grants 2015 through the Beating the Heat – cooling canopies for urban resilience project. This project involved the completion of a desktop assessment of the existing urban street tree canopy coverage and the researching and development of a climate change resilient species list for future planting consideration.

Following this assessment a Tree Replacement Strategy was developed for implementation over the next ten years with provision for the extension of the program pending budgetary constraints. The plan prioritises urban streets for tree planting based on existing canopy cover with a target to increase urban canopy cover to forty percent by 2025. Streets with the lowest amount of coverage will be planted first. The average existing canopy coverage in Towong Shire's streets and parks is currently fifteen percent. Coverage per town breakdown is provided below.

Town	% Canopy Coverage
Bellbridge	8%
Bethanga	18%
Corryong	13%
Cudgewa	23%
Dartmouth	23%
Eskdale	20%
Granya	17%
Mitta Mitta	20%
Old Tallangatta	20%
Tallangatta	13%
Tintaldra	9%
Towong	15%
Walwa	15%

Impact on Council Policy:

The Tree Replacement Strategy is a supporting document for Council's Tree Management Policy and the 2013-2017 Council Plan.

State Government Policy Impacts:

Nil.

Budget Impact:

Tree replacement planting will be funded through existing tree management budgets. The tree replacement strategy document will be used in applications for further funding through climate change and natural resource management avenues as this funding becomes available.

Risk Assessment:

The presence of trees in public areas can present a degree of risk to people and property. The benefits provided by these trees can come at a considerable cost in terms of impacts on infrastructure such as drainage, roads and footpaths. The Tree Management Plan documents the management strategies that Towong Shire Council has in place to ensure the quality of trees within the Shire's urban environments and the risk management practices used to ensure minimal impact upon Council and private property due to the presence of Council managed trees.

Community Consultation/Responses:

Consultation with affected residents will be completed on an annual basis for properties located in those streets prioritised for planting. Consultation has been undertaken for Lees Crescent, Hillcrest Avenue and Elizabeth Drive in Bellbridge in preparation for planting in 2017. The feedback received was generally positive and any initial concerns have been resolved.

Discussion/Officers View:

A recent meeting with DELWP has identified that Towong Shire Council is one of the first rural Victorian Councils to undertake a project of this type. There is an opportunity to showcase this project over the next twelve months. A methodology has been developed to share the process with other Councils and to demonstrate what this project has and will achieve over the coming years.

CR STAR

CR WHITEHEAD

THAT COUNCIL ADOPT THE TREE REPLACEMENT STRATEGY.

CARRIED

12 Land-use planning

No Planning reports.

13 Environmental sustainability

The Environmental Sustainability report is presented every second month. The next report is due in February 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4 and provides a progress report on relevant activities from the 2013-2017 Council Plan.

14 Economic and tourism development

The Economic and Tourism Development report is presented every second month. The next report is due in February 2017.

The bi-monthly Council Plan Priorities report is included in this agenda at Item 9.4 and provides a progress report on relevant activities from the 2013-2017 Council Plan.

15 Councillor reports

15.1 Murray Arts Committee – (04/01/0003 - Cr Jennie Star)

Meeting/Event	Murray Arts Board Meeting
Date of Meeting/Event:	01/12/2016 - La Maison, Albury
Key information presented/discussed at meeting:	<p>Discussion included:</p> <ul style="list-style-type: none">• The transition process being considered for the Murray Arts Board to be a skills-based board instead of a representative board (which may not automatically include the Council's financially contributing to the organisation) an attribute and skills matrix is to be developed with the intention of using this to select future boards. Changes will be communicated to Shire CEOs, with the possibility of each Shire Council nominating a suitably qualified individual to represent each Council.• Transition to a skill based board to commence at March 2017 AGM after a workshop to run in late February 2017 led by Mr David Sharpe, an

	<p>experienced facilitator in assisting creative industry business on strategic, financial and operational issues. David has worked in this capacity with a number of regional arts organisations in New South Wales.</p> <ul style="list-style-type: none"> • The intention of Murray Arts is to become more professional and become a registered charitable organisation.
<p>Members Comments Thoughts:</p>	<p>Murray Arts is keen to develop its profile in the region and show its relevance to the invested communities. A skills-based board will lift the professionalism of the group so long as the skills are also matched with a passion for the arts and its connection with the community.</p> <p>A recent local example of the Murray Arts program was a workshop held in Corryong under the Science Project-Go Wild In the Garden label was a huge success at introducing the arts to a new audience keen to learn how to make a pollinator inn to encourage bees and native insects in gardens. The Towong Shire community live in the perfect setting for varied artistic expression and community connection through artistic activities and is essential to the well-being of people of all ages in our community.</p>
<p>Action Required:</p>	<p>I believe Council needs to consider who in our community fits the bill best to encourage local artistic development and experiences and encourage them to apply.</p> <p>A short list of potential board members will need to be compiled and then followed up with any expressions of interest.</p>
<p>Additional Info Available:</p>	<p>http://www.murrayarts.org.au/index.php/news</p>

15.2 AGM Magorra Park Multi-Sporting Precinct Committee (02/08/0099-Cr Wortmann)

Date	17 November 2016
Details About the Activity	<p>The triennial AGM was held at Magorra Park Mitta</p> <p>The Executive positions were elected as following: President: Ted Tobin Treasurer: Lorrae Saxton-Smyth Secretary: Naomi Dower</p> <p>There were six more committee members elected from different user groups to complete the committee. This is very pleasing to see that the community is enthusiastic and committed to this great facility and sporting precinct.</p> <p>The committee has a number key priorities for this year including the following:</p> <ul style="list-style-type: none">-Upgrade of water pump for the Reserve-Encourage greater usage of the facility, with a number of potential events to be explored and expanding existing events. <p>The committee is keen to develop a Camp Drafting area to facilitate Camp Drafting into the future. Outgoing President Scott Giltrap is working on this project with new committee to progress all the requirements of the referral authorities involved in the planning permit process.</p>

15.3 UMBI Report (Cr Whitehead)

Verbal Report

15.4 Shout out Loud (Cr Scales)

Verbal Report

15.5 Walk to School program presentation (Cr Scales)

Verbal Report

**CR WHITEHEAD
CR SCALES**

THAT THE COUNCILLOR REPORTS BE NOTED.

CARRIED

Mr J Heritage left the Council Chambers at 11.13 am.
Mr J Heritage returned to the Council Chambers at 11.15 am.

16 Urgent business

**CR SCALES
CR WHITEHEAD**

THAT TWO ITEMS OF URGENT BUSINESS BE ADMITTED IN RELATION TO:

- 1. MAYORAL AND COUNCILLOR ALLOWANCES; AND**
- 2. THE 2017 AUSTRALIA DAY COMMUNITY BREAKFAST AWARDS.**

CARRIED

16.1 Mayoral and Councillor Allowances (07/05/0007 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.

Background/History:

The Councillor and Mayoral allowances for Towong Shire Council are currently set at \$19,350 and \$57,812 respectively. These were set at the 1 December 2015 Council meeting.

Ministerial review of allowances (annual):

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.

Advice has been received from the Minister for Local Government, the Hon Natalie Hutchins MP, that she has reviewed the limits and ranges of the current Mayoral and Councillor allowances and determined under section 73B of the Act that the allowances be increased by 2.5% from 1 December 2016. This advice is included at [Appendix 12](#).

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

Councillors: \$8,324 - \$19,834 per annum

Mayor: up to \$59,257 per annum.

The 2.5% increase takes the Towong Shire Councillor and Mayoral allowances to \$19,834 and \$59,257 respectively.

The amount equivalent to the superannuation guarantee under Commonwealth taxation legislation is currently 9.50% payable in addition to these amounts.

	Allowance	Plus 9.50%
Mayor	\$59,257	\$64,887
Councillor	\$19,834	\$21,718

Entitlement to allowance:

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.

Remote Area Travel Allowance:

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 provided following 30 June each year for Councillors' tax purposes.

Council review of allowances (by 30 June 2017):

The Act 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 last occurred at the 7 May 2013 Council meeting and was completed at the 18 June 2013 Council meeting. This review will need to be undertaken by the new Council subject to the requirements of the Act.

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

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

The increase notified by the Minister of Local Government has not been budgeted for in Council's 2016/17 Budget. The increase will total \$44 per Councillor per month and \$132 for the Mayor per month. This totals \$2,159 for the remaining seven months of the financial year.

Risk Assessment:

There are reputational risks of Councillors approving increases in their own remuneration. This risk is controlled by having the Minister for Local Government, within their 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 Allowances within the thresholds specified.

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

**CR SCALES
CR STAR**

THAT DUE TO COUNCIL'S CURRENT ECONOMIC CONDITIONS AND IN REGARDS TO COUNCIL'S RESOLUTION 9.2.11 AT ITS MEETING ON 7 JUNE 2016, "THAT ANNUAL SALARY AND WAGE INCREASE BE 1% OR CPI WHICHEVER IS THE LESSER" THAT COUNCIL REVIEW AS A PRIORITY THE COUNCILLOR ALLOWANCE AND MAYORAL ALLOWANCE IN ACCORDANCE WITH S74(1) OF THE LOCAL GOVERNMENT ACT.

CARRIED

16.2 Australia Day Community Awards 2017 (07/06/0002-EA)

Disclosure of Interests (S.80C):

This report was prepared by Mrs Diana Snaith, Executive Assistant.

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

Background/History:

Council, in conjunction with local service clubs, host five Australia Day events throughout the Shire; Bellbridge, Corryong, Mitta Valley, Tallangatta and Walwa. Councillor representation is required at each of the five locations.

Council participates in the Australia Day Ambassador Program and at the time of writing has not yet been advised of whom (if any) will be visiting Towong Shire as guest speakers in Bellbridge, Tallangatta or Walwa. Mr John Baude will be the guest speaker at the Mitta Valley celebrations to be held at Dartmouth. Mr Baude was the 2016 recipient. In Corryong the recipient of the 2016 award, Mrs Lorraine Griffiths, will be the guest speaker.

Impact on Council Policy:

Nil.

State Government Policy Impacts:

Nil.

Budget Impact:

A 2016/2017 budget allocation of \$6,000 is available for the Australia Day Community Breakfast Awards.

Risk Assessment:

Not applicable.

Community Consultation/Responses:

Nil.

Discussion/Officers View:

It is normal practice for Councillors to nominate for the event(s) they are able to attend and accordingly, Councillors are requested to make their nomination.

**CR STAR
CR SCALES**

THAT:

- 1. THE REPORTS BE NOTED; AND**
- 2. COUNCILLORS ATTEND THE 2017 AUSTRALIA DAY COMMUNITY BREAKFAST AWARDS AS FOLLOWS:**

LOCATION	COUNCILLOR
BELLBRIDGE	MAYOR
CORRYONG	CR WHITEHEAD
DARTMOUTH	CR SCALES
TALLANGATTA	CR TOLSHER
WALWA	CR STAR

CARRIED

17 Committee minutes

17.1 Audit Committee (07/07/0010-Cr Wortmann)

The unconfirmed minutes of the meeting held on 9 September 2016 are attached at [Appendix 7](#) for information.

Recommendations from the Audit Committee meeting are reproduced for Councillor information:

Draft Financial Statements and Performance Statement

MR LEES
CR WORTMANN

THAT THE AUDIT COMMITTEE RECOMMEND TO COUNCIL THAT:

1. THE FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2016 BE ADOPTED IN PRINCIPLE SUBJECT TO NO MATERIAL CHANGES BEING REQUIRED BY THE AUDITOR FOR COMPLETION OF THE AUDIT; AND
2. NOTE THAT THE AUDIT FOR MOMENTUMONE SHARED SERVICES PTY LTD IS NOT YET COMPLETE.

CARRIED

This item was actioned by Council at the Special Meeting held on 20 September 2016.

Audit Committee Charter

MR LEES
CR WORTMANN

THAT THE AUDIT COMMITTEE REVIEW THE CHARTER AND RECOMMEND THE CHARTER TO COUNCIL FOR ADOPTION.

CARRIED

A copy of the recommended Charter is attached at [Appendix 8](#). The Charter will be presented to the February 2017 Council meeting for Council to consider its adoption.

**CR STAR
CR WHITEHEAD**

THAT:

- 1. THE AUDIT COMMITTEE CHARTER BE CONSIDERED AT THE FEBRUARY 2017 COUNCIL MEETING; AND**
- 2. THE UNCONFIRMED AUDIT COMMITTEE MINUTES BE NOTED.**

CARRIED

17.2 Municipal Emergency Management Planning Committee (02/02/0001-Cr Wortmann)

The unconfirmed minutes of the meeting held on 16 November 2016 are attached at [Appendix 9](#) 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 15 November 2016 are attached at [Appendix 10](#) for information.

**CR WHITEHEAD
CR SCALES**

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

CARRIED

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

The following policies are attached at [Appendix 11](#) for review. Councillors are requested to provide feedback on the policy to the Responsible Officer by 9 January 2017.

- Computer and Mobile Device Use
- Councillor Correspondence
- OH and S
- OH and S Committee Constitution
- Procurement
- Risk Management

20 Sealing of documents

20.1 Section 173 Agreement – Ross Geoffrey Jarvis and Towong Shire Council (P 147100) - ACEO

Planning Permit 2015/050 provided consent to a re-subdivision of thirteen existing lots and the use and development of land for the purpose of seven new dwellings (2469 Murray Valley Highway, Cudgewa). Prior to a Statement of Compliance being issued for the subdivision, the owner is required to enter into an agreement pursuant to section 173 of the Planning and Environment Act 1987 with and at no cost to the Responsible Authority. The following agreements are required:

- a) An agreement is to be placed on all lots and is to state that the land is located in a rural area and there may be amenity impacts, such as noise, dust and smell caused by nearby agricultural activity.
- b) An agreement is to be placed on proposed lots 2, 9, 11 and 13 and indicate that the land may not be further subdivided so as to increase the number of lots.

Lodgement of the agreement at the Titles Office must occur at the time that the plan of subdivision is lodged at the Titles Office. The cost of preparation and lodgement of the Agreement at the Titles Office is to be at the applicant's expense.

The Agreement has now been drafted in accordance with the Planning Permit and needs to be signed and sealed.

**CR SCALES
CR WHITEHEAD**

THAT THE ACTING CHIEF EXECUTIVE OFFICER BE AUTHORISED TO SIGN AND SEAL THE SECTION 173 AGREEMENTS RELATING TO PLANNING PERMIT 2015/050.

CARRIED

20.2 Section 173 Agreement – M Smith (271250), P&R Hilton (311450), R&C Hanna (210150), G Turnbull (269950) - DTS

The Stock Grid Policy enables Council to enter into a maintenance and repair agreement with a stock grid owner by a Section 173 Agreement under the Planning and Environment Act 1987.

Section 2.1 of the policy states that Council will enter into an agreement with owners of existing grids which sets out the conditions under which the grid will be permitted to remain on a public access road. Conditions include:

- The owner is responsible for ongoing maintenance and upgrade of the grid and associated signage to an acceptable standard as deemed by Council.
- The owner is responsible for the supply and installation of any upgrade grid and associated signage to Council requirements. A Permit for Works within Road Reserves must be obtained.
- The owner is to provide evidence of a current \$10M Public Liability Insurance Policy which is to be ongoing for the life of the grid.
- The owner must hold an annual Stock Grid Grazing Permit and pay the associated fee.
- If the grid is not maintained to a satisfactory standard, Council may carry out maintenance at the owner's cost or remove the grid.
- The owner is responsible for upgrade of the grid if the road is upgraded or minimum standards are altered.

Section 173 Agreements have been drafted to indicate that the owners and future owners of the land described as:

- Volume 08889, Folio 783 are responsible for the ongoing maintenance and renewal of the stock grids located at 0.1 km along Blind Creek Road as measured from Yabba Road

- Volume 11366, Folio 894 are responsible for the ongoing maintenance and renewal of the stock grids located at 2.2km and 3.6km km along Jarvis Creek Road as measured from Sirls Road

- Volume 10381, Folio 284 are responsible for the ongoing maintenance and renewal of the stock grids located at 0.5 km along Yonson Road as measured from Kurrajong Gap Road

- Volume 08226, Folio 702 are responsible for the ongoing maintenance and renewal of the stock grids located at 4.85 km along Timberlane Road as measured from Yabba Road

Compliance with the Section 173 Agreements is required to the satisfaction of the Responsible Authority until such time as these requirements are varied or superseded by a subsequent requirement.

The Section 173 Agreements are in accordance with the requirements of the Stock Grid Policy and it is the officer's recommendation that they be signed and sealed.

**CR SCALES
CR WHITEHEAD**

THAT THE ACTING CHIEF EXECUTIVE OFFICER BE AUTHORISED TO SIGN AND SEAL THE SECTION 173 AGREEMENTS RELATING TO LAND DESCRIBED AS VOLUME 08889, FOLIO 783; VOLUME 11366, FOLIO 894; VOLUME 10381, FOLIO 284 AND VOLUME 08226, FOLIO 702 THAT HAVE BEEN DRAFTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE STOCK GRID POLICY.

CARRIED

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 11.37 am.

Minutes confirmed this day of 2016.

Mayor