



M(14) – 15 DECEMBER 2020

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **15 December 2020** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr Katarina Chalwell

Cr Ron Janas

Cr Tony Keeble

Cr Kelli Prime

Cr Charlie Vincent

OFFICERS

Will Jeremy - Acting Chief Executive Officer

Nathalie Cooke - Director Corporate

Alan Clarke - Acting Director Assets

APOLOGIES

Charlie Bird - Chief Executive Officer

Agenda

1. Recording and livestreaming of Council meetings.....	3
2. Acknowledgement of traditional custodians, and recognition of all people.....	3
3. Confirmation of minutes	3
3.1 Ordinary Council Meeting – M(13) – 24 November 2020	3
4. Apologies.....	3
5. Obituaries / congratulations.....	4
6. Declarations by Councillors of conflict of interest.....	4
7. Public questions	4
8. Presentation of reports by officers.....	5
8.1 A/Chief Executive Officer – William Jeremy	5
8.1.1 Schedule of Ordinary Council Meetings for 2021	5
8.2 A/Director Assets – Alan Clark.....	8
8.2.1 Petition for an upgrade to the Bright Skate Park.....	8
8.2.2 Petition for a reduction of the speed limit along Buckland Valley Road.	11
8.2.3 Contract 2009501 - Design and Installation of Solar Technology for Council Assets.....	14
8.2.4 Municipal Emergency Management Planning Committee	17
8.3 Director Corporate – Nathalie Cooke.....	20
8.3.1 Quarterly Report – Council Plan	20
8.3.2 Finance Report - Quarterly Review	23
8.3.3 Draft Community Engagement Policy	26
8.3.4 Introduction of Processing Charge for Kerbside Comingled Recycling.....	29
8.3.5 Planning Application P.2020.104.....	32
9. Informal meetings of Councillors.....	44
10. General business	45
11. Motions for which notice has previously been given	45
12. Reception and reading of petitions	45
13. Documents for sealing	46

1. Recording and livestreaming of Council meetings

The Acting CEO read the following statement:

All council meetings are filmed with both video and audio being recorded.

Video is focused on a specific area however audio from the entire room is captured.

Question time will still be held, however questions must be submitted in writing prior to the meeting. By submitting a question, you consent to your question being read aloud at the meeting.

In common with all narrative during council meetings, verbal responses to congratulations, obituaries and question time will not be recorded in the written minutes.

The reasoning behind recording council meetings is of course to hold us more accountable and improve transparency of council's decision making to our community.

The full meeting is being streamed live on Council's YouTube channel which is "Alpine Shire Council" and will also be available on the YouTube channel shortly after this meeting.

2. Acknowledgement of traditional custodians, and recognition of all people

The Mayor read the following statement:

The Alpine Shire Council acknowledges the Taungurung Traditional Owners and their ancestors as the Traditional Owners of the land we are now on, we pay our respect to Elders, past and present.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

3. Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING – M(13) – 24 NOVEMBER 2020

Cr Janas

Cr Chalwell

That the minutes of Ordinary Council Meeting M(13) held on 24 November 2020 as circulated be confirmed.

Carried

4. Apologies

Charlie Bird – Chief Executive Officer

5. Obituaries / congratulations

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube livestreaming recording for responses to questions.

6. Declarations by Councillors of conflict of interest

Nil

7. Public questions

Question time will still be held, however questions must be submitted in writing prior to the meeting. Questions on Notice will be limited to two questions per person.

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording for responses to questions.

8. Presentation of reports by officers

8.1 A/CHIEF EXECUTIVE OFFICER – WILLIAM JEREMY

8.1.1 Schedule of Ordinary Council Meetings for 2021

File Number: 662.01

INTRODUCTION

This report seeks Council's endorsement of the proposed ordinary meeting schedule for Council for the 2021 calendar year.

Cr Nicholas

Cr Vincent

That:

1. *The ordinary meeting of Council be held in the Council Chambers in Bright on the first Tuesday of each month in 2021 with the exception of January, November and December according to the schedule below:*

<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>
<i>January, NO MEETING</i>	<i>N/A</i>	<i>N/A</i>
<i>2 February 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>2 March 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>6 April 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>4 May 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>1 June 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>6 July 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>3 August 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>7 September 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>5 October 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>9 November 2021</i>	<i>5pm</i>	<i>Bright</i>
<i>14 December 2021</i>	<i>5pm</i>	<i>Bright</i>

2. *the November and December 2021 ordinary meeting of Council be held on the second Tuesday of the month.*
3. *Notice of Council's 2021 ordinary meeting schedule be published on Council's website.*
4. *Notice of any changes required to the 2021 ordinary meeting schedule be given at least six days prior to the revised date.*

Carried

BACKGROUND

In accordance with Council's Governance Rules Chapter 3 Part C section C1. Schedule of Ordinary Meetings, Council must set the date, time and locations of the Ordinary Council meetings.

In accordance with Part 12 of the *Local Government Act 2020* "COVID-19 temporary measures", Council meetings may be held by electronic means without a public gallery in attendance, as long as the meeting is being livestreamed or recorded and made available on Council's website as soon as practicable after the meeting. This provision currently extends to 26 April 2021. Council will continue to monitor the public health guidance issued by the Victorian government and follow all precautions and requirements to ensure COVID-safe processes are followed.

Council encourages community members to view the meeting online and to submit questions on notice in advance of the Council meeting which are read out and responded to at the meeting.

ISSUES

January meeting

Council has historically only scheduled and held 11 ordinary meetings throughout any given year with no ordinary meeting scheduled in January. It is proposed that this arrangement be continued in 2021 in order to accommodate councillor and staff leave over the Christmas, New Year and school holiday period.

Earlier start time to Ordinary Council meetings

Historically Council meetings have been scheduled to commence at 7pm. Following the election of the 2020 Councillors, a review was undertaken, and it is proposed to move this to the earlier commencement time of 5pm. The meetings are live streamed and available for community members to watch either in real time or after the meeting.

Timing of November meeting

Council's regular ordinary meeting cycle is the first Tuesday of the month. This schedule clashes with the Melbourne Cup public holiday, which falls on the first Tuesday of November. Since 2014, Council has held the November meeting on the second Tuesday of November. It is proposed that the second Tuesday of the month be continued for the 2021 November ordinary meeting of Council.

This arrangement provides consistency for councillors and executive who traditionally meet on a Tuesday and it also provides for the many staff, and councillors, who take the opportunity of the shorter week, due to the Melbourne Cup Day public holiday, to take leave.

Timing of December meeting

In 2021 Council will hold its ordinary council meeting on the second Tuesday of the month prior to the office closure for 2021.

Alternative locations

Whilst Council would usually welcome alternative locations, Council is not able to foresee what the outcome of the COVID-19 pandemic will be in 2021 and has therefore set all meetings to take place in the Council Chambers in Bright. Council will monitor the situation and, in the event that restrictions ease, will consider alternative locations for its Council meetings to be held. Council has the ability to hold meetings electronically until 26 April 2021, without a public gallery in attendance, and will continue to comply with Victorian government directives regarding COVID-safe processes.

Special meetings of Council

A Special Council meeting, outside the Schedule set in Rule C1, may be called in the following manner:

- By resolution of the Council; or
- By written notice from the Mayor; or
- By written notice from at least three Councillors; or
- By the Chief Executive Officer immediately following a general election to allow:
 - i. Councillors to take their oath or affirmation of office, or
 - ii. An election of Mayor or Deputy Mayor.

When calling for a special meeting of Council, the date and time of the meeting and the business to be transacted at the meeting must be specified. On this basis a schedule for special meetings of Council cannot be prepared.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- A high performing organisation

CONCLUSION

That the schedule of proposed meeting dates and times be adopted by Council.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Acting Chief Executive Officer
- Executive Assistant to CEO

ATTACHMENT(S)

- Nil

8.2 A/DIRECTOR ASSETS – ALAN CLARK

8.2.1 Petition for an upgrade to the Bright Skate Park

File Number: 1566.05

INTRODUCTION

This report is to inform Council and provide a response to a petition tabled at the September 2020 Council Meeting in relation to a request for an upgrade to the Bright Skate Park.

Cr Nicholas

Cr Keeble

That Council:

- 1. Notes the petition for an upgrade to the Bright Skate Park.*
- 2. Notes that an upgrade to the Bright Skate Park is listed in Council's Project Pipeline for delivery between 2026 and 2030.*
- 3. Commits to seeking external funding to accelerate the timeframe for the delivery of the project, subject to community fundraising being secured by the proponent or an auspicing organisation.*
- 4. Advises the proponent of the petition of Council's decision.*

Carried

BACKGROUND

In recent years, Council has delivered upgrades to the skate parks in Myrtleford and Mount Beauty. These upgrades have been well received by the local communities and increased the usage of these facilities across a broad demographic.

The Bright Skate Park is small in comparison to the skate parks in Myrtleford and Mount Beauty, providing limited opportunity for people of different abilities to ride at the same time. The skate park has also suffered from anti-social behaviour. A skate park upgrade is listed in Council's Project Pipeline for delivery between 2026 and 2030.

A petition was received by Council on 19 August 2020 and was tabled at the September 2020 Council Meeting. The petition contains 1200 signatures and formally requests Council to:

Upgrade the Bright Skatepark

The proponent of the petition has communicated a vision for the upgrade to deliver a larger footprint which includes more features for both advanced and beginner users, to replace the fence between the park and the neighbouring private properties, and to upgrade the stone hut so that it is an open and inviting facility for our community and visitors. The proponent has requested that an upgrade is undertaken in the 2021/22 financial year.

ISSUES

The petition received by Council was generated through the change.org online platform. The petition does not meet the requirements of Council's Governance Rules because it does not contain addresses and original signatures. Given the challenges associated with securing original signatures during the COVID-19 emergency, an exception to the Governance Rules has been agreed to permit the change.org petition to be accepted on this occasion. It is not possible to determine the proportion of the signatories from Alpine Shire residents versus those from outside the Shire.

The Myrtleford and Mount Beauty communities carried out fundraising which demonstrated the strength of community support for their proposed skate park upgrades, strengthened the applications for external funding which were submitted by Council, and also created significant ownership over the project outcomes by these communities. To date, no funds have been committed in support of the Bright Skate Park Upgrade. The proponent of this petition has sought funding through Council's Community Bushfire Grant Funding program in order to deliver a concept design for the skate park upgrade. A decision on this funding application is pending.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

None. Commitment of funds to progress an upgrade of the Bright Skate Park would be subject to a future decision of Council.

CONSULTATION

Limited consultation has been carried out with the proponent of the petition. In the event that funding is secured, a detailed stakeholder engagement plan will be prepared and implemented.

CONCLUSION

Council has received a petition seeking an upgrade to the Bright Skate Park, following well-received upgrades to the skate parks in Myrtleford and Mount Beauty in recent years. The proponent of the petition has outlined a vision for the upgrade to deliver a larger footprint with more features for riders of different abilities. The project is listed in Council's Project Pipeline for delivery between 2026 and 2030, and the proponent of the petition has requested that implementation be brought forward to 2021/22 financial year.

Subject to community fundraising being secured in support of the project, it is recommended that Council seeks to accelerate the timeframe for delivery of the project.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Acting Chief Executive Officer
- Manager Asset Development

ATTACHMENT(S)

8.2.1 Screenshot of change.org petition home page

8.2.2 Petition for a reduction of the speed limit along Buckland Valley Road.

File Number: 44011.00

INTRODUCTION

This report is to inform Council and provide a response to a petition tabled at the November 2020 Council Meeting in relation to a request for a reduction of the speed limit along Buckland Valley Road.

Cr Nicholas

Cr Vincent

That Council:

- 1. Notes the petition for a reduction of the speed limit on the Buckland Valley Road.*
- 2. Engages with Regional Roads Victoria and Victoria Police to establish the degree of support for a proposed change in the speed limit.*
- 3. Subject to the support of Regional Roads Victoria and Victoria Police, commences a community engagement process to demonstrate the degree of community support for a proposed speed limit change.*
- 4. Advises the proponent of the petition of Council's decision.*

Carried

BACKGROUND

A petition was received by Council on 6 November 2020 and was tabled at the November 2020 Council Meeting. The petition contains 35 signatures and formally requests:

A reduction of the speed limit along Buckland Valley Rd south of McCormack's Lane/ Devils Creek crossing.

The petition notes a significant increase in traffic over recent years, several near-misses on the sealed section of road between Devils Creek and the Buckland Bridge, and several accidents on the unsealed section of the road South of the Buckland Bridge. Further, the petition notes inconsistent lane widths, and numerous large trees in the road verge which impede visibility and limit opportunities for pulling off the road.

The key concerns noted in the petition are:

1. The risk of speeding traffic to young children;
2. Danger to livestock and farm workers; and
3. Risk to cyclists.
4. Significant increase in wildlife being killed along the road.

The current speed limit along the section of road referred to in the petition is 100km/hr, and Council is the responsible road manager.

ISSUES

Regional Roads Victoria (formerly VicRoads) is the responsible authority for decisions relating to speed limit changes on Council-managed roads. To implement a speed limit change, Council is required to formally apply to Regional Roads Victoria, and to support this application with the results of a community engagement process which demonstrates that the proposed change has the support of the community. The community engagement process should capture input across all impacted stakeholder groups, including road users and local residents.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Infrastructure and open space that our community is proud of

FINANCIAL AND RESOURCE IMPLICATIONS

In the event that a speed limit change is approved by Regional Roads Victoria, there will be a small cost associated with the replacement of road signs. This cost can be covered from existing operational budgets.

CONSULTATION

In the event that Regional Roads Victoria and Victoria Police are supportive of a proposed speed limit change on the Buckland Valley Road, Council will carry out community engagement to establish the degree of community support, and to support a potential application to Regional Roads Victoria for a speed limit change.

CONCLUSION

Council has received a petition requesting a reduction in the speed limit on a section of the Buckland Valley Road. Council is the responsible road manager for this road, whilst Regional Roads Victoria is the responsible authority for decisions relating to speed limit changes. Council will follow the usual process to assess the request on its merits, and if appropriate to formally seek the approval of Regional Roads Victoria to implement a speed limit change.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Acting Chief Executive Officer
- Manager Asset Development

ATTACHMENT(S)

8.2.2 Petition

8.2.3 Contract 2009501 - Design and Installation of Solar Technology for Council Assets

File Number: CT2009501

INTRODUCTION

This report relates to the award of a Contract for the design and installation of solar technology on Council buildings.

Cr Keeble

Cr Nicholas

That Council awards Contract No. 2009501 for the Design and Installation of Solar Technology for Council Assets to Enervest based on the tendered rates and subject to an upper limit of \$150,000 (excl. GST).

Carried

BACKGROUND

Council currently has solar technology installed on two assets - the Council office in Bright and the Bright Sports Centre. These two facilities are Council's highest energy users, and solar helps to reduce both costs and carbon emissions.

This project will enable Council to understand where the best return on investment in solar technology can be achieved.

The scope includes survey of twenty seven Council buildings, identification of the environmental benefits of solar on these buildings, development of business cases, and the implementation of the recommended solar designs in the highest priority locations.

The Invitation to Tender was advertised on Tenders.Net and on Alpine Shire Council's website on 30 October 2020, and in the Border Mail. Tenders closed on 23 November 2020, and 11 conforming submissions were received.

EVALUATION

The Manager Asset Development, Assets Coordinator and Project Officer have been involved in the evaluation.

The Tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

- Price
- Qualifications and Previous Performance
- Delivery - including methodology given and component specifications
- Social
- Environment

Following the assessment, a review of references was undertaken for the first and second ranked tenderers. Following the Tender evaluation and the review of references it was determined that the Tender from Enervest best met the selection criteria.

ISSUES

Enervest's tender submission recommended a range of solar component brands that meet the minimum requirements specified by Council in the Tender documents. Council consulted with the State Government in developing the specification to ensure that quality components were quoted in submissions. Enervest's components are approved by the Clean Energy Council, which is Australia's peak body for governance of solar technology and training.

Enervest has an on-ground installation arm to the company that they usually use for system installations. However, they are able to work with local installation companies where required and there is an option to work with Enervest to identify a local installer to do much of the on-ground installation work. This is an advantage to Council as it means that local economic benefits will be retained, and future servicing requirements will be easily accessible.

POLICY IMPLICATIONS

This Tender was advertised and evaluated in accordance with Council's Procurement Policy.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

There is sufficient budget allocation in Council's 2020/21 adopted budget to cover the recommended Contract award.

CONSULTATION

During Tender preparation, Council consulted with key internal staff to establish the suite of assets to be included in the scope of the project, and consulted with the Department of Environment, Land, Water and Planning (DELWP) to develop the minimum requirements for component specifications to be included in tender documents.

CONCLUSION

Following a comprehensive tender evaluation, the tender submission from Enervest is deemed to present the best value for Council.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Acting Chief Executive Officer
- Manager Asset Development
- Assets Coordinator
- Project Officer

ATTACHMENT(S)

- Nil

8.2.4 Municipal Emergency Management Planning Committee

File Number: 508.02

INTRODUCTION

This report relates to changes to Municipal Emergency Management Planning Committees (MEMPC) under the new *Emergency Management Legislation Amendment Act 2018*.

Cr Janas
Cr Nicholas

That Council:

- 1. Authorises the disestablishment of the existing Municipal Emergency Management Planning Committee (MEMPC) that was established under s21(3)-(5) of the Emergency Management Act 1986 in recognition that on 1 December 2020, these provisions were repealed by s82(2) of the Emergency Management Legislation Amendment Act 2018 and replaced by the provisions of s68 the Emergency Management Legislation Act 2018.*
- 2. Authorises the CEO to facilitate the establishment of a new MEMPC in accordance with the provisions of s68 of the Emergency Management Legislation Amendment Act 2018 (which inserts a new "Part 6-Municipal Emergency Management Planning Committees" into the Emergency Management Act 2013 on 1 December 2020).*
- 3. Notes that, under the proposed MEMPC Terms of Reference, and the Emergency Management Legislation Amendment Act 2018 (which inserts s59 and 59F into the Emergency Management Act 2013 on 1 December 2020), Council's role is to establish the committee. Once established, the committee exists separately to Council and is not a committee of Council.*

Carried

BACKGROUND

Emergency Management Victoria (EMV) is implementing emergency management planning reform as outlined in the *Emergency Management Legislation Amendment Act 2018* (EMLA Act). The implementation of reform at the municipal level will align municipal emergency management planning with changes that have already occurred at the state and regional levels.

From 1 December 2020, the legislation shifts responsibility for municipal emergency management planning from Council to the reformed, multi-agency MEMPC. This shift of responsibility highlights the intent of the reform which supports emergency management planning as an integrated, multi-agency and collaborative effort.

The legislated Chair of the new MEMPC is the Alpine Shire Council CEO or a delegate appointed by the CEO.

The legislated core membership of the MEMPC is as follows:

- Municipal council
- Victoria Police
- Country Fire Authority
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross
- Department of Health and Human Services

The EMLA Act also requires a MEMPC to invite at least one additional member for each of the following three categories:

- at least one community representative
- at least one recovery representative
- at least one other representative (such as an industry, business or additional agency)

The key role of the MEMPC is to prepare the Municipal Emergency Management Plan (MEMP). The MEMP covers arrangements for mitigation, response and recovery, and identifies the roles and responsibilities of agencies in relation to emergency management.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Infrastructure and open space that our community is proud of

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications.

CONSULTATION

No consultation has been carried out by Council officers. Council has a legislative requirement to establish the new MEMPC as outlined in the EMLA Act 2018.

CONCLUSION

The recommendations in this report relate to Council's obligations under the *Emergency Management Legislation Act 2018* to establish a new Municipal Emergency Management Planning Committee.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Acting Chief Executive Officer
- Emergency Management Coordinator

ATTACHMENT(S)

- Nil

8.3 DIRECTOR CORPORATE – NATHALIE COOKE

8.3.1 Quarterly Report – Council Plan

File Number: 600.03

INTRODUCTION

This report provides the first quarterly report for 2020/21 against the Alpine Shire Council Plan 2017-2021 (review 2020).

Cr Keeble

Cr Nicholas

That the Alpine Shire Council Plan Quarterly Report ending 30 September 2020 be received and noted.

Carried

BACKGROUND

The Alpine Shire Council Plan 2017-2021 was developed following the election of the Council in October 2016. The Council Plan outlines the strategic objectives, strategies and indicators determining Council's direction for the four year term of the Plan. The document is reviewed by Council annually and will remain in place until 30 June 2021.

A new Council Plan will be developed by the Council elected in October 2020. The new Council Plan must be adopted by 31 October 2021 and will be effective from 1 July 2021.

While there is no legislative requirement to report to Council on the progress against the Council Plan, the Governance and Management Checklist that forms part of the Local Government Performance Reporting Framework (LGPRF) suggests that it is best practice to report at least on a six-monthly basis.

By reporting quarterly, Council ensures that progress against the Council Plan is on schedule, and that actions and indicators are maintained as priorities throughout the year.

Where quarterly or half-yearly reporting of indicators does not generate meaningful results, these are reported at end of financial year as part of the annual report.

HIGHLIGHTS

A high performing organisation

Council continued to advocate strongly for the community during Q1, including advocacy to extend the "Border bubble" to allow Alpine Shire residents to access Albury and the NSW side of the bubble.

A responsible and sustainable organisation

Council adopted the large suite of documents that were required by the *Local Government Act 2020* by 1 September 2020. This includes the Governance Rules, which guide Council meeting processes, as well as key policies and delegations.

Incredible places for our community and visitors

Capital project delivery for 2020/21 has started including commencement of the Buckland Bridge installation, along with planning, scoping, and releasing projects for tender to complete during the year.

Infrastructure and open space that our community is proud of

Council's maintenance teams have operated uninterrupted throughout the COVID-19 pandemic, putting in place measures to enable them to operate in compliance with the COVID-19 restrictions.

Highly utilised and well managed community facilities

Council's library services have continued to operate Click and Collect services during Q1, so the community could still access reading material while the libraries were closed to the public due to COVID-19 restrictions.

A well planned and safe community

Council's Building team has established the swimming pool register required under the *Building Act 1993* and is making progress in registering pools across the Shire. Environmental Health teams focussed on assisting businesses that were able to trade, in complying with COVID-19 restrictions.

A thriving and connected community

Council continued a coordinated approach to bushfire recovery efforts through the development of the Municipal Recovery Plan, and the formation of the Community Recovery Committee.

Consultants have been engaged to deliver the Economic Development Strategy and Events Strategy. Both are due to be adopted in Q3.

POLICY IMPLICATIONS

The current Council Plan is a specific requirement of the *Local Government Act 1989* and is a guiding document for Council until 30 June 2021. The Council Plan and Budget identify and commit Council to the completion of specific initiatives each year.

A new Council Plan will be developed in accordance with the *Local Government Act 2020*, which will be effective from 1 July 2021.

Quarterly reporting aligns with the Alpine Shire Council Plan 2017-2021 (review 2020) Strategic Objective 1: A high performing organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

The Council Plan is a key document informing the financial and human resources required to achieve Council's objectives.

CONSULTATION

The Council Plan is subject to public exhibition prior to being adopted by Council.

Many of the individual initiatives and activities included in the Council Plan are subject to their own community participation and consultation processes.

CONCLUSION

This quarterly report shows that progress is being made on the delivery of key Council Plan actions.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report:

- Directors
- Managers
- Governance Officer

ATTACHMENT(S)

8.3.1 Alpine Shire Council Quarterly Report – ending 30 September 2020

8.3.2 Finance Report - Quarterly Review

File Number: 901.11

INTRODUCTION

The purpose of this report is to note the Finance Report - Quarterly Review for the period ending 30 September 2020.

Cr Nicholas

Cr Vincent

That Council receives and notes the Finance Report - Quarterly Review for the period ending 30 September 2020.

Carried

BACKGROUND

The purpose of the Finance Report - Quarterly Review (the "Report") is to provide Council with an overview of the quarter one results and an update on the forecast financial position against the full year budget. Explanations are provided for variances to budget greater than \$100,000.

ISSUES

Quarter One Report Highlights

Council is forecasting a full year surplus of \$3.3m, which is \$1.0m higher than the budgeted surplus of \$2.3m.

Major drivers of the forecasted increase in the surplus include:

- additional grant income received of \$4.2m for
 - Tawonga Caravan Park Upgrade \$1.2m
 - Working for Victoria \$1.5m.
 - Great Valley Trail \$0.7m.

However, this increased income is significantly offset by a forecasted increase in employee costs and materials and services by \$2.9m as a result of:

- Tawonga Caravan Park Upgrade works \$1.2m.
- Working for Victoria expenditure \$1.5m.

Major forecast variances to capital works incomes and expenditures are as follows:

- Buckland Bridge income - changes in accounting standards has increased the income recognised by \$115k;
- Buckland Bridge expenditure – additional expenditure of \$115k has been carried over from 2019/20;

- Tawonga Caravan Park Upgrade - \$1,200k additional grant funding and expenditure for this project as the grant funding agreement was finalised after the Budget for 2020/21 was completed;
- Dinner Plain Activation Income– \$170k higher than budgeted income as additional funding is forecast from the Local Roads and Community Infrastructure (LRCI) Program;
- Dinner Plain Activation – lower than budgeted expenditure will be incurred as only the civil works and bus bay are likely to be undertaken in 2020/21;
- Gavan Street Pedestrian Crossings - \$167k of unbudgeted expenditure as additional expenditure has been carried over from 2019/20;
- Great Valley Trail income - \$720k higher than budgeted income as additional funding is forecast from the Local Sports Infrastructure Fund.

POLICY IMPLICATIONS

The Report has been prepared in line with the requirements of the *Local Government Act 1989* (LGA 1989) and *Local Government Act 2020* (LGA 2020), as both Acts are relevant for the reporting period.

Section 138(1) of the LGA 1989 (Quarterly statements) was repealed on 24 October 2020, but is relevant for the Q1 report– "At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public".

Section 97(1) of the LGA 2020 (Quarterly budget report) commenced on 24 October 2020, and is relevant for the Council meeting at which the Q1 report is presented - "As soon as practicable after the end of each quarter of the financial year, the CEO must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public".

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Financial performance to date indicates a full year surplus of \$3.3m, which is \$1.0m higher than the budgeted surplus of \$2.3m.

CONSULTATION

The Report has been prepared through a rigorous process which includes each department reviewing their budget and providing explanations for variances at the master account level.

The Report has been presented to the Finance Committee and the Audit Committee for noting.

CONCLUSION

The Finance Report - Quarterly Review for the period ending 30 September 2020 is presented for noting.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Accountant

ATTACHMENT(S)

8.3.2 Finance Report - Quarterly Review for the period ending 30 September 2020

8.3.3 Draft Community Engagement Policy

File Number: 600.12

INTRODUCTION

The development of a Community Engagement Policy is a requirement of the *Local Government Act 2020*. This report provides for the release of a draft Community Engagement Policy for the purposes of community feedback prior to the policy being formally adopted in February 2021.

Cr Nicholas
Cr Chalwell

That:

- 1. Council endorses the proposed draft Community Engagement Policy for the purposes of releasing it for public submissions.*
- 2. Public submissions be invited on the draft Community Engagement Policy, with submissions closing on 22 January 2021.*
- 3. Council presents the final Community Engagement Policy, considering all submissions received, for adoption at a Special Council Meeting on 23 February 2021.*

Carried

BACKGROUND

The *Local Government Act 2020* (LGA 2020) no longer contains the prescriptive public submissions processes previously set out under the *Local Government Act 1989* (LGA 1989). Instead, it is a principles-based Act, requiring councils to develop specific processes to suit their communities. These principles include: governance; community engagement; public transparency; strategic planning; financial management; and service performance.

A community engagement policy is a requirement of the LGA 2020 and must be developed in consultation with the municipal community. It must give effect to the community engagement principles and be adopted by 1 March 2021. The policy must describe the type and form of community engagements proposed and include deliberative engagement processes for long-term plans such as the Council Plan and Financial Plan.

The community engagement principles are outlined in s56 of the LGA 2020 as follows:

- a. a community engagement process must have a clearly defined objective and scope;
- b. participants in community engagement must have access to objective, relevant and timely information to inform their participation;

- c. participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- d. participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- e. participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

ISSUES

During the month of December, councillors worked together to consider the community engagement policy. Councillors have developed a set of community engagement commitments through the induction process that will underpin the policy. Council staff attended a workshop on 2 December 2020 and provided input into the development of:

- The Alpine Shire Council community engagement approach and definition of deliberative engagement.
- A decision making tool to assist them in determining the level of engagement required.
- Methods to imbed continuous improvement as part of the community engagement process.

The draft Community Engagement Policy is now ready for public exhibition and community feedback prior to finalisation in February 2021.

POLICY IMPLICATIONS

The development of a community engagement policy in conjunction with the municipal community is a requirement of the LGA 2020. Council must adopt this policy by 1 March 2020.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- A high performing organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council has included scope for assistance in compliance with *Local Government Act 2020* deliverables in its 2020/21 Budget.

CONSULTATION

Consultants have met with councillors, executive officers and staff in developing the draft community engagement policy. Along with considering industry best practice, this feedback has been utilised in developing the draft policy, which is now being released for public submission.

CONCLUSION

The development of a Community Engagement Policy in conjunction with the municipal community is a requirement of the LGA 2020. Council is releasing the draft policy for community feedback and encourages all interested persons to make a submission for consideration prior to the final document being adopted in February 2021.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Governance Officer
- Communications Officer

ATTACHMENT(S)

8.3.3 Draft Community Engagement Policy

8.3.4 Introduction of Processing Charge for Kerbside Comingled Recycling

File Number: 1810.00

INTRODUCTION

The purpose of the report is to recommend approval of a contract variation to allow for processing charges to be applied for the processing of the Alpine Shire's comingled recycling, as collected through the kerbside delivery model.

Cr Janas

Cr Vincent

That:

- 1. Council approves a variation to Contract CT17026 - Transportation and Disposal of Kerbside Recyclables to allow for the introduction of a processing fee for comingled materials at a rate of \$51.30/tonne (plus GST) for a period of 12 months commencing from 1 July 2020.*
- 2. Council applies for a Ministerial Exemption for an extension of the current procurement exemption for comingled recycling contracts to allow for this variation to be applied through to 30 June 2022.*
- 3. Subject to approval of a Ministerial Exemption, Council approves the variation to Contract CT17026 - Transportation and Disposal of Kerbside Recyclables for the payment of the processing fee for comingled materials at an agreed rate aligned with other North East Councils for the period 1 July 2021 through to 30 June 2022.*

Carried

BACKGROUND

Council entered into a contract with Cleanaway Pty Ltd for the servicing of kerbside comingled recycling bins commencing 1 July 2017. The initial contract did not include a materials processing fee at the receiving materials recycling facility.

In early 2018, China implemented its *China Sword* program placing significant quality and contamination requirements on materials received for recycling from overseas markets. Victoria's primary market for many materials collected in kerbside comingled recycling bins was within China, and the new requirements created a significant disruption to the market.

In 2018 the Victorian government provided a Ministerial Exemption to the tendering requirements under s.186 of the *Local Government Act 1989* to enable councils to materially alter their recycling contracts, to allow for processing charges to be included in contracts without undertaking new market tenders through to 30 June 2021. On introduction, the average additional processing costs to councils were around \$100/tonne (plus GST). Currently, by Ministerial application, extensions to this

exemption period may be granted through to 30 June 2022 to allow for further contract variation.

ISSUES

Alpine Shire Council did not accept proposed additional processing charges previously and has not paid additional processing charges to date. However, the ongoing and increased impact of the *China Sword* program and other changes in international markets continues to change requirements for the handling and processing of these materials, thereby increasing the net cost of the service. Council's contracted supplier has requested the introduction of a processing charge to offset these increased costs.

Regionally a processing fee has been negotiated for those North East Councils operating under service contracts with Cleanaway. This fee is currently \$51.30/tonne (plus GST).

Council officers have negotiated a proposed processing charge to align with other regional councils at \$51.30/tonne (plus GST), with a commencement date of 1 July 2020.

Council can utilise the Ministerial Exemption for tendering requirements for the introduction of this processing charge up to 30 June 2021, and recommends applying for a further Ministerial Exemption through to 30 June 2022.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Highly utilised and well managed community facilities

FINANCIAL AND RESOURCE IMPLICATIONS

Based on an assessment of average collection tonnage, the introduction of the processing charge will result in an estimated increase in costs under the current contract of \$85,000 (plus GST) in the 2020/21 financial year.

As discussions and negotiations regarding the introduction of this charge have been ongoing, a contingent provision was made in the current budget for the introduction of a processing charge at a rate of \$50/tonne (plus GST).

CONSULTATION

The proposed introduction of the processing charge has been considered by Council officers. Council has also consulted with the North East Waste Resource Recovery Group regarding the introduction of this charge under the existing Ministerial Exemption, and the application process for a further Ministerial Exemption.

CONCLUSION

The comingled recycling industry is in a time of change and this disruption to the industry has increased our processors costs. Alpine Shire Council supports the

development of a viable and strong recycling sector and will continue to work to improve efficiencies and recognise opportunities in this space. It is recommended that Council accepts the introduction of a processing charge for comingled recycling collected under its kerbside collection contract with Cleanaway Pty Ltd and aligns this contract variation date to the period for which a Ministerial Exemption is approved under s186 of the *Local Government Act 1989*.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Manager Facilities

ATTACHMENT(S)

- Nil

8.3.5 Planning Application P.2020.104

Application number:	P.2020.104
Proposal:	Buildings and Works for the Construction of Two (2) Dwellings
Applicant's name:	Mr Patrick McNally
Owner's name:	Patrick Anthony McNally
Address:	5 Holmes Court, Porepunkah
Land size:	452sqm
Current use and development:	One (1) shed.
Site features:	There is a single storey shed on the site. There is a concrete crossover and constructed kerb and channel in the verge abutting the site. The site is relatively flat. The site abuts an unconstructed laneway to the south.
Why is a permit required?	32.05-7 Buildings and Works (TZ) 44.06-2 Buildings and Works (BMO)
Zoning:	Township Zone (TZ)
Overlays:	Bushfire Management Overlay - Schedule 1 (BMO)
Restrictive covenants on the title?	Section 173 Agreement AR975749D
Date received:	28 August 2020 (amended plans)
Statutory days:	94 days at 15 December 2020
Planner:	James Trimble

Cr Keeble

Cr Nicholas

That a refusal be issued for the proposed Buildings and Works for the Construction of Two (2) Dwellings for the reasons identified in appendix 8.3.5(a), and on the following summarised grounds:

- 1. The proposal does not meet the relevant planning permit framework of the Alpine Planning Scheme including relevant State and Local Policies, the purposes and decision guidelines of the Township Zone, and the objectives of clause 55.02-1 Neighbourhood Character.***
- 2. The proposal does not provide for the orderly planning of the area.***

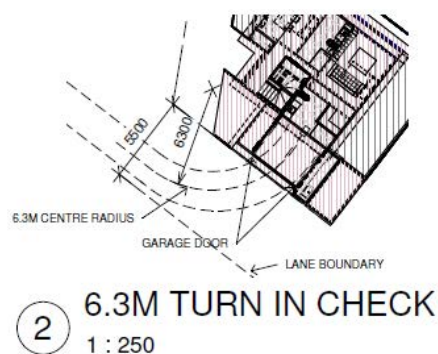
Carried

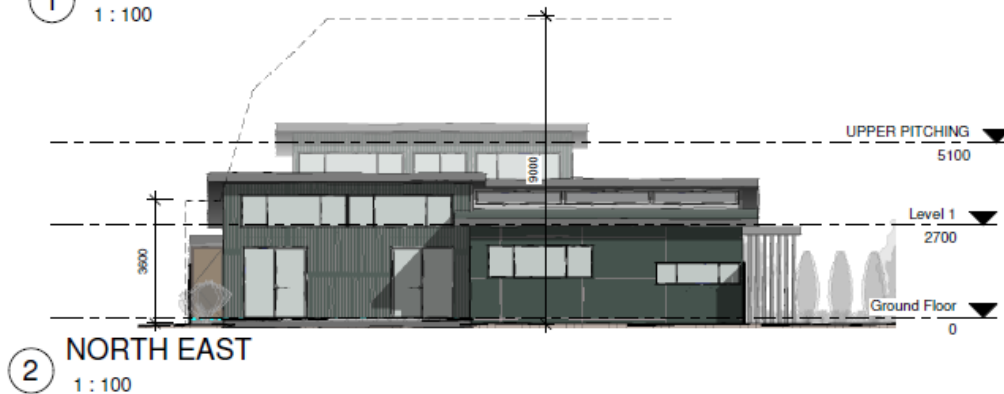
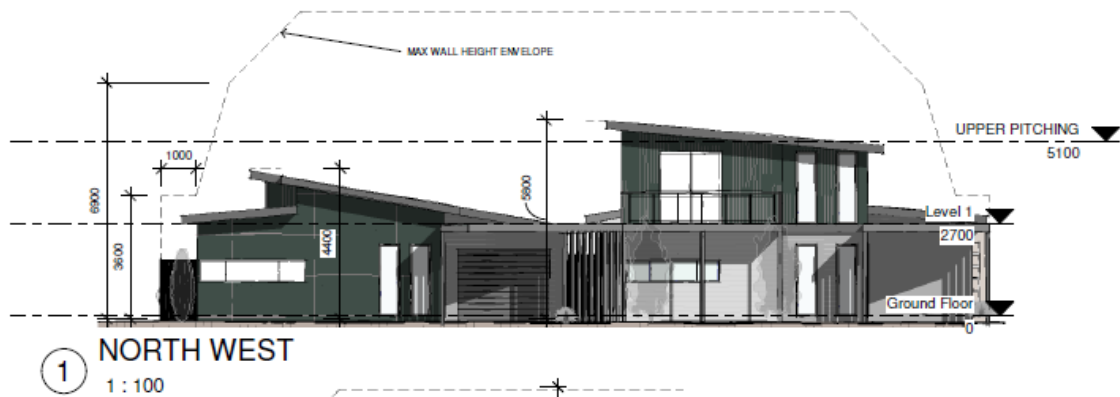
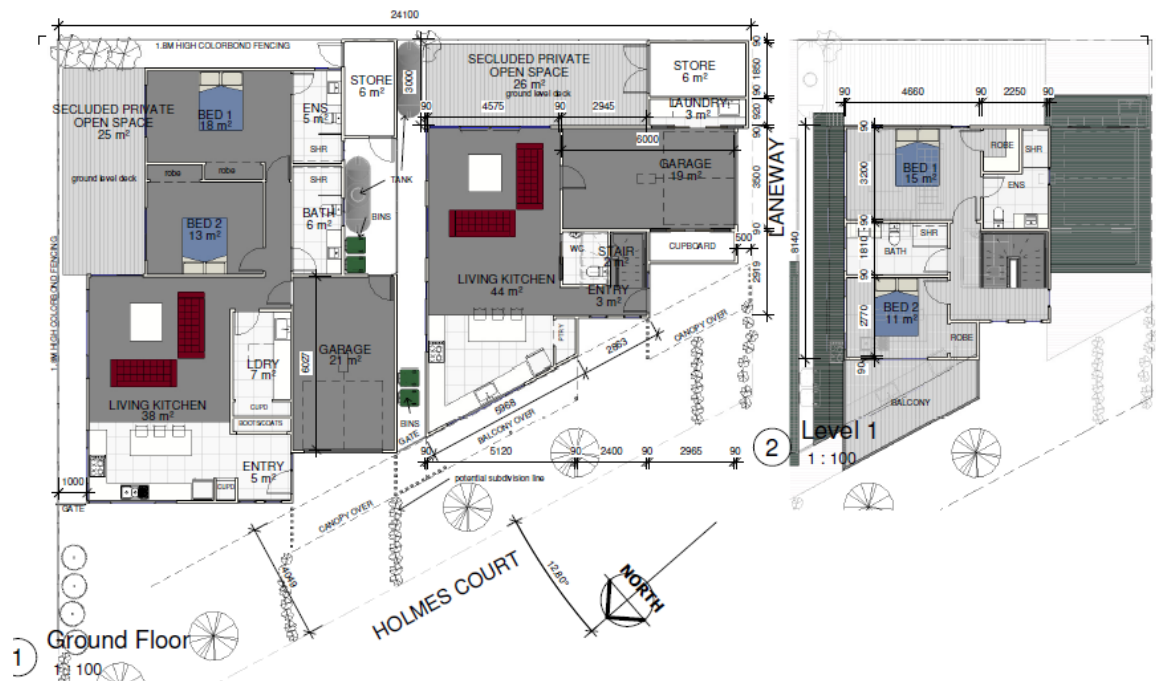
PROPOSAL

The existing shed is to be demolished. The construction of a new double storey dwelling and single storey dwelling. The double storey dwelling has a single garage accessed off the unconstructed laneway to the south, on the ground floor open plan living/kitchen, laundry, store, bathroom, and rear secluded private open space, on the upper floor two (2) bedrooms, two (2) bathrooms and front balcony.

The single storey dwelling has a single garage accessed off Holmes Court, two (2) bedrooms, two (2) bathrooms, laundry, store, open plan living/kitchen, and rear secluded private open space.

The minimum setbacks include 1 metre to the northern (side) lot boundary, nil to the eastern (rear) lot boundary, nil to the southern (side) lot boundary, and 2.8 metres to the western (front) lot boundary. The maximum building height proposed is 5.8 metres. 31.43% site permeability and 54.74% site coverage is proposed.





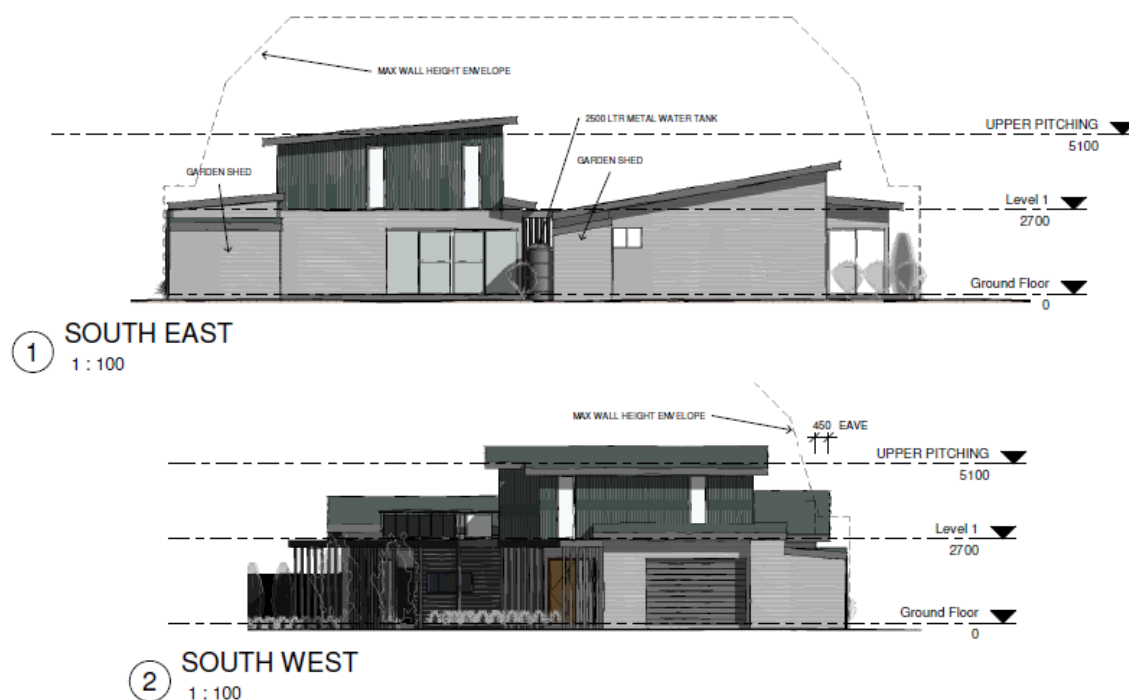


Figure 1: Shows the development layout on site.

SUBJECT LAND AND SURROUNDS

The site is an irregular rectangular shape with direct frontage to Holmes Court to the east and an unconstructed laneway to the south. The site has an existing single storey shed. There is an existing constructed kerb and channel and concrete crossover in the Holmes Court verge abutting the site. The is relatively flat with no boundary fencing and no vegetation.

Surrounding land is zoned 'Township' zone, with lots predominantly developed with single dwellings. Lots within close proximity of the site, to the south of Station Street and north of Francis Street range from 405sqm at 1/24 Station Street to 8029sqm at 6929 Great Alpine Road. Lot shapes and setbacks of existing buildings to Holmes Court vary considerably. A notable characteristic of the area is large open landscaped spaces surrounding buildings. There are several existing double storey dwellings in the Porepunkah area including at 36 Station Street, which is within 5 sites of the site. Other developed or currently under development sites within the area, of a similar size (less than 500sqm) include:

- 3 Holmes Court (approximate lot size of 441sqm) with a total site coverage of 184.24sqm (41.77% site coverage)
- 1/24 Station Street (approximate lot size of 405sqm) with a total site coverage of approximately 165sqm (40.74% site coverage)



Figure 2: Subject land.

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the Planning and Environment Act 1987. Notice of the application was sent to surrounding landholders and occupiers. A sign was displayed on the subject land. 2 objections were received. The matters raised in the objections have been summarised into the following 6 matters.

1) Neighbourhood character

This is a relevant planning consideration within PPF 15.01-5S Neighbourhood Character, LPPF 21.07-5S Porepunkah, the Township Zone, and clause 55 Two or More Dwellings on a Lot and Residential Buildings.

The area considered to form the existing neighbourhood character was all lots to the north of Francis Street, east of Great Alpine Road, south of Station Street and west of Mantley Street. Lots within this area range from approximately 405sqm at 1/24 Station Street to 8029sqm at 6929 Great Alpine Road. The subject site has an area of 452sqm.

The extent of rear gardens and private open space is predominantly far greater within the area, than that prescribed within the clause 55 (minimum amenity) provisions. Other developed or currently under development sites within the area, of a similar size (less than 500sqm) include:

- 3 Holmes Court (approximate lot size of 441sqm) with a total site coverage of 184.24sqm (41.77% site coverage);
- 1/24 Station Street (approximate lot size of 405sqm) with a total site coverage of approx. 165sqm (40.74% site coverage);
- The proposal has a site coverage of 247.45sqm (54.74% site coverage).

Significant landscaping and vegetation exists in the area and the predominant pattern of use is a single dwelling.

If the proposed change in character undermines a key feature or characteristic of the neighbourhood without some policy basis, then a strong case can be made that the development does not respect the character of the neighbourhood. If the change is supported by objectives and strategies in the LPPF and/or an appropriate zone or overlay in the planning scheme, then the development can be considered to respect preferred character.

The relevant LPPF sets out the following in relation to the preferred character '*Reflect the current character and urban design, maintain rural and mountain vistas, and respect the existing rural town character.*' Within the Porepunkah Town Framework Plan, it is stated that residents expressed concern that the rural feel of the town may be lost due to more unit developments and consequently a more suburban look and feel to the town.

Respecting character does not mean preventing change. The neighbourhood character standard is not intended to result in the replication of existing building stock or stop change. In simple terms, respect for the character of a neighbourhood means that the development should try to 'fit in'.

The level of density proposed is higher than that existing within the area. Within the area there is greater space and landscaping around properties and lessor site coverage, than in that proposed.

The proposal is considered to result in change in the streetscape and neighbourhood characteristics.

The transition to a more suburban density, is not considered to respect the existing neighbourhood character, and there is no policy basis to support such change.

2) Overlooking

The matter of overlooking has been considered through an assessment against the provisions of clause 55.04-6 Overlooking. The proposal either complies with the requirements of Standard B22, or appropriate conditions could be included to ensure compliance.

3) Traffic impacts

Considering the low number of additional traffic movements likely to be generated by the proposal relative to the maximum vehicular capacity of Holmes Court, the traffic impact is considered to be suitable. The application was referred to Alpine Shire Engineering Department and conditional consent was provided.

4) Precedent

The impact of precedent is not a relevant planning consideration. Each planning application will be considered on its own merits.

5) Impact on Views

There is minimal consideration of the impact on existing views. There are strategies in PPF 15.01-2S Building Design and LPPF 21.03-4 Built Form and Heritage relevant to views, however the proposal is considered to meet the objectives of these policies in relation to views.

6) General Planning Controls

The application has been assessed against the current provisions of the Alpine Planning Scheme. A planning application proposing a lot size of less than 300sqm per dwelling may be considered.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals:	Country Fire Authority - No objection, subject to conditions.
Internal referrals:	Alpine Shire Engineering Department - No objection, subject to conditions.

PLANNING ASSESSMENT AND RESPONSE TO GROUNDS OF OBJECTION

All applicable policy and decision guidelines can be found in Appendix 8.3.5(b).

State Planning Policy Framework

The following State Planning Policy Framework (SPPF) does not give support to the proposal.

Clause 15.01-5S Neighbourhood Character as the proposal does not recognise, support and protect neighbourhood character, and sense of place, for the following reasons:

- The proposal does not respect the existing neighbourhood character or contribute to a preferred neighbourhood character; and
- The proposal does not respond to its context and reinforce sense of place, and the valued features and characteristics of the local environment and place, by respecting the underlying landscape character and neighbourhood character values that reflect community identity.

Local Planning Policy Framework

The following Local Planning Policy Framework (LPPF) does not give support to the proposal.

Clause 21.07-5 Porepunkah as the proposal does not recognise the existing rural town character and separate identity of Porepunkah and does not respect the towns rural look and feel, for the following reason:

- The scale and bulk of development does not reflect that of existing development.

Zoning

The site is zoned Township. The proposal is inconsistent with the purposes and decision guidelines for the following reasons:

- The proposal does not respect the neighbourhood character of the area; and
- The proposal does not provide for the protection and enhancement of the character of Porepunkah and surrounding area as the scale and intensity of the development is inappropriate.

There is a planning permit trigger for proposal at clause 32.05-7. The application must meet the requirements of clause 55. The proposal either complies or could be conditioned to comply with all relevant requirements of clause 55, excluding 55.02-1 Neighbourhood Character. The proposal is not considered to meet the objectives of 55.02-1 as it does not:

- Respect the existing neighbourhood character or contribute to a preferred neighbourhood character; and
- Respond to the features of the surrounding area.

Bushfire Management Overlay

The site is covered entirely by the Bushfire Management Overlay - Schedule 1. There is a planning permit trigger for the proposal at clause 44.06-2. The application was referred to the Country Fire Association (CFA) for comment. Consent was provided. The application is considered to meet the relevant requirements of the Bushfire Management Overlay.

Particular Provisions

Clause 52.06 - Car Parking

Pursuant to the requirements of this clause each dwelling must be provided with at least one (1) car parking space, which meet the minimum dimension requirements of Table 2. Appropriate conditions could be included to ensure compliance, should the application be supported.

Clause 53.02 – Bushfire Planning

The application was referred to the Country Fire Association (CFA) for comment. Consent was provided. The application is considered to meet the relevant requirements of this clause.

Clause 55 - Two or More Dwelling on a Lot and Residential Buildings

A detailed assessment of the proposal against the provisions of Clause 55 is contained on the planning file – reference no. P.2020.104. The proposal does comply with the objectives of 55.02-1 Neighbourhood Character as it does not:

- Respect the existing neighbourhood character or contribute to a preferred neighbourhood character; and
- Respond to the features of the surrounding area.

General Provisions

Clause 65.01 of the Alpine Planning Scheme provides the general decision guidelines that must be considered before deciding on an application. A detailed assessment of the proposal against the provisions of Clause 65.01 is contained on the planning file – reference no. P.2020.104. The proposal does not provide for the orderly planning of the area.

CONCLUSION

The application is not considered to be consistent with the Alpine Planning Scheme and should be refused for the following summarised reasons:

- The proposal does not comply with the relevant State and Local Planning Policy Framework;
- The proposal is inconsistent with the purposes and decision guidelines of the Township Zone;
- The proposal does not provide for the orderly planning of the area.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Planning Coordinator
- Planning Officer

APPENDICIES

8.3.5(a) Reasons for Refusal

8.3.5(b) Policy and decision guidelines

8.3.5(a) Reasons for Refusal

1. The proposal does not comply with the objective of Planning Policy Framework 15.01-5S Neighbourhood Character as it does not recognise, support and protect neighbourhood character, and sense of place, for the following reasons:
 - a. The proposal does not respect the existing neighbourhood character or contribute to a preferred neighbourhood character; and
 - b. The proposal does not respond to its context and reinforce sense of place, and the valued features and characteristics of the local environment and place, by respecting the underlying landscape character and neighbourhood character values that reflect community identity.
2. The proposal does not comply with the objectives of Planning Policy Framework 21.07-5 Porepukah as it does not recognise the existing rural town character and separate identity of Porepukah and does not respect the towns rural look and feel, for the following reason:
 - a. The scale and bulk of development does not reflect that of existing development.
3. The proposal does not comply with the purposes of the Township Zone as it does not respect the neighbourhood character of the area.
4. The proposal does not comply with the decision guidelines at clause 32.05-13 within the Township Zone as it does not provide for the protection and enhancement of the character of Porepukah and surrounding area as the scale and intensity of the development is inappropriate.
5. The proposal does not comply with the objectives of Clause 55.02-1 Neighbourhood Character as it does not:
 - a. Respect the existing neighbourhood character or contribute to a preferred neighbourhood character; and
 - b. Respond to the features of the surrounding area.
6. The proposal does not provide for the orderly planning of the area.

8.3.5.(b) Policy and Decision Guidelines

All of the below mentioned relevant planning considerations from the Alpine Planning Scheme may be viewed at the following link: <https://planning-schemes.delwp.vic.gov.au/schemes/alpine>.

State Planning Policy Framework

The State Planning Policy Framework (SPPF) provides relevant direction to the proposal at the following clauses:

- 13.01-1S Natural hazards and climate change
- 13.02-1S Bushfire planning
- 14.02-1S Catchment planning and management
- 15.01-2S Building Design
- 15.01-5S Neighbourhood Character
- 16.01-1S Housing supply
- 16.01-2S Housing affordability
- 18.02-4S Car parking

Local Planning Policy Framework

The Local Planning Policy Framework (LPPF) provides relevant direction to the proposal at the following clauses:

- 21.03-1 Townships and Villages
- 21.03-4 Built form and heritage
- 21.04-4 Environmental Risk
- 21.04-6 Catchments and Waterways
- 21.06-1 Infrastructure
- 21.07-5 Porepunkah
- 21.08 Reference Documents
- 22.04-4 Urban stormwater management

Zone

The subject land is zoned Township.

Overlays

The subject land is covered entirely by the Bushfire Management Overlay - Schedule 1.

Particular Provisions

- 52.06 Car Parking

53.02 Bushfire Planning

55 Two or more Dwellings on a Lot and Residential Buildings

General Provisions

Clause 65.01 within the Alpine Planning Scheme provides the general decision guidelines.

9. Informal meetings of Councillors

Introduction

In accordance with Chapter 8, section A1 of Council's Governance Rules, if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting, or Community Asset Committee meeting;

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are tabled at the next convenient Council meeting, and are recorded in the minutes of that Council meeting.

Cr Nicholas

Cr Prime

That the summary of informal meetings of Councillors for November / December 2020 be received.

Carried

Background

The written records of the informal meetings of Councillors held during the previous month are summarised below. Detailed records can be found in Attachment 9.0 to this report.

Date	Meeting
24 November	Induction Training
24 November	Briefing Session
1 December	Induction Training
1 December	Briefing Session

Attachment(s)

- 9.0 Informal meetings of Councillors – November / December 2020

10. General business

Nil

11. Motions for which notice has previously been given

Nil

12. Reception and reading of petitions

Nil

13. Documents for sealing

Cr Janas

Cr Vincent

That the following documents be signed and sealed.

- 1. Section 173 Agreement – John Barry and Joanna Mary Freudenstein. Lot 2 LP 72243 Volume 08622 Folio 271; Volume 08761 Folio 251. Planning Application 2020.107.1 for the re-subdivision of the subject land at 714 Happy Valley Road, Rosewhite.
The Section 173 Agreement provides for a Farm Plan to be submitted.*
- 2. Section 173 Agreement – Arnet & Browning Pty Ltd. Lot 1 on Plan of Subdivision 135525. Volume 10942 Folio 745. Part of Lot 1 on Title Plan 231461. Volume 08055 Folio 303. Condition 41 of Planning Permit 2018.216.1 for a Five Lot Subdivision, Boundary Realignment, Alter Access to Road Zone Category 1 at 56-62 Kiewa Valley Highway, Tawonga.
The Agreement provides for the implementation of Environmental Health conditions, including maximum of three bedrooms; wastewater treatment and effluent disposal system.*

Carried

There being no further business the Chairperson declared the meeting closed at 6:11 p.m.

.....

Chairperson



NO.2020/21-1 – 17 JULY 2020

Audit Committee Meeting

Minutes

In Attendance

COMMITTEE MEMBERS

Sue Lebish, Chair

Mark Anderson

Craig Covich

Gerard Moore

Sinead Ryan

Cr John Forsyth

Cr Kitty Knappstein

OFFICERS

Charlie Bird, Chief Executive Officer

Nathalie Cooke, Director Corporate

Will Jeremy, Director Assets

Emma Woolaston, Manager Corporate

APOLOGIES

Kirsten McDonald, Health, Safety and Risk Officer

Agenda

1.	Acknowledgement of traditional custodians, and recognition of all people.....	3
2.	Apologies.....	3
3.	Declarations by Committee members of conflict of interest.....	3
4.	Confirmation of minutes	3
4.1	Audit Committee Meeting No.2019/20-5 22 May 2020.....	3
4.2	Bussiness arising from previous meeting minutes.....	3
5.	Standing items.....	3
5.1	Progress of Audit Committee actions.....	3
6.	Report by External Auditor.....	5
7.	Reports by officers.....	6
7.1	Interim Audit year ending 30 June 2020.....	6
7.2	Local Government Act 2020 – progress update.....	9
7.3	Asset management – progress update.....	14
7.4	Audit and Risk Committee charter and establishment.....	17
7.5	VAGO report: Personnel Security – Due Diligence over Public Service Employees.....	20
7.6	Annual self-assessment of performance.....	23
8.	For information only.....	26
8.1	2019/20 Quarter 4 Purchasing audit	26
8.2	2019/20 Quarter 4 Health and safety report.....	26
8.3	2019/20 May – June credit card report	26
8.4	Policy review status.....	26
8.5	OHS management system review update.....	27
8.6	2020/21 Budget update	27
8.7	Procurement review.....	27
8.8	COVID-19 and Council operations.....	28
8.9	Legal and insurance update.....	28
9.	General business	29
10.	Next meeting.....	29

1. Acknowledgement of traditional custodians, and recognition of all people

The Alpine Shire Council acknowledges the traditional owners of the land we are now on.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

2. Apologies

Kirsten McDonald

3. Declarations by Committee members of conflict of interest

Nil

4. Confirmation of minutes

4.1 AUDIT COMMITTEE MEETING NO.2019/20-5 22 MAY 2020

G Moore

J Forsyth

That the Audit Committee confirm the minutes of Audit Committee Meeting No.2019/20-5 held on 22 May 2020 as circulated.

Carried

Attachment(s)

4.1 Minutes of Audit Committee Meeting No.2019/20-5, 22 May 2020

4.2 BUSSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

5. Standing items

5.1 PROGRESS OF AUDIT COMMITTEE ACTIONS

Introduction

The Audit Committee action sheet is a register of all Audit Committee resolutions and requests that require a subsequent action to be implemented. Each meeting an update on the progress and status of the actions is provided to the Committee.

That the Audit Committee note the progress of the outstanding actions.

Noted

Actions

- *Ensure that links are working correctly within the next set of Audit Committee papers*
- *Combine actions relating to asset management plans and revaluations into a single action and attach a dashboard showing progress against detailed deliverables*

Attachment(s)

5.1 Audit Committee Action Sheet

6. Report by External Auditor

Introduction

- External Auditor, Phil Delahunty, Partner, Richmond Sinnott Delahunty Pty Ltd, Bendigo will attend the meeting at 9.30am to discuss the VAGO Interim Management Letter, Year Ending 30 June 2020.
- The discussion will be held in two sessions as follows:

Session	Participants	Items for discussion
1	Committee members and management	<ul style="list-style-type: none">• Interim Management Letter Findings• Any other specific queries raised by the Committee or the External Auditor
2	Committee members only	<ul style="list-style-type: none">• Matters raised by the Committee or External Auditor under section 8.7 of the Committee Charter

7. Reports by officers

7.1 INTERIM AUDIT YEAR ENDING 30 JUNE 2020

Introduction

Council's external auditors, RSD Audit, have completed the interim audit for the year ending 30 June 2020. The purpose of this report is to outline the auditor's findings.

That:

- 1. The VAGO Interim Management Letter, year ending 30 June 2020, be noted.*
- 2. The Management Action Plan for addressing the interim audit findings be monitored through the Audit Committee's action sheet.*

Noted

Actions

- Council to return with an updated internal audit plan in order to inform the development of the future Audit and Risk Committee Workplan*
- Council to return with an overview of its top 10 risks on a quarterly basis highlighting responsibilities, controls and any changes that have occurred*

Interim audit findings

The interim audit identified two new findings. These items have been discussed with Council's executive and a response and action plan developed to address each recommendation are summarised below:

Ref	Finding	Risk	Management Response
2020.1	Fraud Management A Fraud Management survey indicates that almost 50% of staff say that no fraud and corruption awareness training has been provided to them. In addition there is limited awareness of Council's fraud and corruption policy and controls. VAGO recommends that fraud training is provided to all Council employees to ensure that they are aware of Council's fraud and corruption policy and plan, and the new Public Interest Disclosures Act.	Low	Recommendation Accepted Responsible officer: Manager Corporate Implementation date: December 2020 Management comment: Council is currently investigating online fraud training suppliers so that relevant training can be rolled out in the COVID-19 environment.

Ref	Finding	Risk	Management Response
2020.2	Preparation for New Accounting Standards Council should prepare a grant register and a lease register in order to make a detailed assessment of actions required to comply with new Accounting Standards, AASB 15 <i>Revenue from Contracts with Customers</i> , AASB 1058 <i>Income of Not-for-Profit Entities</i> and AASB 16 <i>Leases</i> . While a high-level review has been performed, a detailed assessment will mitigate end-of-year workload and the risk of material misstatements.	Moderate	Recommendation Accepted Responsible officer: Manager Corporate Implementation date: July 2020 Management comment: An initial review of grants and leases has been undertaken to ensure compliance with the new accounting standards. Formal registers are now under development to ensure that the assessment is thorough and that there is a clear audit trail.

In addition VAGO reviewed the status of prior year findings and found that of six open items, three had been resolved, two were progressing and one was unresolved. Since the report was issued, work has progressed to resolve the 'unresolved' item pertaining to Council's approach to determining the provision for doubtful debts. An approach has been proposed and is under review by internal management and the auditor.

Open actions continue to be captured and monitored through the Committee's action sheet.

Ref	Finding	Risk	VAGO Status	Agreed Implementation Date
2020.1	Fraud management	Low	New	Dec 2020
2020.2	Preparation for new Accounting Standards	Moderate	New	Jul 2020
2019.3	Provision for doubtful debts	Low	Unresolved	Jun 2020
2018.1	IT general controls	Moderate	Progressing	Jun 2020
2015.2	Policies and procedures review	Low	Progressing	Dec 2020
2019.1	Performance reviews	Low	Resolved	Jun 2019
2019.2	CEO credit card	Low	Resolved	Jun 2019
2017.4	Other infrastructure valuation	Low	Resolved	Jun 2018

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Failure to monitor and implement agreed actions	L	L	<ul style="list-style-type: none"> Open actions captured and monitored through the Audit Committee's action sheet

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation

Conclusion

The VAGO Interim Management Letter Year Ending 30 June 2020 has been reviewed by management and the findings accepted. Management takes the internal and financial controls of Council very seriously and continues to action findings through to closure accordingly.

Declaration of conflict of interest

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Manager Corporate

Attachment(s)

7.1 VAGO Interim Management Letter, year ending 30 June 2020

7.2 LOCAL GOVERNMENT ACT 2020 – PROGRESS UPDATE

Introduction

The *Local Government Act 2020* (LGA 2020) received Royal Assent on 24 March 2020 and will replace the *Local Government Act 1989* (LGA 1989) in stages over the next 18 months. Following an overview briefing of the LGA 2020 at the May Audit Committee meeting, the purpose of this report is to review Council's progress in implementing LGA 2020 with additional focus on the first tranche of deliverables due by 1 September 2020.

That Council's progress in implementing the requirements of the Local Government Act 2020 be noted.

Noted

Actions

- ***Minor corrections to the Governance Rules were advised including consistent use of chair / chairperson, and replacement of 'he / she' with 'they'***

Overview – progress to date

Council has appointed a consultant to prepare a detailed implementation plan for both the LGA 2020 and the upcoming Election Period. The consultant, Tony Raven from CT Management, was selected through a Request for Quotation process and has extensive experience in Victorian Local Government governance related roles. He is currently undertaking similar work for the Rural City of Wangaratta and can draft Alpine deliverables with considerable speed and on a cost-effective basis.

The implementation plan is being drafted to include:

- A gap analysis identifying the areas of Council that need to adapt their activities and / or outcomes based on the detailed provisions of LGA 2020;
- Key stakeholders and the project governance approach as LGA 2020 is implemented and election requirements are executed;
- Detailed timelines and responsibilities for the development of each major LGA 2020 deliverable and delivery of 2020 election requirements. Consideration is to be given to internal and external consultation requirements, approval requirements, and interdependencies between LGA 2020 deliverables as well as other Council related projects;
- Timelines for release of any further regulations or provisions where known, and any key considerations relating to these.

An overall *Local Government Act 2020* Implementation Framework has been drafted as follows:

Governance	Elections and Integrity	Strategic Planning	Operations
By 1 Sep 2020	Sept 20 – Jun 21	Mar 21 – Oct 21	By 21 Dec 21
<ul style="list-style-type: none"> • Governance rules • Expenses policy • Delegated committees • Community asset committees • Audit and Risk Committee • Public transparency policy 	<ul style="list-style-type: none"> • Mandatory candidate training • Personal interests returns • Councillor code of conduct • Councillor gift policy • Councillor induction • Election 2020 	<ul style="list-style-type: none"> • Community engagement policy • Community vision • Revenue and rating plan • Financial plan • Council plan • Annual budget • Annual report • Asset plan (due 30 June 2022) 	<ul style="list-style-type: none"> • CEO employment and remuneration policy • Workforce plan • Recruitment policy • Staff code of conduct • Complaints policy • Procurement policy

In addition a detailed gap analysis and activities list has been drafted which is currently under internal review, with a view to determining any additional resourcing requirements.

Particular focus will be given to the development of a community engagement policy and it is likely that Council will engage an external expert to assist in the development of this policy. A number of staff are currently participating in community engagement training conducted by Rural Councils Victoria. The policy will be a precursor to the various strategic planning deliverables which will underpin Council objectives and activities over the coming Council term.

Progress against 1 September deliverables

A Special Council Meeting is planned for late August 2020 to focus on adoption of the Governance deliverables due by 1 September. Initial work has focused on preparing those deliverables requiring a public consultation period, including the Public Transparency Policy, Governance Rules and an associated Governance Local Law. These items were presented in draft to the July Council meeting and public submissions are due by the 14 August. In addition the Instrument of Delegation from Council to the CEO has been updated. Further detail is provided below. A separate update is provided on the proposed implementation of the Audit and Risk Committee.

Public Transparency Policy

The LGA 2020 has removed much prescription as to how documents must be made available, so as to avoid a 'tick the box' compliance mentality. This has been replaced by high level principles and a more explicit stipulation of what is to remain confidential. Any information which is not deemed confidential must be accessible to the public. Information must be understandable and accessible, and Council must promote public awareness of its accessibility.

A Public Transparency Policy must now be put in place, dealing with how Council makes information publicly available, including all policies, plans and reports required under legislation. A draft has been prepared with reference to the Local Government Victoria model policy and other Councils' draft policies.

Council has drafted the Policy to clearly establish what information, at minimum, Council will publish for access by the public; what information, at minimum, will be provided on request; and what information is not available due to confidentiality. Where information is not listed explicitly in the policy as being available, a Freedom of Information Request may be made and assessed by Council's Governance Officer.

The Policy is now subject to a four-week consultation period.

Governance Rules

Governance Rules have been drafted and set out provisions encompassing the conduct of Council meetings and committee meetings, the Election Period Policy, and procedures for disclosure of a conflict of interest by a councillor, member of staff, or member of a delegated committee.

The Governance Rules will replace the existing Local Law No. 1 – Council Administration, the Election Period Policy, and the procedure for election of the Mayor and Deputy Mayor. These have been reused within the draft where possible and have been supplemented to:

- Provide additional context and guidance
- Ensure that the requirements of the LGA 2020 are captured and understood
- Document current meeting procedures not currently captured in the Local Law that are suitable for formalisation
- Document important meeting practises that would benefit from further clarification
- Document a selected number of additional meeting practises that would boost our current governance practices.

The Governance Rules have been developed with reference to Local Government Victoria and Maddocks templates, as well as draft Rules shared by other Councils. Towong Shire Council is seeking to harmonise their Governance Rules with ours and a small number of amendments may be proposed prior to adoption to align the two Councils.

The Governance Rules are now subject to a four-week consultation period.

Through the process of development the Councillors have also been briefed on caretaker requirements under the Election Period Policy. The election period will run from nomination day (22 September 2020) until election day (24 October 2020).

Governance Local Law

In developing the Governance Rules it was determined that a Local Law needs to be retained to govern two specific items, in order to ensure legal enforceability:

- Use of the Common Seal
- Infringements for offences against the Governance Rules.

A Governance Local Law has been drafted. It is noted that the Local Law provisions of LGA 2020 have not yet come into effect and as such this Local Law will be made according to the provisions of LGA 1989. As such it is subject to an s223 consultation period of 28 days followed by a submissions hearing. According to LGA 2020, the Local Law will remain in force until revoked or amended by a local law made under LGA 2020, or until otherwise expired according to the standard 10-year sunset period.

Instrument of Delegation to the Chief Executive Officer (CEO)

A new Instrument of Delegation to the CEO was adopted at the July Council meeting, to realign to LGA 2020. The Instrument passes on all powers, duties and functions except those specified, including those items that are not able to be delegated under LGA 2020. It includes the power to appoint an acting CEO for a period of up to 20 days.

There was a COVID-19 emergency provision adopted in April 2020 giving the CEO additional powers in the case that Council could not obtain an 'in-person' quorum. This has been removed on the basis of the new LGA 2020 provisions allowing remote Council meetings during the COVID-19 period.

Under LGA 2020, the CEO will be able to sub-delegate directly to staff rather than requiring Council to do so. Council will utilise Maddocks templates to update delegations in line with the new Act; these are expected to be released during July.

Issues

Legislative issues

Council is on track to meet September 1 deadlines for implementation of the LGA 2020 and a project plan is under development to deliver the implementation of the remainder of the deliverables required under the Act.

Resource issues

Council has appointed a consultant for one day a week over a timeframe of approximately one month to deliver a detailed project plan for implementation of LGA 2020. As this plan is developed, Council will review the requirement for further resourcing. Council is part of a group of North East councils which is actively sharing draft deliverables and interpretive advice in relation to the Act, and is also consulting the legal firm Maddocks for ad-hoc legal advice and templates as appropriate. Council is working within budgeted funds for Local Government Act Implementation as adopted in its 2020-21 Budget.

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Failure to meet deadlines for implementation of <i>Local Government Act 2020</i> requirements	L	L	<ul style="list-style-type: none"> Proposed Special Council Meeting in August 2020 to implement 1 September requirements Reviewing resource requirements to assist with implementation Seeking opportunities to share materials and resourcing with other councils

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation

Conclusion

The implementation of LGA 2020 represents a significant focus area for Council over the coming 18-24 months. Council is focused on meeting September 1 requirements and planning for longer term requirements.

Declaration of conflict of interest

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Manager Corporate
- Governance Officer

Links

- Local Government Act 2020
<https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020/003>
- Engagement for development of LGA 2020 guidance documents
<https://engage.vic.gov.au/local-government-act-2020>
- Local Government Victoria
<https://www.localgovernment.vic.gov.au/our-programs/local-government-act-2020>

Attachment(s)

7.2.1 Draft Public Transparency Policy

7.2.2 Draft Governance Rules

7.2.3 Draft Governance Local Law

7.2.4 Instrument of Delegation to the Chief Executive Officer

7.3 ASSET MANAGEMENT – PROGRESS UPDATE

Introduction

This report provides an update on Council's progress in implementing an improved framework and governance structure to move towards best practice in asset management.

That this report be noted.

Noted

Background

Council has recognised the need to carry out a holistic review of its asset management framework and governance structure and to implement changes to address gaps in existing practices.

Issues

Resources

An experienced external consultant, Clive Brooker, has been providing asset management support to Council since late January 2020. A recruitment process to permanently fill the position of Assets Coordinator was undertaken in May and while the role attracted a number of applicants the panel decided not to make an offer to any of the interviewees.

Clive Brooker has agreed to backfill the Assets Coordinator position on a two-year temporary contract. This will ensure that Council continues to implement the actions required to further develop its Asset Management systems and structures.

Asset management and governance frameworks

The keystone document in the asset management framework is Council's Asset Management Policy. A newly drafted policy was presented to Council at the May Council meeting and subsequently adopted.

The establishment of a cross-functional Asset Management Steering Group (AMSG) has been agreed. A draft structure and proposed membership of the committee has been developed. A draft Asset Management Governance Framework and Terms of Reference have also been developed and it is expected that these documents will be reviewed by the AMSG at its first meeting and final drafts developed and adopted by the committee.

Asset management plans

Council has adopted the National Asset Management Strategy Plus (NAMS+) suite of tools and resources to ensure the plans are developed consistently, based on a proven methodology which is widely accepted both in Australia and overseas and is aligned with the International Infrastructure Management Manual and ISO 55000.

Council's suite of Asset Management Plans (AMP's) is currently under review. Draft AMP's have been developed for Bridges and Roads (incl. Kerb & Channel). New AMP's for Paths

and Drainage will be completed before the end of August. Plans for the remaining asset classes will follow.

Asset registers

As part of its end of year processes a number of Council's highest value asset classes are being revalued. These include Roads, Kerb & Channel, Paths and Drainage. The revaluation process includes reviewing the completeness and accuracy of the asset registers as well as ensuring the registers hold all the required physical attributes such as length, width, depth and material type as well as up to date condition data and reliable estimates of remaining useful life.

It has been accepted that Council's asset data is currently held on a number of different platforms and systems such as GIS, Moloney Asset System and Excel spreadsheets and there is no one 'source of truth' for asset data. The review of asset data undertaken as part of the revaluation process has confirmed this and has highlighted a low level of confidence in the current asset condition and useful lives. A review of asset data on a class by class basis will be a priority activity over the next 12 months.

Council is committed work towards identifying an off-the-shelf proprietary asset management system during the 2021/22 Financial Year.

Asset management processes and procedures

Polly Makim, Senior Project Engineer from Mosman Municipal Council has assisted in this area by developing draft Annual Asset Review and Asset Capitalisation Threshold policies.

Another issue raised by the revaluation process is the need for a documented asset inspection and data collection manual. This manual will ensure there is consistency across asset classes when recording asset attribute and condition data and that all the data required to enable renewal modelling is available.

Legislative compliance

Section 92 of the new *Local Government Act 2020* requires that:

- a Council must develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.
- The scope of an Asset Plan is a period of at least the next 10 financial years.
- An Asset Plan must include the following -
 - information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council;

The Asset Plan has been identified in Council's *Local Government Act 2020* Implementation Framework to ensure delivery within the legislated timeframes.

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
A poor understanding of Council's asset networks may result in an inability to provide the agreed level of service in a financially responsible manner	H	H	<ul style="list-style-type: none"> Develop and implement asset management and governance frameworks that provide a sustainable pathway to service delivery.

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation

Conclusion

Council is moving forward in addressing the recognised gaps in current asset management practices. The restructure of the Asset Maintenance Team and the extension of the engagement of Clive Brooker as Assets Coordinator for the next two years resources will ensure that progress in the implementation of the asset management framework and improved governance processes is continued.

Declaration of conflict of interest

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Asset Maintenance
- Assets Coordinator

Attachment(s)

Nil

7.4 AUDIT AND RISK COMMITTEE CHARTER AND ESTABLISHMENT

Introduction

The *Local Government Act 2020* received Royal Assent on 24 March 2020 with the reforms being proclaimed in stages. Provisions relating to Audit and Risk Committees took effect from 1 May 2020 and require Council to adopt a committee charter and establish a new committee by 1 September 2020.

This report outlines the draft charter and seeks the Committee's endorsement of the document and the proposal to establish the new committee.

G Moore

J Forsyth

That:

- 1. The draft Audit and Risk Committee Charter be endorsed for adoption by Council.*
- 2. The proposal to establish the new Audit and Risk Committee by reappointing existing Committee members to the new committee in line with the balance of their three-year terms be endorsed.*

Carried

Background

The scope of audit committees has been expanded by the *Local Government Act 2020* (LGA 2020), including support for the committee to assume a broader risk management role over and above financial auditing. Thus, the LGA 2020 refers to Audit and Risk Committees, a change from Audit Committees in the *Local Government Act 1989* (LGA 1989).

There are five new committee requirements in the LGA 2020 that must be met:

1. Membership
2. Audit and risk charter
3. Work program
4. Self-assessment
5. Reporting to Council

Issues

Charter

The LGA 2020 requires Council to prepare and approve a committee charter before 1 September 2020. The charter must specify the functions and responsibilities of the committee including those prescribed in section 54(2):

- Monitoring compliance of Council policies and procedures with the LGA 2020, regulations, governance principles and Ministerial directions.
- Monitoring Council financial and performance reporting.

- Monitoring and providing advice on risk management and fraud prevention systems and controls.
- Overseeing internal and external audit functions.

To assist councils, Local Government Victoria (LGV) has

- updated the Good Practice Guide for Audit and Risk Committee Charters, developed in 2011, to take into account the requirements of the LGA 2020
- released a new model Audit and Risk Advisory Committee Charter to provide guidance to councils in developing charters for their Audit and Risk Committees.

As advised at the May 2020 Audit Committee meeting, the current LGA 1989 Audit Committee Charter addresses most of the LGA 2020 prescribed requirements including financial and performance reporting, risk management, fraud, internal audit and external audit. The charter has been reviewed and updated to ensure compliance with the LGA 2020.

A summary comparison of the draft LGA 2020 charter to the current LGA 1989 charter is outlined in attachment 7.4.1.

The draft charter (attachment 7.4.2) is similar in structure to the existing charter with some minor reorganisation of some sections and includes three new additional sections: values; misuse of position; and communication. The functions and responsibilities section in the draft charter is more detailed than the responsibilities in the existing charter.

Establishment of new Audit and Risk Committee

Section 53(1) of the LGA 2020 requires Council to establish an Audit and Risk Committee that meets the following requirements:

- A majority of committee members must be independent of Council.
- The chair must not be a councillor.
- Members of council staff must not be committee members.
- Collectively, the committee must have expertise in financial and risk management and experience in public sector management.

The membership of the current Committee meets the LGA 2020 requirements. Subject to independent members agreement, it is proposed that Council establish the new Audit and Risk Committee by reappointing existing independent members for terms based on the remaining balance of their three years terms as follows:

Member	Term expiry
Mark Anderson	30/04/2021
Sue Lebish	30/04/2021
Gerard Moore	30/04/2021
Craig Covich	30/06/2022
Sinead Ryan	30/06/2022

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Failure to establish Audit and Risk Committee in compliance with <i>Local Government Act 2020</i> requirements and by 1 September 2020 deadline	L	L	<ul style="list-style-type: none"> • Reappoint current independent committee members • Review and update current documentation to achieve compliance • Proposed Special Council Meeting in August 2020

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation

Conclusion

Council is well placed to comply with the requirements of sections 53 and 54 of the LGA 2020 by 1 September 2020, and is seeking the Committee's endorsement of the draft Audit and Risk Committee Charter and the proposal to establish the new committee by reappointing current independent members.

Declaration of conflict of interest

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Manager Corporate
- Health, Safety and Risk Officer

Attachment(s)

7.4.1 Audit Committee Charter Comparison Summary

7.4.2 DRAFT Audit and Risk Committee Charter

7.5 VAGO REPORT: PERSONNEL SECURITY – DUE DILIGENCE OVER PUBLIC SERVICE EMPLOYEES

Introduction

This report provides an overview of the recommendations of the Victorian Auditor-General's Office Report on Personnel Security: Due Diligence over Public Service Employees, tabled 21 May 2020, and the relevance of the recommendations for Council.

That:

1. *The working draft of the Recruitment, Selection and Appointment policy be reviewed to ensure that it addresses the various risk-based screening checks required.*
2. *Ownership for contractor management be appropriately assigned in the organisation to ensure that procurement, appointment and induction procedures are appropriate, maintained and embedded in the organisation.*

Noted

Background

The Victorian Auditor General's Office (VAGO) examined personnel security and conflict of interest measures, including recruitment practices, screening policies and procedures, at all eight Victorian Government departments and the Victorian Public Sector Commission (VPSC) and undertook detailed file reviews at three agencies.

The audit objective was to determine whether fraud and corruption controls regarding personnel security are well-designed and operating as intended at the audited agencies.

- The audit report made a total of 13 recommendations, and while none of them relate to local government a number of them provide best practice guidance for Council.

Relevant Recommendations

In summary, the following VAGO recommendations are relevant for Council:

Ref	Recommendation
1.	<ul style="list-style-type: none"> • Update, and consolidate into a single location, pre-employment screening policy and other guidance on employment screening, which aligns with <i>Australian Standard 4811—2006 Employment screening</i>. • The policy and guidance material must provide clear instruction on risk-based employment screening practices, which allow for variation in workforce risk profiles. The policy and guidance should cover all aspects of employment screening, including but not limited to: <ul style="list-style-type: none"> • police checks • reference checks • eligibility to work checks • qualifications checks • role-specific checks

Ref	Recommendation
2.	Update pre-employment screening policy to provide clear guidance on employment screening requirements for candidates who are existing employees
3.	Review and update recruitment guidelines and toolkits to ensure that all recruitment guidance material incorporates employment screening and conflicts of interest
10.	Update recruitment and employment screening policies and procedures to clearly state that candidates who are existing employees should be subject to risk-based employment screening
11.	<ul style="list-style-type: none"> Update policies and procedures for directly engaging contractors and consultants to include: clear instructions and prompts for hiring managers to consider the risks associated with the contractor/consultant role and what screening may be required processes for hiring managers to ensure that they conduct any necessary screening
12.	Implement processes for identifying, declaring and managing conflicts of interest during recruitment. This should include that all selection panel members must identify, declare and manage any conflicts of interest and record this at the short-listing phase of recruitment, prior to interview.
13.	Review conflict of interest training for employees and include specific guidance on identifying, declaring and managing conflicts of interest during recruitment processes

Council's current practices and level of compliance with VAGO's recommendations is outlined in attachment 7.5 and indicates that Council's processes are sufficiently compliant with regards to recruitment of external and internal employees.

Opportunities for improvement

A review of Council's processes against the recommendations indicates that there are opportunities for improvement including:

- Review the working draft of the Recruitment, Selection and Appointment policy to ensure that it covers off on the various risk-based screening checks required.
- Assign ownership for contractor management in the organisation to ensure that procurement, appointment and induction procedures are appropriate, maintained and embedded in the organisation.

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Failure to adequately screen potential employees exposing Council to fraud and corruption and compromising quality and safety of services	L	M	<ul style="list-style-type: none"> Update policy and procedure to articulate screening requirements Pre-entry employment documentation addresses screening

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:

- A high performing organisation

Conclusion

The VAGO Report on Personnel Security: Due Diligence over Public Service Employees has been reviewed for application by Council to its own recruitment processes. Management takes recruitment very seriously and while Council's processes are generally compliant with the recommendations stemming from the VAGO report there are however opportunities for improvement of processes and documentation which can be addressed through a new recruitment policy as required by the *Local Government Act 2020* and the selection and management of contractors.

Declaration of conflict of interest

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Manager Corporate
- Human Resource Officer
- Health, Safety and Risk Officer

Links

[VAGO report on Personnel Security: Due Diligence over Public Service Employees](#)

Attachment(s)

7.5 VAGO Audit Report on Personnel Security – Compliance Summary

7.6 ANNUAL SELF-ASSESSMENT OF PERFORMANCE

Introduction

The purpose of this report is to present to the Audit Committee the outcome of the Committee and management surveys on the performance and administration of the Audit Committee.

That the 2019/20 self-assessment of performance survey results be noted.

Noted

Background

The current Audit Committee Charter requires the Committee to undertake a self-assessment of its performance each year. This is now embedded in section 54(4) of the *Local Government Act 2020* which stipulates that an Audit and Risk Committee must undertake an annual assessment of its performance against its charter and provide a copy of the assessment to the Chief Executive Officer to table at a Council meeting.

An online survey has been made available to Committee members since 2017 and was again provided in this format for the 2019/20 survey. In line with previous years, the Committee member survey comprised ten questions and utilised the rating scale introduced in 2016 for survey responses. The survey also allowed members to provide additional feedback on 9 out of the 10 questions.

In addition to the member survey, the key Council employees who were all involved in reporting to and attending Committee meetings during 2019/20 were also invited to complete a survey on the administration for the Committee and the guidance provided by the Committee. This survey is slightly different to the survey circulated to members.

Results

Committee member survey

The survey was circulated in June 2020 to the seven members of the Committee active during 2019/20. There was a 100% return rate of the survey.

The Committee member survey results are detailed in attachment 7.6.1.

Members are satisfied with the overall performance of the Committee. There was recognition from members that the Committee:

- is functioning very well
- is flexible in its approach to enable compliance with changing requirements
- could provide a support and review role in the coming months due to current challenging conditions
- should focus on providing more guidance on priorities and significant agenda items
- is satisfied that management is across issues and able to respond to the Committee's questions.

Members have a positive level of satisfaction in relation to Council's financial controls and reporting, risk management framework and compliance processes.

While the feedback from the Committee this year has been very positive, members have made suggestions for management to consider including in relation to:

- the internal audit function especially a forward plan linked to risk and compliance
- routine updates/reporting on significant strategic risks
- embedding risk management responsibilities in the organisation.

Management survey

This is the third year that Council management involved in reporting to and attending, meetings have provided feedback on the administration and performance of the Audit Committee.

The survey was circulated to the Chief Executive Officer, Director Corporate, Director Assets, Manager Corporate and Manager Customer and Digital Projects. There was a 100% return rate.

The management survey results are detailed in attachment 7.6.2.

Overall management are of the view that the Committee's scrutiny and guidance adds value to Council's operations and management of its risks and the excellent relationship between Committee members and management results in open and productive discussion.

One improvement was raised and that relates to recognition of the size of the organisation and ensuring recommendations and guidance are prioritised accordingly.

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Information presented to the Committee does not link to Charter or LGA 2020	L	L	<ul style="list-style-type: none"> • Annual Work Program to be adopted by Committee

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:

- A high performing organisation

Conclusion

The member and management performance assessment surveys of the Audit Committee for 2019/20 are now complete. The general consensus is that the Committee is functioning well.

Declaration of conflict of interest

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Manager Corporate
- Health, Safety and Risk Officer

Attachment(s)

7.6.1 2019/20 Annual Performance Survey Results – Committee members

7.6.2 2019/20 Annual performance survey Results – Management

8. For information only

8.1 2019/20 QUARTER 4 PURCHASING AUDIT

- Quarterly purchasing audits are undertaken and reported to the Audit Committee in response to the findings of a 2014 internal audit review and to provide continuing assurance that Council's purchasing controls are effective and complied with. The random sample testing is based on an even spread of purchases across all departments (14 in total) and spend thresholds as documented in the Procurement Policy. The sample excludes purchases under \$1000, mandated services, utility services, credit cards, councillor expenses, levies payable to and money collected on behalf of other entities.

Attachment(s)

8.1 2019/20 Quarter 4 Purchasing Audit - **Confidential**

8.2 2019/20 QUARTER 4 HEALTH AND SAFETY REPORT

Council is committed, so far as is reasonably practical, to ensuring the health, safety and wellbeing of all employees. The quarterly health and safety report is prepared from the data in Council's employee health and safety register of events and is reported to management, the Audit Committee and Council.

Attachment(s)

8.2 2019/20 Quarter 4 Health and Safety Report - **Confidential**

8.3 2019/20 MAY – JUNE CREDIT CARD REPORT

VAGO, in its fraud and corruption control review (June 2019) and 2019 Interim Management Letter, recommends that credit card expenditure be reviewed and reported to the Audit Committee for periodic review.

Attachment(s)

8.3 2019/20 May – June CEO and Mayor Credit Card Report

8.4 POLICY REVIEW STATUS

- VAGO in its 2015 Interim Management Letter recommends that Council review the appropriateness and currency of all policies. The policy review log is reported to the Audit Committee to provide continuing assurance that Council is progressing the review and maintaining current policies.

Attachment(s)

8.4 Policy Review Status Summary

8.5 OHS MANAGEMENT SYSTEM REVIEW UPDATE

A review of Council's Health and Safety Management System (HSMS) has been underway by external provider HSE Management Australia. A new formalised HSMS documentation framework has been prepared to govern Council's OHS processes, inputs and outputs, including a HSMS manual, forms, registers, plans, instructions, and associated documentation.

A key artefact is the Compliance and Audit Register which summarises the inputs and outputs of the HSMS. The Compliance and Audit Register provides a foundation for systemisation of all OHS related activities across Council including both management and operational elements.

Work is underway to determine next steps to rollout the HSMS. It is anticipated that Council will continue to seek external assistance to drive rollout and embedding activities. The focus will initially be on rolling out the operational elements of the HSMS across selected high-risk areas while progressively implementing management elements in parallel. Full rollout is expected to be complete within six months and a review will be conducted following rollout to determine any gaps, weaknesses and subsequent improvement activities.

8.6 2020/21 BUDGET UPDATE

Council adopted its 2020/21 Budget at a Special Council Meeting on the 16 of June.

Two of ten external submissions were adopted including new budgeted items for Bright Railway Museum Exhibits and the Design of Myrtleford Soccer Facility Upgrades. Two submissions were questions only, and one submission to request a toilet facility upgrade will be managed using business-as-usual maintenance budgets. Responses have been provided to all submissions.

The Budget has been submitted to the Minister in accordance with s130 of the Local Government Act 1989

8.7 PROCUREMENT REVIEW

Procurement Policy review

The annual review of Council's Procurement Policy has been completed and the reviewed policy was adopted at the June Ordinary Council Meeting.

Two amendments were made to strengthen Council's procurement practises:

- All purchases between \$10,000-\$75,000 now require a Request for Quotation to be published on the open market, whereas previously these purchases required a Request for Quotation to be issued to at least three prospective suppliers.
- All supplier evaluations are to be approved by at least the recommending officer and their direct supervisor, whereas previously officers were able to approve their own evaluations up to their financial delegation. This enables remediation of any compliance requirements prior to purchasing taking place.

Commercial Officer

A Commercial Officer role has been approved at 0.6 FTE and will include scope to systemise Council's procurement activities and seek opportunities to drive strategic procurement.

Cumulative procurement spend

Internal audits have identified issues in relation to cumulative procurement spend. Council's Procurement Policy requires that regular small ongoing purchases of a reasonably predictable nature with a given supplier are aggregated over the course of the year to determine the overall value with respect to policy purchasing thresholds. This is not occurring consistently.

In response to this issue, work is underway to identify whether the use of vendor panels may be expedient across some parts of the organisation. This is likely to be of particular assistance where multiple low value purchases need to be made at short notice over the course of the year, and significant work and delay may be required by suppliers to provide each quotation. This situation most typically occurs in Asset Maintenance where trade services are required, for example plumbing or tree maintenance works. Trade services are often close to full capacity across the Shire and suppliers can be reluctant to spend the time to provide a quote on a relatively small work item. A panel-based approach would enable suppliers to quote rates for application to works across the course of the year on the basis that they would be likely to obtain a substantial volume of work. The rules of the panel may be established to waive the need for quotations on individual jobs beneath a given threshold. This approach is likely to drive best value and on a more efficient basis than seeking quotations on individual items.

Where a vendor panel approach is not deemed appropriate, procurement approaches are being reviewed to ensure compliance to Council's cumulative expenditure requirements.

8.8 COVID-19 AND COUNCIL OPERATIONS

Verbal update to be provided

8.9 LEGAL AND INSURANCE UPDATE

Verbal update to be provided

9. General business

10. Next meeting

The next meeting of the Audit Committee is scheduled to be held on Tuesday 1 September 2020 at 9.00am.

In Attendance

COMMITTEE MEMBERS

Mark Anderson, Acting Chair

Craig Covich

Gerard Moore

Sinead Ryan

Cr John Forsyth

Cr Kitty Knappstein

OFFICERS

Charlie Bird, Chief Executive Officer

Nathalie Cooke, Director Corporate

Will Jeremy, Director Assets

Emma Woolaston, Manager Corporate

Warren Bennett, Accountant

Kirsten McDonald, Health, Safety and Risk Officer

APOLOGIES

Sue Lebish,

Contents

1. Acknowledgement of traditional custodians, and recognition of all people.....	3
2. Apologies.....	3
3. Declarations by Committee members of conflict of interest.....	3
4. Confirmation of minutes	3
4.1 Audit Committee Meeting No.2020/21-1 17 July 2020	3
4.2 Bussiness arising from previous meeting minutes.....	3
5. Report by External Auditor	4
6. Reports by officers.....	5
6.1 2019/2020 Annual Financial and Performance Statements (Draft).....	5
7. General business	9
7.1 Audit and Risk Committee Establishment	9
8. Next meeting.....	9

1. Acknowledgement of traditional custodians, and recognition of all people

The Alpine Shire Council acknowledges the traditional owners of the land we are now on.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

2. Apologies

Sue Lebish

3. Declarations by Committee members of conflict of interest

Nil

4. Confirmation of minutes

4.1 AUDIT COMMITTEE MEETING NO.2020/21-1 17 JULY 2020

K Knappstein

G Moore

That the Audit Committee confirm the minutes of Audit Committee Meeting No.2020/21-1 held on 17 July 2020 as circulated.

Carried

Attachment(s)

4.1 Minutes of Audit Committee Meeting No.2020/21-1, 17 July 2020

4.2 BUSSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

5. Report by External Auditor

Introduction

External Auditors, Phil Delahunty, Partner, and Blessing Mendoza, Chartered Accountant, of RSD Audit, Bendigo attended the video conference meeting at 9.30am to discuss the VAGO Audit, Year Ending 30 June 2020.

The discussion was held in two sessions as follows:

Session	Participants	Items for discussion
1	Committee members and management	<ul style="list-style-type: none"> Year-end financial audit results Performance statement Any other specific queries raised by the Committee or the External Auditor
2	Committee members only	<ul style="list-style-type: none"> Matters raised by the Committee or External Auditor under section 8.7 of the Committee Charter

The External Auditors advised that:

- the audit was still being finalised and thanked Council management and officers for provision of information in advance and prompt responses to queries throughout the audit
- the remote audit due to COVID19 restrictions hasn't undermined the process
- the performance statement had not yet been audited
- if VAGO requires significant changes Council and Audit and Risk Committee will be advised
- it anticipates that closing report and management letter will be issued in 7 to 10 days' time.

The External Auditors left the meeting at 9.58am.

The Committee discussed the need for an additional meeting with the External Auditor prior to Council entering the Caretaker Period on 22 September 2020.

ACTIONS:

Call meeting of Audit and Risk Committee on Friday 18 September 2020 with External Auditors.

6. Reports by officers

6.1 2019/2020 ANNUAL FINANCIAL AND PERFORMANCE STATEMENTS (DRAFT)

Introduction

The purpose of this report is to present the draft Financial Statements and draft Performance Statement for the year ended 30 June 2020 for review and endorsement in principle.

K Knappstein

S Ryan

That the draft Financial Statements and Performance Statement for the year ended 30 June 2020 be endorsed in principle.

Carried

Background

Section 131 of the *Local Government Act 1989* requires Council to prepare an Annual Report for each financial year that contains a report on the operations of the Council, an audited performance statement and audited financial statements.

Section 132 of the *Local Government Act 1989* requires Council, after passing a resolution giving its approval in principle to the performance statements and financial statements, to submit the statements to the auditor for reporting on the audit.

The Council must then ensure that the performance statement and financial statement, in their final form after any changes recommended or agreed by the auditor have been made, are certified by 2 Councillors authorised by the Council.

The Annual Report must then be submitted to the Minister by 30 September each year as required by Section 133 of the *Local Government Act 1989*.

It is noted that from next year onwards the development of an Annual Report, Financial Statements and Performance Statements will be governed by the *Local Government Act 2020*.

Prior to Council considering the draft Financial Statements and draft Performance Statement, the Audit Committee, in accordance with its Charter, reviews the draft statements and considers whether it is complete, consistent with information known to Audit Committee members, and reflects appropriate accounting principles.

This report provides an overview of the results in Council's draft Financial Statements and draft Performance Statement which are provided in full in the attachments.

Financial Statements

The Financial Statements show Council's financial performance, financial position and cash flows against the previous year.

In summary, Council ended the 2019/20 year with a surplus of \$7.9m, which was \$2.1m higher than the \$5.8m surplus projected in the 2019/20 Annual Budget (the Budget).

The higher result was primarily due to:

- the receipt of \$3.4m in Bushfire Recovery funds;
- higher than expected Victorian Grants Commission funding by \$0.3m; and
- lower than anticipated road, drainage and tree maintenance expenditure by \$0.3m.

This was in part offset by the pass through of \$1.1m of Bushfire Recovery funds as rebated rates, fees and rents, and capital grants being \$1.2m lower than anticipated.

1. Income

Altogether Council received \$33.9m in income which was \$2.9m favourable to the Budget projection of \$30.1m. Key variances to budget were as follows:

1.1 Grants - operating

Council received total operating grant income of \$8.7m which was \$4.0m favourable to budget, primarily due to the receipt of \$3.4m in Bushfire Recovery and Relief funding, higher than expected Victorian Grants Commission funding by \$0.3m, and unanticipated additional funding of \$0.2m to support remediation of flood damage.

1.2 Grants - capital

Council received total capital grant income of \$3.1m which was \$1.2m less than anticipated, primarily due to deferral of income for the Buckland Bridge project to 2020/21. Although the project grant has been received, under new accounting standards it cannot be recognised as income until it is spent in 2020/21. The project timeline has been extended due to delays in authority approvals as a result of summer bushfires, COVID-19 and a native title claim affecting the land on which the bridge is proposed to be build.

1.3 Other income

Council received \$1.0m in other income which was \$0.2m higher than budgeted, primarily due \$0.1m of unbudgeted volunteer contributions to the organisation and unbudgeted insurance claim income.

2. Expenses

Overall expenses were \$26.0m which was \$0.8m higher than Budget. Key areas of variance are as follows:

2.1 Employee costs

Employee costs were \$8.2m, \$0.3m lower than budgeted at \$8.5m, primarily due to the impact of vacant positions.

2.2 Materials and services

Materials and services were \$10.9m, \$0.2m higher than the budgeted \$10.7m. Primary reasons for the increase versus budget included:

- The reclassification of \$1.3m in capital expenses as operating expenditure;
- \$0.3m expenditure on alternative resources to support employee vacancies;

- \$0.2m in unanticipated Bushfire Recovery related expenses including destination marketing and support for community resilience.

These increases were in part offset by:

- \$0.3m lower than budgeted road, drainage and tree maintenance expenditure due to reduced dependency on external contractors, bushfire and COVID-19 impacts on the completion of work, and some delays in procuring materials;
- An error in the budget as a result of internal charges of \$0.3m not being eliminated;
- Lower than budgeted business systems costs of \$0.2m;
- \$0.2m lower than anticipated visitor information centre, pool and tourism costs due to the impact of bushfires and COVID-19;
- Carry forward of Land Development Strategy expenditure of \$0.1m;
- Lower than anticipated comingled waste processing costs by \$0.1m.

2.3 Other expenses

Other expenses were higher than anticipated by \$1.1m due to \$1.1m of grant funded Bushfire Relief funding being passed on directly to the community.

Performance Statement

The Performance Statement provides an overview of Council progress against key performance indicators. The Local Government Performance Reporting Framework (LGPRF) provides the basis for these indicators to enable a uniform Performance Statement across all Victorian councils.

A number of performance indicators were impacted due to the 2020 bushfires and COVID-19 restrictions. Notably participation in the Maternal and Child Health service dropped from 85% to 74%, and participation by Aboriginal children dropped from 79% to 59%. Utilisation of aquatic facilities also dropped somewhat from 2.4 to 2.2 visits per capita.

Other significant changes included an improvement in the proportion of critical and major non-compliance notifications relating to food safety which were followed up, from 83% to 96% following engagement of an additional Environmental Health Officer in July 2019.

Satisfaction with Council Decisions reduced somewhat compared to the previous year from 59 to 56, and satisfaction with sealed local roads dropped from 64 to 61.

Generally the financial indicators show that Council is financially sustainable and that services are being delivered within expected parameters.

Issues

The Financial Statements and Performance Statement were still being audited at the time this report was written. Whilst the Victorian Auditor General can still make changes, any changes would be expected to be minor in nature.

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Inability to accurately plan and manage finances due to inaccurate financial data	L	M	<ul style="list-style-type: none"> • Asset management policy and plan • Regular reporting • Year-end controls and reconciliations • Audit processes
Failure to address changes in accounting standards and legislation	L	L	<ul style="list-style-type: none"> • Continuous liaison with auditors • Industry updates • Staff attendance at professional development days

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:

A responsible and sustainable organisation

Conclusion

Council ended the 2019/20 year with a surplus of \$7.9 million, which was higher than that predicted in the 2019/20 Annual Budget. The higher surplus result is largely attributed to the receipt of Bushfire Recovery related grants. There was reduced take-up of selected services during the bushfire season and COVID-19 restrictions, impacting on selected performance indicators.

Declaration of conflict of interest

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer
- Director Corporate
- Manager Corporate
- Accountant
- Governance Officer

Attachment(s)

6.1.1 2019/20 Financial Statements (Draft)

6.1.2 2019/20 Performance Statement (Draft)

7. General business

7.1 AUDIT AND RISK COMMITTEE ESTABLISHMENT

Manager Corporate advised the Committee that Council, at its meeting on 25 August 2020, met its obligations under sections 53 and 54 of the Local Government Act 2020 by:

- Establishing the new Audit and Risk Committee
- Adopting a charter for the new Committee
- Appointing the sitting independent and Councillor members to the Committee
- Setting the remuneration of independent members.

8. Next meeting

The next meeting of the Audit Committee is scheduled to be held on Friday November 20, 2020 at 9.00am for Committee Members and 9.15am for management.

There being no further business the Chairperson declared the meeting closed at 10.53am.



NO.2020/21-3 – 18 SEPTEMBER 2020

Audit and Risk Committee Meeting

Minutes

In Attendance

COMMITTEE MEMBERS

Sue Lebish, Acting Chair

Mark Anderson

Craig Covich

Gerard Moore

Sinead Ryan

Cr John Forsyth

Cr Kitty Knappstein

OFFICERS

Charlie Bird, Chief Executive Officer

Nathalie Cooke, Director Corporate

Will Jeremy, Director Assets

Emma Woolaston, Manager Corporate

Warren Bennett, Accountant

Kirsten McDonald, Health, Safety and Risk Officer

Contents

1. Acknowledgement of traditional custodians, and recognition of all people.....	3
2. Apologies.....	3
3. Declarations by Committee members of conflict of interest.....	3
4. Report by External Auditor	3
5. Reports by officers.....	4
5.1 2019/2020 Annual Financial and Performance Statements.....	4
6. General business	7
6.1 Manager Corporate.....	7
6.2 Councillor Members.....	7
7. Next meeting.....	7

1. Acknowledgement of traditional custodians, and recognition of all people

The Alpine Shire Council acknowledges the traditional owners of the land we are now on.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

2. Apologies

Nil

3. Declarations by Committee members of conflict of interest

Nil

4. Report by External Auditor

Introduction

External Auditors, Phil Delahunty, Partner, and Blessing Mendoza, Chartered Accountant, of RSD Audit, Bendigo attended the video conference meeting to discuss the VAGO Audit, Year Ending 30 June 2020.

5. Reports by officers

5.1 2019/2020 ANNUAL FINANCIAL AND PERFORMANCE STATEMENTS

Introduction

The purpose of this report is to present the final Financial Statements and Performance Statement for the year ended 30 June 2020 for review and endorsement prior to certification.

M Anderson

K Knappstein

That the final Financial Statements and Performance Statement for the year ended 30 June 2020 be endorsed for certification.

Carried

Background

Section 131 of the *Local Government Act 1989* requires Council to prepare an Annual Report for each financial year that contains a report on the operations of the Council, an audited performance statement and audited financial statements.

Section 132 of the *Local Government Act 1989* requires Council, after passing a resolution giving its approval in principle to the performance statement and financial statements, to submit the statements to the auditor for reporting on the audit.

The Council must then ensure that the performance statement and financial statements, in their final form after any changes recommended or agreed by the auditor have been made, are certified by 2 Councillors authorised by the Council.

The Annual Report must then be submitted to the Minister by 30 September each year as required by Section 133 of the *Local Government Act 1989*.

It is noted that from next year onwards the development of an Annual Report, financial statements and performance statement will be governed by the *Local Government Act 2020*.

Progress Update

The performance statement and financial statements were approved in principle by Council at its Ordinary Council Meeting on 1 September 2020.

The auditors have issued their closing letter and draft management letter and are now ready to submit to the Victorian Auditor-General's Office for final review.

During the audit process one minor change was made to the financials; a 50% share of MomentumOne profit, equating to \$26k, was recognised in the income statement and balance sheet.

Other changes to the financial statements included increasing transparency and clarity of notes, substantially relating to COVID-19 impacts.

Minor adjustments to the performance statement were also made in response to requests from the auditors. There were small adjustments to the financial indicators due to the above-mentioned change to the financials. Data for retired measures was added, and selected comments were adjusted for clarification.

Open issues

The draft management letter, currently under finalisation, indicates that two prior actions relating to new accounting standards and the provision for doubtful debts have been resolved.

Other prior actions remain on track, and there is one new action in relation to ensuring that a fair value assessment of investment properties is conducted each year in accordance with AASB 140 Investment Property. The last revaluation was in 2018. This will be addressed going forward.

Ref	Finding	Risk	VAGO Status	Agreed Implementation Date
2020.3	Fair Value Assessment of Investment Properties	Low	New in 2020	Jun 2021
2020.1	Fraud management	Low	New in 2020	Dec 2020
2020.2	Preparation for new Accounting Standards	Moderate	Resolved	Jul 2020
2019.3	Provision for doubtful debts	Low	Resolved	Jun 2020
2018.1	IT general controls	Moderate	Progressing	Jun 2020
2015.2	Policies and procedures review	Low	Progressing	Dec 2020

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Inability to accurately plan and manage finances due to inaccurate financial data	L	M	<ul style="list-style-type: none"> Asset management policy and plan Regular reporting Year-end controls and reconciliations Audit processes

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Failure to address changes in accounting standards and legislation	L	L	<ul style="list-style-type: none"> • Continuous liaison with auditors • Industry updates • Staff attendance at professional development days

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:
A responsible and sustainable organisation

Conclusion

The audit of Council's financial statements and performance statement for 2019/20 is near complete with no major issues and one minor change since approved in principle by Council.

Council ended the 2019/20 year with a surplus of \$7.9 million, which was higher than that predicted in the 2019/20 Annual Budget. The higher surplus result is largely attributed to the receipt of Bushfire Recovery related grants. There was reduced take-up of selected services during the bushfire season and COVID-19 restrictions, impacting on selected performance indicators.

Declaration of conflict of interest

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer
- Director Corporate
- Manager Corporate
- Accountant
- Governance Officer

Attachment(s)

5.1.1 2019/20 Financial Statements

5.1.2 2019/20 Performance Statement

5.1.3 2019/20 Closing Report

6. General business

6.1 MANAGER CORPORATE

Nathalie Cooke, Director Corporate advised the Committee that this would be the last meeting for Emma Woolaston, Manager Corporate as she has taken up a Director role with Towong Shire Council.

The Committee thanked Emma for her contribution to the Committee.

6.2 COUNCILLOR MEMBERS

Nathalie Cooke, Director Corporate noted that with 2020 being an election year this could be the last meeting that councillors John Forsyth and Kitty Knappstein attend.

The Committee thanked John and Kitty for their contribution to the Committee.

7. Next meeting

The next meeting of the Audit Committee is scheduled to be held on Friday November 20, 2020 however this meeting will have to be rescheduled due to the Council general election being held in October, with new and returning councillors not taking their oath or affirmation until the Council meeting being held on 24 November 2020. Also at this Council meeting, it is proposed that Council will appoint the councillor members of the Audit and Risk Committee.

Due to this timing it is proposed to hold the next Audit and Risk Committee meeting on Friday 11 December 2020.

There being no further business the Chairperson declared the meeting closed at 1.39pm.



NO.2020/21-4 – 11 DECEMBER 2020

Audit and Risk Committee Meeting

Minutes

In Attendance

COMMITTEE MEMBERS

Sue Lebish, Acting Chair

Mark Anderson

Craig Covich

Gerard Moore

Cr Sarah Nicholas

Cr Charlie Vincent

OFFICERS

Will Jeremy, Acting Chief Executive Officer

Nathalie Cooke, Director Corporate

Warren Bennett, Accountant

Kirsten McDonald, Health, Safety and Risk Officer

Index

1. Acknowledgement of traditional custodians, and recognition of all people.....	3
2. Apologies.....	3
3. Resignation of independent member	3
4. Declarations by Committee members of conflict of interest.....	3
5. Nomination and recommendation of Chair 2020/2021	4
6. Confirmation of minutes	4
6.1 Audit and Risk Committee Meeting Nos. 2020/21-2, 1 September 2020 and 2020/21-3, 18 September 2020.....	4
6.2 Business Arising from Previous Meeting Minutes	4
7. Standing items.....	5
7.1 Progress of Audit and Risk Committee Actions	5
8. Reports by officers.....	6
8.1 2020/2021 Quarter 1 Councillors Expenses Report.....	6
9. For information only.....	10
9.1 2020/21 Quarter 1 Finance Report.....	10
9.2 2020/21 Quarter 1 Performance Report	10
9.3 2020/21 Quarter 1 Purchasing Audit.....	10
9.4 2020/21 Quarter 1 Health and Safety Report	10
9.5 2020/21 July – October Credit Card Report.....	10
9.6 Policy Review Status	10
9.7 Key Risks Report.....	11
9.8 Legal and Insurance Update	11
9.9 VAGO Final Management Letter 30 June 2020	11
9.10 Victorian Ombudsman – Investigation into Responses to ratepayer Financial hardship	11
10. General business	12
10.1 Proposed Committee Meeting Dates for 2020	12
10.2 Agenda Circulation Prior to Meeting	12
10.3 Welcome	12
11. Next meeting.....	12

1. Acknowledgement of traditional custodians, and recognition of all people

The Alpine Shire Council acknowledges the traditional owners of the land we are now on.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

2. Apologies

Charlie Bird, Chief Executive Officer

3. Resignation of independent member

Independent member Sinead Ryan resigned from the Committee on 26 November 2020.

The Alpine Shire Council Audit and Risk Committee Charter, V4.0 August 2020, sets out the requirements for membership of the Committee.

Section 3.1 of the Charter stipulates that:

"The Committee will comprise of a minimum of five members as follows:

- *no more than two councillors nominated and appointed by Council; and*
- *at least three or more independent persons."*

And section 5 states that:

"In the event of an independent member resigning or retiring before the expiry of their term, the vacancy will be filled at the discretion of the Council provided the composition requirements of the Committee can be met."

Accordingly, Council will consider the need to recruit to the independent member role vacated by S Ryan given there are four independent members remaining on the Committee.

The Committee:

- *acknowledged Sinead Ryan's contribution to the Committee over her tenure*
- *recommend to Council that it consider maintaining a minimum of four independent members on the Committee.*

4. Declarations by Committee members of conflict of interest

Nil

5. Nomination and recommendation of Chair 2020/2021

The Alpine Shire Council Audit and Risk Committee Charter, V4.0 August 2020, sets out the requirements for the appointment of the Chair of the Audit and Risk Committee.

Section 3.8 of the Charter stipulates that:

"The chair of the Committee must be an independent member (section 53(4)).

The Committee will nominate and recommend a Chair to Council each year.

Council will formally appoint the Committee Chair".

The Acting Chief Executive Officer will call for nominations for Chair of the Audit and Risk Committee for the balance of 2020/2021.

A vote will be conducted if more than one nomination is received.

S Lebish nominated Gerard Moore. There were no further nominations and a vote was not required.

Gerard Moore is recommended to Council for appointment to the role of Chair of the Audit and Risk Committee for the balance of 2020/2021.

6. Confirmation of minutes

6.1 AUDIT AND RISK COMMITTEE MEETING NOS. 2020/21-2, 1 SEPTEMBER 2020 AND 2020/21-3, 18 SEPTEMBER 2020

C Covich

M Anderson

The Audit and Risk Committee confirm the minutes of its meetings:

- *No.2020/21-2 held on 1 September 2020*
- *No.2020/21-3 held on 18 September 2020.*

Carried

Attachment(s)

6.1 Minutes of Audit and Risk Committee meeting No.2020/21-2, 1 September 2020

6.2 Minutes of Audit and Risk Committee meeting No.2020/21-3, 18 September 2020

6.2 BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

7. Standing items

7.1 PROGRESS OF AUDIT AND RISK COMMITTEE ACTIONS

Introduction

The Audit and Risk Committee action sheet is a register of all Audit and Risk Committee resolutions and requests that require a subsequent action to be implemented. Each meeting an update on the progress and status of the actions is provided to the Committee.

The Audit and Risk Committee noted the progress of the outstanding actions.

ACTIONS:

- *Reset due dates for overdue actions*
- *Re-survey staff in relation to fraud awareness post completion of online fraud training*
- *Circulate management report/s on Asset Management Plans to Committee*

Attachment(s)

7.1 Audit Committee Action Sheet

8. Reports by officers

8.1 2020/2021 QUARTER 1 COUNCILLORS EXPENSES REPORT

Introduction

The commencement of s40 of the *Local Government Act 2020* (LGA 2020) on 1 May 2020 introduced the requirement to report councillor expenses to the Audit and Risk Committee. This report is the first of this new reporting, and wraps up the expenses associated with the Councillors elected in October 2016.

The Audit and Risk Committee noted the 2020/21 Quarter 1 Councillor Expenses Report

Reimbursement of expenses

Section 40 of the LGA 2020 requires Council to reimburse Councillors for out-of-pocket expenses which the Council is satisfied:

- a. Are bona fide expenses; and
- b. Have been reasonably incurred in the performance of the role of Councillor; and
- c. Are reasonably necessary for the Councillor to perform their role.

Further, Council is required to provide details of all reimbursements under s40 to the Audit and Risk Committee.

These reporting requirements also apply to members of Delegated Committees, however at the time of writing, Council does not have any Delegated Committees operating.

Councillor Expenses Policy

Council adopted the updated Councillor Expenses Policy on 25 August 2020, in line with the requirements of s41 of the LGA 2020. The policy includes:

- a. Procedures to be followed in applying for reimbursement and in reimbursing expenses; and
- b. Complies with requirements prescribed by the regulations in relation to the reimbursement of expenses; and
- c. Provides for the reimbursement of childcare costs where the provision of childcare is reasonably required for a Councillor to perform their role; and
- d. Provides for expenses incurred by a Councillor who is a carer in a care relationship within the meaning of the *Carers Recognition Act 2012*.

Following the update to the Councillor Expenses Policy, officers have drafted new Councillor Expense forms to comply with policy requirements, but also to address some of the issues relating to Councillor Expenses in the Fraud and Corruption Control – Local Government report issued in June 2019. This was previously reported to the Audit Committee in July 2019. VAGO recommendations at the time were:

- Require councillors to certify that their expense claims are incurred in the context of relevant legislative provisions. Councils must require councillors to provide stronger evidence to support their claims, in particular for mileage reimbursements, including

records pertaining to the claim and details of the business reason and who benefitted from the expense.

In July 2019, officers provided the following comments to the VAGO recommendations:

- Councillor expense claim forms could be upgraded to include:
 - A specific item stating the business reason / council event;
 - Specific locations of travel (to / from);
 - Any other beneficiaries of expenses (relating to meal claims); and
 - A signed declaration / certification that the expenses were incurred while undertaking official council duties and comply with the Councillor Expenses Policy and LG Act.

All of these upgrades have been built into the Councillor Expense Claim Forms, with individual claim forms including:

- Private vehicle usage
- Childcare / carer expenses
- Remote area travel allowance claim – for those councillors residing more than 50km one way from an officially endorsed Council event, including Council meetings but not including Briefing Sessions.

Reporting

The *Local Government (Planning and Reporting) Regulations 2020* came into effect on 24 October 2020, however the *Local Government (Planning and Reporting) Regulations 2014* continue to apply in relation to the financial year 2020/21.

Both sets of Regulations govern the reporting in relation to the Councillor expenses in the Annual Report, however the content varies slightly:

Local Government (Planning and Reporting) Regulations 2014

14 General information

- (1) *For the purposes of section 131(3)(a)(v) of the Act, the report of operations must contain a description of the operations of the Council during the financial year.*
- (2) *Without limiting the generality of sub regulation (1), the report of operations of a Council must contain the following information—*
 - (db) *details of the expenses, including reimbursement of expenses, for each Councillor and member of a Council committee paid by the Council, categorised separately as—*
 - (i) *travel expenses; and*
 - (ii) *car mileage expenses; and*
 - (iii) *childcare expenses; and*
 - (iv) *information and communication technology expenses; and*
 - (v) *conference and training expenses;*

Local Government (Planning and Reporting) Regulations 2020 (effective 1 July 2021)

10 General information

For the purposes of section 98(3)(d) of the Act, the prescribed information is a description of the operations of the Council that includes the following—

(g) details of the expenses, including reimbursement of expenses, paid by the Council for each Councillor and member of a Council committee, categorised separately as—

(i) travel expenses; and

(ii) professional development expenses; and

(iii) expenses to support the performance of the role;

Previous Council expenses

Expense reporting for the 2020/21 year remains under the 2014 Regulations.

The following table outlines Councillor ICT allowances and other expenses paid 1 July 2020 up to and including 23 October 2020. Please note that changes to ICT allowance rates were modified when the Councillor Expenses Policy was adopted on 25 August.

No expenses relating to childcare / carers, professional development or travel were incurred during 1 July – 23 October 2020. Car mileage expenses relate only to use of the Mayoral vehicle, and is costed at the ATO rate for 2020/21 at \$0.72/km.

Councillor	ICT	ICT types claimed	Car mileage	Grand Total
Forsyth	\$327.00	Phone and WiFi		\$327.00
Janas	\$327.00	Phone and WiFi		\$327.00
Keeble	\$327.00	Phone and WiFi		\$327.00
Knappstein	\$327.00	Phone and WiFi		\$327.00
Nicholas	\$327.00	Phone and WiFi		\$327.00
Pearce	\$274.00	Phone and WiFi (WiFi from August 2020 only)		\$274.00
Roper (Mayor)	\$185.00	Phone only	\$1,624.00	\$1,809.00
Grand Total	\$2,094.00		\$1,624.00	\$3,718.00

Legislative issues

Councillor expenses are governed by the LGA 2020, however Council must continue to refer to the *Local Government (Planning and Reporting) Regulations 2014*, until the end of the 2020/21 financial year.

It is also worth noting that the 2020/21 Annual Report will be prepared in accordance with the LGA 1989 (see transitional provisions in s329(7) of the LGA 2020).

From 1 July 2021, the *Local Government (Planning and Reporting) Regulations 2020* will apply.

Resource issues

Councillor allowances and expenses (including training) are included in Council's annual budget.

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Non-compliance with LGA 2020	L	L	<ul style="list-style-type: none"> Quarterly report to Audit and risk Committee and Annual report

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:
A responsible and sustainable organisation

Conclusion

The implementation of LGA 2020 represents a significant focus area for Council over the coming 12-18 months. Council is focused on meeting requirements relating to the Council elections, and documents that must be elected in the early part of 2021. Councillor expenses will continue to be reported to the Audit and Risk Committee on a quarterly basis.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Governance Officer

Attachment(s)

Nil

9. For information only

9.1 2020/21 QUARTER 1 FINANCE REPORT

Attachment(s)

9.1 2020/21 Quarter 1 Finance Report

9.2 2020/21 QUARTER 1 PERFORMANCE REPORT

Attachment(s)

9.2 2020/21 Quarter 1 Performance Report

9.3 2020/21 QUARTER 1 PURCHASING AUDIT

Quarterly purchasing audits are undertaken and reported to the Audit and Risk Committee in response to the findings of a 2014 internal audit review and to provide continuing assurance that Council's purchasing controls are effective and complied with. The random sample testing is based on an even spread of purchases across all departments (14 in total) and spend thresholds as documented in the Procurement Policy. The sample excludes purchases under \$1000, mandated services, utility services, credit cards, councillor expenses, levies payable to and money collected on behalf of other entities.

Attachment(s)

9.3 2020/21 Quarter 1 Purchasing Audit - Confidential

9.4 2020/21 QUARTER 1 HEALTH AND SAFETY REPORT

There is no 2020/21 Quarter 1 Health and Safety Report available due to the implementation of the Health and Safety Management System and the changes and fine tuning being undertaking in the incident reporting process and the rebuilding of the incident register. This will be available for Quarter 2 reporting.

9.5 2020/21 JULY – OCTOBER CREDIT CARD REPORT

VAGO, in its fraud and corruption control review (June 2019) and 2019 Interim Management Letter, recommends that credit card expenditure be reviewed and reported to the Audit and Risk Committee for periodic review.

Attachment(s)

9.5 2020/21 July – October Credit Card Report

9.6 POLICY REVIEW STATUS

VAGO in its 2015 Interim Management Letter recommended that Council review the appropriateness and currency of all policies. The policy review log is reported to the Audit and Risk Committee to provide continuing assurance that Council is progressing the review and maintaining current policies.

Attachment(s)

9.6 2020/21 Quarter 1 Policy Review

ACTIONS:

- *Update Policy Review attachment to provide status of outstanding reviews only*
- *Circulate Policy Register to Committee*
- *Circulate new councillors and staff "gifts" policies to Committee*

9.7 KEY RISKS REPORT

Attachment(s)

9.7 Key Risks Report, 2020/21 Quarter 1

ACTIONS:

- *Update Key Risks Report to include category of risk*
- *Provide report to future Committee meeting on changes to risk matrix and register post the health and safety management system review.*

9.8 LEGAL AND INSURANCE UPDATE

Verbal update

9.9 VAGO FINAL MANAGEMENT LETTER 30 JUNE 2020

Attachment(s)

9.9 VAGO Final Management Letter 2019/20

9.10 VICTORIAN OMBUDSMAN – INVESTIGATION INTO RESPONSES TO RATEPAYER FINANCIAL HARDSHIP

In light of the COVID-19 pandemic, Victorian Ombudsman Deborah Glass announced on 1 December 2020 that she has begun investigating how Victoria's 79 local councils are responding to ratepayers in financial hardship

The investigation will focus on assistance for residential ratepayers in relation to their primary residence, as well as farmers.

The investigation is considering issues including:

- whether information about councils' financial hardship assistance is easily accessible for ratepayers
- whether councils' financial hardship assistance is fair and reasonable, and whether councils apply that assistance appropriately
- how councils' hardship assistance schemes compare with best practice, for example in electricity, gas and water hardship schemes and State Government schemes
- what councils can learn from COVID-19 relief schemes to improve responses to financial hardship in future.

The investigation is expected to be completed in the first half of 2021.

10. General business

10.1 PROPOSED COMMITTEE MEETING DATES FOR 2020

The Committee need to confirm the dates for its 2020 meetings.

On the basis of the 2020 meeting schedule and current arrangements for meetings to be held on the last Friday of the month, the following dates are suggested:

- 26 February 2021
- 28 May 2021
- 30 July 2021
- 31 August or 7 September 2021 – NB. date to be confirmed to align with audit of financial report
- 26 November 2021

Agreed

10.2 AGENDA CIRCULATION PRIOR TO MEETING

ACTIONS:

The Committee requested that:

- *the Agenda be circulated a minimum of one week prior to meetings in accordance with the Committee's Charter*
- *additions and substitutions to the agenda after its circulation be clearly identified.*

10.3 WELCOME

Chair G Moore welcomed councillors C Vincent and S Nicholas to the Committee and thanked members and management for their contributions throughout the year.

11. Next meeting

The next meeting of the Audit and Risk Committee is scheduled to be held on Friday 26 February 2021 at 9.00am for Committee Members and 9.15am for management.

There being no further business the Chair declared the meeting closed at 10.59am



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting..

Meeting Title: Briefing Session

Date: Tuesday 15 December 2020

Location: Bright Council Chambers

Start Time: 3.00pm

Finish Time: 4.45pm

Chairperson: Will Jeremy, Acting Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Acting CEO
Cr Sarah Nicholas	Deputy Mayor	Nathalie Cooke	Director Corporate
Cr Katarina Chalwell	Councillor	Allan Clarke	Acting Directors Assets
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

Councillor and staff apologies:

Name	Position
Charlie Bird	Chief Executive Officer



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting..

Meeting Title: Councillor Induction

Date: Tuesday 12 January 2021

Location: Bright Council Chambers

Start Time: 1.00pm

Finish Time: 6.00pm

Chairperson: Charlie Bird, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Directors Assets
Cr Katarina Chalwell	Councillor		
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

Councillor and staff apologies:

Name	Position
Nathalie Cooke	Director Corporate

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

- N/A

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting

- N/A

3. Items discussed

A list of items discussed at the meeting must be included here.

Item
Acknowledgment of traditional custodians
Overview of Council's key strategic plans eg. <ul style="list-style-type: none"> • Land development Strategy • Bright Gateway Development Plan • Bright Urban Design Framework • strategic Bushfire Assessment • Links with Planning Policy Framework and Amendments • Community vision and Council Plan
Council department overview: Economic and Community Development including Municipal Public Health and Wellbeing Plan
Council department overview: Bushfire Recovery
Council department overview: Asset Development
Council department overview: Asset Maintenance including Road Management Plan



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting..

Meeting Title: Briefing Session

Date: Tuesday 19 January 2021

Location: Bright Council Chambers

Start Time: 2.45pm

Finish Time: 5.00pm

Chairperson: Charlie Bird, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor (via Zoom)	Will Jeremy	Directors Assets
Cr Katarina Chalwell	Councillor	Nathalie Cooke	Director Corporate
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

- N/A

1. Record of Councillors that have disclosed a conflict of interest leaving the meeting

- N/A

2. Items discussed

A list of items discussed at the meeting must be included here.

Item
Myrtleford Soccer Club Funding Application
Bushfire Recovery Victoria Funding Application
Porepunkah Airfield Lease
Bright Kindergarten (old) Lease
Harrietville Greenwaste Lease
Ordinary Council Meeting Agenda Review
General business



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting..

Meeting Title: Councillor Induction

Date: Tuesday 19 January 2021

Location: Bright Council Chambers

Start Time: 1.00pm

Finish Time: 6.00pm

Chairperson: Charlie Bird, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor (via Zoom)	Will Jeremy	Directors Assets
Cr Katarina Chalwell	Councillor	Nathalie Cooke	Director Corporate
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

- N/A

1. Record of Councillors that have disclosed a conflict of interest leaving the meeting

- N/A

2. Items discussed

A list of items discussed at the meeting must be included here.

Item
Acknowledgment of traditional custodians
Council department overview: Building and Amenity
Council department overview: Facilities
Council department overview: Corporate
Council department overview: Customer and Digital Projects