



Alpine Shire

ORDINARY COUNCIL MEETING

AGENDA

M4 - 3 MAY 2016

Mount Beauty Senior Citizens' Centre

7:00pm



Notice is hereby given that the next **Ordinary Meeting** of the **Alpine Shire Council** will be held in the Senior Citizens Centre, Tawonga Crescent, Mount Beauty, on **3 May 2016** commencing at **7:00pm**.

AGENDA

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO will read the following statement:

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

Video recording is focused on Councillors and staff, while audio from the entire room is captured.

By speaking during question time, or at any time, you consent to your voice and any comments you make being recorded.

The entire recording will be live-streamed to the internet on Council's website www.alpineshire.vic.gov.au, and will also be made available online after the meeting. This is to improve access and transparency of Council decision making to our community.

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, RECOGNITION OF ALL PEOPLE AND OPENING PRAYER

The CEO will read the following statement:

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.

3 CONFIRMATION OF MINUTES

3.1 ORDINARY COUNCIL MEETING – M3 - 5 APRIL 2016

*Cr Farrell
Cr Forsyth*

That the minutes of Ordinary Council Meeting M3 held on 5 April 2016 as circulated be confirmed

Carried

4 APOLOGIES

Nil

5 OBITUARIES / CONGRATULATIONS

Cr Keeble - Congratulations to the Mount Beauty Music Festival Committee for coordinating another successful Mount Beauty Music Festival.

Cr Farrell - Congratulations to Autumn Festival Committee in Bright for coordinating another successful Autumn Festival.

Cr Roper - Congratulations to RSL clubs for performing ANZAC day services.



6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Nil

7 QUESTION TIME

David Priestly

- Expressed concerned about lack of consultation about mooted change of management of the library service in Alpine Shire. How will the staffing function change?

The CEO advised that when Council takes over the library service there will be 0.2 full-time equivalent more council staff than current, and operating hours will be maintained.

- Will the close relationship between Friends of Library and library staff be maintained after Council takes over the library service?

The CEO advised that Council would like to maintain the close relationship and would like to meet directly with Friends of Library representatives to discuss their concerns. The monthly meetings between the library staff and Friends of Library group will not change, however Council cannot guarantee which staff will be working in the library.

- The process of establishing changes appears to have been done without any staff consultation, please comment.

The CEO agreed and expressed concern that staff consultation has been inadequate. This has been outside of Council's control and urged concerned community members to take up any concerns with the High Country Library Corporation CEO.

- How will library satisfaction be monitored? And what will Council do to respond?

The CEO advised that Council's performance is monitored under the Local Government Performance Reporting Framework. The libraries in Alpine Shire currently provide relatively good service - high usage and low cost. If the community has concerns about Council's performance they can contact Council directly or communicate any concerns to Councillors.

- I understand the Library Hub will located be in Myrtleford Library, will staff be working in Wangaratta?

The CEO advised that just over two full-time equivalent staff will be located in Myrtleford. However there will be a part-time Library Hub coordinator working from the Wangaratta library.

- I understand the Library Hub service will be paid for by a number of participating councils. Is the hub ready to go (infrastructure, staff, etc.)?

The CEO advised that Council will earn \$22,000 per annum to provide the Library Hub service. The library hub will be set up and operational (staff, infrastructure,



etc.) by 1 August 2016. Existing equipment, such as compactus, tables and trolleys will be relocated from Wangaratta.

Sharon Plummer

- A Mount Beauty Skate Park upgrade masterplan was prepared in 2012 and the community has raised \$15,000 towards implementing this plan. When can we expect to this to be included in the budget?

The Director Assets advised that Council has a Strategic Project Pipeline that includes a prioritised list of all the potential capital works projects identified across the Shire, which is reviewed by Council annually. This project is included in the Strategic Project Pipeline. Councillor Roper advised that the community can make a submission to Council's Draft Budget. Councillor Vonarx advised that the community's effort of raising \$15,000 for this project demonstrates strong community's support for the project. Director of Assets advised that he would contact Ms Plummer after the meeting and advise where the Mount Beauty Skate Park project was currently ranked on Council's Strategic Project Pipeline and advise the budget for the Myrtleford Skate park project, which was recently completed.

Marilyn May

- Queried what was happening in relation to her request for an extension of the concrete kerb on the eastern side of the Kiewa Valley Highway from the church towards the southern end of the township.

The CEO advised that Kiewa Valley Highway is managed by VicRoads and we have little influence over their management of roads, however we would raise it at our next quarterly meeting. The Director Assets advised he would follow this matter up and the Engineering Coordinator would contact her regarding her request.

Jill Riley

- Enquired about the extent of the tree removal and maintenance works being undertaken in Maddison Street, Mount Beauty.

The Director Assets advised that one Pin Oak tree had been removed in Maddison Street, Mount Beauty to address a public safety risk. During this work it was discovered that the upper canopy of another tree in the street was in poor condition and also presented a public safety risk. Council has planned further stakeholder engagement before undertaking further works. Director of Assets advised that he would discuss the query in more detail with Ms Riley after the meeting.



Questions on notice

Helen Mathew

- Can you confirm that Mount Beauty is not included in the current planning scheme amendment C51? What investigation will be undertaken, how and by whom will it be 'deemed appropriate'?

Director Sustainable Development confirmed that the Mount Beauty township is not included in the Planning Scheme amendment C51. The Planning Scheme identifies individual properties, such as the St Joseph's Catholic Church in Mount Beauty. No precincts are proposed in this amendment. If further amendments are considered by Council then consultation with the community would occur and Council would be the authority to deem an amendment appropriate or not.

Bronwyn Gray

- What are the current plans for safe cycling routes to school for children who are coming from Tawonga South down the Kiewa Valley Highway, and from Simmonds Creek Road where they need to cross the highway?

Director Assets advised that the Council awarded a contract in May 2015 to complete the pedestrian crossing point on Kiewa Valley Highway and connecting path on Simmonds Creek Road. However, just after this the Asset Development team became aware of the development application on Kiewa Valley Highway opposite the Simmonds Creek Road intersection. The proposed developed could affect the design and location of the proposed crossing point, so it was decided to defer the project until further information from the developer and VicRoads was provided. We have sought clarity from VicRoads on several occasions and only recently determined that the proposed crossing point can be constructed as designed.

**8 PRESENTATION OF REPORTS BY OFFICERS****8.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY****8.1.1 Contracts approved by the CEO**

Cr Vonarx

Cr Farrell

That the Contract approved by the CEO be noted.

Contract No:	1504501	Process:	Public tender
Title:	Myrtleford and Mount Beauty Netball courts synthetic surfacing		
Tenderer:	Eclipse sporting surfaces		
\$ (excl. GST):	86,500		
Funding:	SRV Local facilities for local clubs program		

Carried



8.2 DIRECTOR CORPORATE PERFORMANCE – TREVOR BRITTEN

8.2.1 Adoption of 2016/17 Draft Budget

INTRODUCTION

The purpose of this report is to receive the Alpine Shire Council 2016/17 draft Budget, and to place it on public exhibition inviting submissions.

Cr Pearce

Cr Vonarx

That:

1. *The proposed 2016/17 budget annexed to this resolution be amended to set the special rate for Dinner Plain at 65% of the general rate.*
2. *The proposed 2016/17 budget annexed to this resolution (incorporating the amendment for the Dinner Plain Special Rate) and featuring a 2.3% rates and charges rise be the draft budget prepared by Alpine Shire Council for the purposes of section 127(1) of the Local Government Act.*
3. *The Chief Executive Officer be authorised to:*
 - a. *Give public notice of the preparation of the Alpine Shire Council 2016/17 Budget in accordance with section 129(1) of the Local Government Act 1989; and*
 - b. *Make available for public inspection the information required to be made available in accordance with the Local Government (Planning and Reporting) Regulations 2014.*
4. *Consideration be given to any submission on any proposal contained in the budget made under sections 129 and 223 of the Act, with submissions closing 3pm, 9 June 2016; and*
5. *A recommendation to adopt the budget be presented to a Special Meeting of Council on 28 June 2016.*

Carried

Cr Roper called for a division

For - Crs Pearce, Vonarx, Keeble, Forsyth, Farrell

Against - Crs Roper, Janas

BACKGROUND

Council has prepared a Budget for 2016/17 which is aligned to the vision in the Council Plan 2013/17. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this with a lower rate increase than that mandated by the State Government.



This Budget projects a surplus of \$1.8 million which is influenced by:

- Rates and charges to increase by 2.3% being 0.2% lower than the rate cap set by the State Government.
- Reduction on previous years employee costs of \$1.1 million to \$8.2 million. This is mainly attributed to HACC services being recommissioned to another provider by the Department of Health and Human Services. This is partly offset by only applying a 1.5% increment to salaries and wages in 2016/17 and projected in the long term financial plan.
- Additional Roads to Recovery (R2R) funding expected to be received in 2016/17 of \$1.2 million.
- Reduction in user fees of \$427K. This is partly attributed to the recommissioning of HACC services and a reduction in revenue derived from pools and facilities. This is a proactive move by Council, reducing the early bird family pool seasons pass from \$99 to \$89 to focus on increasing usage of its facilities.

Key things Council is funding

Council is focusing on its capital works program to provide greater benefits to the local community. This year the capital works program will be the largest program budgeted at \$9.4 million. Major projects being undertaken by Council are:

- Alpine Better Places – Mafeking Square (\$1.5 million), Myrtleford (\$96K) and Porepunkah (\$1.5 million);
- Alpine Events Park – Bright (\$670K);
- Renewal of roads (\$2.2 million); and
- Renewal of bridges (\$524K).

In addition to capital projects Council is undertaking projects that align with the Council Plan strategic objectives as follows:

Strategic Objective 1: Inspired community leadership

- Transition Myrtleford, Mount Beauty and Bright libraries into Council from High Country Library Corporation operations with a focus on customer service and process improvement.
- Continue to trial participative budgeting techniques.
- Strategically lobby and network with key decision makers to positively influence funding applications and opportunities.

Strategic Objective 2: Enhancing the environment and liveability

- Develop and implement a holistic strategy for the collection, transfer and disposal of waste, recyclables and green/organic waste.
- Cease landfill operations and transition to a landfill diversion strategy.
- Implement stage one of the Asset Management System to provide greater detail on how Council manages its assets and centralising asset maintenance, finance and valuation requirements.



- Undertake Council's tree planting and maintenance programs.

Strategic Objective 3: Strengthening the community

- Improve affordability and accessibility to community facilities;
- Review of the Municipal Public Health and Wellbeing Plan;
- Undertake year two of the Engage program aimed at capacity building in young people.

Strategic Objective 4: Prosperous economy, employment and investment

- Develop a new Alpine Shire Cycle Guide to assist with promoting North East Victoria as the chosen cycle destination in Australia.
- Event attraction including Spartan and Enduro World series to increase the economic benefit derived within the Alpine Shire.
- Market test operations of the Myrtleford Holiday Park to ensure long term sustainability.
- Review operations of Councils business facilities to achieve optimal efficiency.

Strategic Objective 5: Performance focused organisation

- Develop and implement automated business solutions (priorities include customer requests, time and attendance and purchase to pay).
- Review and update the Long Term Financial Plan (LTFP).
- Implement web based health and safety management system.
- Continue to simplify workflows and procedures.

The Rate Rise

Council's rate revenue rise will be 2.3%. This is expected to be one of the lowest rate increases in the State and lower than the 2.5% order set by the Minister for Local Government on 14 December 2015 under the Fair Go Rates System. Service charges are expected to also increase by 2.3% for the average ratepayer which is reflective of the cost to manage the waste business function. Council has also proposed to reduce the Dinner Plain special rate from 80% of the general rate in the dollar to 43% which will equate to the commercial/industrial rate differential. This results in a reduction of \$274K in special rate revenue. Overall Council's rates and charges revenue will only increase by 1.2% compared to the 2015.16 forecast.

Key drivers in determining the rates and charges for the year are:

- To minimise rate increases to ratepayers.
- To fund renewal and upgrade of infrastructure and community assets.
- To fund ongoing service delivery.
- Valuations as per the General Revaluation dated 1 January 2016 (as amended by supplementary valuations).



Context

Key budget information is provided in the Draft Budget about the rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and strategic objectives of the Council.

In advance of preparing the budget, Officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan (SRP), which is the key medium-term financial plan produced by Council on a rolling basis. In addition to the Council prepares and models a Long Term Financial Plan to ensure financial sustainability for 10 years into the future.

The preparation of the budget, within this broader context, begins with Officers preparing the operating and capital components of the annual budget during January and February. Consideration is also given to submissions received in the prior year which were not funded and community consultation which has occurred throughout the year. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March and April. A 'proposed' budget is prepared in accordance with the Act and submitted to Council for approval 'in principle'. Council then seeks feedback from the Community through the formal submission process.

POLICY IMPLICATIONS

The Draft Budget is prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. Relevant requirements are set out in attachment 8.2.1b.

CONSULTATION

Council is required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days' notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its internet web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

Council officers undertake community engagement processes throughout the year to assist with the development of the budget. The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister within 28 days after adoption.

CONCLUSION

The Draft Budget has been prepared in accordance with Alpine Shire Council's Council Plan, Strategic themes and the Local Government Act. The Draft Budget is presented for Council's consideration and public exhibition.

**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 Performance
- Manager Corporate

ATTACHMENT(S)

- 8.2.1a - Draft Budget 2016/17
- 8.2.1b – Extracts from Local Government Act 1989



8.2.2 Alpine Shire Council Plan 2013-2017 (review 2016)

File Number: 600.03

INTRODUCTION

The annual review of the Council Plan is a requirement of the *Local Government Act 1989*. This report provides an outline of the 2016 review process.

Cr Pearce
Cr Farrell

That Council:

1. *Note that the proposed changes to the Alpine Shire Council Plan 2013-2017 in 2016 are to:*
 - a. *Update the Mayor and CEO messages;*
 - b. *Update the Annual Action Plan to reflect the Major Initiatives as identified in the 2016/17 Budget; and*
 - c. *Update the Strategic Resource Plan to be consistent with the Long Term Financial Plan identified in the 2016/17 Budget.*
2. *Note that section 125(9) of the Local Government Act 1989 requires a section 223 public submission process only where there are proposed adjustments in the Council Plan to:*
 - a. *The strategic objectives of the council;*
 - b. *Strategies for achieving the objectives for at least the next four years; or*
 - c. *Strategic indicators for monitoring the achievement of the objectives.*
3. *Note that no formal public submission process is required under section 125(9) of the Local Government Act 1989 as there are no proposed adjustments to the strategic objectives, strategies or strategic indicators;*
4. *Authorise the Chief Executive Officer to prepare the Alpine Shire Council Plan 2013-2017 (review 2016) for adoption at a special council meeting to be held in June.*

Carried

BACKGROUND

The Alpine Shire Council Plan 2013-2017 was adopted in June 2013, to cover the four-year term of the Councillors elected in 2012. It was intended to be a more strategic document than in previous years, identifying the key strategic objectives, strategies and indicators, but not identifying individual actions in a specific year. This meant that the plan was much more likely to 'stand the test of time' over the four years of Council's term, without the need for constant modification.

The council plan is supported by an annual action plan, which is an appendix to the council plan. This ensures that the activities committed to each year are easily



identifiable from those that were promised over the life of the council plan. These are reflected in the annual budget.

Section 125(7) of the *Local Government Act 1989* (the Act) specifies:

At least once in each financial year, a council must consider whether the current council plan requires any adjustment in respect of the remaining period of the council plan.

Council traditionally undertakes a review in the early part of the calendar year, releasing proposed adjustments for public comment, and adopting the final plan in June each year.

ISSUES

Strategic direction

2016/17 is the final year of the council plan – after each subsequent council election, the Act requires every Victorian council to generate a new council plan to provide direction and strategic goals for the four year term of the newly elected council.

It is proposed that there be no changes made to the strategic content of the council plan for two key reasons:

- The plan was drafted to be a strategic document and to ‘stand the test of time’, without the need for constant modification; and
- Council elections will be held on 22 October 2016, after which a new council plan will be developed.

Annual actions

Changes to the Act in 2014 mean that section 127(2)(d) now requires councils to include *major initiatives, being identified by the council as priorities, to be undertaken during the financial year* in the council's annual budget.

The major initiatives are aligned to each of the major themes and strategic objectives in the council plan. As the budget, and the accompanying ‘major initiatives’ are required to be publicly exhibited, and agreed to by Council, it is logical that those major initiatives are then inserted into the annual action plan (an appendix to the council plan) each year. This ensures that the council plan and budget are strategically aligned.

Proposed changes and requirement for public submissions

Council has traditionally placed the annually adjusted Council Plan on exhibition, inviting public submissions on the proposed changes. However, section 125(9) of the Act only requires a public submission process to occur where there are proposed changes to:

- (a) the strategic objectives of the council;*
- (b) strategies for achieving the objectives for at least the next 4 years; or*
- (c) strategic indicators for monitoring the achievement of the objectives.*



Proposed changes for 2016 are:

- Minor updates to the Mayor and CEO messages to reflect the 2016 year;
- No changes to any other part of the main council plan document (ie four year direction, strategic objectives, strategies or strategic indicators);
- Updating the annual action plan (appendix 1) to reflect the major initiatives adopted as part of the budget; and
- Updating the strategic resource plan 2017-2020.

The council plan must also contain a strategic resource plan (SRP), outlining the financial and non-financial resources required over the next four years. The SRP is informed by the long term financial plan, and will be adopted as part of the budget and inserted in the council plan. Section 126 of the Act requires the SRP to be adopted prior to 30 June each year.

POLICY IMPLICATIONS

The development and review of a council plan is a requirement of the *Local Government Act 1989*.

FINANCIAL AND RESOURCE IMPLICATIONS

Following the October 2016 elections, a new council plan will be developed. This will require extensive input from the community and councillors.

CONSULTATION

The proposed updates to the council plan do not require a section 223 public submission process. Public consultation was undertaken during the development of the council plan, and in previous year reviews.

CONCLUSION

The council plan will be presented to the special council meeting on 28 June for adoption. Following the adoption, Council has 30 days to forward a copy of the changes to the Minister for Local Government.

Council should note that public exhibition is not required for the proposed updates to the council plan.

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
- Governance Officer

ATTACHMENT(S)

- Nil



8.2.3 Quarterly Report – 1 January– 31 March 2016

File Number: SU600.03

INTRODUCTION

This report provides the third quarterly report against the Alpine Shire Council Plan 2013-2017 (review 2015).

*Cr Vonarx
Cr Forsyth*

That the Alpine Shire Council Plan Quarterly Report ending 31 March 2016 be received and noted.

Carried

BACKGROUND

Council Plan development

The Alpine Shire Council Plan 2013–2017 was developed following the election of the Council in October 2012. The Council Plan outlines the strategic objectives and strategies that will be used to achieve Council's adopted direction for its four year term.

The Council Plan must be reviewed annually to determine if any adjustments are necessary. Only minor adjustments were made in the 2015 review, updating the plan with the direction Council is taking to ensure a sustainable organisation into the future.

ISSUES

The annual action plan details the Council Plan commitments that have been budgeted in 2015/16, and it is the annual action plan that this quarterly report provides progress against.

HIGHLIGHTS

Inspired Community Leadership

Council commenced audio visual recording and live streaming of its Council meetings in February. The recordings allow the wider community to access the decisions and debate that occur during a council meeting without having to attend in person. Recordings are available to watch live during the meeting, and archives are available for viewing afterwards. Both the live stream and the archived meetings can be accessed via Council's website under 'Council meetings'.

Enhancing the Environment and Liveability

The Alpine Better Places concept designs were adopted by Council at the Ordinary Council Meeting in March. The detailed concept designs provide clear direction for almost \$8million worth of streetscape improvements to the town centres of Bright,



Porepunkah and Myrtleford, ready to proceed into detailed design and implementation.

A review of the Myrtleford Landfill Operation was completed and Council resolved to close the landfill facility and convert it to a best practice waste transfer station (with no impact on the services provided or opening hours). The key advantages of this decision are:

- Waste disposal in a large regional site is environmentally responsible
- Risk exposure to increasing regulation and compliance requirements is minimised
- Ongoing rehabilitation responsibilities are capped, and
- Significant financial savings will be achieved

Strengthening the Community

Changes are happening in the way Home Care services are delivered in Victoria; from 1 July 2016, responsibility for the service will transfer from the State Government to the Commonwealth Government. In response, Council determined to relinquish the service back to the State in order to:

- preserve the highly regarded *alpine@home* service delivery model
- maintain the current exceptional quality of care to clients
- maximise local employment, and
- pass on savings to the whole community

Prosperous Economy, Employment and Investment

The new Official Visitors Guide for Bright and Surrounds has been designed and produced. The new publication is full of new and fresh imagery, has been condensed and is information rich for visitors to the Shire.

Channel 7 "Sunrise" weather crosses occurred out of Bright, with seven weather crosses featuring tourism operators and exposure to upcoming festivals.

Performance Focused Organisation

Council has developed and loaded data into a cloud based project and service prioritisation tool called 'Ignite'. Ignite provides clarity and accountability to Council's Strategic Projects Pipeline. Future refinements will allow the community to view the Strategic Projects Pipeline online.

The 'Vend' Point of Sale system is now installed and operating successfully at 10 sites. Its introduction into the Bright, Myrtleford and Mt Beauty libraries is the final step in its rollout.

POLICY IMPLICATIONS

The Council Plan is a specific requirement of the *Local Government Act 1989*, and is a guiding document for Council. While quarterly reporting against the Council Plan is



not a specific requirement of the Act, Council has elected to continue to report to the community regarding its progress throughout the year.

The Council Plan, annual action plan and Budget identify and commit Council to the completion of specific initiatives each year.

FINANCIAL AND RESOURCE IMPLICATIONS

The Strategic Resource Plan and annual Budget are developed and adopted to provide the finance and resources required for the programs and projects outlined and reported against in this quarterly Council Plan report.

CONSULTATION

The Council Plan is subject to public exhibition each year prior to being adopted by Council. As part of the annual review of the Council Plan, any changes to the initiatives are also subject to public exhibition.

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

Council's annual Budget is also publicly exhibited and submissions called for prior to its consideration and adoption by Council.

CONCLUSION

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

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 Performance
- Governance Officer

ATTACHMENT(S)

- 8.2.3 - Alpine Shire Council Quarterly Report - ending 31 March 2016



8.2.4 Retail lease, 5 Elm Court, Bright

File Number:

INTRODUCTION

Council is the Committee of Management for the parcel of land known as 5 Elm Court, Bright and identified as Crown Allotment CA 2E SEC C2 (shown below):



The land and building were formerly occupied by the Bright Pre-School (which has now relocated to the Alpine View Early Years Centre in Deacon Avenue).

Expressions of interest seeking tenants have been invited and the purpose of this report is to approve a 5-year lease of the facility.

Cr Pearce

Cr Roper

That subject to Section 17D of the Crown Land (Reserves) Act 1978 and Ministerial approval:

- 1. the property identified as Crown Allotment CA 2E Section C2, be leased to Kerrie Sinclair for use as a dance studio,***
- 2. the rental amount be set at \$6,000+GST per annum,***
- 3. the rental amount be indexed annually by CPI, and***
- 4. the lease term be set at 5 years (no options).***

Carried



BACKGROUND

The property is located in Elm Court Bright and was formerly the Bright Kindergarten. The property has been vacant since the relocation of the kindergarten to the Alpine View Children's Centre in January 2013.

A Public Expression of Interest for use of the property was issued in April 2013; no outcome was achieved.

Expressions of Interest for use / tenancy were called for again in 2015. This process resulted discussions with potential user groups including Rotary, U3A / Bright Community Garden / Landcare, Kerrie Sinclair and Big4 Bright Holiday Park (Denis Payton).

Formal Expressions of Interest were received from Kerrie Sinclair and Big4. Council discussed the submissions and subsequently instructed Officers to progress the Kerrie Sinclair proposal to establish a dance school in the facility.

Proposed lease

A lease document has now been finalised and is ready for signature by both parties. The key features of the lease are:

Tenant:	Kerrie Sinclair
Use:	Dance School
Commencement date:	1 May 2016
Lease term:	5 years (no options periods)
Commencement rent:	\$6,000 per annum
Indexation:	Annually by CPI

Assessment and development of the lease

Alpine Shire Council is the Committee of Management for this parcel of Crown Land; the lease will be issued as a Retail Lease according to Section 17D(4)(c) of the *Crown Land (Reserves) Act 1978*.

The document was prepared in conjunction with Maddocks Lawyers, the Department of Environment, Land, Water and Planning, and Kerrie Sinclair.

A Planning Permit allowing the use and development of the land as a dancing school (subject to conditions) has been granted.

Denis Payton has been advised of this recommendation and is pleased that the facility will be put to good use.

CONCLUSION

The attached lease document:

- is consistent with Council instruction
- represents a 'good' use of the property, and



- provides a review opportunity in 5 years' time

With Council's approval, the lease will be signed by the CEO and forwarded to the Minister for Environment, Climate Change and Water for approval and signing.

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 Performance
- Manager Facilities

ATTACHMENT(S)

- 8.2.4a - Lease document
- 8.2.4b - Lease Schedule
- 8.2.4c - Retail Lease Disclosure Statement
- 8.2.4d - Planning Permit and Endorsed Plan



8.3 DIRECTOR ASSETS – CHARLIE BIRD

8.3.1 Nil



8.4 DIRECTOR SUSTAINABLE DEVELOPMENT – HEATHER GREEN

8.4.1 Harrietville Strategic Master Plan – Draft for further community consultation

File Number: 1780/69

INTRODUCTION

The purpose of this report is to recommend to Council that the draft of the Strategic Master Plan for Harrietville is accepted for the purposes of further community consultation, and that the Harrietville Community Forum proposal for the \$40,000 allocated for demonstration projects are accepted.

Cr Pearce

Cr Keeble

1. *That the draft of the 'Harrietville – Our Future: Strategic Master Plan' be adopted for the purpose of further community consultation.*
2. *That the projects recommended by the Strategic Master Plan be incorporated into Council's Strategic Project Pipeline, prioritised in the context of all projects in the Pipeline and outcomes of this process be communicated to the Harrietville Community Forum no later than 30 June 2016.*
3. *The \$40,000 project funding be used to progress projects recommended by the Strategic Master Plan in full consultation with the Harrietville Community Forum.*

Carried

BACKGROUND

The Harrietville Strategic Master Plan has been developed as a part of the *Communities Adapting to Climate Change* project – a Victorian Government funded project delivered by the Alpine Shire Council in partnership with the Harrietville Community Forum (HCF). The \$150,000 project was developed after the 2013 fire and flood in Harrietville to help strengthen resilience and sustainability of the Harrietville community and support some of the sustainability actions identified in the 2012 Harrietville Community Building Initiative *Sustainability Action Plan*. \$100,000 was contributed by the Victorian Government.

A significant component of the project was to develop a Strategic Master Plan to acknowledge the factors that make Harrietville such a valued location; to formalise support and guidance from relevant agencies; and to outline a set of relevant strategies to build on the work that has been ongoing in Harrietville for a number of years.

The Strategic Master Plan defines the vision and strategic direction for the town, and outlines the roles and responsibilities of key stakeholders in the community. It is a clear statement of intent regarding the community's priorities for Harrietville's long



term sustainability. Future funding applications and projects will be guided by the Strategic Master Plan and will share an overarching common goal and vision.

The Communities Adapting to Climate Change grant also included \$40,000 allocated to projects that demonstrate resilience and sustainability in Harrietville.

ISSUES

The draft of the Strategic Master Plan expresses a comprehensive vision for the town, an overarching aim, and a series of work areas or themes that contribute to building resilience in the community by impacting on either the economic base of the town, or on community facilities or social networks.

Each theme carries with it a table of actions. The first appendix of the Strategic Master Plan rearranges the actions into groups according to type of work and whether the action is executed by the HCF, other agencies, or the continued work of the Project Officer dedicated to this project.

Key aspects of the Strategic Master Plan are identified in the table below:

Resilience for Harrietville is defined as:

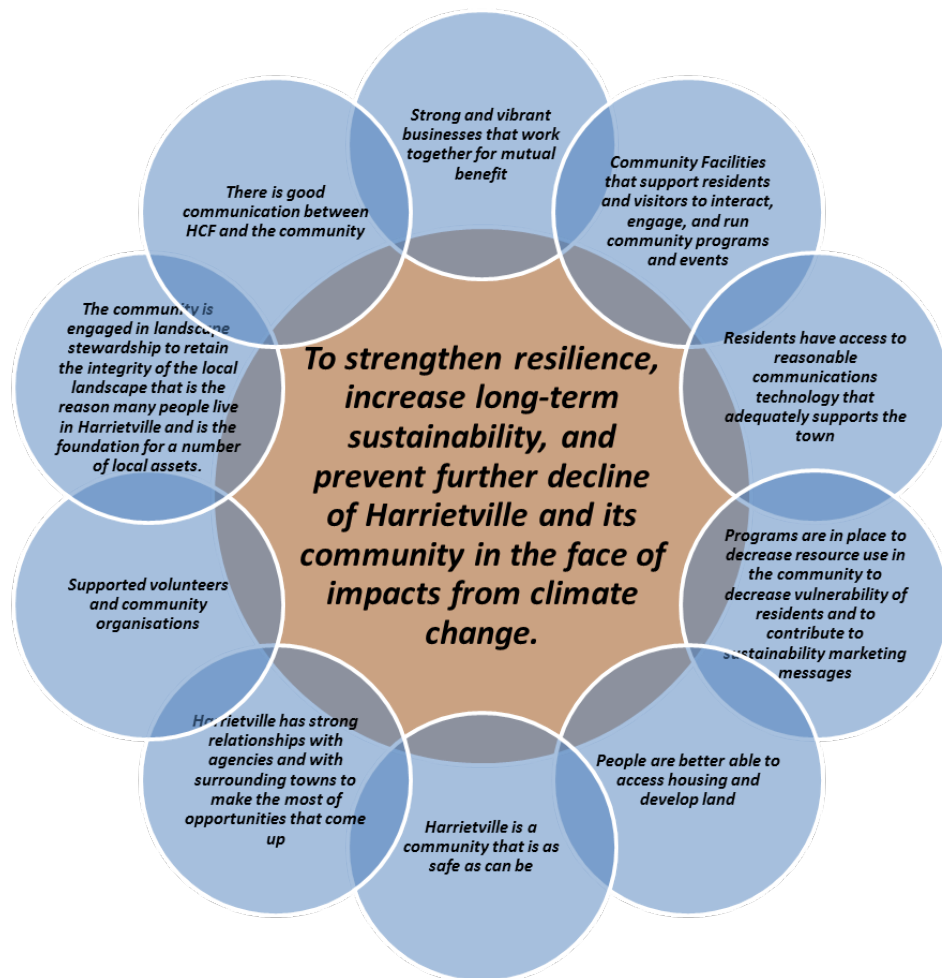
- Economic sustainability of the community and of individual residents, whereby people are able to earn a living that satisfies reasonable needs.
- Sustainability of the population, whereby residential numbers and population structure is able to support a range of services and businesses.
- An aggregated low vulnerability, whereby a majority of the population are able to respond and adapt to change and shocks.
- Stability of services and businesses.
- Strong social networks.
- Functional community facilities.

Vision for Harrietville:

Harrietville will be a strong, resilient, connected and thriving community. It will have a robust population, active and committed to meeting the needs of the town and engaging in a range of events and community development initiatives. Harrietville will have a 'heart' and will have a range of facilities that work to meet the needs of the community. The natural environment and rural landscapes, including forests, parks, rivers and farmlands will be an integral part of the Harrietville lifestyle and will support people's livelihoods in diverse ways. Visitor numbers will be healthy throughout the year, supporting a strong tourism industry focussed on the nature-based offerings of the town, without detracting from the rural lifestyle and nature-focussed experience, which residents and tourists are seeking. Harrietville will be 'connected' with regional agencies, working together to integrate the latest in understanding of the environment, resource options and sustainable development options for the town and its surrounding environment.



Aim and Themes:



The full draft of the Strategic Master Plan, including Action Tables, is attached.

The HCF has also recommended where the \$40,000 funding allocation to demonstrate resilience building projects is best spent. Due to the wide range of community opinion on what is most significant for community resilience, the HCF proposes a funding split to cover a range of projects that collectively improve assets the town is able to use to boost the local economy, community facilities, and strengthen community committees. This funding must be spent by the funding deadline of November 1 2016. As such, it is important the funding allocation is approved before the Strategic Master Plan is finalised. The proposed funding allocations are listed in the following table, which includes the rationale for each item.



Item	Cost	Rational
East Ovens Bridge plan, design and costing	\$7,000	Links the Tronoh Dredge trails to the Bon Accord Trail meaning improved walking loops for short walks, and a better trail head for longer walks. Significant improvement to the Harrietville walking tracks product.
Materials for track/trail interpretive signage, assembly of content, track/trail maintenance	\$15,000	Significant priority for improved economic base for Harrietville. Ties in with work being done at HRMB and with iconic Falls-Hotham walks being marketed and developed by Parks Victoria.
Community committee materials for improved safety and service	\$5,000	Some community committees highlighted the need for further equipment to boost resilience and safety in the community during the community consultation process. These funds will be used to purchase equipment for the benefit of the community.
Harrietville landscape plan (map of critical services and town amenity – Harrietville 'Better Places')	\$13,000	Town amenity and the need to capture traffic from the Great Alpine Road highlighted as a priority during community discussions. A map of priorities seen as critical starting point to seek further funding.
TOTAL COST	\$40,000	

This expenditure needs to be considered in the light of other competing projects using Council's Strategic Project Pipeline tool and in full consultation with the Harrietville Community Forum to ensure it is spent in the most effective manner.

Development of the Strategic Master Plan has involved extensive consultation with the community and with the HCF. Nine community discussion sessions were held over October and November 2015. In addition, HCF conducted its own survey of the community in 2014.

The issues discussed and articulated during the consultation sessions were then subjected to an analysis by the Harrietville Community Forum. The HCF looked at the overarching goal of strengthening community resilience and long-term broad sustainability and considered what needs to change to meet that long term goal and how the issues and suggestions raised by the community contribute to building sustainability and resilience.

Assessments by a number of experts have been used, where applicable to support the content of this Strategic Master Plan. These include the following documents:

- Dr Graeme Pearman presentation on climate change in Harrietville August 2015
- Victoria University Report on managing emergencies and tourism.
- Moreland Energy Foundation Report on alternative energy options in Harrietville

The *Communities Adapting to Climate Change* project will also include pre-feasibility work to assess the viability of the Tailings to meet future development needs in



Harrietville, and has achieved pre-feasibility analysis to assess options for a waste water management solution for Harrietville.

In addition to expert reports, the HCF has prepared a number of strategic documents that have been used to inform the development of the Strategic Master Plan. These documents include:

- Bon Accord / Tronoh Track Complex
- Harrietville Tourism Promotion Management Plan
- Tracks and Trails Strategy Paper
- Harrietville: Gateway to the nature and history of Mount Feathertop and the Alpine National Park

POLICY IMPLICATIONS

Promotion and furthering of community resilience and sustainability is in line with the direction provided by the 2030 Vision, the Council Plan, Council's Environment Strategy 2013, the Alpine Liveability Plan 2013-17, and the Climate Change Action Plan 2010. They all identify the importance of resilience building and future planning to best combat the impacts of climate change.

FINANCIAL AND RESOURCE IMPLICATIONS

Further community consultation on the draft Strategic Master Plan is funded by the *Communities Adapting to Climate Change* budget. The Strategic Master Plan does not require further budget for implementation. Rather, it sets out the community's priorities so that future funding directed to Harrietville will be done so with an accurate understanding how those funds are best used.

CONSULTATION

The Strategic Master Plan draft has been informed by a series of nine discussion sessions with Harrietville residents held in October and November 2015. The initial three sessions focussed on residents' vision for the community. The remaining six sessions focussed on specific topics that were commonly raised during the first three sessions that needed further exploring.

The HCF has also conducted a survey of the community to identify community priorities. The survey was conducted in late 2014 and received fifty respondents.

During the development of the Strategic Master Plan letters were received from the Harrietville Cricket Club, the Harrietville branch of the Country Fire Authority, and the Harrietville TV Committee.

CONCLUSION

It is recommended that Council approves the draft of the Strategic Master Plan for Harrietville for the purposes of further community consultation.



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 Sustainable Development
- Environment Officer

ATTACHMENT(S)

- 8.4.1 - Harrietville Strategic Master Plan – final draft



9 ASSEMBLY OF COUNCILLORS

INTRODUCTION

Section 80A of the *Local Government Act 1989* requires a written record of Assemblies of Councillors to be reported at an ordinary meeting of the Council and to be incorporated in the minutes of the Council meeting.

Cr Vonarx

Cr Pearce

That the summary of the Assemblies of Councillor for April 2016 be received.

Carried

BACKGROUND

The written records of the assemblies held during the previous month are summarised below. Detailed assembly records can be found in Attachment 8.0 to this report.

Date	Meeting
5 April 2016	Briefing Session
19 April 2016	Briefing Session
26 April 2016	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors - April 2016



10 PRESENTATION OF REPORTS BY DELEGATES

INTRODUCTION

Councillor representation on various committees occurs where Council has an interest. Delegate reports contain information about meetings attended, and the outcomes of those meetings that affect Council.

Cr Farrell

Cr Keeble

That the summary of the presentation of reports by delegates for March / April 2016 be received.

Carried

BACKGROUND

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

Date	Meeting	Councillor
9-11 March	Rural Councils Summit	Cr Jan Vonarx
8 April	Rural Councils Victoria	Cr Jan Vonarx
7&8 April	Australian Local Government Women's Association Conference	Cr Kate Farrell
11 April	North East Multicultural Association	Cr Kate Farrell

ATTACHMENT(S)

- 10.0 Presentation of Reports by Delegates - March / April 2016



11 GENERAL BUSINESS

Cr Forsyth - Enquired whether works in Hollands Street were complete
Director Assets advised that there were only minor works outstanding in Hollands Street, for example kerb barriers, and we did not anticipate any more road closures.

Cr Keeble - Thanked the community for attending the Council meeting in Mount Beauty and staff for recent work.

Cr Pearce - Advised that the Freeburgh Bridge was reopened in April.

Cr Roper

Cr Keeble

Cr Roper moved a motion that Council consider another item as a matter of urgent business.

Carried

Cr Roper - Moved the following motion, as a matter of urgent business.

Cr Roper

Cr Vonarx

Council instruct the CEO to investigate areas for further savings totalling \$1m from the recurrent budget over the next 3 years without impacting on council services and report back to council prior to the adoption of the 2016/17 budget.

Carried

12 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil

13 RECEPTION AND READING OF PETITIONS

13.1.1 Petition to The Alpine Shire Council to stop the use of gas scare guns

Council has received a petition to stop the use of Gas Scare Guns.

A report will be tabled at the next Ordinary Council meeting to be held on 7 June 2016.

14 DOCUMENTS FOR SEALING

Nil

There being no further business the Chairperson declared the meeting closed at 8.46pm

.....
Chairperson

Associations Incorporation Reform Act 2012

RURAL COUNCILS VICTORIA INCORPORATED RULES

Associations Incorporation Reform Regulations 2012

Part 3

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Model Rules for an Incorporated Association

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the Associations Incorporation Reform Act 2012, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1 — PRELIMINARY

1 Name

The name of the incorporated association is "Rural Councils Victoria Incorporated".

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the association are to—

- (1) heighten awareness and understanding of issues that impact on rural communities;
- (2) assist with building the capacity of rural councils to face challenges;
- (3) provide leadership on local governance;
- (4) develop and support rural councils; and
- (5) develop policy and advocate for rural councils.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

4 Definitions

In these Rules—

absolute majority of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a member referred to in rule 14(1);

CEO means the Chief Executive Officer of each member which is not an associate member;

Chairperson of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

Chairperson appointment meeting means a meeting of all of the CEOs, in accordance with rule 54;

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of PART 5;

Council has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

Councillor means a person who hold the office of a member of each member which is not an associate member;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

Election Day has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with PART 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

Schedule means a schedule to these Rules;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2 — POWERS OF ASSOCIATION

5 Powers of Association

(1) Subject to the Act, the Association has power to do all things incidental or

conducive to achieve its purposes.

- (2) Without limiting subrule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3 — MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 — Membership

7 Minimum number of members

The Association must have at least 5 members

8 Who is eligible to be a member

- (1) Subject to subrule (2), only Councils located in the State of Victoria and listed in Schedule 1 are eligible for membership.

- (2) Any other person who is approved by the Committee (at its absolute discretion) in accordance with rule 63 is eligible for associate membership.

9 Application for membership

- (1) To apply to become a member or associate member of the Association, a person must submit a written application to a committee member stating that the person—
 - (a) wishes to become a member or associate member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
 - (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee (if any).

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Committee—
 - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (a) the Committee approves the person's membership; or

- (b) the person pays the joining fee (if any).

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a higher or lower annual subscription is payable by associate members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
 - (a) the member is a member other than an associate member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

14 Associate members

- (1) Associate members of the Association include any members who are not listed in Schedule 1 to these Rules.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and

- (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2 — Disciplinary action

19 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (1) has failed to comply with these Rules; or
- (2) refuses to support the purposes of the Association; or
- (3) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

- (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—

- (a) specify the date, time and place of the meeting; and
- (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3 — Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves

within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4 — GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with PART 7 of the Act;
 - (c) to elect the members of the Committee;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit, but must do so at least once a year.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of

members.

- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(7).

- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34 Delegates

- (1) A member must appoint a Councillor or employee of that Council as his or her delegate to vote and speak on its behalf at a general meeting.
- (2) Appointment of a delegate must be notified to the Committee at least 24 hours before a general meeting.
- (3) A delegate, once appointed, will remain as the delegate until a member appoints a new delegate and notifies the Committee of that appointment.
- (4) A member may appoint another Councillor or employee of that Council as an alternate delegate to vote and speak on its behalf at a general meeting.
- (5) The appointment of an alternate delegate must be in writing and signed by the CEO member making the appointment.
- (6) The member appointing the alternate delegate may give specific directions as to how the alternate delegate is to vote on his or her behalf, otherwise the alternate delegate may vote on behalf of the member in any matter as he or she sees fit.
- (7) If the Committee has approved a form for the appointment of an alternate delegate, the member may use any other form that clearly identifies the person appointed as the member's alternate delegate and that has been signed by the member.
- (8) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as an alternate delegate for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of an alternate delegate.
- (9) A form appointing an alternate delegate must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (10) A form appointing an alternate delegate sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.
- (11) Notice of appointment of an alternative delegate does not affect the continued appointment of the delegate originally notified to the Committee.

35 Use of technology

- (1) A member not physically present at a general meeting may not participate in the meeting by the use of technology.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by delegate or alternate delegate of over 50% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (c) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the

meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote by their delegates or by alternate delegate; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by alternate delegate) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40 Determining whether resolution carried

- (1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—

- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
- (a) the names of the members attending the meeting; and
 - (b) alternate delegate forms given to the Chairperson of the meeting under rule 34(8); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
- (a) appoint and remove staff; and

- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2 — Composition of Committee and duties of members

44 Composition of Committee

The Committee consists of—

- (1) a Chairperson; and
- (2) a Deputy Chairperson; and
- (3) a Secretary; and
- (4) a Treasurer; and
- (5) ordinary committee members elected under rule 52.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—

- (a) their position; or
- (b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

46 Chairperson

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Deputy Chairperson is the Chairperson for any general meetings and for any committee meetings.
- (2) If the Chairperson and the Deputy Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

47 Deputy Chairperson

- (1) The Deputy Chairperson must:
 - (a) act as the Chairperson for any meeting from which the Chairperson is absent; and
 - (b) assist the Chairperson in furthering the purpose of the Association.

Example

The Deputy Chairperson might accompany the Chairperson when attending stakeholder meetings with Ministers or others responsible for furthering the interests of the members.

48 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and

- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

49 Treasurer

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Division 3 — Election of Committee members and tenure of office

50 Committee member composition and term

- (1) The Committee is to be made up of:
- (a) six CEOs (**'CEO member'**); and
 - (b) six Councillors (**'Councillor member'**).
- (2) A CEO member holds office from the date of their election, to the date upon which the election of the next CEO members is completed, in accordance with rule 52.

- (3) A Councillor member holds office until they cease to be a Councillor or until the date upon which the election of the next Councillors members is completed, in accordance with rule 51, whichever is earlier.
- (4) For the time between each Election Day and the appointment of new Councillor members, in accordance with rule 52, the Committee is made up of only the CEO members and those Councillor members who remain eligible under rule 49(3).

51 Committee members based upon region

- (1) One CEO member and one Councillor member will be elected from each of the six Municipal Association of Victoria Regions (**'Regions'**) listed in Schedule 2 by the Councils in that Region, in accordance with the process set out in rule 52.
- (2) The CEO member and Councillor member appointed by each Region must hold their relevant position at a Council which is listed in the same Region.

52 Committee member elections

- (1) Within 10 weeks after each Election Day, the Committee must call for members listed in Schedule 1 to nominate eligible persons for election as CEO and Councillor members.
- (2) Each member may only nominate CEOs and Councillors who hold an office of that member.
- (3) On the date 10 business days after the date on which nominations are called for in accordance with subrule (1), the time during which members may nominate persons for election as CEO and Councillor members closes.
- (4) If, after the nominations close, there is only one CEO and one Councillor nominated for a Region, those persons are elected to the relevant position on the Committee.
- (5) If the number of CEOs and/or Councillors nominated for a particular Region is greater than one, a ballot must be conducted for that Region, in accordance with rule 53.

53 Ballot

- (1) If a ballot is required for the election for a CEO Member or a Councillor member position in a particular Region, the Committee, within 3 business days of nominations closing, must send to each of the members listed under that Region, a ballot paper.
- (2) The ballot paper must list each of the nominated persons for the relevant Committee position in that Region.
- (3) Each member provided with a ballot paper must within 10 business days, mark it, indicating the single person for whom they wish to vote, and return the ballot paper to the Association.
- (4) Ballot papers that do not comply with subrule (3) are not to be counted.

- (5) Each ballot paper on which the name of a candidate has been marked counts as one vote for that candidate.
- (6) The Committee must declare elected the candidate who received the most votes.
- (7) If the returning officer is unable to declare the result of an election under subrule (6) because 2 or more candidates received the same number of votes, the Committee must decide by lot which of them is to be declared elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

54 Chairperson appointment meeting

- (1) Within one month of the completion of the election of Committee members, a Chairperson appointment meeting must be held.
- (2) At the Committee appointment meeting separate elections must be held for each of the following positions—
 - (a) Chairperson; and
 - (b) Deputy Chairperson; and
 - (c) Secretary; and
 - (d) Treasurer.
- (3) Only Councillor members may be elected as Chairperson or Deputy Chairperson.
- (4) Only CEO members may be elected as Secretary.
- (5) If only one member is nominated for the position, that person is elected to the position.
- (6) If more than one member is nominated, a vote must be held, in accordance with this rule.
- (7) The vote is to be conducted by a show of hands of all the committee members present at the meeting, each of whom is entitled to one vote.
- (8) The committee member for whom the most votes are cast will be elected to the relevant position.
- (9) If the vote does not produce a result of an election under subrule (8) because 2 or more candidates received the same number of votes, it will be decided by lot which of them is to be declared elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

55 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a CEO or Councillor of a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 66; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

56 Filling casual vacancies

- (1) The Committee may appoint an eligible person under rule 50 to fill a position on the Committee that has become vacant under rule 55.
- (2) If the position of Chairperson, Deputy Chairperson Secretary or Treasurer becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 50 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4 — Meetings of Committee

57 Meetings of Committee

- (1) The Committee must endeavour to meet once every month or with such other frequency as the Committee determines from time to time, provided that it meets at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the Chairperson or by any 4 members of the Committee.

58 Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.

- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

59 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 58 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

60 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

61 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

62 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 61) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;

- (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 58.

63 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) A committee member may appoint another person as a proxy to vote and speak on its behalf at a general meeting, provided that a committee member who is a:
 - (a) Councillor member may only appoint another Councillor of that member of the Association as a proxy; and
 - (b) CEO member may only appoint another employee of that member of the Association as a proxy.

64 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

65 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 64.

66 Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

67 Committee Resolution Outside Meeting

- (1) Where an urgent matter arises for decision and cannot be the subject of a Special Committee meeting, the wording of the proposed resolution may be circulated to all committee members by email.
- (2) The resolution is made by a majority of the committee members replying to that email indicating that they are in favour of it.
- (3) Such a resolution must be ratified by votes in person at the next committee meeting.
- (4) This rule should not be relied upon except in cases of urgency, where the Chairperson forms the view that the matter cannot properly be left until the next committee meeting.

PART 6 — FINANCIAL MATTERS**68 Source of funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Secretary to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) The Committee may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

71 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7 — GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (1) the address determined from time to time by resolution of the Committee; or
- (2) if the Committee has not determined an address to be the registered address— the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the delegate of a member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission to the delegate of the member.
- (2) Subrule (1) does not apply to notice given under rule 59.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

Schedule 1 — Eligible Members

Alpine Shire Council
Ararat Rural City Council
Bass Coast Shire Council
Baw Baw Shire Council
Benalla Rural City Council
Buloke Shire Council
Campaspe Shire Council
Central Goldfields Shire Council
Colac Otway Shire Council
Corangamite Shire Council
East Gippsland Shire Council
Gannawarra Shire Council
Glenelg Shire Council
Golden Plains Shire Council
Hepburn Shire Council
Hindmarsh Shire Council
Indigo Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moirā Shire Council
Moorabool Shire Council
Mount Alexander Shire Council
Moyne Shire Council
Murrindindi Shire Council
Northern Grampians Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
South Gippsland Shire Council
Southern Grampians Shire Council
Strathbogie Shire Council
Surf Coast Shire Council
Swan Hill Rural City Council
Towong Shire Council

Wellington Shire Council
West Wimmera Shire Council
Yarriambiack Shire Council

Schedule 2 — Municipal Association of Victoria Regions**Rural south-west:**

Ararat Rural City Council
Colac Otway Shire Council
Corangamite Shire Council
Glenelg Shire Council
Moyne Shire Council
Southern Grampians Shire Council

Rural north-central:

Campaspe Shire Council
Central Goldfields Shire Council
Gannawarra Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mount Alexander Shire Council

Rural south-central:

Golden Plains Shire Council
Hepburn Shire Council
Moorabool Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
Surf Coast Shire Council

Rural north-west:

Buloke Shire Council
Hindmarsh Shire Council
Northern Grampians Shire Council
Swan Hill Rural City Council
West Wimmera Shire Council
Yarriambiack Shire Council

Gippsland:

Bass Coast Shire Council
Baw Baw Shire Council
East Gippsland Shire Council
South Gippsland Shire Council
Wellington Shire Council

Rural north-east:

Alpine Shire Council
Benalla Rural City Council
Indigo Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moirra Shire Council
Murrindindi Shire Council
Strathbogie Shire Council
Towong Shire Council

Finance Report Quarterly Review



Alpine Shire

For the period ending 31 March 2016

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Introduction

Preparation of report

The purpose of this report is to provide Council with a summary of financial performance for the quarter against budget. This report provides an overview for the quarter including:

- Income statement
- Balance sheet.
- Cash balance;
- Current investments; and
- Loans balances.

This report also includes a summary of each department's quarterly performance with explanations for variances which are approximately greater than \$10,000 or 10%.

This report has been prepared for internal management reporting purposes and as required under section 138 of the Local Government Act 1989. This report has not been audited.

The Quarterly Finance Report is prepared based on a rigorous process which includes:

- Each department reviewing their budget and providing explanations for variances at the master account level.
- Departments submitting their quarterly budget explanations to the Finance department for review and further analysis.
- Departmental managers presenting to the Executive on their departmental performance for the quarter.
- Presentation of the Quarterly Finance Report to the Finance Committee.

This report is also provided to the Audit Committee for noting.

Business Unit alignment

Phase 1 of the HR review is complete and realigned business (department) structures put in place at the end of the 2014/15 Financial year are now being utilised by Managers to report actual and forecast data.

Employee costs are now centralised. It must be noted that staff hours vary seasonally in some business functions, and this has been forecast accordingly.

Capital works expenditure

Capital works expenditure year to date (YTD) is tracking less than forecast by \$1.2 million. This is due to some works being behind schedule. There is a significant amount of works to be undertaken in quarter four and the first 6 weeks have seen \$1.6 million of works invoiced or 33% of the remaining forecast. There have already been

some projects highlighted for carry forward/re-budgeting into 2016/17 including:

- Myrtleford Landfill Cell Construction – Council adopted a decision to close the Myrtleford landfill on 17 December 2015, which rendered this project and other associated projects redundant.
- Rehabilitation of Porepunkah Landfill – design approvals taking longer than planned.
- Mt Beauty Library Redevelopment – project was placed on hold while a strategic review of the library location was undertaken and delays in the design development process.
- Mountain Bike Trails Dinner Plain – delays in the cultural heritage and native vegetation assessments have led to implementation being deferred until next financial year.

There are a number of new projects which are being funded that were not part of the original budget. These include:

- Pavement renewal works (\$377K) which have been made possible by additional funding from the Roads to Recovery Program.
- Lakeview Children's Centre stage 2 (\$283K).
- Mt Beauty Progressing Place shade structure (\$63K) which has been made possible by additional grant funding.
- Alpine Events Centre (\$217K) which is a major project that was successful with a grant application after the budget was adopted. This project has had scoping works commence and the project life is expected to be 3 years.
- Mt Beauty pool repair works (\$34K) which were unbudgeted and required prior to the pool season commencing.
- Dinner Plain Castran Corner footpath and steps works (\$64K) to address a public safety risk ahead of the ski season.
- Restoration and repair of infrastructure damaged by the storm event on 8 December 2015 (\$320K).

With this in mind, it is expected that Council will achieve a capital spend of \$7.9 million.

Summary of performance

Council's operating performance is tracking favourable to forecast and budget. The main reasons for the favourable variance is due to savings in employee costs (\$544K) and materials and services being considerably below budget (\$1.4 million). Reasons for the variance to budget include:

- Vacant positions during the year;
- Outsourcing pool staff (see explanation below on MomentumOne; and

- Demand reduction programs being realised in materials and services.

MomentumOne

During quarter 2 Council set up a company in partnership with Towong Shire Council called MomentumOne. Alpine Shire Council and Towong Shire Council are each a 50% shareholder. MomentumOne provides labour hire services

to Towong and Alpine Shire Council's pools. Hepburn Shire Council has also been a customer of MomentumOne which has been providing labour hire to its pools. The labour provided is at award rates.

Income Statement

	Actual	Forecast	Budget	Variance		Ref
	YTD	YTD	YTD	YTD Actual v Forecast		
	March	March	March	\$'000	%	
	\$'000	\$'000	\$'000	\$'000	%	
Income						
Rates and charges	16,597	16,602	16,433	5	0%	
Fees and fines	1,625	1,613	1,629	(12)	-1%	
Contributions - cash	60	50	62	(10)	-20%	
Contributions - non-monetary assets	-	-	-	-	0%	
Grants	3,850	2,770	3,468	(1,080)	-39%	1
Net gain on disposal of property, infrastructure, plant and equipment	17	17	154	-	0%	
Other income	679	564	558	(115)	-20%	2
Total income	22,828	21,616	22,304	(1,212)	-5%	
Expenses						
Employee costs	7,180	7,330	7,724	150	2%	3
Materials and services	6,285	7,365	7,668	1,080	14%	4
Depreciation and amortisation	3,118	3,149	3,149	31	1%	
Landfill rehabilitation	-	-	-	-	0%	
Finance costs	22	22	41	-	0%	
Other expenses	520	415	603	(105)	-17%	
Total expenses	17,125	18,281	19,185	1,156	6%	
Surplus (deficit) for the year	5,703	3,335	3,119	(2,368)	-76%	

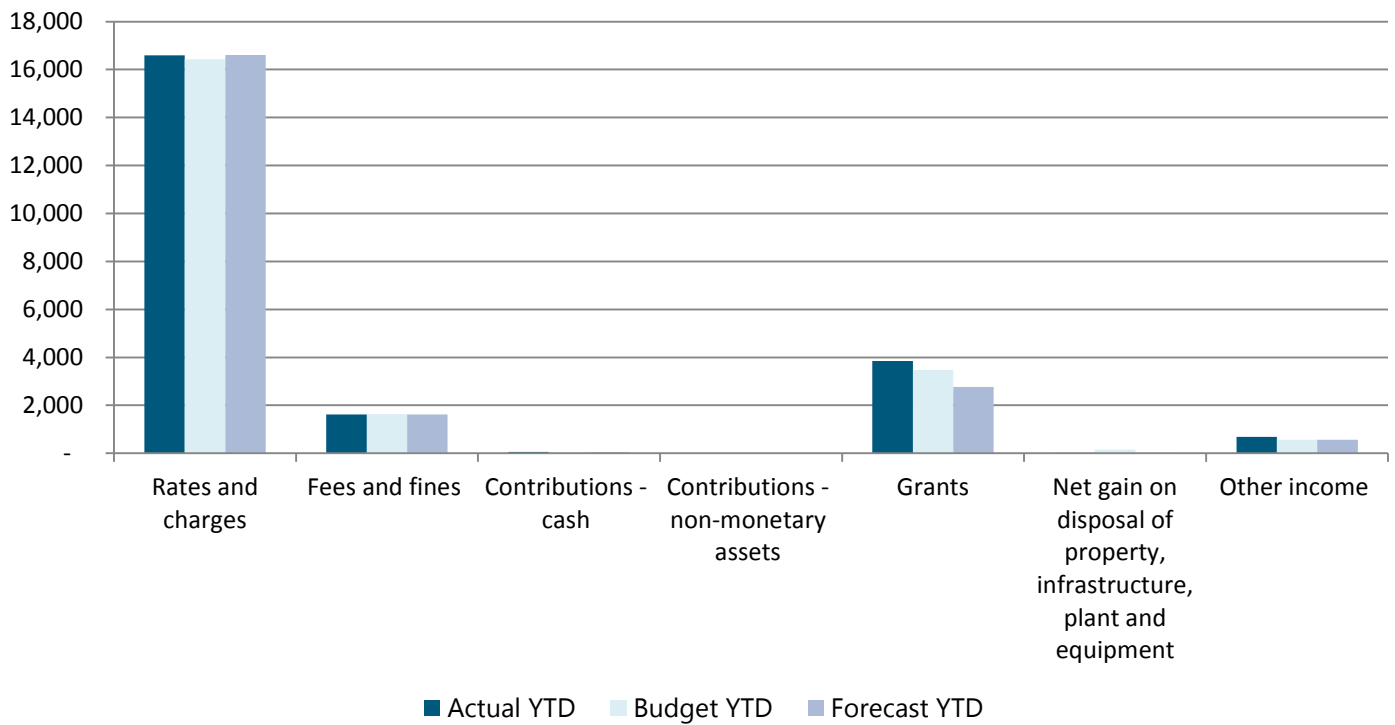
Income Statement – explanations of variances

Ref	Item	Explanation
1	Grants	Grants are favourable to forecast due to receiving additional Roads to Recovery income in quarter three which was actually forecast to be received in quarter four. However as highlighted in quarter one, the timing of Financial Assistance Grant payments received from the Victorian Grants Commission (VGC) we actually have less grant income than would have been expected (\$1.7m). The VGC paid 50% of Council's 2015/16 grant last year in advance; and in quarter one, paid only half of the budgeted amount. Council will receive it's full 2015/16 allocation, but the amount will be receipted across 2 financial years.
2	Other income	Other income is greater than forecast and budget mainly due to higher interest gained on Council investments from greater cash reserves. See balance sheet for detailed explanation of cash variance.
3	Employee Costs	Employee costs are under budget and under forecast for a number of reasons mainly; one, council budgeted for employee costs for its' pools, however this has been outsourced to Momentumone and; second, there have been vacancies during the year, that mean there are savings.

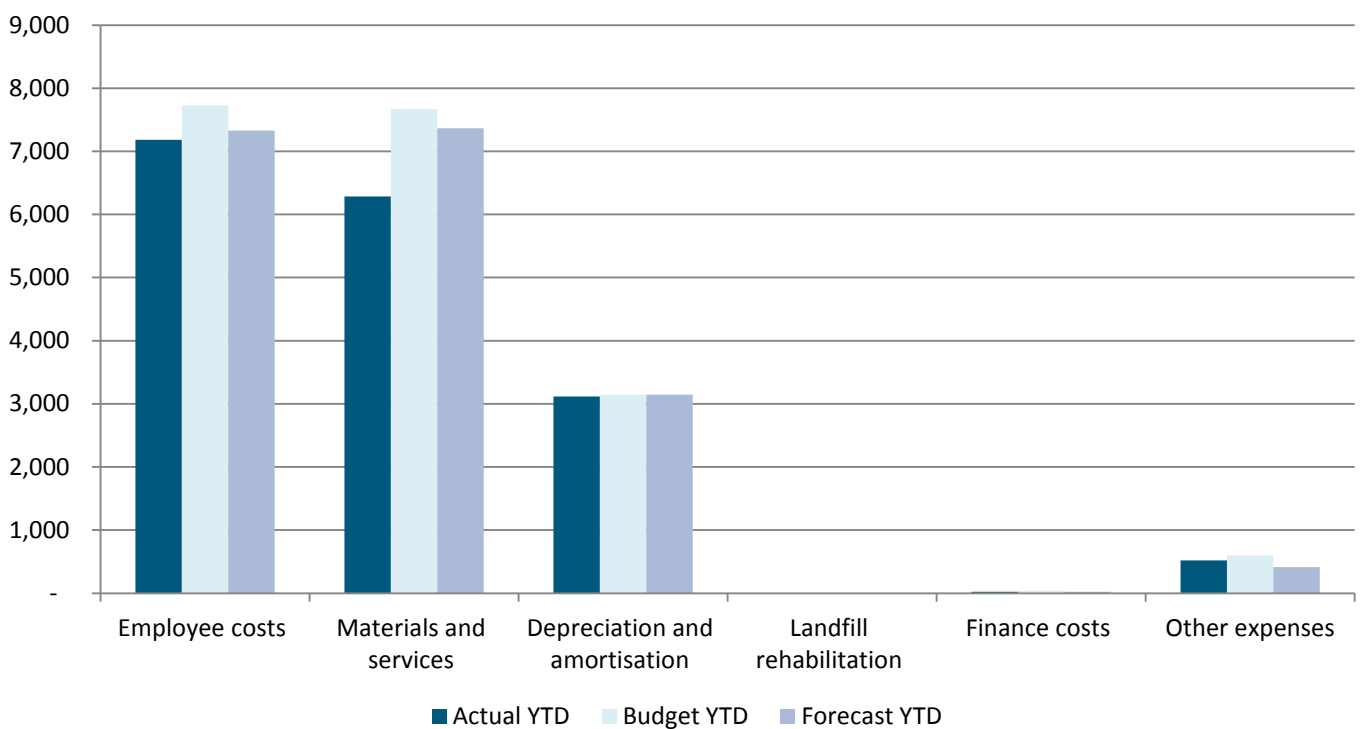
Ref	Item	Explanation
4	Materials and services	Costs are down on budget and on forecast. This is due to wide spread savings across Council. Detailed explanations of cost savings from each department are highlighted in the departmental summaries section of this report.

Income Statement – graphs

Income



Expenses



Balance Sheet

	YTD Actual March	YTD Forecast March	Annual Budget	Variance YTD Actual v Forecast	Ref	
	\$'000	\$'000	\$'000	\$'000	%	
Current assets						
Cash assets	14,009	11,000	7,283	3,009	27%	1
Receivables	4,291	3,352	1,528	939	28%	2
Other	123	129	380	(6)	-5%	
Total current assets	18,423	14,481	9,191	3,942	27%	
Non-current assets						
Investment in associate	505	505	492	-	0%	
Inventory	150	150	983	-	0%	
Property, Infrastructure, plant and equipment	197,019	199,180	198,621	(2,161)	-1%	3
Other	5	5	5	-	0%	
Total non-current assets	197,679	199,840	200,101	(2,422)	-1%	
Total assets	216,102	214,321	209,292	6,810	3%	
Current liabilities						
Payables	617	1,148	1,934	(531)	-46%	4
Interest bearing liabilities	-	-	-	-	0%	
Employee benefits	2,418	2,379	2,665	39	2%	
Provision for landfill rehabilitation	226	321	321	(95)	-30%	5
Other	30	30	30	-	0%	
Total current liabilities	3,291	3,878	4,950	1,659	34%	
Non-current liabilities						
Interest bearing liabilities	-	-	-	-	0%	
Employee benefits	358	358	338	-	0%	
Provision for landfill rehabilitation	3,303	3,303	3,819	-	0%	
Other	447	447	447	-	0%	
Total non-current liabilities	4,108	4,108	4,604	496	11%	
Total liabilities	7,399	7,986	9,554	2,155	23%	
Net assets	208,703	206,335	199,738	8,965	4%	
Equity						
Accumulated surplus	89,925	87,557	83,869	2,368	3%	
Asset revaluation reserve	116,488	116,765	113,856	(277)	0%	
Other reserves	2,290	2,013	2,013	277	14%	6
Total equity	208,703	206,335	199,738	8,965	4%	

Balance Sheet – explanations of variances

1	Cash assets	Cash assets are higher than the annual budget mainly due to the timing of capital works. Council receives the bulk of its grants in the first half of the year and two instalments prior to December, however the bulk of capital works are delivered in quarters three and four. Council anticipates its cash balance will drop down to the budget value by 30 June.
2	Receivables	Receivables are predominately outstanding rates. Receivables are actually tracking more favourable than the previous year, so the variance to forecast is due to incorrect forecasting in this area. The budget is based on the 30 June result and further payment of rates is expected to bring this down by the end of the year.
3	Property, Infrastructure, plant and equipment	This is less than forecast due to capital works expected to be completed in quarter four.
4	Payables	Council is paying its creditors on time. This variance fluctuates based on the timing of invoices and the timing of works (specifically large capital works).
5	Provision for landfill rehabilitation	The provision has been revised down as a result of the Myrtleford Landfill new cell construction not going ahead this year. The provision was budgeted to increase based on the construction of a cell and all future rehabilitation costs are provided for at the time of construction (rather than in later years when the funds are spent).
6	Other Reserves	The reserves are higher than budgeted due to a higher opening balance at the start of the year than expected and not yet having made any transfers to or from the reserve. This will

Cash and investments

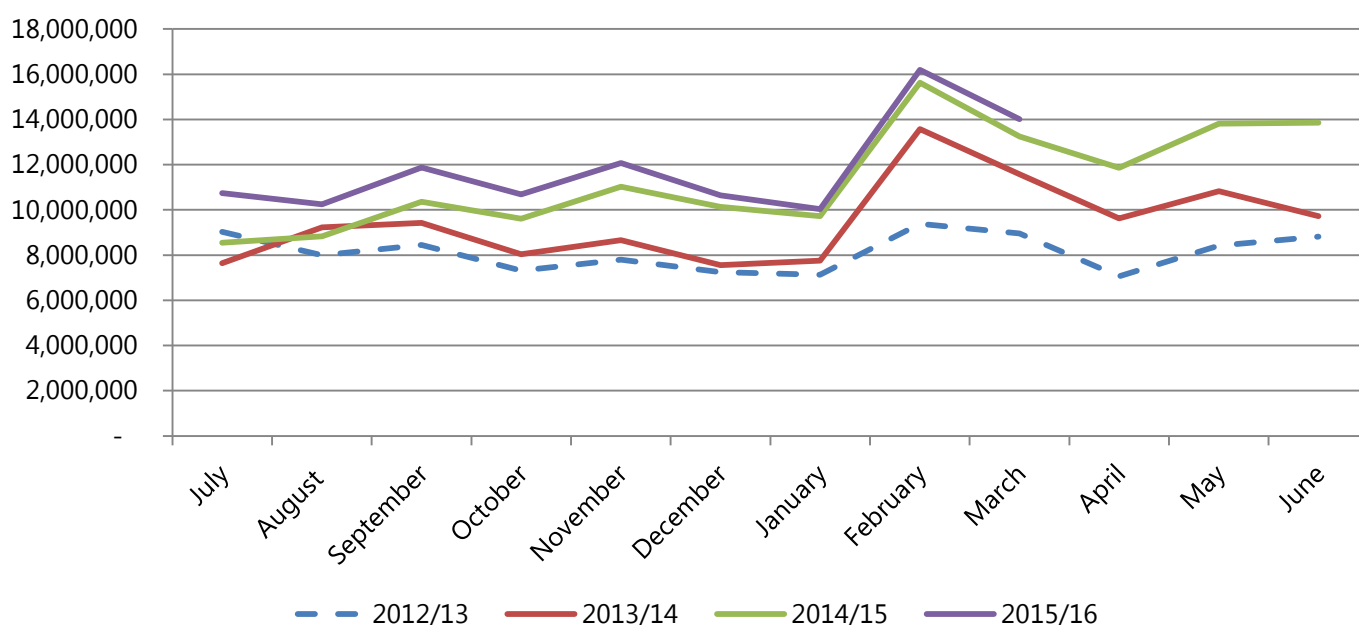
This graph shows the cash position as at the end of the quarter and the variation from month to month.

The quarter three result is favourable and higher than previous years due to the receipt in advance of half of Council's 2015/16 Financial Assistance Grant (\$1.4M) and the carry-over of identified 2014/15 capital works (\$2M).

The rise in cash balance in September and November is due to receipt of rate instalments and is a normal variant to cash flow.

In comparison to previous years, the cost reduction effort to contain recurrent expenditure such as employee costs has also contributed to the strong cash position. The cash balance is expected to decline in quarter four due to the delivery of the capital works program and minimising the carry forward works into 2016/17.

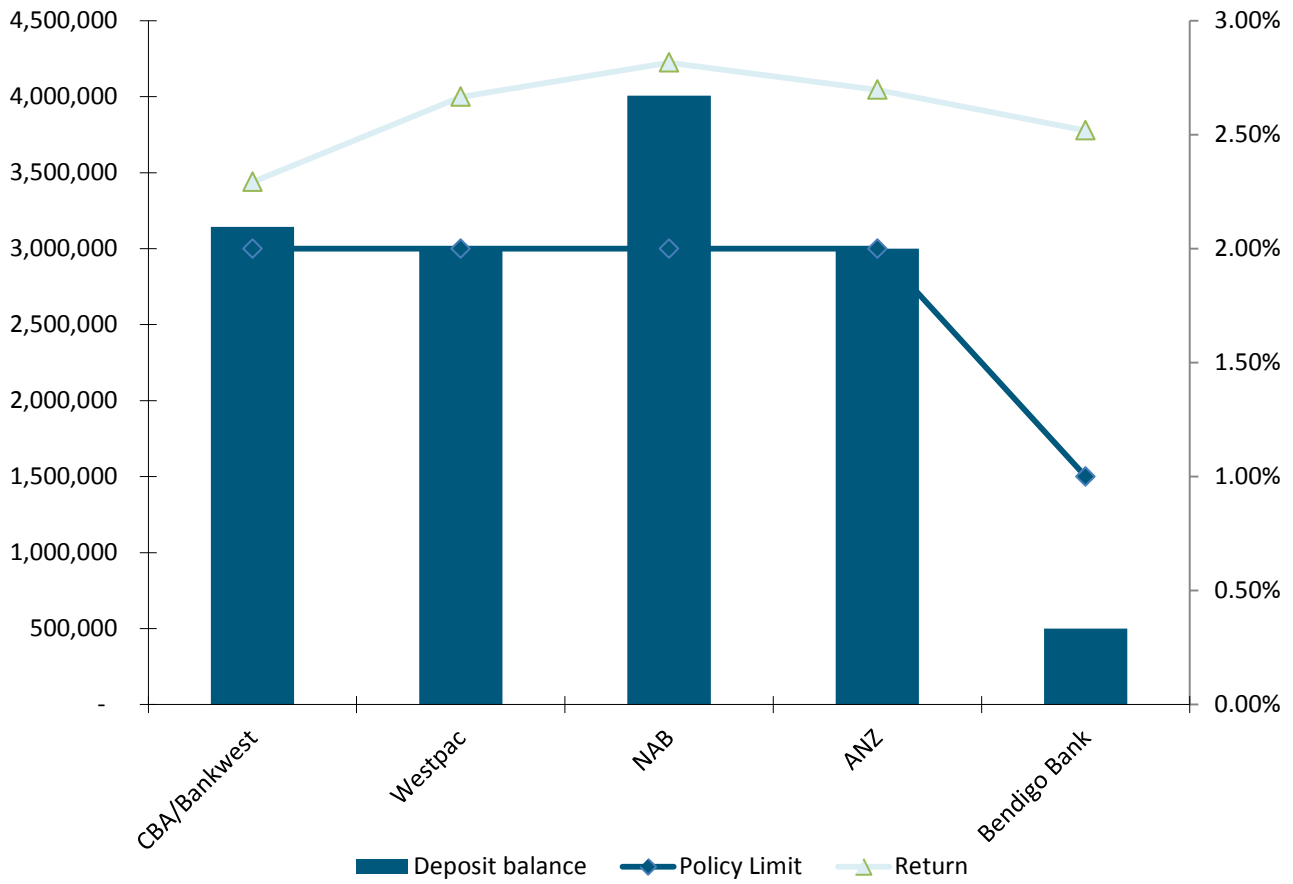
Monthly Cash Balance



Investment listing

Institution	Deposit balance	Policy Limit	Interest	Average deposit balance for quarter	Return
CBA/Bankwest	3,142,648	3,000,000	23,116	3,636,716	2.29%
Westpac	3,000,000	3,000,000	10,555	1,489,011	2.67%
NAB	4,007,627	3,000,000	18,298	2,551,583	2.82%
ANZ	3,000,000	3,000,000	22,080	3,000,000	2.70%
Bendigo Bank	500,000	1,500,000	3,050	445,733	2.52%
Total	13,650,275		77,098	11,123,044	2.60%

Investment policy



Council is currently exceeding its policy limit with NAB due to NAB providing better returns than Bendigo Bank. Council is currently in the process of reviewing its investment policy.

Interest bearing liabilities

As part of Council’s 2015.16 budget, there was an amount budgeted to pay out all existing loans of Council. This payout was made for all loans during the month of July 2015. The balance of the loans is now zero.

Departmental summaries

The following pages show a breakdown of each department's performance for the quarter. Explanations have been provided for variances that are approximately greater than \$10,000 and or 10%.

Directorate summary – YTD

	YTD Actuals	YTD Budget	YTD Variance	YTD Variance
	\$	\$	\$	%
Income				
Councillor & Executive	(13,654)	-	13,654	100%
Corporate Performance	(18,963,600)	(18,718,391)	245,209	(1%)
Assets - Operating	(155,649)	(165,260)	(9,612)	6%
Sustainable Development	(2,256,347)	(2,265,166)	(8,819)	0%
Assets - Capital	(1,621,354)	(576,479)	1,044,875	(181%)
Income Total	(23,010,604)	(21,725,297)	1,285,307	(6%)
Expenditure				
Councillor & Executive	6,811,540	7,199,975	388,434	5%
Corporate Performance	4,866,472	5,490,081	623,609	11%
Assets - Operating	1,527,507	1,786,730	259,224	15%
Sustainable Development	1,532,812	2,188,221	655,409	30%
Assets - Capital	3,425,646	4,650,676	1,225,030	26%
Expenditure Total	18,163,977	21,315,683	3,151,706	15%
Total	(4,846,627)	(409,613)	4,437,013	(1083%)

Directorate summary – forecast

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
Income				
Councillor & Executive	(13,654)	-		
Corporate Performance	(19,965,192)	(22,533,050)	(2,567,858)	11%
Assets - Operating	(211,148)	(154,792)	56,356	(36%)
Sustainable Development	(2,495,148)	(2,553,866)	(58,718)	2%
Assets - Capital	(2,421,429)	(2,678,018)	(256,589)	10%
Income Total	(25,106,571)	(27,919,726)	(2,813,155)	10%
Expenditure				
Councillor & Executive	8,721,959	9,069,700	347,741	4%
Corporate Performance	6,619,817	7,263,578	643,761	9%
Assets - Operating	2,383,671	2,373,606	(10,065)	(0%)
Sustainable Development	2,541,672	2,703,881	162,209	6%
Assets - Capital	7,997,370	8,568,882	571,512	7%
Expenditure Total	28,264,489	29,979,647	1,715,158	6%
Total	3,157,918	2,059,921	(1,097,997)	(53%)

Councillor and executive summary – YTD

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
Councillor & executive Income				
1.12 Council Support	(13,654)	-	13,654	100%
Total income	(13,654)	-	13,654	100%
Expenditure				
1.11 Council Representation	127,281	127,668	387	0%
1.12 Council Support	6,377,964	6,753,093	375,130	6%
1.14 Human Resources	122,782	134,363	11,581	9%
1.15 Business Improvement	171,298	164,710	(6,588)	(4%)
1.16 Marketing and Communications	12,215	20,141	7,925	39%
Total expenditure	6,811,540	7,199,975	388,434	5%
Councillor and executive total	6,797,886	7,199,975	402,088	6%

Councillor summary – YTD

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
1.11 Council Representation				
2001 Peter Roper	12,462	17,700	5,238	30%
2022 Jan Vonarx	30,621	28,338	(2,283)	(8%)
2023 John Forsyth	12,642	13,118	476	4%
2024 Ron Janas	22,214	22,348	134	1%
2025 Kate Farrell	17,672	17,193	(479)	(3%)
2026 Daryl Pearce	14,083	14,112	29	0%
2027 Tony Keeble	12,642	13,118	476	4%
2028 Catering for Councillors and Executive	4,944	5,335	391	7%
Councillor total	127,280	131,262	3,982	3%

Councillor and executive summary – forecast

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
Councillor & executive				
Income				
1.12 Council Support	(13,654)	-	13,654	100%
Total income	(13,654)	-	13,654	100%
Expenditure				
1.11 Council Representation	212,134	225,068	12,934	6%
1.12 Council Support	8,105,839	8,457,632	351,793	4%
1.14 Human Resources	163,709	173,400	9,691	6%
1.15 Business Improvement	251,298	165,000	(86,298)	(52%)
1.16 Marketing and Communications	16,287	48,600	32,313	66%
Total expenditure	8,721,959	9,069,700	347,741	4%
Councillor and executive total	8,708,305	9,069,700	361,395	4%

Councillor summary – forecast

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
1.11 Council Representation				
2001 Peter Roper	20,770	25,477	4,707	18%
2022 Jan Vonarx	39,049	70,439	31,390	45%
2023 John Forsyth	33,056	25,837	(7,219)	-28%
2024 Ron Janas	37,023	25,837	(11,186)	-43%
2025 Kate Farrell	29,453	25,837	(3,616)	-14%
2026 Daryl Pearce	23,472	25,804	2,332	9%
2027 Tony Keeble	21,070	25,837	4,767	18%
2028 Catering for Councillors and Executive	8,241	-	(8,241)	100%
Councillor total	212,134	225,068	12,934	6%

Council Support income has been received from Councils located in the Hume region for the Hume Region Local Government Network (HRLGN). Alpine Shire Council is acting as the secretariat and banker for the network in 2016 and these funds are contributions from Council's in the network from the prior year.

Council Support expenditure is favourable by \$375 or 6% YTD due to savings derived in wages. This is partly due to the establishment of MomentumOne (as detailed in the introduction of this report) which provides labour hire to Council for its pools which is not costed to this cost centre thus showing a favourable result. Employee costs are also favourable due to savings made from position vacancies during the year. Employee costs are expected to come in

under budget.

Business Improvement expenditure is unfavourable YTD due to Council's establishment and share in MomentumOne. This cost centre has the payments for MomentumOne costed to it. This is offset by savings in employee costs.

Marketing and Communications expenditure is favourable to forecast. This is partly due to the budget including \$8K for the rebranding of Council's vehicles which has not yet been carried out and it not expected to be completed by year end. There has also been no quarterly newsletters which were budgeted for and advertisements have also formed part of Council's demand reduction program. This will result in a favourable result at year end.

Corporate services summary – YTD

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
Corporate Services				
Income				
2.11 Risk Management	(7,181)	-	7,181	100%
2.12 Rates	(12,466,785)	(12,381,898)	84,887	(1%)
2.13 Accounting Services	(1,625,501)	(1,489,517)	135,984	(9%)
2.14 IT Services	(1,500)	(1,500)		0%
2.15 Customer Services	(12,510)	(10,077)	2,433	(24%)
Total Income	(14,113,477)	(13,882,992)	230,485	(2%)
Expenditure				
2.11 Risk Management	394,501	378,505	(15,996)	(4%)
2.12 Rates	166,830	172,561	5,731	3%
2.13 Accounting Services	875,852	866,630	(9,223)	(1%)
2.14 IT Services	297,035	322,147	25,112	8%
2.15 Customer Services	52,451	44,165	(8,286)	(19%)
Total Expenditure	1,786,670	1,784,009	(2,661)	(0%)
Total Corporate Services	(12,326,807)	(12,098,983)	227,824	(2%)

Corporate services summary – forecast

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
Corporate Services				
Income				
2.11 Risk Management	(7,181)	-	7,181	(100%)
2.12 Rates	(12,486,785)	(12,284,767)	202,018	(2%)
2.13 Accounting Services	(1,970,308)	(3,939,529)	(1,969,221)	50%
2.14 IT Services	(1,500)	-	1,500	(100%)
2.15 Customer Services	(16,680)	-	16,680	(100%)
Total Income	(14,482,454)	(16,224,296)	(1,741,842)	11%
Expenditure				
2.11 Risk Management	399,801	415,858	16,057	4%
2.12 Rates	261,531	265,455	3,924	1%
2.13 Accounting Services	915,097	964,230	49,133	5%
2.14 IT Services	427,018	427,018	-	0%
2.15 Customer Services	59,701	62,399	2,698	4%
Total Expenditure	2,063,148	2,134,960	71,812	3%
Total Corporate Services	(12,419,306)	(14,089,336)	(1,670,030)	12%

Risk Management income is an interest contribution that is received from JMAPP which is the trust fund which insures Council's assets (\$1.4K). The remaining \$5.7K is for the insurance claim for the McNamara ticket box.

Accounting Services income is favourable to forecast due to receiving greater interest income than estimated. This is due to greater cash being held during this financial year, mainly from receiving \$1.8 million of the financial

assistance grant in advance. Accounting services income is expected to be less than budgeted at year end due to Council receiving \$1.8 million of its Financial Assistance Grants in last financial year.

Customer Service income is favourable against forecast and budget due to this previously sitting in the Rates business function. This income is for land information certificates and is on budget.

Risk management expenditure is expected to be less than budgeted due to savings being received from Councils asset insurance. This was due to a review of the declared assets which saw the total asset value decrease due to duplication.

Accounting services expenditure is expected to be less than budgeted due to less expenditure on corporate overheads such as stationery. This area has also formed part of Council's demand reduction program.

Alpine@home summary – YTD

	YTD Actuals \$	YTD Forecast \$	YTD Variance \$	YTD Variance %
Alpine@home				
Income				
2.41 HACC Services	(788,971)	(830,496)	(41,526)	5%
2.42 Maternal & Child Health	(123,182)	(128,008)	(4,826)	4%
Total Income	(912,153)	(958,505)	(46,352)	5%
Expenditure				
2.41 HACC Services	1,016,752	1,064,842	48,090	5%
2.42 Maternal & Child Health	4,003	2,417	(1,586)	(66%)
Total Expenditure	1,020,755	1,067,260	46,504	4%
Total Alpine@home	108,603	108,755	152	0%

Alpine@home summary – forecast

	Year End Forecast \$	Original Annual Budget \$	Forecast Variance \$	Forecast Variance %
Alpine@home				
Income				
2.41 HACC Services	(1,101,855)	(1,399,037)	(297,182)	21%
2.42 Maternal & Child Health	(169,363)	(169,549)	(186)	0%
Total Income	(1,271,218)	(1,568,586)	(297,368)	19%
Expenditure				
2.41 HACC Services	1,427,539	1,760,680	333,141	19%
2.42 Maternal & Child Health	5,149	3,200	(1,949)	(61%)
Total Expenditure	1,432,688	1,763,880	331,192	19%
Total HACC	161,470	195,294	33,824	17%

HACC services (both income and expenditure) continue to be less than expected year to date. Home Care is continuing to review clients to ensure that services meet actual client needs. The year end forecast will see a reduction in income, however this is matched by a reduction in expenditure.

From 30 June 2016, HACC is being recommissioned to another provider by the Department of Health and Human Services.

Facilities summary – YTD

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
Facilities				
Income				
2.21 Property Management	(480,065)	(461,953)	18,112	(4%)
2.22 Airports	(22,885)	(31,847)	(8,962)	28%
2.23 Waste and Recycle Service	(3,030,291)	(2,980,096)	50,195	(2%)
2.24 School Crossing	(18,325)	(18,325)	-	0%
2.26 Visitor Information Centres	(149,259)	(143,905)	5,355	(4%)
2.27 Swimming Pools Management & Maint.	(204,663)	(223,653)	(18,990)	8%
2.29 Recreation	(9,982)	(17,115)	(7,133)	42%
Total Income	(3,915,471)	(3,876,895)	38,576	(1%)
Expenditure				
2.21 Property Management	116,439	160,002	43,563	27%
2.22 Airports	22,688	26,758	4,071	15%
2.23 Waste and Recycle Service	1,340,763	1,748,535	407,772	23%
2.24 School Crossing	163	263	100	38%
2.25 Library Services	271,019	321,726	50,707	16%
2.26 Visitor Information Centres	97,641	104,990	7,348	7%
2.27 Swimming Pools Management & Maint.	112,187	138,579	26,392	19%
2.29 Recreation	68,387	100,231	31,844	32%
2.30 Bright Office	29,761	37,730	7,969	21%
Total Expenditure	2,059,047	2,638,813	579,766	22%
Total Facilities	(1,856,423)	(1,238,082)	618,342	(50%)

Facilities summary – forecast

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
Facilities				
Income				
2.21 Property Management	(617,065)	(602,000)	15,065	(3%)
2.22 Airports	(22,885)	(10,600)	12,285	(116%)
2.23 Waste and Recycle Service	(3,094,541)	(3,597,318)	(502,777)	14%
2.24 School Crossing	(18,325)	(17,870)	455	(3%)
2.26 Visitor Information Centres	(190,009)	(189,210)	799	(0%)
2.27 Swimming Pools Management & Maint.	(252,213)	(295,915)	(43,702)	15%
2.29 Recreation	(16,482)	(27,255)	(10,773)	40%
Total Income	(4,211,520)	(4,740,168)	(528,648)	11%
Expenditure				
2.21 Property Management	243,939	266,468	22,529	8%
2.22 Airports	27,188	18,600	(8,588)	(46%)
2.23 Waste and Recycle Service	2,067,763	2,229,603	161,840	7%
2.24 School Crossing	213	220	7	3%
2.25 Library Services	364,452	343,452	(21,000)	(6%)
2.26 Visitor Information Centres	135,441	140,850	5,409	4%
2.27 Swimming Pools Management & Maint.	133,337	178,040	44,703	25%
2.29 Recreation	93,887	132,555	38,668	29%

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
2.30 Bright Office	57,761	54,950	(2,811)	(5%)
Total Expenditure	3,123,981	3,364,738	240,757	7%
Total Facilities	57,761	(1,375,430)	(1,433,191)	104%

Airports income and expenditure is forecast to be over budget due to hanger income being fully collected (including collections in arrears) and expenditure matching the income.

Waste and Recycle Service income is forecast to be under budget. This is due to the budgeted transfer from the waste reserve not required due to rehabilitation works not progressing this financial year. This is partly offset by transfer station fees exceeding forecast.

Swimming Pools Management & Maintenance income is under forecast mainly due to the Early Bird Season Passes being very strong however these sales have been offset by lower casual admission income.

Recreation income is expected to be less than budgeted predominately due to the Mt Beauty Community Centre being unavailable for hire whilst it is being utilised by the Alpine View Children's Centre during renovations.

Property Management expenditure is favourable to forecast mainly due to invoicing and timing changes of works. There has also been a reduction in actual costs incurred at the Holiday Park.

Waste and Recycle Services expenditure is under forecast due to invoices for kerb side collection and transfer station operations being 2 months behind. This will be incurred in quarter four. There has also been savings derived from waste diversion and lower maintenance costs.

Library Services is under budget due to invoicing being behind schedule. This is partly offset by library customer services invoices being costed to the library function rather than the customer service function, which is where it was budgeted. However they remain consistent with the budget despite the change in cost allocation.

Swimming Pools Management and Maintenance is expected to be favourable to budget due to the Asset Maintenance department performing maintenance over the Bright Splash Park (instead of having costs incurred by the Facilities department), however this function has now been outsourced. There has also been lower than expected maintenance and utility costs, contributing to the overall savings in this area.

Recreation expenditure is under budget due work being conducted by Council staff and charged centrally.

Asset maintenance summary – YTD

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
Asset maintenance				
Income				
3.11 Maintenance - Roads	(30,029)	(41,849)	(11,820)	28%
3.16 Open Spaces	(72,705)	(64,705)	8,000	(12%)
3.17 Operations	(839)		839	
3.19 Emergency Management	(52,075)	(58,706)	(6,631)	11%
Total Income	(155,649)	(165,260)	(9,612)	6%
Expenditure				
3.109 Rail Trail Maintenance	10,479	14,407	3,928	27%
3.11 Maintenance - Roads	126,265	140,929	14,664	10%
3.12 Maintenance - Bridges	32,698	40,449	7,751	19%
3.13 Maintenance - Buildings	177,485	316,131	138,647	44%
3.14 Maintenance - Drainage	32,540	37,784	5,244	14%
3.15 Maintenance - Footpaths	6,139	15,868	9,729	61%
3.16 Open Spaces	378,680	457,011	78,332	17%
3.17 Operations	677,082	658,659	(18,423)	(3%)
3.19 Emergency Management	86,138	105,491	19,352	18%
Total Expenditure	1,527,507	1,786,730	259,224	15%
Total asset maintenance	1,371,858	1,621,470	249,612	15%

Asset maintenance summary – forecast

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
Asset maintenance				
Income				
3.11 Maintenance - Roads	(85,529)	(29,000)	56,529	(195%)
3.16 Open Spaces	(72,705)	(18,092)	54,613	(302%)
3.17 Operations	(839)		839	(100%)
3.19 Emergency Management	(52,075)	(107,700)	(55,625)	52%
Total Income	(211,148)	(154,792)	56,356	(36%)
Expenditure				
3.109 Rail Trail Maintenance	22,400	22,400		0%
3.11 Maintenance - Roads	224,165	213,000	(11,165)	(5%)
3.12 Maintenance Bridges	42,698	40,000	(2,698)	(7%)
3.13 Maintenance - Buildings	340,485	411,000	70,515	17%
3.14 Maintenance - Drainage	51,000	51,000		0%
3.15 Maintenance - Footpaths	24,000	24,000		0%
3.16 Open Spaces	666,846	494,974	(171,872)	(35%)
3.17 Operations	913,939	961,931	47,992	5%
3.19 Emergency Management	98,138	155,301	57,163	37%
Total Expenditure	2,383,671	2,373,606	(10,065)	(0%)
Total asset maintenance	2,172,523	2,218,814	46,291	2%

Maintenance – roads forecast income is greater than the original budget due to increased sub-divisional payments and private works.

Open spaces income is forecast to be more than budgeted due to receipt of an unbudgeted competitive grant for the management of hazardous trees and also a public land safety grant for Nimmo Bridge Reserve.

Emergency management income and expenditure is less than forecast due to the fire prevention grant actually being received last year. This has partly been offset by the roadside weeds and pest management grant which was not budgeted.

Maintenance – roads expenditure is forecast to exceed the original budget due to unbudgeted Development Engineering costs.

Maintenance - buildings expenditure is under forecast and expected to be under budget at year end due to building assessments yet to be finalised to inform required works. Priority works are continually occurring. Completed assessments will inform future works.

Open spaces expenditure is expected to be unfavourable at year end due to facilities cleaning which was inadvertently omitted from the budget.

Operations expenditure is under budget due to less than expected plant and vehicle repairs. Expenditure in this area can fluctuate from quarter to quarter. There has also been savings derived from lower price of fuel.

Emergency management expenditure is expected to be less than budget due to this budget area including \$60K for wages which has been costed to the Council Support business function.

Planning and amenity summary – YTD

	YTD Actuals \$	YTD Forecast \$	YTD Variance \$	YTD Variance %
Planning and amenity Income				
4.21 Statutory Planning	(78,369)	(85,405)	(7,036)	8%
4.22 Building	(151,531)	(135,785)	15,746	(12%)
4.23 Environmental Health	(128,384)	(71,061)	57,323	(81%)
4.24 Local Laws	(55,472)	(40,400)	15,073	(37%)
4.25 Strategic Planning				
Total Income	(413,756)	(332,650)	81,106	(24%)
Expenditure				
4.21 Statutory Planning	10,879	52,157	41,278	79%
4.22 Building	1,336	20,260	18,924	93%
4.23 Environmental Health	10,996	48,165	37,169	77%
4.24 Local Laws	22,017	21,677	(340)	(2%)
4.25 Strategic Planning	24,355	77,000	52,645	68%
Total Expenditure	69,582	219,259	149,677	68%
Total planning and amenity	(344,174)	(113,391)	230,783	(204%)

Planning and amenity summary – forecast

	Year End Forecast \$	Original Annual Budget \$	Forecast Variance \$	Forecast Variance %
Planning and amenity Income				
4.21 Statutory Planning	(103,369)	(115,000)	(11,631)	10%
4.22 Building	(188,531)	(187,800)	731	(0%)
4.23 Environmental Health	(158,384)	(162,998)	(4,614)	3%

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
4.24 Local Laws	(95,472)	(100,000)	(4,528)	5%
4.25 Strategic Planning		(5,836)	(5,836)	100%
Total Income	(545,756)	(571,634)	(25,878)	5%
Expenditure				
4.21 Statutory Planning	35,879	65,000	29,121	45%
4.22 Building	11,336	23,380	12,044	52%
4.23 Environmental Health	35,996	155,080	119,084	77%
4.24 Local Laws	40,017	38,200	(1,817)	(5%)
4.25 Strategic Planning	99,355	92,000	(7,355)	(8%)
Total Expenditure	222,583	373,660	151,077	40%
Total planning and amenity	(323,173)	(197,974)	125,199	(63%)

Building income and expenditure is favourable to forecast and budget. The building team secured a number of major projects during quarter two which led to additional revenue approximately \$16,000 above the forecast which is a great result for this little team which competes for business from private building surveyors. Their expenditure was very minor and well below budget.

Statutory Planning expenditure is less than budget as costs are not incurred evenly throughout the year; they are irregular and as needed. A large portion of the budget is allocated for professional advice should Council be required to manage a difficult application or need to undertake enforcement at the Tribunal or Magistrates Court. In the year to date there has not been a requirement for specialist advice.

Environmental Health expenditure is favourable compared to forecast and is expected to remain this way at year end. This is due to the Domestic Waste Water Plan project (\$100K) which was budgeted now not going to progress this financial year. It has been re-budgeted for next financial year.

Strategic Planning expenditure is forecast to be over budget at year end due to incurring costs for the Dinner Plain BMO (Bushfire Management Overlay). The Dinner Plain BMO is a project rolled over from 2013 which relates to an unspent grant.

Economic and community development summary – YTD

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
Economic and community development				
Income				
4.11 Economic Development				
4.12 Tourism	(2,056)	-	2,056	100%
4.13 Festivals & Events	(291)	(20,000)	(19,709)	99%
4.14 Community Development	(101,635)	(144,164)	(42,530)	30%
4.15 Youth	(93,466)	(101,816)	(8,349)	8%
4.16 Dinner Plain Rates and Charges	(1,606,507)	(1,605,431)	1,075	(0%)
4.17 Dinner Plain Management	(61,137)	(61,105)	32	(0%)
Total Income	(1,865,091)	(1,932,516)	(67,425)	3%
Expenditure				
4.11 Economic Development	30,857	26,965	(3,892)	(14%)
4.12 Tourism	180,100	234,900	54,801	23%
4.13 Festivals & Events	140,543	186,909	46,366	25%
4.14 Community Development	124,771	258,075	133,304	52%
4.15 Youth	46,875	77,244	30,368	39%
4.16 Dinner Plain Rates and Charges	389,377	483,191	93,814	19%
4.17 Dinner Plain Management	550,709	701,678	150,970	22%
Total Expenditure	1,463,231	1,968,962	505,732	26%
Total Economic and community development	(401,861)	36,446	438,307	1203%

Economic and community development summary – forecast

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
Economic and community development				
Income				
4.11 Economic Development		(10,000)	(10,000)	100%
4.12 Tourism	(2,056)	-	2,056	(100%)
4.13 Festivals & Events	(20,291)	(70,000)	(49,709)	71%
4.14 Community Development	(162,335)	(134,600)	27,735	(21%)
4.15 Youth	(97,066)	(100,636)	(3,570)	4%
4.16 Dinner Plain Rates and Charges	(1,606,507)	(1,607,644)	(1,137)	0%
4.17 Dinner Plain Management	(61,137)	(59,352)	1,785	(3%)
Total Income	(1,949,392)	(1,982,232)	(32,840)	2%
Expenditure				
4.11 Economic Development	38,857	49,700	10,843	22%
4.12 Tourism	258,700	258,700		0%
4.13 Festivals & Events	247,038	257,000	9,962	4%
4.14 Community Development	245,271	314,340	69,069	22%
4.15 Youth	82,780	92,745	9,965	11%
4.16 Dinner Plain Rates and Charges	589,482	565,085	(24,397)	(4%)
4.17 Dinner Plain Management	856,961	792,651	(64,310)	(8%)
Total Expenditure	2,319,089	2,330,221	11,132	0%
Total Economic and community development	369,697	347,989	(21,708)	(6%)

Economic Development income is forecast to be unfavourable to budget. Income budgeted was for the Regional Living Expo which will no longer occur as a result of the State Government deciding not to deliver the program. There will be a corresponding saving in expenditure.

Festivals and events income and expenditure are expected to be less than budget due to a change in how the logistics of events was budgeted this year. Due to difficulties with administering the new process, logistics will remain consistent with prior years whereby an in-kind contribution will be provided. The reduction in income is supported by a correlating reduction in expenditure. Expenditure is under forecast YTD due to the timing of the events.

Community Development income is less than forecast due to the VASP project funding not yet being received (\$40K). Income is forecast to be over budget at year end due to the Economic and Community Development unit being successful in attaining further grant monies for projects. This includes Walk to School (\$11K), and Rural Access (\$17K) which was not confirmed until after the budget had been adopted.

Tourism expenditure is less than forecast due to the planning phase of destination marketing taking place YTD with delivery to occur later than expected in quarter 4. Also contributions to Tourism North East will be in quarter four which is partly later than expected.

Community development expenditure is under forecast due to seasonal activities; in particular community grant expenditure which will mainly occur in quarters 3 and 4. The VASP project is also underspent with work on this project being undertaken in quarter 4 and next financial year.

Dinner Plain – refer to the detailed Dinner Plain operating statement.

Dinner Plain detail – YTD

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
Dinner Plain				
Income				
4.16 Dinner Plain Rates and Charges				
1601 Dinner Plain Rates & Charges	(1,299,066)	(1,298,393)	673	(0%)
1602 Dinner Plain Waste & Recycling Rates	(307,441)	(307,026)	415	(0%)
4.16 Dinner Plain Rates and Charges Total	(1,606,507)	(1,605,419)	1,088	(0%)
4.17 Dinner Plain Management				
1605 Dinner Plain Village Services	(61,137)	(60,253)	884	(1%)
4.17 Dinner Plain Management Total	(61,137)	(60,253)	884	(1%)
9.19 Recreational and Other Renewal				
1978 CFA Fire Access Trail at Dinner Plain	(19,170)	-	-	-
9.19 Recreational and Other Renewal Total	(19,170)	-	19,170	(100%)
Income Total	(1,686,814)	(1,665,672)	1,972	(0%)
Expenditure				
4.16 Dinner Plain Rates and Charges				
2701 Dinner Plain Marketing	39,614	70,156	30,542	44%
2702 Bus Services	148,025	148,025	-	0%
2708 Dinner Plain Events	24,000	31,000	7,000	23%
2709 Snow Clearing	96,222	96,222	-	0%
2710 Dinner Plain TV	9,156	9,656	500	5%
2711 Snow Grooming	42,229	42,229	-	0%
2717 Employee costs – Dinner Plain	30,130	45,195	15,065	33%
4.16 Dinner Plain Rates and Charges Total	389,376	442,483	53,107	12%
4.17 Dinner Plain Management				
2703 Resort Maintenance	45,702	57,148	11,446	20%
2704 Waste Management Dinner Plain	172,648	180,440	7,792	4%
2706 Public Facilities	38,237	53,243	15,006	28%
2707 Council Administration	294,122	377,449	83,327	22%
2903 Transfer to Dinner Plain Reserves	-	-	-	-
4.17 Dinner Plain Management Total	550,709	668,280	117,571	18%
9.12 Plant and Motor Vehicles Renewal				
3622 Renewal – Dinner Plain Equipment	-	-	-	0%
9.12 Plant and Motor Vehicles Renewal Total	-	-	-	0%
9.13 Road Renewal				
3005 Renewal projects Dinner Plain	5,094	15,872	10,778	68%
9.13 Road Renewal Total	5,094	15,872	10,778	68%
9.16 Footpath renewal				
3644 Castran Corner	30,674	-	(30,674)	100%

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
9.16 Footpath Renewal Total	30,674	-	(30,674)	100%
9.19 Recreational and Other Renewal				
3647 CFA Fire Access Trail at Dinner Plain	20,401	-	(20,401)	100%
9.19 Recreational and Other Renewal Total	20,401	-	(20,401)	100%
9.23 Road Upgrade				
3646 Dinner Plain Link Road Upgrade	-	21,000	21,000	100%
9.23 Road Upgrade Total	-	21,000	21,000	100%
9.39 Recreation and Other New				
3105 New projects Dinner Plain	15,270	27,270	12,000	100%
3636 Gravity Adventure Park Dinner Plain	63,447	63,447	-	100%
3642 Dinner Plain Oval Feasibility Study	5,979	10,000	4,021	100%
9.39 Recreation and Other New Total	84,696	100,717	16,021	100%
Expenditure Total	1,080,950	1,248,352	167,402	13%
Net Income/Expenditure	(605,864)	(417,320)	188,544	(45%)

Dinner Plain detail – forecast

	Year End Forecast	Original Annual Budget	YTD Variance	YTD Variance
	\$	\$	\$	%
Dinner Plain				
Income				
4.16 Dinner Plain Rates and Charges				
1601 Dinner Plain Rates & Charges	(1,299,066)	(1,300,618)	(1,552)	0%
1602 Dinner Plain Waste & Recycling Rates	(307,441)	(307,026)	415	(0%)
4.16 Dinner Plain Rates and Charges Total	(1,606,507)	(1,607,644)	(1,137)	0%
4.17 Dinner Plain Management				
1605 Dinner Plain Village Services	(60,253)	(59,352)	901	(2%)
4.17 Dinner Plain Management Total	(60,253)	(59,352)	901	(2%)
9.19 Recreational and Other Renewal				
1978 CFA Fire Access Trail at Dinner Plain	(19,170)	-	19,170	#DIV/0!
9.19 Recreational and Other Renewal Total	(19,170)	-	19,170	#DIV/0!
Income Total	(1,685,930)	(1,666,996)	(236)	0%
Expenditure				
4.16 Dinner Plain Rates and Charges				
2701 Dinner Plain Marketing	89,614	65,500	(24,114)	(37%)
2702 Bus Services	186,000	186,000		0%
2708 Dinner Plain Events	54,000	60,000	6,000	10%
2709 Snow Clearing	128,222	125,000	(3,222)	(3%)
2710 Dinner Plain TV	9,156	6,000	(3,156)	(53%)
2711 Snow Grooming	62,229	62,325	96	0%

	Year End Forecast	Original Annual Budget	YTD Variance	YTD Variance
	\$	\$	\$	%
2717 Employee costs - Dinner Plain	60,260	60,260		0%
4.16 Dinner Plain Rates and Charges Total	589,481	565,085	(24,396)	(4%)
4.17 Dinner Plain Management				
2703 Resort Maintenance	83,702	83,900	198	0%
2704 Waste Management Dinner Plain	252,400	252,400		0%
2706 Public Facilities	86,737	86,800	63	0%
2707 Council Administration	460,677	460,777	100	0%
2903 Transfer to Dinner Plain Reserves		(91,226)	(91,226)	100%
4.17 Dinner Plain Management Total	883,516	792,651	(90,865)	(11%)
9.12 Plant and Motor Vehicles Renewal				
3622 Renewal - Dinner Plain Equipment		215,025	215,025	100%
9.12 Plant and Motor Vehicles Renewal Total		215,025	215,025	
9.13 Road Renewal				
3005 Renewal projects Dinner Plain	27,568	53,756	26,188	49%
9.13 Road Renewal Total	27,568	53,756	26,188	49%
9.16 Footpath renewal				
3644 Castran Corner	64,000		(64,000)	100%
9.16 Footpath Renewal Total	64,000		(64,000)	100%
9.19 Recreational and Other Renewal				
3647 CFA Fire Access Trail at Dinner Plain	20,401		(20,401)	100%
9.19 Recreational and Other Renewal Total	20,401		(20,401)	100%
9.23 Road Upgrade				
3646 Dinner Plain Link Road Upgrade	-	-		100%
9.23 Road Upgrade Total	-	-		100%
9.39 Recreation and Other New				
3105 New projects Dinner Plain	47,270	64,508	17,238	100%
3636 Gravity Adventure Park Dinner Plain	63,447	-	(63,447)	200%
3642 Dinner Plain Oval Feasibility Study	9,300	-	(9,300)	300%
9.39 Recreation and Other New Total	120,017	64,508	(55,509)	100%
Expenditure Total	1,704,983	1,691,025	(13,958)	(1%)
Net Income/Expenditure	19,053	24,029	4,976	21%

Dinner Plain operates as a separate business function and all revenue is quarantined to a reserve. This reserve then provides for projects which relate to Dinner Plain.

Dinner Plain marketing expenditure is underspent in this quarter due to the timing of marketing expenditure which is set to occur in quarter 4 with the activity plan for pre-winter marketing being delivered.

Dinner Plain employee costs is less than forecast due to the position being vacant. An Officer has now commenced and is working 4 days per week on marketing and events for Dinner Plain

Dinner Plain public facilities expenditure is under spent due to the timing as some utilities invoices are yet to be received.

Dinner Plain Council administration is less than forecast due to waiting for the Brandy Creek office lease invoice.

Dinner Plain renewal - equipment expenditure is under forecast due to the snow blower not being purchased this year. This will not proceed this year as the existing equipment has been assessed to have more useful life.

Road renewal expenditure is less than forecast and budget due to emergency footpath repairs at Castran Corner taking priority.

Footpath renewal expenditure is for emergency works at Castran Corner. This is unbudgeted work and was to address a public safety risk ahead of the ski season.

Dinner Plain road upgrade expenditure is for the Dinner Plain link road upgrade. This work was renamed and categories to account 3647 CFA Fire Access Track. This project came in slightly under budget.

Dinner Plain new projects is greater than forecast due to the timing of the mountain bike track master plan works being undertaken. Actual works are not expected to be undertaken until next year thus will see a favourable result at year end.

Dinner Plain transfer to reserve is the net of income and expenditure. Currently the forecast is expected to be an over spend of \$19,053 which will mean this amount will be transferred from the reserve.

Capital Projects summary – YTD

	YTD Actuals	YTD Forecast	YTD Variance	YTD Variance
	\$	\$	\$	%
Capital works				
Income				
9.12 Plant and Motor Vehicles Renewal	(16,636)	(16,636)		0%
9.18 Building Renewal	(18,650)	(10,000)	8,650	(87%)
9.19 Recreation and Other Renewal	(19,170)	-		
9.28 Building Upgrade		(332,500)	(332,500)	100%
9.29 Recreation and Other Upgrades	(170,290)	(20,000)	150,290	(751%)
9.39 Recreation and Other New	(240,450)	(81,750)	158,700	(194%)
9.41 Flood Recovery				
9.5 Projects Grant income	(1,156,158)	(115,593)	1,040,565	(900%)
Total Income	(1,621,354)	(576,479)	1,044,875	(181%)
Expenditure				
9.11 Office Equipment and Furniture Renewal	16,158	17,100	942	6%
9.12 Plant and Motor Vehicles Renewal	93,297	182,297	89,000	49%
9.13 Road Renewal	1,017,031	1,368,276	351,245	26%
9.14 Bridge Renewal	396,232	515,996	119,764	23%
9.15 Kerb Renewal	1,320	5,000	3,680	74%
9.16 Footpath Renewal	40,871	22,000	(18,871)	(86%)
9.17 Drainage Renewal	16,024	9,964	(6,060)	(61%)
9.18 Building Renewal	23,234	13,247	(9,987)	(75%)
9.19 Recreation and Other Renewal	88,580	89,890	1,310	1%
9.1A Waste Renewal	230,026	146,909	(83,118)	(57%)
9.23 Road Upgrade	88,421	138,339	49,918	36%
9.26 Footpath Upgrade	52,952	131,485	78,533	60%
9.27 Drainage Upgrade	43,632	21,684	(21,948)	(101%)
9.28 Building Upgrade	67,186	353,198	286,012	81%
9.29 Recreation and Other Upgrades	571,402	1,053,405	482,004	46%
9.33 Road New	24,500	25,000	500	2%
9.36 Footpath New	3,924	7,234	3,310	46%
9.38 Building New	150,791	225,551	74,760	33%
9.39 Recreation and Other New	308,052	324,101	16,049	5%
9.41 Flood Recovery	192,012	-	(192,012)	100%
Total Expenditure	3,425,646	4,650,676	1,225,030	26%
Total capital works	1,844,712	2,530,043	685,331	27%

Building upgrade income is less than forecast as completion of the Lakeview Childcare Centre is behind schedule.

Recreation and other upgrades income exceeds forecast due to Mt Beauty Progressing Places income being received earlier than forecast.

Recreation and other new income exceeds forecast due to incorrect forecasting of flood mitigation design income.

Projects grant income exceeds forecast due to incorrect forecasting in the previous quarter.

Plant and motor vehicle renewal expenditure is below forecast as the purchase of a front-deck mower was not completed (now scheduled for Q4), and the invoicing for the purchase of the zero-turn mower was not completed in the quarter.

Road renewal expenditure is below forecast as the capitalised wages journal has not been completed for resealing and rural roads drainage improvements. Costs for pavement rehab completed in Mount Beauty have not yet been invoiced.

Bridge renewal expenditure is less than forecast due to delays at Merriang and Freeburgh Bridges, and invoicing not complete for Porepunkah Weir.

Footpath renewal expenditure exceeds budget due to unbudgeted emergency works in Dinner Plain to address a public safety risk ahead of the ski season.

Building renewal expenditure exceeds forecast due to unbudgeted expenditure on Mount Beauty library as a result of storm damage.

Recreation and other renewal expenditure exceeds forecast due to unbudgeted work on the fire access trail in Dinner Plain, and drainage and mulch works in Mount Beauty.

Waste renewal expenditure exceeds forecast due to the cost of design approvals by the EPA auditor exceeding estimates.

Road upgrade expenditure is below forecast due to a duplication of master accounts for the CFA funded fire access trail at Dinner Plain.

Footpath upgrade expenditure is below forecast as the implementation of the footpath works is behind schedule due to internal delays in scoping and awarding the work.

Drainage upgrade Expenditure exceeds forecast as the planned scope has been completed ahead of schedule.

Building upgrade expenditure is less than forecast as completion of the Lakeview Childcare Centre is behind schedule.

Recreation and other upgrades expenditure is below forecast due to delay in the Alpine Events Park funding agreement being signed, and later invoicing for Mount Beauty Progressing Places work than forecast.

Building new expenditure is below forecast due to delays completing the Myrtleford Holiday Park Cabin project.

Recreation and other new expenditure is less than forecast due to later invoicing for the Myrtleford indoor sports stadium study than forecast.

Flood recovery expenditure exceeds forecast due to unplanned emergency storm/flood restoration expenditure.

Capital Projects summary – forecast

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
Capital works				
Income				
9.12 Plant and Motor Vehicles Renewal	(29,056)	(844,994)	(815,938)	97%
9.18 Building Renewal	(18,650)	(8,650)	10,000	(116%)
9.19 Recreation and Other Renewal	(19,170)	-	19,170	#DIV/0!
9.28 Building Upgrade	(383,000)	(443,000)	(60,000)	14%
9.29 Recreation and Other Upgrades	(238,000)	(274,900)	(36,900)	13%
9.39 Recreation and Other New	(292,395)	(47,000)	245,395	(522%)
9.41 Flood Recovery	(285,000)	-	285,000	#DIV/0!
9.5 Projects Grant income	(1,156,158)	(1,059,474)	96,684	(9%)
Total Income	(2,421,429)	(2,678,018)	(256,589)	10%
Expenditure				
9.11 Office Equipment and Furniture Renewal	61,321	51,321	(10,000)	(19%)
9.12 Plant and Motor Vehicles Renewal	910,595	1,038,335	127,740	12%
9.13 Road Renewal	1,837,227	1,566,181	(271,046)	(17%)
9.14 Bridge Renewal	712,732	914,424	201,692	22%
9.15 Kerb Renewal	114,508	64,508	(50,000)	(78%)
9.16 Footpath Renewal	106,697	54,596	(52,101)	(95%)
9.17 Drainage Renewal	25,000	27,493	2,493	9%
9.18 Building Renewal	45,000	101,314	56,314	56%
9.19 Recreation and Other Renewal	147,153	127,024	(20,129)	(16%)
9.1A Waste Renewal	249,510	1,121,342	871,832	78%
9.23 Road Upgrade	108,421	192,021	83,600	44%
9.26 Footpath Upgrade	217,952	225,025	7,073	3%

	Year End Forecast	Original Annual Budget	Forecast Variance	Forecast Variance
	\$	\$	\$	%
9.27 Drainage Upgrade	62,000	66,658	4,658	7%
9.28 Building Upgrade	997,758	1,239,621	241,863	20%
9.29 Recreation and Other Upgrades	1,338,019	1,076,972	(261,047)	(24%)
9.33 Road New	38,500	25,000	(13,500)	(54%)
9.36 Footpath New	24,474	27,000	2,526	9%
9.38 Building New	327,948	327,948		0%
9.39 Recreation and Other New	352,555	322,099	(30,456)	(9%)
9.41 Flood Recovery	320,000		(320,000)	(100%)
Total Expenditure	7,997,370	8,568,882	571,512	7%
Total capital works	5,575,941	5,890,864	314,923	5%

Plant and Motor Vehicle Renewal income is forecast to be below budget as income will not be received in 2015/16 from the grader sale (forecast \$70K), sale of the Paveline road maintenance unit (forecast \$20K) or sale of the white fleet (forecast \$150K). Use of the plant reserve is being discontinued, so there is no forecast to transfer from plant reserve in Q4.

Recreation and other renewal income exceeds forecast due to CFA funding for unbudgeted works in Dinner Plain (matched by equivalent unbudgeted expenditure).

Building upgrade forecast income is less than budget due to a change in strategy on the upgrade of transfer station at Porepukah.

Recreation and other upgrades forecast income is below budget as income from the McNamara Reserve Netball Court Upgrade is unlikely to be received this FY.

Recreation and other new income is forecast to exceed budget due to unbudgeted income (shade sail grant, flood mitigation design income)

Projects grant income forecast exceeds budget due to additional grant income being awarded after the start of the FY. The balance of grant income, to a total income amount of \$1,513,930, is forecast to be received Q1 2016/17.

Plant and motor vehicles renewal expenditure is forecast to be below budget due to carry forward of the grader purchase into 2016/17 and deferral of the decision to renew the Dinner Plain snow blower.

Road renewal expenditure is forecast to be over budget due to additional projects made possible as a result of the increased Roads to Recovery funding provided through the Fuel Excise Program contribution.

Bridge renewal expenditure is forecast to be under budget. Harris Lane bridge renewal has been deferred until 2016/17. Delays during design and scoping of the works, compounded by implementation delays by the contractor executing the works, have resulted in the weather window for implementation being missed.

Kerb renewal forecast exceeds budget due to additional VicRoads funding received after the start of the FY and not included in budget and a conscious decision to offset reduction in road related projects, to ensure Roads to Recovery expenditure requirements are met.

Footpath renewal expenditure exceeds budget due to unbudgeted repair works in Dinner Plain (Castran Corner) to ensure a public safety risk was addressed ahead of the snow season. This has been offset by cost saving in the delivery of the planned footpath renewal scope.

Recreation and other renewal expenditure exceeds forecast due to unbudgeted works in Dinner Plain made possible by CFA funding (matched by equivalent unbudgeted income).

Waste renewal expenditure is forecast to be under budget due to an agreed change in strategy on the Myrtleford landfill, and delays in gaining approvals for the Porepukah landfill rehabilitation.

Road upgrade forecast expenditure is under budget due to the Mafeking Square upgrade being limited to design work only and better pricing for the guardrail renewal contract, offset somewhat by late invoicing for Railway Avenue renewal works.

Building upgrade forecast expenditure is less than budget due the Mt Beauty Library Redevelopment Project being placed on hold while a strategic review of library location was completed, and change in strategy on the Porepukah Transfer Station upgrade, offset by additional unbudgeted scope for stage 2 of the Lakeview Childcare Centre.

Recreation and other upgrades forecast exceeds budget due to unbudgeted grant income received after the start of the FY (Nimmo Bridge Reserve, Alpine Events Centre, Shade Sails), and unbudgeted expenditure on Mount Beauty pool repairs and the Bright Splash Park.

Road new forecast exceeds budget due to a conscious decision to offset reduction in road related projects, to ensure Roads to Recovery expenditure requirements are met.

Conclusion

Council's operating performance for the quarter has been favourable to budget and slightly over forecast. This has primarily been due to savings in employee costs and materials and services from the demand reduction programs.

The benefits of early loan repayments and prepayment of the Financial Assistance Grants in 2014/15 continues to have a positive impact on the Council's cash position.

Recreation and other new expenditure is forecast to exceed budget due to carryover of the Dinner Plain Adventure Park from 2014/15

Flood recovery forecast expenditure exceeds budget due to this being unplanned emergency storm/flood restoration expenditure.

Capital works expenditure YTD is slightly under forecast. However the overall performance included a number of noteworthy variances. Overall Council's forecasting of capital works and other areas of the business is continuously improving which indicates a maturing of internal processes.

COUNCIL POLICY**PROCUREMENT POLICY**

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy Number: 089	Status: Adopted	
Approved by: Council	Date approved/adopted: 7 June 2016	Next review date: June 2017
Directorate: Corporate Performance	Department: Corporate	Contact officer: Manager Corporate

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REVISION RECORD

Date:	Version:	Revision description:
04/11/2009	1.0	Adopted
03/11/2010	1.01	Reviewed, amended and adopted
02/11/2011	1.02	Reviewed, amended and adopted
02/10/2012	1.03	Reviewed, amended and adopted
19/05/2014	V1.0	Final collaborative version with Indigo and Towong Shire Councils
02/06/2015	2.0	Adopted Version 2 (no amendments required)
07/06/2016	3.0	Adopted Version 3 (no amendments required)

1. TITLE

Procurement Policy

2. POLICY STATEMENT

This policy has been jointly developed by Alpine Shire Council, Indigo Shire Council and Towong Shire Council in the spirit of council collaboration and fostering ongoing working relationships between the three councils.

Council is committed to ensuring its purchasing practices are fair and transparent, meet legislative requirements and deliver best value outcomes to ratepayers.

3. PURPOSE

Section 186A of the *Local Government Act 1989* requires Councils to prepare, approve and comply with a procurement policy.

The purpose of the Procurement Policy is to:

- Provide policy and guidance to allow consistency and control over procurement activities
- Ensure compliance with legislation
- Establish a framework for Council to achieve best value outcomes
- Demonstrate the application of elements of best practice in purchasing
- Demonstrate accountability to rate payers

4. SCOPE

This policy applies to all purchases of, and contracts to purchase, goods, services and works.

It is binding upon Council staff and all persons undertaking procurement on behalf of Council, including volunteers, councillors and related committees.

5. OBJECTIVES

The objectives of the Procurement Policy are to:

- Achieve value for money for ratepayers
- Ensure open and fair competition
- Ensure openness and transparency of the decision making process
- Achieve high standards of probity, accountability and risk management
- Achieve compliance with legislation
- Promote Environmental Sustainability
- Seek to support local procurement
- Progress Councils commitment to continuous improvement and collaboration.

6. POLICY DETAILS

6.1 Principles

Council will apply the following principles to all procurement activities:

Value for money

Council will seek to maximise value for money in all purchase decisions.

Factors such as quality, quantity, risk, timeliness and cost on a whole-of-contract and whole-of-asset-life basis will be considered to achieve the optimum combination which defines best value.

Open and fair competition

Prospective suppliers will be afforded an equal opportunity to tender or quote. Impartiality will be maintained in selecting suppliers.

Probity and transparency

Council's procurement activities will be performed with integrity and in a manner able to withstand the closest possible scrutiny.

Procedures will be implemented to ensure fairness and impartiality towards suppliers, consistency and transparency of process, identification and management of conflict of interest and security and confidentiality of commercial interests of existing and potential suppliers.

Accountability

Council will ensure responsibilities and requirements for compliance are communicated to all staff.

All procurement activities will be documented to provide an audit trail for monitoring and audit purposes.

Risk management

Council will manage all aspects of its procurement processes in accordance with its risk management policy to ensure all risks are identified, analysed, evaluated, treated, monitored and communicated to the standard required.

Council will ensure:

- systems are in place that limit the risk of unethical behaviour and clearly set the parameters of responsibility and authority
- more than one person is involved in, and responsible for each transaction
- appropriate authorisations are obtained and documented

Reporting

The procurement policy and implementation of related internal controls will be monitored and reviewed by Council's internal audit committee.

Environmental sustainability

Council will aim to make purchases that have the least impact on the environment and human health, within the context of purchasing on a value for money basis.

Preference will be given to purchasing products and services which:

- Minimise waste
- Minimise greenhouse emissions
- Minimise habitat destruction
- Minimise pollution
- Minimise soil degradation
- Maximise water and energy efficiency

Local sourcing

Consistent with the value for money and fit for purpose principles, where equivalent value can be sourced both locally and elsewhere, the goods or services should be procured from the local supplier.

Continuous improvement

Council will seek continual operational and process improvement including innovative and technological initiatives with the objective of reducing overall activity costs, improving management reporting capabilities and achieving best practice.

Collaboration

Council will seek and encourage the development of procurement collaboration with other councils and organisations including contracts available through the Victorian State Government, the Municipal Association of Victoria, Procurement Australia and other aggregated procurement providers as applicable.

6.2 Methods and Thresholds

Council will apply the following purchasing methods and conditions to all procurement activities within the nominated spend threshold:

Spend Thresholds	Purchasing Method	Conditions
Up to \$1,000	Verbal quotation	Seek and receive at least one quote No purchase order required
> \$1,000 up to \$2,500	Written quotation	Seek and receive at least one quote Purchase order required
> \$2,500 up to \$10,000	Written quotation	Seek and receive at least two quotes Purchase order required
> \$10,000 up to \$75,000	Request for Quotation (RFQ)	Seek a RFQ from at least three suppliers Contract and purchase order required.
> \$75,000 up to \$149,999.99	Request for Quotation (RFQ)	Seek a RFQ from at least five suppliers RFQ published on council's tender website RFQ open to response from any supplier Contract and purchase order required
\$150,000 and over	Invitation to Tender (ITT)	ITT published in newspaper ITT published on council's tender website ITT open to response from any supplier Contract and purchase order required

Note: 1) All \$ sums include GST.

2) The total value of a purchase over its lifetime must be considered to determine the correct procurement method.

Council may choose to publicly invite tenders for purchases with a value less than \$150,000 if it is of the opinion that it may produce a better outcome.

All quotations and tenders will be evaluated in accordance with the methodology outlined in Council's Procurement Procedures Manual.

6.3 Procurement Procedures Manual

Council will maintain a Procurement Procedures Manual that sets out in detail the purchasing processes that must be followed, and delegations of authority.

6.4 Procedural Exemptions

Under specific circumstances exemption from the methods of this policy can be sought. Procedures for seeking exemptions are documented in the Procurement Procedures Manual.

7. SUPPORTING DOCUMENTS

This Policy should be read in conjunction with all other relevant Council policies and procedures, as well as relevant legislative requirements.

Related Procedures

- Procurement Procedures Manual

Related Legislation

- *Local Government Act 1989 (Victoria)*
- *Competition and Consumer Act 2010*

Related Policies

- *Employee Code of Conduct*
- *Corporate Records Policy*
- *Corporate Records Disposal Policy*
- *Occupational Health and Safety Policy*
- *Risk Management Policy*
- *Prevention of Bullying and Occupational Violence Policy*

Related Guidelines

- Victorian Local Government Best Practice Procurement Guidelines 2013

8. HUMAN RIGHTS CHARTER

This policy has been considered in relation to the Victorian *Charter of Human Rights and Responsibilities Act 2006* and it has been determined that it does not contravene the Charter.

9. MONITORING, EVALUATION AND REVIEW

Review of this policy and associated documentation will occur at least once in each financial year as required by section 186A (7) of the *Local Government Act 1989*.

10. NON-COMPLIANCE, BREACHES AND SANCTIONS

Failure to comply with this Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

11. DEFINITIONS AND ABBREVIATIONS

Definitions of terms used in the policy and explanations of any abbreviations and acronyms.

Term	Meaning
the Act	<i>Local Government Act 1989</i> (as amended).
Conflict of interest	In Victorian local government the law provides that a staff member holding a delegation or advising council or a special committee has a conflict of interest which they must disclose in writing when they have a personal or private interest of the type specified in the legislation.
Contract	An agreement between two or more authorised persons on behalf of their organisations to perform or not perform a specific act/s that is enforceable in law. A contract may be verbal or written or inferred by conduct.
Council staff	Includes full-time and part-time council staff, and temporary employees, contractors and consultants while engaged by the council.
Delegate	A person authorised by the council or Chief Executive Officer to make general or specified decisions constrained only by the instrument of delegation. Specifically, delegates commit and incur expenditure. The delegate is responsible for actions arising from their use of such power.
Local	In the context of this policy the definition of local is one that seeks to support manufacturers and suppliers located; <ul style="list-style-type: none"> • Firstly within the municipal boundary • Secondly within municipalities adjacent or near to the municipality • Thirdly within Australia
Probity	In the context of a procurement process, probity is a defensible process that is able to withstand internal and external scrutiny – one that achieves both accountability and transparency, providing suppliers with fair and equitable treatment.

Term	Meaning
Procurement	Procurement is the whole process of acquisition of external goods, services and works. It can include planning, design, standards determination, specification writing, preparation of quotation and tender documentation, selection of suppliers, financing, contract administration, disposals, and other related functions. It also includes the organisational and governance frameworks that underpin the procurement function.
Purchase order	A form of contract, which is an official document used to authorise and record the purchase of goods or services by a buyer. It is the prime reference confirming the contractual situation between the buyer and supplier.
Quotation/quote	A document in the form of an offer to supply goods and/or services, usually in response to a request for quotation.
Request for quotation (RFQ)	A written process of inviting offers to supply goods and/or services involving simple documentation that specifies the requirements.
Invitation to tender (ITT)	A publicly advertised invitation to tender against a set of clearly defined and specified requirements. Tenderers are advised of all requirements involved, including the conditions of tendering and proposed contract conditions.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender	An offer in writing to supply goods and/or services, usually submitted in response to a public or selective invitation such as an invitation to tender.
Tender process	The process of inviting parties to submit a tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement procedures.
Value for money	The optimum combination of quality, quantity, risk, timeliness, on a whole-of-contract and whole-of-asset-life basis (VAGO).

12. APPROVAL

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 7th day of
June 2016 in the
presence of:

.....

COUNCILLOR

.....

COUNCILLOR

.....

CHIEF EXECUTIVE OFFICER



GUIDELINES

NOISE CONTROL GUIDELINES

Publication 1254 October 2008

INTRODUCTION

These guidelines are primarily intended to be used by municipal officers to assist in the resolution of complaints or to avert a possible noise nuisance. Some guidelines have been prepared so that they could be incorporated into a permit condition of a development or embodied as a local law. The guidelines are designed, however, to be the basis of assessment and not the last word.

Many of the guidelines do not require an actual measurement of the noise. In these cases, the inherent nature of the activity outside of the hours suggested is sufficient to consider the activity unreasonable.

EPA appreciates feedback on issues where additional noise control guidelines are considered useful or where refinements to existing guidelines are considered necessary.

Note: These guidelines are a reproduction of the former EPA publication TG302/92. The publication has been updated to reflect regulatory changes under the *Environment Protection (Residential Noise) Regulations 2008* and to address queries raised through consultation for these regulations. The sections for fixed domestic plant; for construction and demolition site noise and for noise assessment have been updated, and the ordering of sections has been changed. Other minor amendments are:

- a requirement for waste collection has been added
- references and standards for aircraft noise, scaregun noise and noise from shops have been updated.

ACKNOWLEDGEMENT

Some of the guidelines were adopted from noise control guidelines developed by the New South Wales Department of Environment and Climate Change (formerly the State Pollution Control Commission).

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NOISE CONTROL GUIDELINES

not limited to the schedule and may be enforced at any time.

9 DELIVERIES TO SHOPS, SUPERMARKETS AND SERVICE STATIONS

Where a residential area will be impacted by noise from deliveries, then deliveries should be inaudible in a habitable room of any residential premises (regardless of whether any door or window giving access to the room is open) outside the hours contained in the schedule.

Schedule: Deliveries to shops, supermarkets & service stations

7 am – 10 pm Monday to Saturday

9 am – 10 pm Sundays and public holidays

Note: All ancillary motors or trucks should be turned off whilst making the delivery.

10 NOISE FROM SHOPS

Where amplified speech or music from shops (spruiking) is to be controlled, the following conditions may be specified.

Each loudspeaker or loudspeaker system to be placed in such a position that, while it is in use, it remains:

- located entirely inside the shop
- situated not less than three metres from any public entrance to the shop
- directed in such a manner that the device does not point towards any wall which contains an external window or entrance to the shop unless the wall is more than 15 metres from the device itself
- operating at a level that does not exceed 65 dB(L_{Aeq}) two metres from the facade.

11 GARDENING ON NON-RESIDENTIAL PROPERTY

This guideline is intended to limit the amount of noise created by lopping or removal of trees, cutting of grass and so forth.

All internal combustion engines must be fitted with a suitable muffler in good repair.

Work carried out in proximity to a residential area should be restricted to the hours:

7 am – 6 pm Monday to Saturday

9 am – 6 pm Sundays and public holidays, unless involved in emergency work.

12 SCAREGUNS

Background

Scareguns are devices for producing a loud explosive sound for the purpose of scaring away birds from crops and orchards. Scare guns, also known as gas guns or scatter guns, produce an explosive noise by the ignition of a charge of gas and air. Some scare guns rotate after firing so that the next blast is emitted in a different direction, which is intended to increase the surprise effect on birds.

Scareguns, when used as the sole bird deterrent, are likely to become significantly less effective after a few days. This is due to the birds becoming accustomed to the noise. For scareguns to remain effective it is necessary to vary and enforce the frightening effect. Methods which do this include the relocating of the scare gun every day or so and the use of 'birdfright' explosive cartridges.

The rate of firing the scaregun must be carefully considered. If the firing rate is set too high, the birds will very quickly become accustomed to the noise. However, if set too low, the birds will return from cover after being frightened away and will have time to feed.

For the guns to be most effective they should be used when the birds are most actively feeding. This will normally be in the early morning and late afternoon; but this could be dependent on the species. Most scareguns can be fitted with a timer that enables them to be automatically turned on and off.

Scareguns are not the only method of bird control available. Where scareguns cannot be used, other bird controls should be considered by the producer. These include:

- kites, shaped like birds of prey
- chemical sprays that are unpalatable to some species of small birds
- plastic strips that hum in the wind
- nets and plastic mesh
- noise generators such as 'Av-alarm', 'Pestaway Agricultural Noise Generator' or a 'white noise' generator. (The first two produce a high level of noise which may cause annoyance to residents if living nearby. The last-mentioned device produces a cicada-like sound and has been found to be particularly effective with silvereyes).

Discussion

Birds that attack fruit and crops can cause significant losses to a producer. A scaregun, if used correctly, does offer some protection against this problem. However, the noise that frightens the birds can also cause significant annoyance to neighbours living in the area. As a consequence, when scareguns are used, there needs to be a balance set between the



NOISE CONTROL GUIDELINES

producer's needs and the rights of residents. This guideline attempts to set this balance and should be seen as a reasonable compromise for both parties.

Guidelines for the control of noise from scareguns

- A scaregun must not be used if the distance between the scaregun and any complainant's house is less than 300 m (See Note 2).
- The scaregun must not emit more than 70 blasts/day.
- The scaregun must not be used earlier than 7 am or later than sunset. Earlier starting times will be allowed if this is agreed to by the complainants.
- The total time of operation of a scaregun must not exceed 12 hours in any one day. However, the time of operation may be divided into two separate periods, provided the interval between blasts is not less than six minutes.
- The scaregun must be located as far away as possible from any complainant's house.
- Wherever possible, the shielding effects of natural features, buildings and so on shall be used to reduce the level of the blasts at complainants' houses.
- Wherever possible, the use of the scaregun shall be minimised.

Notes:

1. These guidelines are based on an average maximum level of 100 dB LIN Peak of the loudest 20 per cent of blasts measured at the complainant's home when the weather favours noise propagation. The dB LIN Peak is measured with the sound level meter set to linear ('Z') frequency-weighting and peak ('P') time weighting.
2. Where the level of the blast from a scaregun can be adjusted, then the distance between the scaregun and any complainant's house may be less than 300 m. In this case the adjusting mechanism must be permanently fixed such that the average maximum level of the blasts at the house does not exceed 100 dB LIN Peak.
3. Weather conditions affect the propagation of noise. Received levels are loudest when the wind blows from the source to the receiver. Temperature inversions, which often occur in the early mornings after a clear night, also increase noise propagation.

13 PUBLIC ADDRESS SYSTEMS

Public address systems are commonly used in conjunction with outdoor entertainment and sporting activities and can cause annoyance if used inappropriately. For the purpose of this guideline public address systems may be divided into two categories: low-power units needed for control of persons engaged in the activities or events; and high-

power units used for making public commentaries and announcements.

Objectives

In all cases, the environmental objective should be noise intrusion of not more than 5 dB(A) above background at any affected residences or other noise-sensitive locations. Corrections for tonal or impulsive noise usually are not necessary, and further tolerance of up to 5 dB(A) may be allowed for unique or very infrequent activities with recognised social merit. Amplifier level settings must be minimised whilst ensuring conveyance of information to audience or participants is adequate.

Restrictions on the times of use of public address systems should be considered. Noise from PA systems must not be audible inside a residential dwelling during normal sleeping hours.

Low-power systems for event control

These are usually small systems such as are used for controlling competitors in events like BMX bike races and go-kart races. Where such systems may cause noise annoyance, the following criteria should be applied:

- The public address system must only be used to control the event, not for giving commentaries, advertising or playing music.
- Speakers may only be installed in the essential control areas, such as marshalling sites.
- Speakers should be small, low-power horn units no more than 20 cm across the horn opening and operated by an amplifier of no more than 30 watts.
- Horn units are to incline downwards at an angle of approximately 45°, point in the appropriate direction and be mounted on poles approximately three metres tall, in such a way that the speaker is held firmly and cannot be rotated.
- A sound level limiting circuit should be incorporated in the amplifier to control the signal amplitude to a fixed level, regardless of the loudness of the operator's voice.
- Once the control knobs have been set to the correct positions, they should be removed and the potentiometer spindles covered with a fixed metal channel attached to the front panel of the amplifier.
- The spare microphone inputs should be covered with metal plates securely fitted to the rear or front panel of the amplifier, as the case may be.

High-power systems for commentaries and announcements

These are usually much larger systems used, for example, to give a running commentary during a

**ALPINE SHIRE****Policy for Control of Noise From Scare Guns.****INTRODUCTION**

Birds that attack fruit and crops can cause significant losses to a producer. A scare gun, if used correctly, may offer some protection against this problem.

However, the noise which frightens the birds can also cause significant annoyance to neighbours living in the area. As a consequence, when scare guns are used, there needs to be a balance set between the producer's needs and rights of residents.

This policy attempts to set this balance, and should be seen as a reasonable compromise for both parties. It will be used by Council to determine whether a nuisance is being caused.

The policy has been developed after extensive consultation with the Community, Producers and Industry Groups during 2004.

Scare guns are devices for producing a loud explosive sound for the purpose of scaring away birds from crops and orchards, etc. Scare guns, also known as gas guns or scatter guns, produce an explosive noise by the ignition of a charge of gas and air. Some scare guns rotate after firing so that the next blast is emitted in a different direction and this is intended to increase the surprise effect on birds.

Scare guns, when used as the sole bird deterrent, are likely to become significantly less effective after a few days. This is due to the birds becoming accustomed to the noise. For scare guns to remain effective it may be necessary to vary and enforce the frightening effect. Methods which do this include the relocating of the scare gun every day or so and the use of 'birdfright' explosive cartridges.

For the guns to be most effective they should only be used when the birds are actively feeding. This will normally be in the early morning and late afternoon; but this could be dependent on the species. Scare guns should be fitted with a timer which enables them to be automatically turned on and off.

Scare guns are not the only method of bird control available. Where scare guns cannot be used, other bird controls should be considered by the producer. These include :

- ↖ Kites, shaped like birds of prey,
- ↖ Chemical sprays which are unpalatable to some species of small birds,
- ↖ Plastic strips which hum in the wind, and
- ↖ Nets and plastic mesh.

POLICY

- (1) A scare gun must not be used on;
- a. 'residential' zoned land; or
 - b. 'rural' or 'rural living' land within 1,000m of 'residential' land; as defined in the Alpine Planning Scheme.
- (2) A scare gun may be used without a permit on other 'rural' and 'rural living' zoned land; as defined in the Alpine Planning Scheme, subject to;
- (2.1) A scare gun must not be used if the distance between the gun and any dwellings on adjoining properties is less than 300m.
- (2.2) A scare gun must be set to provide an average clear interval between a cycle of blasts of 8 to 16 minutes.
- (2.3) A scare gun can only be used for a maximum of 6 hours per day, between the following hours;
- | | | |
|------------------------|-----------------|----------------|
| Eastern standard time. | 7.00 to 10.00am | 4.00 to 7.00pm |
| Daylight savings time. | 7.00 to 10.00am | 5.00 to 8.00pm |
- (2.4) A cycle of blasts may be up to three blasts (single, double or triple blasts) and must not exceed 60 seconds from the first blast of the cycle to the last blast of the cycle. (NB: this would limit a triple shot gun to 90 blasts maximum per day, a double shot gun to 60 blasts maximum per day, a single shot gun to 30 blasts maximum per day).
- (2.5) A scare gun must be located in or adjacent to the crop that it is protecting subject to compliance with the separation distance specified in (2.1).
- (2.6) Scare guns shall be of an electronic programmable gas fired type unless otherwise approved by the Environmental Health Officer.
- (2.7) The number of scare guns must not exceed the ratio of 1 gun to 4 hectares of crop area or part thereof, and shall be not closer than 150m to any adjoining scare gun in operation.
- (2.8) Wherever possible, the siting of a scare gun, including the shielding effects of natural features, buildings, and the use of adjusting mechanisms etc, shall be used to reduce the level of blasts which may affect a dwelling on an adjoining property.
- (2.9) Scare guns shall be located as far away as possible from any dwelling on adjoining properties and wherever possible, the use of scare guns shall be minimised.
- (3) Scaregun owners may apply in writing to Council for a permit to vary the requirements of clauses 1b, 2.1, 2.2, 2.3 and 2.4.

- (3.1) Council's Senior Environmental Health Officer will take the following matters into account when considering applications;
- a. the opinion of neighbouring land owners or occupiers,
 - b. geographic features that may affect noise propagation,
 - c. the requirement of the producer to protect the crop and details of other bird management programs in place,
 - d. noise levels at adjoining dwellings (the average maximum level of blasts must not exceed 100 dB Lin Peak),
 - e. the distance in (1)b. cannot be varied to less than 500m,
 - f. the distance in 2.1 cannot be varied to less than 150m, and at that distance the gun must be permanently restrained to fire each blast 180° in the opposite direction to any dwelling on an adjoining property, and
 - g. any other relevant evidence.
- (3.2) Council is under no obligation to approve a permit. Permits issued on behalf of Council may contain such conditions and limitations as deemed appropriate to the circumstances.
- (3.3) A permit shall remain in force until revoked by Council.
- (3.4) Council's Senior Environmental Health Officer is the Council delegate in this matter.
- (3.5) Council cannot delegate the power to refuse or revoke a permit.
- (4) If complaints are received relating to the use of scare guns outside the policy, such non compliance shall be dealt with as a nuisance under the Health Act 1958. This would enable the Environmental Health Officer to;
- a. seize property,
 - b. give written directions,
 - c. prosecute - maximum fine \$10,225.

NOTES:

- (a) *This policy is based on an average maximum level of 100dB Lin Peak of the loudest 20% of blasts measured at the external wall of a dwelling on an adjoining property when the weather favours noise propagation.*
- (b) *Weather conditions affect the propagation of noise. Received levels are loudest when the wind blows from the source to the receiver. Temperature inversions, which often occur in the early mornings after a clear night, also increase noise propagation.*
- (c) *Residential means; Residential One, Low Density Residential, Township and Mixed Use; according to the Alpine Planning Scheme.*

14. CONTROL OF NOISE FROM BIRD SCARE GUNS & SIMILAR CONTROL DEVICES

- 14.1 A scare gun must not be used on;
- (a) 'residential' zoned land; or
 - (b) 'rural' or 'rural living' land within 1,000 m of 'residential' land; as defined in the Alpine Planning Scheme.
- 14.2 A scare gun may be used without a permit on other 'rural' and 'rural' living zoned land; as defined in the Alpine Planning Scheme, subject to;
- (a) A scare gun must not be used if the distance between the gun and any dwellings on adjoining properties is less than 300m.
 - (b) A scare gun must be set to provide an average clear interval between a cycle of blasts of 8 to 16 minutes.
 - (c) A scare gun can only be used for a maximum of 6 hours per day, between the following hours;
 - i. Eastern standard time 7.00am to 10.00am and 4.00pm to 7.00pm
 - ii. Daylight savings time 7.00am to 10.00am and 5.00pm to 8.00pm
 - (d) A cycle of blasts may be up to three blasts (single, double or triple blasts) and must not exceed 60 seconds from the first blast of the cycle to the last blast of the cycle. (NB: this would limit a triple shot gun to 90 blasts maximum per day, a double shot gun to 60 blasts maximum per day, a single shot gun to 30 blasts maximum per day).
 - (e) A scare gun must be located in or adjacent to the crop that it is protecting subject to compliance with the separation distance specified in (2a).
 - (f) Scare guns or similar bird control devices shall be of an electronic programmable gas fired type unless otherwise approved by an Environmental Health Officer
 - (g) The number of bird scare guns or similar control devices must not exceed the ratio of 1 gun to 4 hectares of crop area or part thereof, and shall not be closer than 150M to any adjoining bird scare gun or similar bird control device in operation;

Alpine Shire Council

Amenity Local Law No. 5

- (h) Bird scare guns or similar bird control devices, other than a registered firearm, shall be located by operators as far away as possible from all residential premises and wherever possible, the shielding effects of natural features, buildings, etc. Shall be used to reduce the level of the blasts of scare guns or similar bird control devices at residential premises;
- (i) Scare guns shall be located as far as possible from any dwelling on adjoining properties and wherever possible, the use of scare guns shall be minimised.
- (j) The operating requirements of scare guns or similar bird control devices, other than a registered firearm, shall be based on an average maximum level of 100dB LIN peak (loudest 20% of blasts) when the weather favours noise propagation;
- (k) Bird scare guns or similar bird control devices not operated in accordance with this Local Law may be impounded by an Authorised Officer in accordance with the impounding provisions of this Local Law.

Penalty: Maximum 10 Penalty Units

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 3 May 2016
Location: Settlers Tavern Meeting Room
Start Time: 4.30pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Dave Barry	CEO
Cr Tony Keeble	Deputy Mayor	Charlie Bird	DA
Cr Jan Vonarx	Councillor	Heather Green	DSD
Cr Kate Farrell	Councillor	Leanne Williams	MCS
Cr John Forsyth	Councillor	Trevor Britten	DCP
Cr Peter Roper	Councillor		
Cr Daryl Pearce	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Preliminaries
- HACC
- High Country Library Corporation
- Myrtleford Holiday Park
- Receipts at Myrtleford Landfill
- Scare Gun Petition
- Dinner Plain survey results
- Dinner Plain Special Rate
- Ordinary Council Meeting Agenda review - budget and LTFP, rating strategy and landfill development charge

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 24 May 2016
Location: Committee Room, Bright
Start Time: 3.30pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Dave Barry	CEO
Cr Tony Keeble	Deputy Mayor	Charlie Bird	DA
Cr Jan Vonarx	Councillor	Heather Green	DSD
Cr Peter Roper	Councillor	Leanne Williams	MCS
		Trevor Britten	DCP

Councillor and staff apologies:

Name	Position
Cr Daryl Pearce	Councillor
Cr John Forsyth	Councillor
Cr Kate Farrell	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Scare Gun Petition
- McNamara Reserve
- Dinner Plain events funding
- SRV funding applications
- Myrtleford indoor sports stadium
- HACC update



ALPINE SHIRE

Councillor Report by Delegate

Cr Kate Farrell

Meeting /
Committee
attended

North East Multicultural Association

Other:

Date:

9th May 2016

Details of Issues discussed at meeting, and how they relate to or affect Council:

Item Harmony day 2016 held in Wangaratta

Outcome

Harmony Day is held every year on 21 March to coincide with the United Nations International Day for the Elimination of Racial Discrimination. The message for Harmony Day is everyone belongs. It's a day to celebrate Australia's diversity - a day of cultural respect for everyone who calls Australia home.
Due to lack of funding this year Harmony Day was unable to be celebrated in the Alpine Shire this year, hopefully this may return next year 2017 and Bright, Myrtleford and Mount Beauty will be able to share this fun day with all the different cultural groups that call North East Victoria home.

Item

Multicultural Award presented to Caterina Revrenna

Outcome

"One of our most diligent and conscientious volunteers has been recognised for her outstanding work, particularly in the Myrtleford area by the Victorian Multicultural Commission. Caterina was presented by Helen Kapalos, Victorian Commission Chair. Caterina is a founding member of NEMA and assisted with the North East Multicultural Aged Care Connection project. Caterina is very active in promoting things like Harmony Day, and other annual get-together as well as an integral part of 'Nonna in Cucina' associated with La Fiera. Caterina is a Cultural Advocate for the new migrants to the Alpine Shire; she is an excellent example of a passionate worker to raise awareness that all Cultural Advocates are approachable and willing to help members in the community."

Item

Biggest Morning Tea - May 25th 2016

Outcome

"A slice" themed Tea Party to raise money for Cancer research:- Armstrong House, in co-operation with Pangerang and Anglicare.

Councillor Report by Delegate - Cr Kate Farrell {Page 2}

Item	Finances for NEMA Wangaratta
Outcome	Finances were in a perilous position so a new Treasurer has been appointed for NEMA Wangaratta: Rachel Jones will oversee the complicated business of fixing up the finances. There will not be a continuation of Peak funding but with a partnership with Ovens and Murray Multicultural organisation and Gateway health if funding is successful there will be a guarantee for 4 years of funding.

Item	Rural City of Wangaratta
Outcome	The Rural City of Wangaratta will be the au spacing hub and there is an exciting opportunity for Alpine, Benalla, Mansfield and Wangaratta to link up with NEMA. NEMA will be notified at the end of May, possibly June is funding partnership is successful. Heaps of work has gone into securing the future of NEMA.

Item	CALD group for the North East
Outcome	The major regret for this group was there was no bilingual Counsellor who spoke Italian, this was very disappointing.

Item	
Outcome	



Councillor Report by Delegate

Cr Kate Farrell

**Meeting /
Committee
attended**

Other (please specify below)

Other:

Bright Art Gallery

Date:

19th May 2016

Details of Issues discussed at meeting, and how they relate to or affect Council:

Item	Autumn Festival Exhibition
Outcome	<p>Treasurers report: Clear profit for the Autumn Art Exhibition of just under \$29,000 after all the expenses have been taken out. Admission brought in \$14,500.</p> <p>There were more visitors this year than there has been in the past.</p> <p>The money has been set aside in a fixed deposit.</p> <p>164 paintings were sold which was 22% of the total amount of paintings on exhibit.</p> <p>This was quite an improvement on last year.</p>
Item	Report on back room renovation plans.
Outcome	<p>Simon Jones and Will Jeremy from the Shire meet with Steve, Roy and Allison at the Gallery and discussed the renovation plans for the back storage area that really needs to be done. Simon and Will were keen and helpful. It was stressed to them that the work needs to be finished by the end of August. A working bee of Committee members to declutter and to move paintings will be called. Allison suggested that Heather Green be contacted to check that our documentation is all in order. Painting storage racks are needed. The gallery's contribution to the storage area would be 25 per cent.</p>
Item	General Business
Outcome	<p>Public Liability Insurance. Allison suggested that this could be increased from \$10 million dollars to \$15 or even \$20 million. All agreed that this was necessary and Jon Lilley would get a quote on this. This needs to be discussed with the shire why it is presently at \$10 million. A meeting will be arranged to discuss agreement with the Shire.</p>

Councillor Report by Delegate - Cr Kate Farrell {Page 2}

Item

Bicycle Rack

Outcome

Many visitors have bicycles, which are left lying/leaning around the front door; it was suggested to apply to the Shire for a bicycle rack.

Item

Next meeting Thursday 16th June 2016. At 4.30pm

Outcome

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Item

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Outcome

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Item

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Outcome

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ALPINE SHIRE

Councillor Report by Delegate

Cr Jan Vonarx

**Meeting /
Committee
attended**

Rural Councils of Victoria

Other:

Mayor/CEO Forum

Date:

12th May 2016

Details of Issues discussed at meeting, and how they relate to or affect Council:

Item

RCV Advocacy

Outcome

David Hawkins, Managing Director, SOCOM
(see Powerpoint presentation)
Cr. Marianne Pelz, East Gippsland Shire:
Q: Queried the reasoning behind core staff working with volunteers
A: an example could be maintenance of recreation facilities being done by volunteers
(already being done in most Councils).
There was a consensus that everyone agreed to support Leadership position.

Item

contd:

Outcome

Cr. Paul Sladdin, Mansfield Shire:
Q: Re Leader and being united – who is united and who is the leader?
A: Rural Councils Victoria is the leader in this concept and member councils would be united.
Johnn McLinden, Swan Hill CEO
Q: These are Rural Council problems
A: Who makes the decisions in Local Government, Rural Councils Victoria need to be involved in the decision making especially concerning Rural Councils

Item

Stronger Rural Councils Initiative: Work Plan & Work Streams 1- 3

Outcome

Lenny Jenner, CEO, Borough of Queenscliffe and RCV Executive Member
Powerpoint presentation

Councillor Report by Delegate - Cr Jan Vonarx {Page 2}

Item	Summit Evaluation
Outcome	<p>Margaret Abbey, CEO, Murrindindi Shire Council Powerpoint presentation Positive feedback from members attending the summit in Marysville. There was a lot of local engagement.</p> <p>Tony Doyle, CEO Hindmarsh Shire RCV should sponsor young people to attend these summits. Northern Grampians sponsored a young person to Marysville and they were very inspired.</p>
Item	Local Government Victoria update
Outcome	<p>Graeme Emonson, Executive Director, Local Government Victoria Powerpoint presentation Local Government is very important to both State & Commonwealth Governments The Local Government Act is being reviewed and amalgamations are not on the agenda. Directions paper will be out in June. Fair Go Rates: 9 out of 79 Councils have applied for variations, the ESC assessments will be completed by 31/5/16</p>
Item	contd
Outcome	<p>Know Your Council website is being well used, councils should have a link to this website from their own websites Cr. Ellen Crocker, Benalla Council Q: Could a copy of the presentation be sent out? A: Yes it will be available from Pyrenees Shire and on website Cr. Mary Fraser, Towong Shire Q: With only 9 councils applying for a variation does this mean that everyone else is OK?</p>
Item	contd:
Outcome	<p>A: It could be assumed that this was the case for this year, maybe more will apply next year, who knows, after the Local Government elections this may change. Cr. Christine Henderson, Mt. Alexander Shire Q: It looks as though some councils might have to put in a variation on an ongoing basis. A: this is the first year and is a learning curve. Hopefully many councils will have more of an idea how they are tracking next year Cr. Jo Beard, Corangamite Shire Comment: Corangamite Shire have potential cuts to services and there will be repercussions</p>



ALPINE SHIRE

Councillor Report by Delegate

Cr Jan Vonarx

**Meeting /
Committee
attended**

Rural Councils of Victoria

Other:

Mayor/CEO Forum continued from previous report

Date:

12th May 2016

Details of Issues discussed at meeting, and how they relate to or affect Council:

Item contd:MAV update

Outcome

Rob Spence, CEO, MAV

- Cost of SES
- HACC statement of intent from Commonwealth
- FAG grants
- Critical areas are: Human Services, Environment – EPA: higher level, Local Government: lower level, climate change

Andrew Mason, CEO Corangamite Shire

Cost shifting is an impost on all rural councils

Item Rural Living Campaign - Buloke Shire

Outcome

Cr Reid Mather, Mayor and John Hicks, CEO, Buloke Shire Council

We can't spend more than we take in and maintain level of services.

It is important to get your own house in order.

So far 19 rural councils have joined with Buloke

Local Government is important and we need to find out if there is a problem and if so what is the solution?

Meet with local communities and find out what level of service is required, cost it and then talk to State Government.

Item 3, 16, 81 Campaign Northern Grampians Shire

Outcome

Cr Murray Emerson and Cr Tony Driscoll Northern Grampians Shire Council

"A Fair Go for Locals"

We need to work on this together

3 cents goes to Local Government

16 cents to State Government

81 cents to Federal Government – from every tax \$ raised

Need a more equitable distribution of tax revenue to maintain service level capacity.

Councillor Report by Delegate - Cr Jan Vonarx {Page 2}

Item contd:

Outcome

John Hicks, CEO Buloke Shire - Q: Everybody in Victoria should be able to access the same services. A: Rural Councils Victoria have formed a working group to bring this all together

Cr. Mike O'Connor, Pyrenees Shire Q: We need to tell the Government that we need a more equitable funding in support of Buloke, Northern Grampians and RCV

Gerry Smith, CEO Indigo Shire

Q: to RDV – where is the Regional Jobs Infrastructure Fund at? A: There is a pipeline of potential projects. There is \$70 million in the Tourism Infrastructure Fund

Item Minister Jaala Pulford

Outcome

The Hon Jaala Pulford
Minister for Regional Development Minister for Agriculture

- Minister Pulford introduced her “team”
- Increased road funding in the budget
- Growth in Rural Tourism
- Water infrastructure funding
- \$20 million to deliver Regional Statement
- Regional Future Summit to be held in Bendigo on 19th & 20th August 2016

Item contd:

Outcome

Cr. Ron Janas, Alpine Shire

Q: there are concerns with Alpine and other rural councils that rates have been kept to 2.5% yet the Fire Service Levy has gone up 70% why? We have to keep our rates low but State Government can raise other charges.

Water extraction – buying good agricultural land and getting a license but there are no net benefits to councils.

Red meat enquiry – Senate enquiry when will the interim report be available?

A: Water extraction has not been raised before.

Item contd:

Outcome

Senate enquiry into red meat, there needs to be a resolution to commence with this.

Fire services levy is fully utilized and is to pay for fire services which are increasing. Rate capping was flagged pre election.

Helen Anstis, CEO Baw Baw Shire - Q: Issue with the Dairy industry affects not only farmers but small businesses in these areas. A: There is a flow on effect through municipalities. ASIC are looking at Murray Goulburn There are trade restrictions in Europe and a drop in growth in China. Stull trying to work through the problem. There are 4,300 dairy farms with average herd size of 227 head. This is an industry problem with industry response. There is no easy solution.



ALPINE SHIRE

Councillor Report by Delegate

Cr Jan Vonarx

Meeting /
Committee
attended

Timber Towns Victoria

Other:

General meeting

Date:

20th May 2016

Details of Issues discussed at meeting, and how they relate to or affect Council:

Item

Resignation of EA

Outcome

TTV's EA Amy Delahey resigned and left prior to the General meeting. Unfortunately none of the Guest speakers on the Great Forest National Park had not been confirmed.

Item

Debate on GFNP - Cr. Malcolm Hole, Wellington Shire & Cr. John Walsh, Murrindindi Shire

Outcome

Both councillors stepped in at the last minute to give us an overview how this National Park would impact on their Shires.

Cr. John Walsh, Murrindindi Shire: Flow on effect of the timber industry affects only 10% working in the Shire. Tourism is down because of the logging in the area, outdoor education which is the largest employer are looking at moving elsewhere. Always competing with logging trucks etc., school camps are also affected. There is environmental damage and logging impacts on houses/tourism/hiking trails etc.

Item

contd:

Outcome

There is a lot of road maintenance and administration costs due to the many complaints from ratepayers. Other Councils would benefit from employment than Murrindindi. Forest workers can do, other jobs and Mountain Ash is a finite resource.

Councillor Report by Delegate - Cr Jan Vonarx {Page 2}

Item contd:

Outcome
 Cr. Malcolm Hole, Wellington Shire
 If the GFNP goes ahead it will add 355000 hectares to the park system, it is crown land and belongs to everyone and shouldn't just be a playground for Melbourne. If it is a National Park then hiking, trail bikes, etc. are not allowed. Metro don't understand the benefits of timber. If the timber industry is cut then we will have to import timber from unsustainable logging countries. Lack of logging will have a flow on effect on local councils - people move away, schools close, hospitals close, shops close.

Item What can TTV do?

Outcome
 Local Government were not invited to be on the GFNP working group therefore they have no-one to let them know the impacts on certain councils. Look at sustainable forestry eg: plantations, need to meet with CFMEU to talk about job losses also to Federal candidates prior to election

Item

Outcome

Item

Outcome



ALPINE SHIRE

Councillor Report by Delegate

Cr Ron Janas

Meeting /
Committee
attended

Other (please specify below)

Other:

North East Waste and Resource Recovery Group

Date:

19th and 20th May 2016

Details of Issues discussed at meeting, and how they relate to or affect Council:

Item

Tour of recycling facilities Echuca / Moama

Outcome

The waste and resource recovery group with 16 participants from various Council and commercial interest groups conducted a tour of businesses that were recycling plastics, and in some instances, producing new products from the plastics on site. A tour of 'drums go round' where chemical drums that are collected through the DrumMuster program are processed highlighted the importance of ensuring that drums are cleaned and inspected before reprocessing can proceed. This company provides services to 60 Councils in Sth East Australia. Plastic Forests Pty Ltd is commercialising a unique dry cleaning process which takes contaminated PE plastic films that are not currently recycled from post food production streams and post agricultural waste, turning that waste film into a range of recycled plastic.

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Outcome

Recycled Plastic Technology Pty Ltd formerly known as Green Pipe is a major supplier to both the rural and forest industries of drainage and crossings pipe as well as stormwater pipe and fittings. Using an Australian developed process it manufactures medium to large diameter plastic pipe sourced primarily from kerbside collections using a unique low energy manufacturing process. The product has a carbon footprint of approx 50% of competitive virgin products.

Nullarbor Sustainable Timber are the founding fathers of the reclaimed timber industry in Australia, the first timber recyclers. They are primarily a timber supplier with a range of both recycled and sustainable (new growth) timbers. There was a passion amongst the staff for

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Outcome

Newtecpoly is the maker of e-wood. This product uses 95% recycled materials such as computers, televisions, white goods, commercial equipment and car parts. These products would otherwise be directed to landfill. This company is also the first licensee for an exciting new technology for recycling low grade plastics such as bulka bags, silage wrap and pallet wrap that cannot currently be recycled economically. Although still in the R&D stage it has a world patent and has been developed locally... One to watch

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Outcome

Ellwaste is a private company which own and manages a landfill at Patho as well as a materials recovery facility in Echucha. It is one of the largest privately owned waste management companies in rural Victoria. It has been giving advice and assistance to ASC during the revamp of our waste management service.

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Outcome

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Outcome

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Outcome