



# Alpine Shire

## **ORDINARY COUNCIL MEETING**

### **MINUTES**

**M5 - 7 June 2016**

**Bright Council Chambers**

**7:00pm**



The next **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **7 June 2016** commenced at **7:00pm**.

### **PRESENT**

#### **COUNCILLORS**

Cr Ron Janas - Mayor  
Cr Tony Keeble – Deputy Mayor  
Cr Daryl Pearce  
Cr Kate Farrell  
Cr Peter Roper  
Cr Jan Vonarx

#### **OFFICERS**

Mr Dave Barry – Chief Executive Officer  
Mr Trevor Britten – Director Corporate Performance  
Ms Heather Green – Director Sustainable Development  
Mr Charlie Bird – Director Assets

#### **APOLOGIES**

Cr John Forsyth



## AGENDA

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## **1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS**

*The CEO 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.

In common with all narrative in a Council meeting, verbal responses to congratulations, obituaries and question time will not be recorded in the written minutes of Council meetings. This is to improve access and transparency of Council decision making to our community.

The full meeting and entire recording will be live-streamed to Alpine Shire Council's YouTube Channel and made available after the meeting.

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

*The CEO 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 – M4**

*Cr Farrell*

*Cr Pearce*

*That the minutes of Ordinary Council Meeting M4 held on 3 May 2016 as circulated be confirmed.*

*Carried*

## **4 APOLOGIES**

Cr Forsyth

## **5 OBITUARIES / CONGRATULATIONS**

Refer to Alpine Shire Council's website [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au) for its YouTube live-stream recording.



**6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST**

Nil

**7 QUESTION TIME**

Refer to Alpine Shire Council's website [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au) for its YouTube live-stream recording.



## **8 PRESENTATION OF REPORTS BY OFFICERS**

### **8.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY**

#### **8.1.1 Rural Councils Victoria - support for incorporation**

File Number: 650.09

#### **INTRODUCTION**

Rural Councils Victoria (RCV) has requested its member Councils to consider their support for the RCV association to become an incorporated body to allow it to continue its work in supporting rural councils across Victoria.

*Cr Farrell*

*Cr Pearce*

*That:*

- 1. the proposed incorporation of Rural Councils Victoria does not involve an investment and/or risk exposure that exceeds the thresholds set out in section 193(5C) of the Local Government Act 1989;*
- 2. Council vote in favour of authorising Jim Nolan, Chief Executive Officer of Pyrenees Shire Council, to apply to the Registrar of Incorporated Associations for the incorporation of Rural Councils Victoria Incorporated;*
- 3. Council approves the draft Rules attached to this report as 'Attachment A' as the Rules for Rural Councils Victoria Incorporated; and*
- 4. Council authorises Cr Vonarx to vote on Council's behalf on this matter, in accordance with this resolution, at the meeting of RCV to be held on 10 June 2016.*

*Carried*

#### **BACKGROUND**

Rural Councils Victoria (RCV) is an unincorporated organisation which represents the interests of rural councils within Victoria and currently has 38 members, of which Council is one.

The RCV's work includes:

1. providing opportunities for networking and professional development;
2. activities directed at ensuring the sustainability of rural councils; and
3. activities to assist rural communities to remain sustainable.

This occurs via a number of mechanisms, including the:

1. organisation of forums and conferences for member councils;
2. engagement of consultants to undertake project work; and
3. applying for Government grants, particularly through Regional Development Victoria.



Given that the RCV is not a separate legal entity, it conducts its business through a 'Secretariat'. This involves the Executive appointing a willing council member to, essentially, act as its agent, providing administrative support and entering into contracts on its behalf.

## **ISSUES**

### **Incorporation of RCV**

As the RCV is currently unincorporated, Council is, together with all other member councils, exposed to liability in respect of its operations.

To address this, and to enable the RCV to operate with greater independence and ease, it is proposed to incorporate the RCV as an incorporated association. It will be called 'Rural Councils Victoria Incorporated' and will operate in accordance with the draft Rules, attached to this report as 'Attachment A'.

The benefits of the RCV being incorporated include that it:

1. is recognised as a separate legal entity, with protection from debts for members and perpetual succession;
2. has the power to own and hold property, enter into contracts and otherwise act as any other legal entity would;
3. cannot distribute profit to its members;
4. must operate in accordance with a set of rules, including a statement of purpose – being the draft Rules attached to this report as 'Attachment A'; and
5. is operated by a Committee of Management and a Secretary, which are responsible for ensuring that all legislative obligations are complied with, and purposes are being achieved.

The RCV fulfils a number of functions that are important to rural councils in Victoria. Perhaps most importantly, it currently has responsibility for applying for Government grants, particularly through Regional Development Victoria, which are of benefit to rural councils.

It will be important that the RCV is incorporated to enable it to carry on those functions with greater independence and flexibility while still being subject to the views of its member councils.

It is not expected that the manner in which the RCV operates will be different from its current operations, although election to the Committee of Management will be based on slightly different zones, as set out in the draft Rules attached to this report as 'Attachment A'.



### Exercise of Entrepreneurial Powers

As Council will, if in favour of this proposal, be participating in the formation and operation of a separate legal entity, it is required, in accordance with s193 of the *Local Government Act 1989* (LG Act), to have regard to the risks involved and comply with sections 193(5A) and (5B) of the LG Act.

Council is advised that:

1. the **total investment** involved in Council's participation in the formation of Rural Councils Victoria Limited is:

**\$0**

Council will be required to continue paying membership fees, as fixed by the Committee from time to time, but will not be required to invest anything in respect of the incorporation; and

2. the **total risk** involved in Council's participation in the formation of Rural Councils Victoria Limited is:

**\$0**

Any liability for the activities of Rural Councils Victoria Limited will attach to it, not to the individual members.

So, the total investment and risk exposure will be \$0, meaning that Council is not required to take any further action in relation to this matter under s193(5C) of the LG Act.

### Next Steps

If the RCV continues operating as an unincorporated association, there is a risk that its individual members, including Council, will be exposed to liability if the RCV fails to properly conduct its business. Furthermore, it will be unable to enter into contractual arrangements on its own behalf – instead relying on the Secretariat council to do so.

It is therefore recommended that Council accepts the analysis of Council's investment and risk exposure and votes in favour of the RCV being incorporated on the basis of the draft Rules attached to this report as 'Attachment A'.

It is proposed that a vote of all current members will be held at the next meeting of RCV to be held on 10 June 2016. The vote will, if a majority is in favour, authorise Jim Nolan, Chief Executive Officer of Pyrenees Shire Council (the current Secretariat council), to apply to the Registrar of Incorporated Associations for the incorporation of RCV and approve the draft Rules.





## **POLICY IMPLICATIONS**

Section 193 of the LG Act details the necessary steps that any council must follow when exercising 'Entrepreneurial Powers'.

The Alpine Shire Council Plan 2013-2017 supports the work of Rural Councils Victoria by the following means:

*Inspired Community Leadership: Council values effective community advocacy and partnerships.*

- *Strategic Objective 1.2: To advocate on behalf of and represent stakeholders on key issues*
- *Strategy 1.2.1: Advocate for beneficial community outcomes.*

## **FINANCIAL AND RESOURCE IMPLICATIONS**

As previously indicated in this report, the financial implications of supporting the incorporation of RCV is zero. Council will continue to pay membership fees, but will not be required to invest anything in respect of the incorporation.

## **CONSULTATION**

RCV has requested all of its member councils to consider their support for the incorporation of RCV, prior to the meeting scheduled for 10 June 2016. In order for RCV to apply for incorporation, at least 50 percent of members of the unincorporated association must vote in favour of it.

## **CONCLUSION**

Council to accept the analysis of Council's investment and risk exposure and vote in favour of the RCV being incorporated on the basis of the draft Rules attached to this report as 'Attachment A'.

## **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)**

- 8.1 'Attachment A' - draft Rules for Rural Councils Victoria Incorporated



## **8.2 DIRECTOR CORPORATE PERFORMANCE – TREVOR BRITTEN**

### **8.2.1 Finance Report - Quarterly Review**

File Number: 600.03

#### **INTRODUCTION**

The purpose of this report is to provide a summary of how Council has performed during the quarter against budget and forecast.

#### 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 are 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 or will not proceed 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.
- Mount 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).
- Mount 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.
- Mount 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 operational 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; and
- Demand reduction programs being realised in materials and services.

*Cr Farrell*

*Cr Keeble*

*That Council:*

***Adopt the Finance Report - Quarterly Review for the quarter ending 31 March 2016.***

*Carried*

## **BACKGROUND**

### Preparation of the finance report

The purpose of this report is to provide Council with a summary of the financial performance for the quarter against budget and forecast. 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 (QFR) 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 QRF to the Finance Committee and subsequently Council.
- Forecasting is undertaken by department managers each quarter at master account level. There has been significant progress made in the maturity of forecasting which is evidenced by the minimal year to date variances against forecast.
- This report is also provided to the Audit Committee for noting.

### **POLICY IMPLICATIONS**

The Local Government Act (the Act) requires the following relating to financial management:

- Section 137 (Budgeting and reporting framework) - "Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.
- Section 138 (Quarterly statements) – "At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public".

### **CONSULTATION**

The quarterly finance report is available on Council's website once it has been adopted by Council.

### **CONCLUSION**

The financial performance YTD is in line with forecast, and is expected to be under budget at year end. This is due to Council's demand reduction program and emphasis on controlling employee costs. It is recommended that Council adopt the Quarterly Finance Report.

**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)**

- 8.2.1 Finance Report - Quarterly Review for the quarter ending 31 March 2016



## 8.2.2 Alpine Shire Council Procurement Policy

Documents Register: Procurement Policy No. 089

### INTRODUCTION

The *Local Government Act 1989* requires councils to annually review their Procurement Policy. In 2014, Council adopted a revised Procurement Policy, which was harmonised with Towong and Indigo Shire Councils.

In 2016 the Manager Corporate reviewed the Procurement Policy and recommends no amendments as being necessary.

*Cr Vonarx*

*Cr Pearce*

*That Council:*

- 1. Note that the 2016 review of the Procurement Policy No.089 version 3 has been completed;*
- 2. Note that no policy amendments are required; and*
- 3. Sign and seal the Procurement Policy No. 089 version 3 at the appropriate time of this meeting.*

*Carried*

### BACKGROUND

In 2014, Alpine, Indigo and Towong Shire Councils worked together to develop a harmonised procurement policy, shared across the three councils. This was finalised and adopted by Council in June 2014.

In 2015, the Procurement Policy review focused on the procurement procedures specific to Alpine Shire Council and consisted of the following:

- Working group established to refine procurement procedures;
- Weekly meetings conducted in February, March and April to ensure progress met the requirements of all departments;
- Develop procurement procedures and templates; and
- Three audits have been conducted on purchasing procedures to ensure that the Procurement Policy is being adhered to.

In 2016, the Finance department undertook four (4) audits of the procurement and purchasing process with no issues noted. These results were presented to the Audit Committee each quarter. Based on the strong controls and compliance with the Procurement Policy currently in place no changes are recommended to the Procurement Policy at this time.



## ISSUES

### Principles

The key Procurement Policy principles are:

- Value for money
- Open and fair competition
- Probity and transparency
- Accountability
- Risk management
- Reporting
- Environmental sustainability
- Local sourcing
- Continuous improvement
- Collaboration

### Harmonised procurement policy

The outputs of the project were a single harmonised procurement policy that:

- Aligns approval amounts
- Aligns procurement conditions
- Is supported by a single procedure manual and set of templates.

## POLICY IMPLICATIONS

### Legislative requirements

Section 186A of the *Local Government Act 1989* (the Act) requires:

(1) *A Council must prepare and approve a procurement policy.*

and

(7) *At least once in each financial year, a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy.*

### Council Plan and other key strategic plan links

#### 2013-2017 Council Plan

<i>Strategic Objective 5.2</i>	<i>To manage resources well to ensure sustainability</i>
<i>Strategy 5.2.1</i>	<i>Deliver responsible and prudent financial management</i>



## **FINANCIAL AND RESOURCE IMPLICATIONS**

The procurement policy sets out spend thresholds and conditions required to undertake purchases within those thresholds. This ensures that Council is adhering to the principles outlined in the Procurement Policy, as well as the principles of sound financial management as set out in section 136 of the Act.

## **CONSULTATION**

The policy adopted in 2014 was developed in conjunction with Indigo and Towong Shire Councils. The reviews in 2015 and 2016 have been undertaken internally with Council staff.

## **CONCLUSION**

The 2016 review of the Procurement Policy ensures compliance with the Act, while noting that there have been no modifications required.

## **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)**

- 8.2.2 Alpine Shire Council Procurement Policy 089 - version 3





### **8.3 DIRECTOR ASSETS – CHARLIE BIRD**

#### **8.3.1 Community Sports Infrastructure Fund – Council financial commitment to support funding applications**

File Number: 1543.03, 1563.01, 1563.10, 1566.08

##### **INTRODUCTION**

An opportunity exists for Council to seek funding to upgrade the Mount Beauty Swimming Pool and McNamara Reserve Female Change Facility in Myrtleford through the Victorian Government's Community Sports Infrastructure Fund.

*Cr Vonarx*

*Cr Farrell*

*That Council:*

- 1. Authorise the submission of a Victorian Government grant application to upgrade the McNamara Reserve Female Change Facility with a Council commitment of no more than \$400,000; and*
- 2. Authorise the submission of a Victorian Government grant application to upgrade the Mount Beauty Swimming Pool with a Council commitment of no more than \$100,000.*

*Carried*

##### **BACKGROUND**

The Community Sports Infrastructure Fund is a Victorian Government funding program administered by Sport and Recreation Victoria (SRV), and helps provide high quality, accessible community sport and recreation facilities across Victoria by encouraging:

- increased sport and recreation participation for all Victorians
- increased female and junior participation
- increased access to sport and recreation opportunities
- better planning of sport and recreation facilities
- innovative sport and recreation facilities
- environmentally sustainable facilities
- universally designed facilities.

The Community Sports Infrastructure Fund provides grants for planning, building new, and improving existing facilities where communities conduct, organise and participate in sport and recreation. Funding is available under a range of categories; however, the following categories are relevant to the applications detailed in this Council Report:



- Female Friendly Facilities – Grants of up to \$100,000 are available to build new and upgrade existing, out-dated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments.
- Small Aquatic Projects – Grants of up to \$200,000 are available to improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces.

The maximum funding ratio for these programs is \$2:\$1.

It is proposed that Council seeks funding through the Community Sports Infrastructure Fund to:

- Upgrade the out-dated and deficient female change facilities at McNamara Reserve, Myrtleford to improve access for female participants and officials (Female Friendly Facilities category).
- Upgrade the Mount Beauty Swimming Pool to improve its sustainability and usability (Small Aquatics Projects category).

## ISSUES

The existing McNamara Reserve female change facility should be an important facility for several user groups (e.g. Myrtleford Football Netball Club, Myrtleford Netball Association), however it is underutilised due to its poor condition and undersized and deficient change rooms.

The existing McNamara Reserve female change facility is located on land subject to inundation. An upgraded facility would replace the existing and generally be located on a similar footprint. The design of an upgraded facility would need to consider potential flooding impacts.

Repairs were conducted to the Mount Beauty Swimming Pool ahead of the 2015/16 swimming pool to address significant water losses observed in the 2014/15 pool season. However, additional works are required to upgrade and modernise the facility to improve its sustainability and usability.

## POLICY IMPLICATIONS

Upgrading the Mount Beauty Swimming Pool and McNamara Reserve Female Change Facility in Myrtleford is consistent with the following Strategic Objectives of the Council Plan:

- 2.2 - To improve the quality of the built environment and amenity
- 2.3 - To improve the condition and management of Council's assets
- 3.1 - To support the health and wellbeing of communities
- 4.1 - To effectively plan and deliver strategic and major projects.



## **FINANCIAL AND RESOURCE IMPLICATIONS**

The concept design for the upgraded McNamara Reserve Female Change Facility has been prepared by an architect. It is estimated that the total cost of an upgraded facility could be up to \$500,000, including demolition, construction of new facility, landscaping and car parking. The maximum funding available under the Female Friendly Facilities category is \$100,000, therefore Council would be required to fund the remainder (up to \$400,000).

The project scope for the Mount Beauty Swimming Pool Upgrade has been developed in consultation with a pool specialist. The total cost of the project is estimated to be \$291,500. Considering funding ratios limitations, the maximum funding available for this project under the Small Aquatics Projects category would be \$194,333. Therefore Council would be required to fund the remainder (\$97,167).

It is expected that successful funding applications will not be announced until November 2016. It is likely that work on the Mount Beauty Swimming Pool Upgrade would commence following closure of the pool at the end of the 2016/17 season (currently anticipated to be end March 2017), and on-ground works would not commence on the McNamara Reserve Female Change Facility until October 2017 (after the following netball season).

## **CONSULTATION**

The project scope and concept design for the McNamara Reserve Female Change Facility Upgrade project has been developed in close consultation with the McNamara Reserve Committee of Management, which has representation from the following relevant user groups; Myrtleford Football Netball Club; Myrtleford Netball Association; Myrtleford Tennis Club; and Ovens Valley Canine Club.

The project scope for the Mount Beauty Swimming Pool Upgrade has been developed in consultation with Council's Facilities department, which is responsible for the operation of the pool. Letters of support for the pool upgrade have been received from Triathlon Australia, Mount Beauty Secondary College, and the Mount Beauty and Falls Creek primary schools.

The local SRV representative has been very encouraging of these proposals.

## **CONCLUSION**

Council has an opportunity to secure funding through the Victorian Government's Community Sports Infrastructure Fund to:

- Upgrade the out-dated and deficient female change facilities at McNamara Reserve, Myrtleford to improve access for female participants and officials.
- Upgrade the Mount Beauty Swimming Pool to improve its sustainability and usability.

## **DECLARATION OF CONFLICT OF INTEREST**

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



- Director Assets
- Manager Asset Development

**ATTACHMENT(S)**

- Nil



## **8.4 DIRECTOR SUSTAINABLE DEVELOPMENT – HEATHER GREEN**

### **8.4.1 Events funding for Dinner Plain Marathon & Daniher's Drive**

File Number: 1608.12

#### **INTRODUCTION**

An amount of \$60,000 was budgeted to provide event organisers with financial assistance toward event delivery in Dinner Plain in the 2015/16 Financial Year (FY). To date, \$43,000 has been committed to or paid to event organisers for events undertaken, leaving a surplus of \$17,000 in the budget. The surplus is as a result of two planned events not being delivered and other conceptual events not being taken any further. The event funding round for the 2016/17 FY is now open with two event applications already received: The inaugural Great Alpine Road Marathon and the charity Daniher's Drive. There is very strong support for these two events at both a community level and from the Dinner Plain Advisory Committee (DPAC). Both these events are anticipated to bring substantial economic and promotional benefits to the village.

Both events would benefit from immediate funding approval (from the 2015/16 budget) to secure their presence in Dinner Plain.

*Cr Keeble*

*Cr Pearce*

*That:*

*1. Council endorse funding a total of \$11,449 for the two proposed events from the funds available in the 2015/16 FY budget.*

- Daniher Drive, \$6,449;*
- Dinner Plain Road Marathon \$5,000.*

*Carried*

#### **BACKGROUND**

In FY2015/16, two events – the Carols in the Alps and the Mountain Bike Enduro and Funduro – were awarded \$5,500 and \$2,500 in funding, respectively. Due to various circumstances, neither event was delivered, contributing to the \$17,000 remaining balance in the Dinner Plain events budget for the current financial year. Two applications for events have been received that require urgent consideration.

#### **Daniher's Drive:**

This is a charity motor vehicle rally that will stop in Dinner Plain on the night of Thursday, 13 October 2016.

The event is run by Neale Daniher, a former Essendon player and coach of the Melbourne Football Club who suffers from Motor Neurone Disease (MND).



Daniher's Drive raised over half a million dollars for MND research in its first year in 2015. The event not only supports a good cause, but also brings the opportunity for significant media attention to Dinner Plain because of Neale Daniher's high profile.

The event has already attracted 260 participants, all of who will be staying and dining in Dinner Plain at a time of year that is seasonally quiet for the village. This will provide a welcome boost to the Dinner Plain economy.

The charity has applied for funding for a marquee, including tables, chairs and lighting at a cost of \$6,449. It has proposed that the marquee be set up at the back of High Plains Hotel, which will be catering to up to 300 guests on the night.

The marquee has been requested because there is no suitable venue in Dinner Plain to adequately host that number of people at the event dinner. As such, access to a marquee is critical for the event to proceed in Dinner Plain.

### **The Great Alpine Road Marathon:**

The second event – the Great Alpine Road Marathon – is the first full marathon proposed for Dinner Plain. Planned for Sunday 4 December 2016, the organiser estimates it will attract up to 250 participants in its first year, of which the majority will stay in Dinner Plain.

Marketed right, there is potential for this event to grow in the coming years and become a mainstay of the marathon calendar.

The Great Alpine Road Marathon has applied for \$5,000 in event funding from Dinner Plain. The Hotham Resort Management Board has approved \$5,000 in funding. It is estimated the event will cost \$26,000 to run, including single lane road closure costs.

This event needs to begin promotion to the marathon community now in order to attract participants and it would greatly benefit from prompt funding approval. The event will not run if it fails to attract funding.

### **ISSUES**

A key positive to the event organisers of a prompt funding approval is that both events will be provided with a much greater lead time to well prepare, promote and deliver their events successfully, in turn, benefitting the Dinner Plain economy.

The remaining \$17,000 in the Dinner Plain events budget for FY2015/16 would otherwise enter the reserve. Rather than allow this to happen, the Dinner Plain economy would greatly benefit from the injection of the requested \$11,449 into supporting the two proposed events.

Moving the funding of these two events forward into this financial year will provide greater opportunity for funding for other events in FY2016/17.

DPAC supports the use of this years budgeted event funds to assist these two events. Events provide crucial economic benefits to Dinner Plain and the failure of events such as the Carols in the Alps has resonated deeply within the community.

### **POLICY IMPLICATIONS**

This recommendation aligns with:



- Alpine Shire Council Plan 2013-2017, Theme 4, Prosperous Economy, Employment and Investment; and
- The Dinner Plain Recreation and Leisure Strategy.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The funding of these two events now using the unused \$17,000 in the Dinner Plain events budget for this financial year would greatly assist in the success of these events as it would provide the organisers sufficient time to organise and market their programs.

### **CONCLUSION**

The recommendations of DPAC provide a clear pathway for Council and the two events would provide a boost to the Dinner Plain economy.

### **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
- Manager Economic and Community Development
- Marketing and Events Officer, Dinner Plain

### **ATTACHMENT(S)**

- Nil



## 8.4.2 Use of Bird Scare Guns

File Number: 1022.13

### INTRODUCTION

The purpose of this report is to address a petition from residents in the Gapsted area who have requested Council prohibit the use of scare guns at 36 Lower River Road, East Gapsted. The report also outlines the current controls in place to manage the use of bird scare guns in Alpine Shire.

*Cr Pearce*

*Cr Vonarx*

*That Council:*

- 1. Note that monitoring of bird scare guns at 36 Lower River Road East Gapsted will take place next season - December 2016 to April 2017.*
- 2. Review Council Policy - Control of Noise from Scare Guns and the relevant section of Amenity Local Law No.5 to ensure:*
  - A balance between the right to farm and the impact on residents in the vicinity;*
  - Currency;*
  - Consistency; and*
  - The best approach for ensuring compliance*
- 3. Advise the main proponent of the petition of these outcomes.*

*Carried*

### BACKGROUND

The use of bird scare guns has been the subject of complaints over many years which led to the development of regulatory tools to assist in dealing with these complaints. In 1995 Council adopted a Policy on bird scare guns following community consultations and in 2005 a Local Law.

Complaints are still being received and most recently a Community Petition was received by Council on 14 April 2016. The petition, tabled at the Council meeting on 3 May 2016, was signed by 37 persons who reside in the vicinity of the property situated at 36 Lower River Road East Gapsted. The petition requested that Alpine Shire "take immediate action to stop the use of gas scare guns on the Mercuri property".

### ISSUES

The issues presented relate to bird scare guns - devices that produce an explosive sound for the purpose of scaring away birds from crops and orchards. For the guns to be effective they should only be used when the birds are actively feeding, which is normally in the early morning and late afternoon. While bird scare guns can be used all year round they are generally used during the months of January to April. The





issues relate to the regulatory tools used to manage bird scare guns, the control of noise and the alternative options available.

### Regulatory Tools

The Regulatory tools currently available for Council to deal with noise complaints from the use of bird scare guns are:

1. **The Environment Protection Authority Noise Control Guidelines 2008** which are primarily intended to be used by Council officers to assist in the resolution of noise complaints. The guidelines can also be used in the making of a local law. (Appendix A)

The EPA guidelines state:

- Scare guns must not be used within 300 metres of a complainant's dwelling.
  - Scare guns may be operated from 7 am and up to 12 hours per day (but not after sunset).
  - The interval between blasts must not be less than 6 minutes.
2. **The Alpine Shire Policy for Control of Noise from Scare Guns** is enforced using the Public Health & Wellbeing Act 2008 and is attached in Appendix B.

The Scare Gun Policy states:

A scare gun may be used without a permit on rural and rural living zoned land (as defined in the Alpine Planning Scheme) provided:

- It is not used within 300 metres of dwellings on adjoining properties.
  - It must be set to provide an average clear interval between a cycle of blasts of 8 – 16 minutes.
  - It may be used for a maximum of 6 hours per day (Eastern standard time 7 - 10am and 4 - 7 pm / Daylight savings time 7 – 10 am and 5 – 8 pm).
  - Maximum number of blasts per day permitted is 90 (triple shot gun).
  - The number of scare guns must not exceed 1 scare gun per 4 hectares of crop area or part thereof.
3. **The Alpine Shire Amenity Local Law No 5 Clause 14** has the same conditions as the Scare Gun Policy but is enforced by an Authorised Officer. (Appendix C )

While the Council policy and local law are similar, they have differing enforcement regulations. The EPA guidelines differ primarily through the permitted hours of operation. The guidelines state scare guns can be used for up to 12 hours per day, however the local law and policy state specific times of operation.

### Noise Complaints from use of Scare Guns at 36 lower River Road East Gapsted

The Community Petition tabled at the Council meeting in May was the result of ongoing noise complaints from the use of bird scare guns at 36 Lower River Road East Gapsted. The noise complaints have been the subject of an ongoing investigation by Council Officers as summarized below:



A Prohibition Notice under the *Public Health & Wellbeing Act 2008* was issued on 3 March 2015 on the grounds of complaints received by Council relating to the use of scare guns outside the permitted hours (Council Scare Gun Policy). The occupiers subsequently made written application to Council to vary the hours of use. The application was refused on the basis that the proposed increase in the use of scare guns would subject neighbours to excessive noise. No further action was taken against the operator during the 2015 season.

Complaints from seven nearby properties have been received during the 2015/16 season.

A full day of monitoring of the bird scare guns used at the property was conducted by Council's Ranger on 30 March 2016. The monitoring found the scare guns were being operated outside two criteria of the Council Policy:

- The scare guns were operated outside the permitted times (before 5pm daylight savings time) and;
- The number of blasts exceeded the maximum permitted number of 180 for the 6 hour permitted period (215 blasts heard).

These breaches have validated the complaints and petition received.

Following the monitoring, a prohibition notice was issued to the occupiers. In the meantime, the petition from complainants was received. The matter has not been resolved as the season has concluded and the scare guns are not being used. Council officers will undertake monitoring next season (end of 2016 and into 2017) and should non-compliance with the Policy and Local Law be found, enforcement action will be pursued.

### **Alternative Options**

Under Council's current regulatory regime it is not in a position to prohibit / stop the use of bird scare guns at the property or any other property that is on 'rural' or 'rural living' land and being operated in accordance with the Policy and Local Law conditions.

It should be noted that scare guns are not the only method of bird control available, other control methods include:

- Kites shaped like birds of prey,
- Plastic strips which hum in the wind,
- Netting

Officers advise farmers of these alternative control methods, but cannot enforce these. The occupiers were informed about these alternative methods of bird control when their application to vary the use of operating hours for their bird scare guns was rejected in 2015 and again this year when discussions were held with them.

As the existing policy and local law are 20 and 10 years old respectively it is considered timely to review these documents to assess currency and seek input from



the farming community and others more broadly. It will be prudent to seek legal advice in the review of the Council Policy and Local Law.

### **POLICY IMPLICATIONS**

The use of the local Council Policy and Local law relating to the control of noise from bird scare guns complement other Council policies and strategies, namely the Alpine Shire Council Plan 2013 - 2017 (review 2015) by advocating for beneficial community outcomes (1.2.1).

It also complements the 2030 Community Vision key direction - sympathetic and balanced development and the 2013 Municipal Health and Wellbeing Plan which aims to deliver on the strategic objective 'to ensure council leadership and community engagement as key to decision making'.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council officers will be required to conduct further monitoring of the property located at 36 Lower River Road East Gapsted (most probably during January to April 2017 when the bird scare guns are in use). If the bird scare guns are not used in the manner set out in the Policy and/or Local Law then Council will continue to enforce the Alpine Shire Scare Gun Policy or alternatively the Local Law when dealing with complaints received relating to the use of scare guns outside the Policy at the property. This may involve the:

- Issue of another Prohibition Notice.
- Impounding of the device/s.
- Prosecuting via taking the matter to the Magistrates Court.

It is estimated that the amount of officer time already spent on this complaint is about 40 hours and that a similar amount will be required for further investigation of this matter by Council Officers next season.

A review of the current policy and local law including the required consultation will cost approximately \$5,000 to \$10,000.

### **CONCLUSION**

The use of bird scare guns is controlled using regulatory rules as stated in the Alpine Shire Council Policy and Local Law with guidance in developing policy and local law provided through EPA Control of Noise Guideline.

Complaints particularly around the property situated at 36 Lower River Road East Gapsted have been investigated and found to be valid. Officers have taken appropriate action and will continue to monitor the situation next season and take action as provided under the Local Law and Policy. The request by the petitioners to prohibit the use of scare guns at this property cannot be achieved under the current regulations. A review of the policy and local law and policy may assist in achieving a more considered outcome.

**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
- Acting Manager Planning and Amenity
- Environmental Health Officer

**ATTACHMENT(S)**

- 8.4.2 Appendix A - Environment Protection Authority Noise Control Guidelines
- 8.4.2 Appendix B - Alpine Shire Policy for Control of Noise from Scare Guns
- 8.4.2 Appendix C - Alpine Shire Amenity Local Law No 5 Clause 14



## 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 Keeble*

*That the summary of the Assemblies of Councillor for May 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 9.0 to this report.

Date	Meeting
3 May	Briefing Session
24 May	Briefing Session

### ATTACHMENT(S)

- 9.0 Assemblies of Councillors - May 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 Pearce*

*That the summary of the presentation of reports by delegates for May 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 May	North East Multicultural Association	Cr Kate Farrell
16 May	Bright Art Gallery	Cr Kate Farrell
12 May	Rural Councils Victoria	Cr Jan Vonarx
20 May	Timber Towns	Cr Jan Vonarx
19-20 May	North East Waste and Resource Recovery Group	Cr Ron Janas

### ATTACHMENT(S)

- 10.0 Presentation of Reports by Delegates - May 2016

**11 GENERAL BUSINESS**

Cr Keeble - Advised that the outcome of Dinner Plain survey was available on Council's website and there is a meeting on Saturday at Dinner Plain to discuss the survey results.

**12 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**

Nil

**13 RECEPTION AND READING OF PETITIONS**

Nil



## 14 DOCUMENTS FOR SEALING

*Cr Farrell*

*Cr Keeble*

*That the following documents be signed and sealed.*

1. *Section 173 Agreement – Richard John Piazza and Jan Louise Piazza Lot 2 on Plan of Subdivision 446822S Volume 10593 Folio 667*

*Condition 5 of Planning Permit 2015.53.1 for a 2 lot subdivision at 28 Lawrence Street, Myrtleford.*

*The Agreement states that for any development on proposed Lot 1, the internal driveway and car parking area (including any garage or carport) must be designed and constructed so as to allow all vehicles to drive forwards when entering and leaving the property.*

2. *Section 173 Agreement – Stradher Investments Pty Ltd Lot: S4 PS: 326821 Volume 11371 Folio 712*

*Condition 4 of Planning Permit 2014.40.1 for subdivision of land into 20 lots in 2 stages at 40 Rangeview Drive, Myrtleford.*

*The Agreement states the surface level depths and thickness etc. for any development.*

3. *Department of Environment, Land, Water and Planning Lease in favour of Kerrie Sinclair Dance School be signed by Alpine Shire Council as Committee Of Management.*

4. *Alpine Shire Council Policy No. 089 Procurement Policy V3 be signed and sealed.*

5. *Contract CT 16009 for Alpine Events Park - Hero Trail Design and Construction in favour of Alpine Community Plantation Inc.*

*Carried*

There being no further business the Chairperson declared the meeting closed at 8.37 pm.

.....  
Chairperson





# Alpine Shire

**SPECIAL COU  
NCIL MEETING  
MINUTES**

**SPM 6 - 28 June 2016  
Bright Council Chambers  
5:00pm**

The **Special Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **28 June 2016** and commenced at **5:00pm**.

## **PRESENT**

### **COUNCILLORS**

Cr Ron Janas – Mayor  
Cr Tony Keeble – Deputy Mayor  
Cr Kate Farrell  
Cr Jan Vonarx  
Cr Peter Roper

### **OFFICERS**

Mr Dave Barry – Chief Executive Officer  
Mr Trevor Britten – Director Corporate Performance  
Ms Heather Green – Director Sustainable Development  
Mr Charlie Bird – Director Assets  
Ms Leanne Williams – Manager Corporate Services

### **APOLOGIES**

Cr John Forsyth  
Cr Daryl Pearce

## **AGENDA**

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## **1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS**

*The CEO 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](http://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 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.

The Chief Executive Officer will read the acknowledgement of the traditional custodians, recognition of all people and opening prayer.

## **3 APOLOGIES**

Cr John Forsyth

Cr Daryl Pearce

## **4 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST**

Nil

## **5 CHIEF EXECUTIVE OFFICER - DAVE BARRY**

### **5.1.1 Councillor code of conduct review**

File Number: 640.09

#### **INTRODUCTION**

Amendments made to section 76C of the *Local Government Act 1989* require council to review and adopt its Councillor Code of Conduct before 4 July 2016, at a special council meeting solely for that purpose.

*Cr Vonarx*

*Cr Farrell*

*That Council:*

*1. Adopt the Councillor Code of Conduct (version 4) as attached, and sign and seal the document at the appropriate time in this meeting, providing the following deletions being made in the (version 4) document:*

- a. Section 7.1 - Final dot point "Bear in mind that post-decision dissent weakens the Council in the eyes of the community and therefore will only express dissent if they are of the opinion that their accountability to constituents requires them to and this action is taken carefully and with respect."*
- b. Section 9.2 - Final two paragraphs "Councillors will be provided with details of mobile phone usage and are required to declare that costs incurred relate to Council business, except for incidental personal use. Councillors will reimburse Council for personal use exceeding incidental use."*

*Carried*

#### **BACKGROUND**

The Councillor Code of Conduct (the Code) is a requirement of the *Local Government Act 1989* (the Act). The current Council approved its first version of the Code in September 2013, with an update in June 2014.

The update provided in this report is a requirement of the Act, as a result of amendments made by the *Local Government Amendment (Improved Governance) Act 2015*. This means that each council must review its Code by 4 July 2016, and again within four months after the next general election.

In addition to requiring the review, one of the key modifications necessary in the Code is to include an 'internal resolution procedure', including the use of an independent arbiter, to deal with alleged contraventions of the Code by a councillor.

The requirement for each councillor to sign a written statement to declare that they will abide by the Code (to be witnessed by the Chief Executive Officer) is also a new addition to the Act.

## **ISSUES**

Council's existing Code provided for much of the requirements of the Act already, including an 'internal resolution procedure'. However, section 81AA now requires council to include an internal resolution procedure which includes the use of an independent arbiter. The inclusion of the use of an arbiter has been the major change required to the Code. Minor updates include:

- Roles of the Mayor and Councillors are now specified in the Act, and have been referenced within the Code.
- Including reference to both section 76D 'misuse of position' and 76E 'improper influence'.
- Updating the Election Period section to match the recently adopted Election Period Policy and Guidelines 2016.
- Updating the Committees section to remove the reference to councillor portfolios, as use of portfolios ceased in November 2014.
- Inclusion of definitions as updated in the Act.

## **POLICY IMPLICATIONS**

The update to the Code is a requirement under section 76C of the Act, with all councils being required to update their Codes by 4 July 2016.

Compliance with the Act also aligns with the Alpine Shire Council Plan 2013-2017 in the following way:

Performance Focused Organisation: *Strategic Objective 5.4 - To ensure a high standard of governance; Strategy 5.4.1 - Provide good governance.*

## **FINANCIAL AND RESOURCE IMPLICATIONS**

There are no costs to Council to undertake the review of the Code. A further update will be required within a period of four months after the next general election.

## **CONSULTATION**

Proposed updates to the Code have been outlined with Councillors. No further consultation has been undertaken.

## **CONCLUSION**

Councillors to consider the proposed amendments to the Code in line with legislative requirements, adopt the revised Code, and sign written declarations within one month of the adoption of the Code.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Chief Executive Officer
- Director Corporate Performance
- Governance Officer

**ATTACHMENT(S)**

- 5.1.1 Councillor Code of Conduct - version 4 (2016).

There being no further business the Chairperson declared the meeting closed at 5.20 pm.

.....  
Chairperson



# Alpine Shire

## **SPECIAL COUNCIL MEETING MINUTES**

**SPM 7 - 28 JUNE 2016  
Bright Council Chambers  
5:15pm**





The **Special Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **28 June 2016** commencing at **5:21pm**.

## **PRESENT**

### **COUNCILLORS**

Cr Ron Janas – Mayor

Cr Tony Keeble – Deputy Mayor

Cr Kate Farrell

Cr Jan Vonarx

Cr Peter Roper

### **OFFICERS**

Mr Dave Barry – Chief Executive Officer

Mr Trevor Britten – Director Corporate Performance

Ms Heather Green – Director Sustainable Development

Mr Charlie Bird – Director Assets

Ms Leanne Williams – Manager Corporate Services

### **APOLOGIES**

Cr John Forsyth

Cr Daryl Pearce



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

*The CEO 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 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST**

Nil

## **4 APOLOGIES**

Cr John Forsyth

Cr Daryl Pearce



## **5 PRESENTATION OF REPORTS BY OFFICERS**

### **5.1 DIRECTOR CORPORATE PERFORMANCE – TREVOR BRITTEN**

#### **5.1.1 Draft Annual Budget 2016/17 Submissions**

File Number: 910.22

#### **INTRODUCTION**

The purpose of the report is to consider the submissions received under section 223 of the *Local Government Act 1989* (the Act), relating to the Draft Annual Budget 2016/17.

Cr Jan Vonarx moved that a decision on the motion below be suspended until after the Draft Annual Budget 2016/17 item 5.2.1 Confidential Report – Cost saving initiatives be determined.

*Cr Vonarx*

*Cr Keeble*

*Carried*

*Cr Vonarx*

*Cr Farrell*

*That Council:*

- 1. Consider the written and verbal submissions received pursuant to sections 129, 130 and 223 of the Local Government Act 1989, in relation to the Annual Budget 2016/17.*
- 2. Incorporate \$20,000 for planning and design works for the Mount Beauty Skate Park in the Alpine Shire Council Annual Budget 2016/17.*
- 3. Incorporate the amendments contained in attachments 1 to 7 inclusive and their flow on effects in the Alpine Shire Council Annual Budget 2016/17.*
- 4. Scope the Simmonds Creek footpath extension proposal and provide an update to Council by 30 September 2016.*
- 5. Refer the municipality's Historical Societies to the Alpine Shire Historical Network (ASHN) to develop a coordinated strategy for Council support of the municipality's historical facilities.*
- 6. Meet with Dunstan Track landowners, review access solutions, and submit a proposal to the September quarterly budget review.*

*Carried*



## **BACKGROUND**

### **Budget overview**

This year Council is proud to introduce a budget which focuses on ratepayers and the community through the following initiatives:

- Rate revenue increase of just 2.3%, lower than the 2.5% cap set by the State Government and likely to be the lowest in the State.
- Lowering the Dinner Plain special rate from 80% of the general rate to 65% of the general rate, saving the average Dinner Plain ratepayer \$171.
- Reducing the early bird family season pool pass from \$99 to \$89.
- The lowest employee costs since 2011, while still maintaining a high level of service for our communities.

This budget also delivers Council's largest ever capital works programs with a number of exciting projects to commence including:

- Alpine Better Places in Porepunkah and Bright and planning works to commence in Myrtleford;
- Alpine Events Centre;
- Mount Beauty library redevelopment; and
- Significant road and bridge renewal works.

This budget aims to strike a balance between a low rate increase and a strong capital works program, to achieve on-the-ground benefits for our ratepayers and communities.

### **Budget process**

Council prepares a balanced budget each year to ensure financial sustainability into the future is maintained. As part of preparing a balanced budget and ensuring that projects are delivered, projects are only included on the basis that they have been adequately scoped and costed and any grant applications relating to the project have been approved. If Council is yet to receive final approval regarding any grant then that project is omitted from the budget, and instead considered for the following year's budget. However, this year Council's budget is not a balanced budget, due to inclusion of capital works projects for Alpine Better Places which has not yet had grant funding confirmed. This means the grant income is not included whilst the capital works expenditure is. Council is able to include this based on its strong current cash reserve balance.

### **Submission process**

Budget submissions are an important and valuable process to ensuring Council are meeting the needs of the community. Submissions also need to be considered within the budget preparation framework outlined in this report to ensure that only adequately scoped and costed submissions are included to avoid funds being allocated that won't be spent.



Council Officers also have the opportunity to make an internal submission. The purpose of an internal submission is to ensure relevant information which arises after the budget has been placed on exhibition for public comment is considered by Council for inclusion in the final budget. Internal submissions must be endorsed by Council under the same process as external submissions.

### External submissions

A summary of the external submissions is outlined in the table below:

Reference	Submission request	Value
Submissions 1 - 8 & 10 - 17	Upgrade to Mount Beauty Skate Park	Not determined
Submission 9	Extend and upgrade footpath along Simmonds Creek Road in Tawonga South & request for public consultation day in the lead up to budget development	Not determined
Submission 18	Upgrade to the Kiewa Valley Historical Society Storage Shed	\$ 150,000
Submission 19	Access along Dunstons Track	Not determined
Submission 20	Maintenance of the Bright Railway Station Site and Bright State Battery Site	\$ 4,300
Submission 21	Dinner Plain operations	\$ -

### Mount Beauty Skate Park

Council received 16 submissions relating to the upgrade of the Mount Beauty Skate Park. The submissions outlined concerns that no funds had been allocated to the Skate Park's upgrade in the Annual Budget 2016/17. The submissions also outlined that, to date, the community has raised \$15,000 to contribute towards the upgrade.

Currently this project has not had a detailed design process undertaken to determine the scope and cost of the works required. In order to gain a better understanding of the works required and investigate possible grant funding opportunities it is recommended that \$20,000 be included in the Annual Budget 2016/17 for the detailed design process to commence.

### Simmonds creek road

Extension of the Simmonds Creek footpath from Glenbourn Drive to the Old Annapurna Winery is included in Council's Strategic Project Pipeline. It is currently assigned a low priority when ranked against the other projects in the pipeline. This ranking was determined based on an assessment of the number of additional residents that the footpath extension would serve, and consideration of the technical challenges and likely costs involved in establishing an acceptable footpath alignment along this section of Simmonds Creek Road.

Prioritisation of this project in the Strategic Project Pipeline is currently under review to ensure that appropriate consideration is given to the likely impact on the number of potential users of the footpath as a result of the new subdivisions at the Old Annapurna Winery. On this basis this project is not recommended for inclusion in the Annual Budget 2016/17.

**Public consultation**

Council engages in public consultation relating to its budget development process on a continuous basis. This includes attending community meetings and onsite visits across the Shire throughout the year. Council has developed a Strategic Project Pipeline which lists and prioritises all Shire projects over a 20 year period and beyond to capture all projects suggested by the community. This is used as the basis for developing the annual budget and long term financial plan.

Moving forward Council intends to utilise additional consultation methods, such as online participatory budgeting tools, to ensure we can engage as many community members as possible in developing the budget.

**Kiewa Valley Historical Society storage shed**

This request was submitted to Council prior to the budget being developed. A response was provided to the Kiewa Valley Historical Society as outlined below. On this basis this submission is not recommended for inclusion in the Annual Budget 2016/17.

*Council has developed a list of all capital works projects within the shire, referred to as our 'Strategic Project Pipeline' and this prioritises all projects over a 20 year period and beyond. Currently we have 342 projects in the Strategic Project Pipeline. Upon receiving your request, we were able to add your projects to the Strategic Project Pipeline. At this stage \$150,000 has been tentatively allocated for delivery prior to 2020 and a second amount of \$3 million tentatively for delivery between 2025 and 2034.*

*Please note Council relies heavily on grant funding for delivery of its capital works projects. The timeline for delivery can change depending on what funding is available from the government at a particular point in time. This can also affect the timing of other projects in the pipeline.*

**Dunstons Track**

This submission requested Council take action on addressing access issues along Dunstons Tack which could be in the form of a bridge. Council acknowledges that previous discussions did not result in an agreed way forward with respect to the German Creek crossing on Dunstan Track. Council commits to meet with the landowners who access their properties via Dunstan Track, to discuss the situation and agree how it will be resolved. Any work which is identified as being necessary as a result of these discussions will be considered during the quarterly budget review process. On this basis it is recommended that no funds be included in the Annual Budget 2016/17.

**Bright railway station and state battery site**

The request was submitted by the Bright and District Historical Society. The submission requested an amount of money each year to assist with ongoing maintenance work at both the State Battery site and the Old Railway Station site. Due to the age of the facilities the maintenance costs are high and the society want to use their own funds for historical work. The non-specific nature and recurrent spend



request of the submission mean this is not recommended for inclusion in the Annual Budget 2016/17. Alternatively it is recommended that the Bright and District Historical Society pursue funds through Council's Community Grants Program. Applications for this program are currently open and applications close on Friday 8 July 2016.

### **Dinner Plain operations questions**

*If Dinner Plain is a self-funded business unit why is its reserve being used to contribute to the repayment of loans for the Shire?*

Council had 3 loans which were paid out in July 2015 as was budgeted in the 2015/16 Budget. The balance of the loans at 30 June 2015 was \$945,000. Payout of the loans was considered appropriate due to the level of cash Council had in the bank (\$13,864,000 at 30 June 2015). One of these loans was for the construction of the Dinner Plain Community Centre (Bright P12 Winter School) and had an outstanding balance of \$165,093. Payout of this loan also included an interest expense of \$12,402. Only the loan attributed to the Dinner Plain Community Centre was funded from the Dinner Plain budget.

*Can the Shire as part of its management of the village put forward forecast revenue for Dinner Plain including the Ski Hire company revenue for the ratepayers owned ski run, Education department rents, amounts paid to the Shire for the Mt Hotham contribution to snow grooming and the expected revenue from other sources such as dog permits, etc, and revenue from the airport, all school revenue and the farm. If this not represented in the Dinner Plain accounts, why not?*

Council forecasts its revenue and expenditure on a quarterly basis and this forecast is presented in the Quarterly Finance Report which incorporates the Dinner Plain business function. Forecasting is conducted at a master account level which groups together income and expenditure of a similar nature (i.e. rental income from multiple sources). Whilst the Quarterly Finance Report presents this information at a business function level, Dinner Plain information is provided at the more detailed master account level. Variances to budget for year to date actual versus budget and variances expected to occur at year end are required to have a detailed explanation as to why the variance has occurred. These reports are available on Councils website after they have been adopted by Council.

*Can the Shire also spell out what exactly it spends \$84 000 on resort maintenance and public facilities proposed for \$87,000. What is this work?*

The budgeted resort maintenance in the Adopted Annual Budget 2015/16 is equal to \$83,900. This comprises of:

- Dinner Plain Services contract of \$50,400 incorporating storm water drain cleaning, road cleaning (outside of snow clearing), grass cutting and slashing (common areas), street signage maintenance, recreation equipment inspections, weed management of tracks and trails, local laws works required over winter (i.e. cars parked in incorrect areas – for snow clearing).
- Outside of the Dinner Plain Services contract:





- Village weed management (budgeted \$6,000);
- Street signage replacements as required (budgeted \$2,000); and
- Changes to the bushfire management overlay required an additional amount in 2015/16 which has been added for fuel reduction reserve works (budgeted \$25,500).

The budgeted public facilities in the Adopted Annual Budget 2015/16 is equal to \$86,800. This comprises of:

- Cleaning contract which was budgeted high (\$30,000) due to a new contract being undertaken. The contract awarded (\$20,200) was less than budgeted and is reflected in the Quarterly Finance Report.
- Utilities which was budgeted high (\$35,600) and may result in a favourable result at year end.
- Rolling maintenance allowance for public buildings of \$21,200.

*Can the Shire spell out the proportion of funding Dinner Plain will get from its annual Road Funding program?*

Council has had confirmation that it will receive \$1,223,022 Roads to Recovery funding in 2016/17. This is an adjustment proposed in submission 24 due to the Roads to Recovery funding confirmed being less than originally notified. There is \$50,000 of eligible roads projects relating to Dinner Plain proposed in the Annual Budget 2016/17 (Scrubbers End car park is not an eligible project). Council's own source spend required towards the Roads to Recovery program is \$1,341,796 which is equal to 52%. Submissions 24 shows the Dinner Plains roads projects and what is funded from the grant (48%) and what is funded by Dinner Plain funds (52%). This submission shows there will be \$24,000 in R2R grant income attributed to the Dinner Plain business function and this will be offset by a reduction in the contribution required from the Dinner Plain reserve for the same amount. If the actual road spend is more or less than the R2R grant income attributed will also be adjusted to reflect 48% of actual spend.

The total proposed roads and bridges expenditure across Council in 2016/17 is \$5.3 million.

### **Internal submissions**

A number of internal submissions are presented as part of this report (refer to attachments 1 to 7 for greater detail).



Department	Value
Capital works expenditure	1,385,000
Capital works income (reduction)	389,252
Economic and community development	13,488
Asset maintenance	( 51,000 )
Facilities	( 22,054 )
Corporate	
Library branches	273,731
Library hub	-
<b>Total net change to budget</b>	<b>1,988,417</b>

The internal submissions include changes that have occurred between developing the draft budget and its final adoption. These include:

- Grant funding being confirmed since the draft budget was developed;
- Factors have affected the timing of delivery of projects (i.e. tenders and weather conditions); or
- Trends in the current year operations have changed.

It is recommended that Council incorporate the internal submissions into the Annual Budget 2016/17.

## POLICY IMPLICATIONS

The Budget is prepared in accordance with *the Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. The following requirements are set out:

### Local Government Act 1989

Section 127 - Council must prepare a budget

Section 129 - Public notice

Section 130 - Adoption of budget

Section 223 – Right to make a submission

### Local Government (Planning and Reporting) Regulations 2014

Regulation 9 - The financial statements

Regulation 10 - Other information to be included

Regulation 11 - Public notice of proposed budget or revised budget

## FINANCIAL AND RESOURCE IMPLICATIONS

As stated, the Annual Budget 2016/17 is not a balanced budget due to the Alpine Better Places projects. Council included this project on the basis that it has adequate cash reserves. To further support this, the Draft Annual Budget 2016/17 forecast a 30 June 2016 cash balance of \$8.9 million and this is now expected to be \$11.1 million (increase of \$2.2 million). This is partly attributed to savings made during the year as



well as works which are not going to be completed by 30 June. These projects have been included as submissions to request the funds to be re-budgeted in 2016/17. The net value of the internal submissions is \$1.9 million, thus the overall cash effect to Council will still be \$300,000 favourable.

### **CONCLUSION**

The submissions were reviewed by Council's Executive prior to being heard by Council. This report reflects the Officer's recommendations to Council and is based on the budget preparation framework which includes only incorporating submissions that have been adequately planned, scoped and costed to ensure they are successfully delivered. Consideration of any submission needs to incorporate any additional resources of Council to deliver a project and not just the core cost.

**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)**

- Attachment 1 - Submission # 22 - Library Hub Budget
- Attachment 2 - Submission # 23 - Library Branch Budget
- Attachment 3 - Submission # 24 - Amendments to Capital Works Budget
- Attachment 4 - Submission # 25 - Amendments to Fee Schedule
- Attachment 5 - Submission # 26 - Amendments to Facilities Budget
- Attachment 6 - Submission # 27 & 28 - Amendments to Asset Maintenance Budget
- Attachment 7 - Submission # 29 - Amendments to Economic and Community Development Budget
- Attachment 8 - Submission # 1 to 21 - External submissions



## 5.1.2 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*.

*Cr Vonarx*

*Cr Keeble*

*That:*

- 1. The Strategic Resource Plan be updated to reflect amendments made to the Long Term Financial Plan, as a result of submissions to the 2016/17 Budget in item 5.1.1 of this meeting.*
- 2. The Alpine Shire Council Plan 2013-2017 (review 2016), incorporating the Strategic Resource Plan 2017-2020, be adopted.*

*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.*

### ISSUES

#### Changes made

Council resolved in May 2016 that only minor changes would be made to the council plan, including:

1. Update Mayor message;
2. Update Annual Action Plan to reflect the Major Initiatives as identified in the 2016/17 Budget; and



3. Update the Strategic Resource Plan in line with the Long Term Financial Plan identified in the 2016/17 Budget.

It also resolved that there would be no changes to the strategic direction of the plan - in that there would be no changes to the strategic objectives, strategies or indicators. This meant that there was no requirement under s125(9) of the Act to undertake a public submission process.

### **Annual actions**

Section 127(2)(d) of the Act 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 driven by each of the major themes and strategic objectives in the council plan. The inclusion of them in both the budget and as an appendix to the council plan, ensures that both documents are strategically aligned.

### **Proposed changes and requirement for public submissions**

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, which is to be adopted as part of the annual budget. 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 updates made to the council plan did not require a public submission process. Public consultation was undertaken during the development of the council plan, and in previous year reviews.

### **CONCLUSION**

Following adoption of the council plan, Council has 30 days to forward a copy of the changes to the Minister for Local Government.



### **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)**

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



### 5.1.3 Kerbside Waste Collection, contract extension

File Number: CT14/007

#### **INTRODUCTION**

The current contract for the provision of kerbside waste collection services expires on 30 June 2016. The purpose of this report is to activate a final one-year contract extension, during which time a review of Council's entire waste operation will be completed.

*Cr Keeble*

*Cr Farrell*

*That Contract No. 1400701 with J.J. Richards and Sons Pty Ltd, for the provision of Kerbside Waste Collection Services, be extended by one year to 30 June 2017.*

*Carried*

#### **BACKGROUND**

The current contract was awarded at the 6 May 2014 Ordinary Council Meeting following a state wide invitation to tender process.

The contract commenced on 1 July 2014, for a one year period, with 2 x one-year extension options.

J.J. Richards is satisfactorily meeting the performance requirements of the current contract.

The timing of the contract (with extension options) was designed to allow for the completion of a comprehensive review of waste services (Municipal Waste Strategy), which is considering the following activities, their inter-relationships and possible delivery models:

Kerbside collection of waste

Kerbside collection of recyclables

Introduction of an organics/green waste collection service

Waste disposal and the future of the Myrtleford landfill, and

In-house service provision

The review is progressing steadily, with analysis regarding in-house service provision, the remaining item for completion.

#### **POLICY IMPLICATIONS**

The preparation of the proposed contract extension is consistent with the requirements of the Procurement Policy and Procurement Process Manual.



**FINANCIAL AND RESOURCE IMPLICATIONS**

The 2016/17 budget allocation for the kerbside waste collection contract is \$535,000. The contract is based upon a schedule of rates that tabulates contracted prices against variables of bin size, collection frequency and number of tenements.

**CONSULTATION**

A community survey regarding the possible introduction of a Food Organics/Green Organics waste service has been designed and is ready for issue.

**CONCLUSION**

The recommendation to extend the current contract by one year will enable Council to strategically re-design, and provide the most efficient and cost effective waste services in the future.

**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)**

- Nil



## 5.2 CHIEF EXECUTIVE OFFICER - DAVE BARRY

### 5.2.1 Confidential Report - Cost saving initiatives

The following item was deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 89(2)(a)(h) of the *Local Government Act 1989*.

In accordance with the Act, Council may resolve to consider these issues in open or closed session.

*Cr Vonarx*

*Cr Farrell*

*That, in accordance with the provision of section 89(2)(a)(h) of the Local Government Act 1989, the meeting be closed to members of the public for consideration of a confidential item.*

*Carried*

*Cr Roper*

*Cr Vonarx*

Councillor Vonarx moved motion be made public

*Carried*

*Cr Roper*

*Cr Vonarx*

*Council is concerned that the significant difference between private enterprise wages and Council wages may mean that our rate payers are not obtaining value in relation to the delivery of some services. As a result Council is concerned that vulnerable members of our community may be burdened with excessive rates and charges. To that end Council directs the CEO to 'in-principle':*

- 1. save \$600,000 on 2016/17 employee costs by 30 June 2019 whilst maintaining service outcomes and negotiate a three year wage freeze to demonstrate staff restraint and acknowledgement of the circumstances; or*
- 2. market test a comprehensive range of functions to achieve a \$2,000,000 saving by outsourcing or restructuring major parts of the organisation.*
- 3. allocate the saving in the Long Term Financial Plan to:*
  - ensure Council's future financial sustainability;*
  - minimise future rate rises; and*
  - build, maintain and enhance community services.*

*Carried*



Cr Farrell called for a division.

For motion: Crs Vonarx, Roper, Keeble, Janas

Against: Cr Farrell

Motion carried.



## 5.2.2 Adoption of 2016/17 Budget

File Number: 0910.22

### INTRODUCTION

The purpose of this report is to:

Revoke Council's existing rating policies as separate documents and adopt the rating strategies and policies contained within the Annual Budget.

- Adopt the Long Term Financial Plan as part of the 2016/17 Annual Budget;
- Declare the rates and charges for the 2016/17 financial year; and
- Adopt the 2016/17 Annual Budget.

*Cr Vonarx*

*Cr Farrell*

*That:*

1. *total rates and charges of \$16,800,878 be raised in the 2016/17 financial year and 'the rate in the dollar' and 'charges' be set as follows:*
  - 1.1. *General (residential) rate 0.004901*
  - 1.2. *General (residential) rate Dinner Plain 0.004901*
  - 1.3. *Commercial/Industrial differential rate 0.007008*
  - 1.4. *Farm differential rate 0.003578*
  - 1.5. *Special rate for rateable Dinner Plain properties 0.003186*
  - 1.6. *Waste – 80 litre bin (weekly) \$235.30*
  - 1.7. *Waste – 240 litre bin (weekly) \$521.70*
  - 1.8. *Waste – 240 litre bin (fortnightly) \$235.30*
  - 1.9. *Recycling – 140 litre bin (fortnightly) \$77.50*
  - 1.10. *Recycling – 240 litre bin (fortnightly) \$77.50*
  - 1.11. *Recycling – 360 litre bin (fortnightly) \$77.50*
  - 1.12. *Recycling – 240 litre bin (weekly) \$155.10*
  - 1.13. *Recycling – 360 litre bin (weekly) \$155.10*
  - 1.14. *Dinner Plain standard waste service \$788.20*
  - 1.15. *Dinner Plain commercial waste service \$1,659.60*
  - 1.16. *Landfill rehabilitation and development charge \$98.20*
2. *Council revoke the Rating Strategy, Farm Rate Policy # 008 and Commercial Industrial Rate Policy #88.*



3. *Council adopt the Alpine Shire Council Draft Annual Budget 2016/17 (attachment 1), incorporating the:*
  - 3.1. *Strategic Resource Plan;*
  - 3.2. *Long Term Financial Plan;*
  - 3.3. *Rating Strategy;*
  - 3.4. *Farm Rate Policy;*
  - 3.5. *Commercial Industrial Rate Policy;*
  - 3.6. *Waste Services Charges Policy*
  - 3.7. *Amendments adopted by Council in the submissions report (agenda item 5.1.1 of this Special Council Meeting).*
4. *Rates and charges must be paid by instalments on or before 30 September 2016, 30 November 2016, 28 February 2017 and 31 May 2017 in accordance with Section 167 of the Local Government Act 1989.*
5. *The ability to make editorial amendments (including Mayor and CEO introductions) and typographical corrections to the budget document be delegated to the Mayor and CEO.*
6. *The Chief Executive Officer be authorised to give public notice of adoption of the 2016/17 Budget and forward a copy to the Minister in accordance with section 130 of the Local Government Act 1989.*

*Carried*

## **BACKGROUND**

Council has undertaken a rigorous budget development process over the last 6 months to ensure a fiscally responsible budget is prepared that provides improved benefits to residents and ratepayers. The focus has been on developing a robust capital works budget that can be delivered on time, within budget and with good community engagement. The main capital projects this year include completing the:

- Alpine Better Places in Porepunkah and Bright and planning works to commence in Myrtleford;
- Alpine Events Centre;
- Mount Beauty library redevelopment; and
- Road and bridge renewal works.

Other significant achievements in the 2016/17 budget are:

- Lowest rate increase by the Alpine Shire Council in history
- Rate revenue increase of just 2.3%, lower than the 2.5% cap set by the State Government;
- Lowering the Dinner Plain Special Rate from 80% of the general rate to 65% of the general rate, saving the average Dinner Plain ratepayer \$171.



- Reduction of the Early Bird family seasons pass for the second year from \$99 to just \$89; and
- Lowest employee expenses since 2011 whilst still maintaining a high level of service for our communities.

Financial projections for four years are included in Council's Strategic Resource Plan, which is the key medium-term financial plan produced by Council on a rolling basis. Council has also chosen to continue to include the Long Term Financial Plan as part of its budget which is a projection for the next 10 years. This is a key document to assist Council with long term decision making such as resourcing and capital works programs.

In the Annual Budget for 2016/17, Council's Rating Strategy, Farm Rate Policy, Commercial Industrial Rate Policy and Waste Services Charges Policy are contained in full detail. This report recommends that Council revoke the existing rating strategy and policies as standalone documents and adopt its strategy as part of the annual budget. This ensures Council's rating strategy is reviewed each year and is provided in one consolidated document. The Waste and Services Charges Policy is documenting and formalising Council's existing policy with regard to waste charges.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

A key principle in developing the budget is to achieve a balanced cash budget each year. Adoption of the budget is the most important document affecting Council's operations. It details how Council's strategic priorities and capital projects will be funded in the coming year and the subsequent 10 years through the Long Term Financial Plan.

This report also declares the rates that will be charged to ratepayers and the total rates and charges to be raised in revenue.

### **POLICY IMPLICATIONS**

The Budget is prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014. The following requirements are set out:

#### ***Local Government Act 1989***

Section 126 - Strategic resource plan

Section 127 - Council must prepare a budget

Section 129 - Public notice

Section 130 - Adoption of budget

Section 158 – Declaring rates and charges

Section 161 – Differential rates

Section 162 – Service rate and service charge

Section 163 – Special rate and special charge



Section 223 – Right to make a submission

**Local Government (Planning and Reporting) Regulations 2014**

Regulation 9 - The financial statements

Regulation 10 - Other information to be included

Regulation 11 - Public notice of proposed budget or revised budget

**CONCLUSION**

The 2016/17 Budget has been prepared in accordance with Alpine Shire Council's Council Plan 2013-17, its strategic themes and the Local Government Act 1989.

**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)**

- 5.2.2 Draft Annual Budget 2016/17

There being no further business the Chairperson declared the meeting closed at 9.18pm.

## COUNCIL LOCAL LAW



### LOCAL LAW NO. 1 COUNCIL ADMINISTRATION (2016)

DOCUMENT UNCONTROLLED WHEN PRINTED

#### DOCUMENT CONTROL

<b>Local Law Number:</b> 001	<b>Status:</b> Pending public consultation	
<b>Approved by:</b> Council	<b>Date approved/adopted:</b>	<b>Sunset date:</b>
<b>Directorate:</b> Executive	<b>Department:</b> Executive	<b>Contact person:</b> Chief Executive Officer



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# Part 1 Preliminary

## Division 1.1

### 1.1.1 Title

1. This is the Local Law No 1 Common Seal and Meeting Procedures (2016).

### 1.1.2 Objectives

1. The purpose of this Local Law is to –
  - i. Provide for the peace, order and good government of the municipal district of the Alpine Shire Council; and
  - ii. Provide for those matters which require a local law under the Local Government Act; and
  - iii. Regulate the use of the Common Seal, election of Mayor and the proceedings of Council and the Committees of Council.

### 1.1.3 The power to make this local law

1. This Local Law is made under the provisions of section 91(1), 111, and the whole of Part 5 of the *Local Government Act 1989*.

### 1.1.4 Operation Date

1. This Local Law comes into operation on (insert adoption date).

### 1.1.5 Revocation

1. This Local Law ceases to operate on (10 years from effective date).

### 1.1.6 Application

1. This Local Law applies to Ordinary and Special Meetings of the Alpine Shire Council. It also applies to Special Committee meetings.

### 1.1.7 Definitions

**Chief Executive Officer** means the chief Executive Officer of the Alpine Shire Council and includes an acting temporary or substitute officer

**Councillor** means a Councillor or Commissioner of the Alpine Shire and includes a person acting as a Councillor or Commissioner

**General Business** means matters pertaining to the good government of the municipality on which a resolution is sought. It does not include general enquiries or specific requests about operations or works which come within the day-to-day responsibility of managers.

### **1.1.8 Human rights charter**

1. This Local Law does not contravene the Victorian Government's Human Rights Charter.

## **Part 2 The Council**

### **Division 2.1 Use of Alpine Shire Council common seal**

1. The purpose of this Part is to regulate the use of the Common Seal and prohibit unauthorised use of the Common Seal or any device resembling the Common Seal as required by Section 5(3)(c) of the *Local Government Act 1989*.

#### **2.1.1 When is the Common Seal used?**

1. The Common Seal may be used only on the authority of Council.

#### **2.1.2 Who keeps the Common Seal?**

1. The Chief Executive Officer must keep the Common Seal in safe custody.

#### **2.1.3 Signature to accompany Seal**

1. Every document to which the seal is affixed must be signed by two Councillors and the Chief Executive Officer.

#### **2.1.4 Unauthorised use of the Common Seal**

1. See Part 4 for offences and penalties.

## **Division 2.2 Election of Mayor**

### **2.2.1 Purpose**

1. The purpose of this Part is to regulate the proceedings for the election of Mayor.

### **2.2.2 Who will preside?**

1. The Chief Executive Officer is to preside at the election of Mayor.

### **2.2.3 Which voting method is used?**

1. Voting for the election of Mayor is to be by a show of hands and if there is an equality of votes it shall be decided by lot.

## **Part 3 Council Administration**

### **Division 3.1 Meeting Procedures**

#### **3.1.1 Purpose**

1. The purpose of this Part is to regulate proceedings at meetings of Council and special committees.

#### **3.1.2 Quorum**

1. A quorum is a majority of the number of Councillors or members of a special committee.

#### **3.1.3 Ordinary Meeting**

1. No business may be conducted at an ordinary meeting of Council unless it is business notice of which has been given either by inclusion in the agenda or any report accompanying the agenda or in a notice of motion provided that the Council may resolve to admit (without such notice) an item considered to be urgent business, not being a matter which required that notice shall be given.

#### **3.1.4 Agenda**

1. The agenda for an ordinary meeting must be sent to every Councillor not less than 48 hours before the meeting.

#### **3.1.5 Order of Business**

1. The business of an ordinary meeting must be sent to every Councillor not less than 48 hours before the meeting.

#### **3.1.6 Confirmation of Minutes**

1. At every ordinary meeting of the Council the minutes of the previous meetings must be dealt with as follows:
  - i. if the minutes have been delivered to each Councillor at least 48 hours before the meeting a motion must be passed for confirmation of the minutes; or
  - ii. if the minutes have not been so delivered the minutes must be read and a motion must be passed for confirmation of the minutes.
2. No discussion is permitted on the minutes except as to their accuracy as a record of proceedings.

3. Once the minutes are confirmed they must be signed by the chairperson.

### **3.1.7 Procedure for Moving a Motion or Amendments**

1. The mover must state the nature of the motion.
2. The chairperson must call for a seconder unless the motion is a call to enforce a point of order.
3. If there is no seconder the motion lapses.
4. If there is a seconder then the chairperson must call the mover to address the meeting.
5. After the mover has addressed the meeting the seconder may address the meeting.
6. After the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting) the chairperson must call upon any Councillor who wishes to speak against the motion.
7. If no Councillor speaks against the motion then the chairperson may put the motion or call any other member to speak.
8. Any Councillor may move or second an amendment.
9. A Councillor may speak once on the motion and once on any amendment except for the mover of an original motion which has not been amended (but not of an amendment) who has a right of reply after which the motion must be put to the meeting for decision.
10. A Councillor may be permitted by the chairperson or by resolution to speak more than once to explain that the Councillor has been misrepresented or understood.
11. A Councillor calling the attention of the chairperson to a point of order is not regarded as speaking to the motion or the amendment.
12. No motion or amendment may be withdrawn without the consent of the meeting.
13. Amendments must be dealt with one at a time.
14. An amendment must not be considered until any previous amendment is decided upon.

### **3.1.8 Conduct of Debate**

1. Councillors and Officers must designate each other by their official titles.

### **3.1.9 Voting**

1. All voting on matters is by show of hands.
2. Where a Councillor intends to abstain from voting on a matter the Councillor must indicate to the chairperson that he / she is abstaining from voting.



~~3. When called upon by the chairperson the Councillors present must vote by a show of hands.~~

4. If there is an equal division of votes upon any matter other than the election of the Mayor or the appointment of the chairperson of a special committee, the chairperson at such meeting shall in addition to a vote as a Councillor have a second or casting vote.

### **3.1.10 Divisions**

1. If a division is called by a Councillor the vote must be taken by Councillors voting in an affirmative first holding up their hands and then those voting in the negative holding up their hands. The chairperson must declare the result.
2. The Chief Executive Officer must record in the minutes the names of Councillors and whether they voted for or against.

### **3.1.11 Motions**

1. Motions must be clear and unambiguous and not be defamatory or objectionable in language or nature
2. The chairperson may require motions to be put in writing.

### **3.1.12 Debate**

1. A Councillor must rise and address the chairperson to move a motion, amendment or take part in the debate.
2. Once acknowledged by the chairperson the Councillor has the floor and must not be interrupted unless called to order or time has expired.

### **3.1.13 Points of Order**

1. The chairperson is the final arbiter of all points of order.
2. The point of order may be taken on the grounds that the matter is:
  - i. contrary to this local law;
  - ii. defamatory;
  - iii. irrelevant;
  - iv. outside Council's power; or
  - v. improper

### **3.1.14 Time Limits**

1. No Councillor may speak longer than the time set out below unless granted an extension by the meeting:

The mover of a motion

5 minutes

Any other member	3 minutes
The mover of a motion exercising a right of reply	2 minutes

### **3.1.15 Notice of Motion**

1. Notices of motion must be given to the Chief Executive Officer in sufficient time to permit the Chief Executive Officer to give notice in the manner and time required for the meeting.
2. The Chief Executive Officer must date and number all notices of motion in the order received.

### **3.1.16 Petitions**

1. No petition shall be considered until the next ordinary meeting of the Council after that at which it was presented unless otherwise resolved by the Council.

### **3.1.17 Revocation or Alteration of Previous Resolution**

1. A notice of motion to revoke or alter a previous resolution:-
  - i. must be given to the Chief Executive Officer in sufficient time to enable him to give 7 clear days' notice to all Councillors;
  - ii. must be deemed withdrawn if not moved at the next meeting at which such business may be transacted;
  - iii. if it is a second or subsequent notice to revoke or alter an earlier resolution, must not be accepted by the Chief Executive Officer until a period of one month has elapsed after the date of the meeting at which the first or last motion of revocation or alteration was dealt with.
2. A revocation or alteration of a previous resolution must be passed by an absolute majority of the whole of the Councillors.

### **3.1.18 Suspensions**

1. Council may suspend from a meeting and for the balance of the meeting any Councillor whose actions have disrupted the business of the Council and impeded its orderly conduct.

### **3.1.19 Removal from Chamber**

1. The Chairperson, or the Council in the case of a suspension, may ask any authorised officer or a member of the police force to remove from the chamber any person who has committed an offence against this local law.

### **3.1.20 Recording of council meetings**

1. Council meetings that are open to the public may be audio-visually recorded by Council, and made available on its website: [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au) .

## Part 4 Offences

Offences against this local law may be proceeded with by an infringement notice as an alternative to a prosecution. The fixed penalties of the infringement notice shall be detailed in this local law. The Chief Executive Officer may issue a notice of infringement, which shall be payable at the Municipal Office within 28 days in order to avoid prosecution.

It is an offence –

1. For a Councillor to not withdraw an expression, considered by the Chairperson to be defamatory, indecent, abusive, offensive, disorderly or objectionable, and to not satisfactorily apologise when called upon twice by the Chairperson to do so.

2 penalty units

2. For any person not being a Councillor, who is guilty of any improper or disorderly conduct and who does not leave when requested by the Chairperson to do so.

5 penalty units

3. For any person to fail to obey a direction of the Chairperson in relation to the conduct of the meeting and the maintenance of order.

2 penalty units

4. For a Councillor to refuse to leave the chamber on suspension.

5 penalty units

- ~~5. For a Councillor who is legally entitled to vote to refuse to vote when requested by the Chairperson to do so,~~

~~Penalty \$200–~~

6. No person may use the Common Seal or any device resembling the Common Seal without the authority of Council.

10 penalty units

**Making of Local Law No. 1 Council Administration (2016)**  
**under section 111(1) of the *Local Government Act 1989***

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
hereunto affixed this.....day of  
.....in the  
presence of:

.....  
COUNCILLOR

.....  
Name

.....  
COUNCILLOR

.....  
Name

.....  
CHIEF EXECUTIVE OFFICER

Name

## **Alpine Shire Council - Community Impact Statement**

### **Proposed Local Law No.1 Council Administration (2016)**

Council provides the following information to the community in respect of the proposed Local Law.

#### **PART A – General comments**

##### **Background**

The making of Local Law No.1 Council Administration (2016) is to ensure compliance with the *Local Government Act 1989* (the Act).

This Local Law provides for the use of Council's official seal, and also sets out guidelines for the conduct of council and special committee meetings.

This Local Law is essentially unchanged from the previous version, to ensure that Council remains compliant with section 91(1) of the Act.

##### **Objectives**

The purpose of this Local Law is to –

- a. Provide for the peace, order and good government of the municipal district of the Alpine Shire Council; and
- b. Provide for those matters which require a local law under the Local Government Act; and
- c. Regulate the use of the Common Seal, election of Mayor and the proceedings of Council and the Committees of Council.

##### **Amendments / changes to the local law**

In order to comply with section 91(1) of the Act, Council needs to ensure that it has a valid local law in operation, governing its meeting procedures and the use of its common seal (section 5(3)(c) of the Act).

Minor amendments are as follows:

##### Recording of Council meetings

Recording of council meetings by audio-visual means has been added to reflect Council's resolution in December 2015 to record the meetings and make them available to the public.

##### Voting

The voting section has been amended to reflect change in the Act. The Act provides for each councillor present to be entitled to one vote. Historically, the Act required all councillors present were required to vote, however this provision was removed in 2012.

## Offences

The offences section has been updated to reflect the more commonly used penalty units rather than specific dollar amounts as had previously been specified. No changes to the offences themselves has been made, other than to remove the penalty relating to 'failure to vote' (see above).

## **PART B – Comments on proposed Local Law overall**

Measures of success of proposed Local Law	<p>The success of the proposed local law will be best measured by the extent to which it ensures that:</p> <ul style="list-style-type: none"> <li>• Council meetings continue to operate openly and transparently.</li> <li>• the overall objectives of the Local Law are met.</li> <li>• legislative requirements of the <i>Local Government Act</i> are met.</li> </ul>
Existing legislation that might be used instead	<p>Council must make a local law governing the conduct of Council and Special Committee meetings in accordance with section 91(1) of the <i>Local Government Act 1989</i>.</p> <p>Further, section 5(3)(c) requires a council to have local laws governing the use of its common seal.</p> <p>Except as provided within the Act, the conduct of meetings is at the discretion of Council.</p>
State legislation more appropriate	Not applicable. The <i>Local Government Act 1989</i> is set by the state government, and is the specific piece of legislation under which local government (councils) in Victoria must operate.
Overlap of existing legislation	<p>There are provisions in the <i>Local Government Act 1989</i> which relate to the conduct of Council and Special Committee meetings.</p> <p>Accordingly, the proposed Local law has a number of provisions which complement existing legislation whilst not overlapping, duplicating or conflicting with existing state legislation.</p>
Overlap of planning scheme	The proposed local law has no relevance to any Planning Scheme.
Risk assessment	Council does not believe there are any risks associated with the proposed local law.
Legislative approach adopted	<p>A Meeting Procedure local law is required by the provisions of the <i>Local Government Act 1989</i>.</p> <p>The local law provides guidance for Council and its special committees to follow when holding meetings, but does not duplicate the requirements imposed on councils by the Act.</p>
Restriction of competition	The proposed local law relates only to Council governance processes and there are no National Competition Policy implications associated with the proposal.
Penalties	The Council Administration local law creates a minimal number of offences. Benchmarking indicates the penalties prescribed are within the range of equivalent local laws of other municipalities.
Permits and Fees	The proposed local law does not make provision for the issue of permits and does not prescribe any fees.

Performance standards or prescriptive	Not applicable
Comparison with neighbouring and like Councils	<p>In preparation for this local law update, a benchmarking process has been undertaken, gathering information from other Councils across the State.</p> <p>While there have been only minor amendments made in this proposed local law, a future review will encompass suggested improvements to its content – particularly once the state government's review of the Local Government Act has been completed.</p>
Charter of Human Rights	<p>The proposed local law has been considered in accordance with the Victorian Charter of Human Rights and Responsibilities (the Charter). Particular consideration was given to the following rights under the charter:</p> <ul style="list-style-type: none"> <li>• Right to recognition and equality before the law</li> <li>• Right to privacy and reputation</li> <li>• Right to freedom of expression</li> <li>• Right to take part in public life</li> <li>• Right to a fair hearing</li> </ul> <p>Having reviewed the local law, Council is satisfied that the proposed local law is consistent with the Charter.</p>
Consultation meetings	<p>No public consultation meetings were held during the drafting of this local law. The local law has been reviewed within the organisation.</p> <p>The proposed local law is subject to a period of public consultation in accordance with section 223 of the <i>Local Government Act 1989</i>. All submissions received must be considered by Council prior to the local law being made.</p>
Submissions	<p>Submissions are invited from the community regarding the proposed Local Law. The public consultation period ends at 5.00pm on <b>Friday 12 August 2016</b>.</p>



## Part C – Comments on specific parts or provisions of the proposed Local Law

Set out below are details of changes proposed to the existing Local Law.

Section	Proposed amendment
Numbering	The numbering system for each part of the local law has been updated to reflect Council's current practice. ie the clause defining 'when is the common seal used?' has been updated from number '201' to '2.1.1'. This does not change the effect of the clauses, nor has it removed the Part and Division sections within the local law.
Amendment of 3.1.9 'Voting'	The previous local law included a requirement for all councillors present to vote, and an associated offence if a councillor declined to vote when directed by the chairperson.  The <i>Local Government Act 1989</i> provides for each councillor present to be entitled to one vote. Historically, it also <i>required</i> each councillor present to one vote. This requirement was removed in 2012, and the local law has been updated to reflect this.
Addition of 3.1.20 'Recording of council meetings'	This clause did not appear in the previous local law and is an entirely new addition.  This reflects Council's resolution in December 2015, to audio-visually record council meetings and make them available to the public on its website. Processes around this recording, including protecting the privacy of the public gallery are detailed at: <a href="http://www.alpineshire.vic.gov.au/Files/Council_meetings/SCM13_-_17_December_2015_-_Minutes.pdf#Page=4">http://www.alpineshire.vic.gov.au/Files/Council_meetings/SCM13 - 17 December 2015 - Minutes.pdf#Page=4</a>
Part 4 'Offences'	Council's previous local law contained specific dollar amounts next to each of the offences.  This has been updated to comply with the more commonly used penalty units, which are indexed each year by the relevant Victorian government department.



## **AGENDA**

**MEETING** Finance Committee Meeting  
**TO BE HELD:** Tuesday, 7 June 2016 at 4.00 pm  
**LOCATION:** Council Committee Room

### **REQUIRED TO ATTEND:**

#### **Members:**

Cr Peter Roper  
Cr Tony Keeble (Chair)

#### **Officers:**

Dave Barry – Chief Executive Officer (apology)  
Trevor Britten – Director Corporate Performance (arrived at 4.12pm)  
Leanne Williams – Manager Corporate

#### **In attendance:**

Cr Ron Janas  
Cr Kate Farrell

#### ***Vision Statement:***

*The Alpine Shire provides outstanding opportunities for its residents and visitors through sustainable growth in balance with the natural environment.*



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**1. APOLOGIES**

Nil

**2. DECLARATION OF CONFLICT OF INTEREST**

Nil

**3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

*Cr Roper*

*Cr Keeble*

***RECOMMENDATION***

- 1. That the Minutes of the Finance Committee Meeting held on 27 January 2015 be confirmed.*
- 2. That the Minutes of the Finance Committee Meeting held on 1 September 2015 be confirmed.*
- 3. That the Minutes of the Finance Committee Meeting held on 27 October 2015 be confirmed.*

*Carried*

**ATTACHMENT(S)**

- 3.1 Minutes 27 January 2015
- 3.2 Minutes 1 September 2015
- 3.3 Minutes 27 October 2015

**4. ACTION SHEET****ATTACHMENT(S)**

- 4.1 Action sheet

## 5. OFFICER REPORTS

### 5.1 FINANCE REPORT – QUARTER 3 BUDGET REVIEW

#### Corporate Performance

#### Manager Corporate

##### INTRODUCTION

The purpose of this report is to provide a summary of how Council has performed during the quarter against budget and forecast.

##### 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:

- 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 there being delays in the design development process.
- Mountain Bike Trails Dinner Plain – scoping delays mean the implementation of the project will occur in 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.
- Castran Corner footpath works (\$64K).
- Landslide works forecast to be \$320K.

With this in mind, it is expected that Council will achieve a capital spend of \$8.2 million.

### Summary of operational 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.

*Cr Roper*

*Cr Keeble*

### **RECOMMENDATION**

***That the Finance Committee receive and endorse the Finance Report – Quarterly Review for the quarter ending 31 March 2016.***

***Carried***

### PREPARATION OF THE FINANCE REPORT

The purpose of this report is to provide the Finance Committee with a summary of the financial performance for the quarter against budget and forecast. 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 (QFR) 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 QRF to the Finance Committee and subsequently Council.

Forecasting is undertaken by department managers each quarter at master account level. There has been significant progress made in the maturity of forecasting which is evidenced by the minimal year to date variances against forecast.

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

### KEY IMPLICATIONS

#### **Legislative Issues**

The Local Government Act (the Act) requires the following relating to financial management:

- Section 137 (Budgeting and reporting framework) - "Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.
- Section 138 (Quarterly statements) – "At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public".

#### **Risk Management**

<b>Identified risk</b>	<b>Risk likelihood (H,M,L)</b>	<b>Impact of risk (H,M,L)</b>	<b>Strategy to manage risk</b>
Budget variances being greater than anticipated.	H	M	Quarterly review process requires managers to present to the Executive on budget variances and explain variances greater than \$10,000 or 10%.
Accuracy of forecasting.	H	M	Managers are required to forecast their income and expenditure each quarter. This is based on their knowledge of the budget

Identified risk	Risk likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk
			area, timing of projects and past trends.

**COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS**

<b>2013-2017 Council Plan</b>	
Strategic Objective 5.2	To manage resources well to ensure sustainability
<b>2013/14 Budget</b>	
Strategic Objective 2.5	Performance focused organisation

**CONCLUSION**

The financial performance YTD is in line with forecast, and is expected to be under budget at year end. This is due to Council's demand reduction program and emphasis on controlling employee costs.

**DECLARATION OF CONFLICT OF INTEREST**

Under Section 80C of the *Local Government Act 1989*, officers providing advice to Council must disclose any interests, including the type of interest. Both the Director Corporate Performance and Manager Corporate declare that they have no disclosable interests in providing this report.

**ATTACHMENT(S)**

- 5.1 - Finance Report for the quarter ending 31 March 2016



## 5.2 INVESTMENT POLICY REVIEW

### Corporate Performance

### Manager Corporate

#### INTRODUCTION

There has been an identified need to review Council's Investment Policy (the Policy) due to the level of cash Council has available and existing investments exceeding the investment policy threshold.

Upon review of the Policy the following changes have been made:

- Percentage based investment limit (instead of dollar based).
- Allow for investments to be made for greater than 12 months.
- Increased detail provided on liquidity, authorised investments and risk management.

It is requested that the Finance Committee review and endorse the amended Policy to Council.

*Cr Roper*

*Cr Keeble*

#### **RECOMMENDATION**

*That the Finance Committee receives and endorses the amended Investment Policy.*

*Carried*

#### BACKGROUND

Council developed an investment policy in 2008 which was reviewed again in 2012. The existing policy does not provide a lot of detail. The existing policy also referred to an Investment Strategy which separately outlines the investment limits with banking institutions.

The Policy was reviewed due to Council's cash reserves reaching limits which exceeded that of the Investment Strategy. This was being highlighted in Council's Quarterly Finance Report. The review has also meant that the Policy will incorporate the limits rather than referring to a second document.

#### KEY IMPLICATIONS

### **Legislative Issues**

Section 143 of the *Local Government Act 1989* (the Act) sets out how Council is permitted to invest its funds. This has been reflected in the Policy.

### Risk Management

Identified risk	Risk likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk
Failure of an authorised deposit-taking institution (ADI).	L	H	Investments are spread across multiple ADI's.
Not achieving best interest rate available.	M	L	The threshold for individual institutions (based on rating category) has been raised to allow greater flexibility to achieve best interest rate.
Exceeding Policy threshold	H	L	Limits per ADI have been changed to a percentage rather than a dollar value and the percentage (50%) has allowed for flexibility to reduce the risk of the limit being exceeded. Where the limit is exceeded the next available investment to mature will be withdrawn from that ADI.
Not having access to investments	H	M	Legislation governing banks now make it near impossible to withdraw funds prior to maturity. Even if Council was prepared to pay an early withdrawal fee, we are still required to wait 30 days before receiving the investment funds. This was introduced to provide increased security to banks over their cash reserves. A percentage threshold has been introduced to ensure excessive funds are not

Identified risk	Risk likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk
			invested for period over 12 months (20%).

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

2013-2017 Council Plan	
Strategic Objective 5.2	To manage resources well to ensure sustainability
2013/14 Budget	
Strategic Objective 2.5	Performance focused organisation

CONCLUSION

The review of the Policy was required to accommodate Councils higher cash reserves. The change from dollar thresholds to percentage thresholds will provide greater flexibility and accommodate fluctuating cash balances which can occur based on timing of capital works. It is recommended that the Finance Committee endorse this policy to Council for adoption.

**DECLARATION OF CONFLICT OF INTEREST**

Under Section 80C of the *Local Government Act 1989*, officers providing advice to Council must disclose any interests, including the type of interest. Both the Director Corporate Performance and Manager Corporate declare that they have no disclosable interests in providing this report.

**ATTACHMENT(S)**

- 5.2 – Draft Investment Policy

### 5.3 REVENUE AND DEBTOR MANAGEMENT POLICY

#### Corporate Performance

#### Manager Corporate

##### INTRODUCTION

An internal audit report recommended that Council formalise its invoicing and revenue policy. Whilst Council has unwritten policies and procedures in regards to invoicing and revenue, it is important to document and formalise the policy to ensure it is consistently applied.

The purpose of this report is to present the Revenue and Debtor Management Policy to the Finance Committee for review and to endorse the Policy prior to authorisation by the Chief Executive Officer.

*Cr Roper*

*Cr Keeble*

##### **RECOMMENDATION**

***That the Finance Committee receives and endorses the Revenue and Debtor Management Policy.***

***Carried***

##### BACKGROUND

An internal audit conducted in 2006 over Councils invoicing processes recommended Council formalise its invoicing and revenue policy. The findings and recommendation were as follows:

*We have noted in our audit that Invoicing and Revenue policy and procedures have not been formalised at the Council. While some instruction manuals were noted to exist to assist staff perform invoicing functions, current and complete policy and procedure manuals do not exist for the invoicing function at the Council.*

*It is important to establish and maintain proper invoicing policies and procedures. These should be reflected in a policy and procedures manual to ensure all staff are aware of the accepted practices of the Council, and all processes are consistent. This is particularly important as Council raises income from a variety of sources.*

*We recommend that Council prepare and adopt complete Invoicing and Revenue policy and procedure manuals. These manuals should be reviewed and updated on a regular basis by the appropriate manager to ensure they are consistent with the Council's current accepted practices. These manuals*

*should also address any relevant issues identified in this report. (Medium Priority).*

The outstanding recommendation was highlighted by the Audit Committee some 18 months ago and management acknowledged the long outstanding recommendation was unacceptable and set a new deadline for delivery of this Policy by 31 December 2015. The policy has been drafted and is being presented to the Finance Committee for review prior to being authorised by the Chief Executive Officer.

## **KEY IMPLICATIONS**

### **Legislative Issues**

The *Local Government Act 1989* (the Act) requires Council to implement principles of sound financial management (section 136).

### **Risk Management**

<b>Identified risk</b>	<b>Risk likelihood (H,M,L)</b>	<b>Impact of risk (H,M,L)</b>	<b>Strategy to manage risk</b>
Invoicing and debtor management not consistently applied.	L	L	Introduction of the documented policy will ensure all responsible staff applies a consistent approach to invoicing and debtor management.
Unraised invoices.	M	L	Council has procedures in place to reduce this risk. Development of this policy will reinforce the importance of invoicing and debtor management.
Overdue invoices.	H	L	Councils Debt Collection Policy #1.

## **COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS**

<b>2013-2017 Council Plan</b>	
Strategic Objective 5.2	To manage resources well to ensure sustainability
<b>2013/14 Budget</b>	
Strategic Objective 2.5	Performance focused organisation

### CONCLUSION

Formalising Councils Revenue and Debtor Management Policy will reinforce the importance of strong financial controls. It is recommended that the Finance Committee endorse this policy prior to authorisation by the Chief Executive Officer.

### **DECLARATION OF CONFLICT OF INTEREST**

Under Section 80C of the *Local Government Act 1989*, officers providing advice to Council must disclose any interests, including the type of interest. Both the Director Corporate Performance and Manager Corporate declare that they have no disclosable interests in providing this report.

### **ATTACHMENT(S)**

- Attachment 5.3 - Revenue and Debtor Management Policy

## 5.4 FINANCE COMMITTEE CHARTER

### Corporate Performance

### Manager Corporate

#### INTRODUCTION

It has been identified that the Finance Committee (the Committee) does not have a charter to provide guidance on its roles and responsibilities. A charter is an essential document to ensure it operates within a framework and does not duplicate work being performed by Councils Audit Committee.

A Charter has been drafted and is presented to the Committee for review and endorsement prior to being adopted by Council.

*Cr Roper*

*Cr Keeble*

#### **RECOMMENDATION**

*That the Finance Committee endorses the Finance Committee Charter.*

*Carried*

#### BACKGROUND

The Charter sets out the following:

- Purpose;
- Authority and responsibilities;
- Composition; and
- Meeting requirements.

The Charter has been drafted to ensure there is no duplication in roles and responsibilities of the Finance Committee and the Audit Committee. It has been prepared based on guidance from the CPA Australia Ltd Finance Committee Charter.

#### KEY IMPLICATIONS

#### **Legislative Issues**

The *Local Government Act 1989* (the Act) requires Council to follow principles of sound financial management, however there is no requirement for Council to have a Finance Committee.

**Risk Management**

<b>Identified risk</b>	<b>Risk likelihood (H,M,L)</b>	<b>Impact of risk (H,M,L)</b>	<b>Strategy to manage risk</b>
Finance Committee operating outside its framework.	L	L	A Charter has been developed.
Duplication of review by Finance Committee and Audit Committee	M	L	A Charter has been developed.

**COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS**

<b>2013-2017 Council Plan</b>	
Strategic Objective 5.2	To manage resources well to ensure sustainability
<b>2013/14 Budget</b>	
Strategic Objective 2.5	Performance focused organisation

**CONCLUSION**

The Charter will provide a framework for the Committee to operate within and set out its purpose and responsibilities. It is recommended that the Finance Committee endorse the Charter prior to Council adoption.

**DECLARATION OF CONFLICT OF INTEREST**

Under Section 80C of the *Local Government Act 1989*, officers providing advice to Council must disclose any interests, including the type of interest. Both the Director Corporate Performance and Manager Corporate declare that they have no disclosable interests in providing this report.

**ATTACHMENT(S)**

- 5.4– Draft Finance Committee Charter



## 5.5 COUNCILLOR EXPENSES REPORT

### Corporate Performance

### Manager Corporate

#### INTRODUCTION

The Audit Committee at its February 2016 meeting raised questions around the reporting of Councillor expenses and how this is presented in the quarterly finance report. The Audit Committee recommended that this be reviewed and presented to the Finance Committee for resolution.

A review has been conducted by the Manager Corporate which recommends the Councillor expenses report be split by Councillor and summarise the expenditure within the following categories:

- Allowance;
- Travel expenses (excluding usage of a Council vehicle);
- IT expenses (i.e. reimbursement of data usage);
- Conferences and training expenses;
- Catering;
- Other expenditure which will split out expenditure separately showing specific transaction incurred; and
- IT equipment provided to Councillors on a per item basis, outlining any changeover and the reasons why.

It was also noted that Councillor expenditure is significantly under budget YTD.

*Cr Roper*

*Cr Keeble*

#### **RECOMMENDATION**

***That the Finance Committee endorses the Councillor Expenses Report format for inclusion in future quarterly finance reports subject to the following amendments:***

- 1. Travel expenses include vehicle use at cents per kilometre or as reimbursed (i.e. bus or train ticket).***
- 2. Travel expenses include vehicle use for the Mayor and Deputy Mayor at the value of the vehicle.***
- 3. Accommodation, conferences and training be combined into one column.***

***Carried***

## BACKGROUND

Introduction of the Local Government Performance Reporting Framework required all Councillor expenditure to be identified separately for each Councillor. This is then reported annually in the Annual Performance Report. To comply with this requirement, a separate master account was created for each Councillor with an allocated budget per annum. The master account then allows for the allocation of transactions on an activity basis, (i.e. travel and Councillor allowance) and this data can be viewed and extracted at any time.

Council now includes a summary of Councillor expenditure in its Quarterly Finance Report and this is highlighted on a per Councillor basis.

Questions were raised by the Audit Committee about expenses such as legal fees, staff time on Councillor related business and use of Council vehicles and how this is reflected in Councils financial system and subsequently reported to ratepayers.

At the commencement of 2015/16 Budget, Council centralised its employee costs into two master accounts rather than allocating employee costs across various business functions. This is to obtain greater control over what is Councils highest recurrent expense item. It also provides greater transparency and accountability on what is being spent on employee expenditure. It is also part of Councils simplification of business program which aims to save on administration and back office processes and it will allow Council to migrate to an electronic time and attendance system with greater ease in the future.

Legal fees is also centralised and resides in the 'Executive' master account. Any legal fees incurred are generally confidential in nature and are incurred on a proactive basis to ensure Council minimises future costs and operates within the various frameworks which govern Council. Legal costs are not costed to specific Councillors. Legal fees are incurred by the Chief Executive Officer and not Councillors.

Council has also centralised the costing of its vehicles to reduce administration and back office processing. Councillors and staff requiring the use of a Council vehicle are now able to make a booking themselves through their Outlook calendar or via an apple IOS device. Vehicles are no longer costed to business functions or specific employees or Councillors.

Councillors are provided with an ipad in order to conduct Council related business. These costs are also centralised in the IT annual replacement pool. In future all replacement or changeover of ipads will be outlined in the Councillor expense report on a per item basis.

## KEY IMPLICATIONS

### **Legislative Issues**

The *Local Government Act 1989* (the Act) requires Council to follow principles of sound financial management.

The *Local Government (Planning and Reporting) Regulations 2014* requires Council to report the 'Cost of governance' which is the direct cost of delivering Council's governance service per Councillor on an annual basis.

#### COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

<b>2013-2017 Council Plan</b>	
Strategic Objective 5.2	To manage resources well to ensure sustainability
<b>2013/14 Budget</b>	
Strategic Objective 2.5	Performance focused organisation

#### CONCLUSION

The revised Councillor expenses report provides greater transparency to ratepayers on what type of expenses are incurred by Council. It is recommended that the report be endorsed by the Finance Committee.

#### **DECLARATION OF CONFLICT OF INTEREST**

Under Section 80C of the *Local Government Act 1989*, officers providing advice to Council must disclose any interests, including the type of interest. Both the Director Corporate Performance and Manager Corporate declare that they have no disclosable interests in providing this report.

#### **ATTACHMENT(S)**

**5.5** Councillor expenses report



**6. GENERAL BUSINESS**

Nil

**7. FOR INFORMATION**

Nil

**8. NEXT MEETING: TUESDAY 23 AUGUST 2016 AT 2.00PM**

**9. ATTACHMENTS**

**3.1** Minutes 27 January 2015

**3.2** Minutes 1 September 2015

**3.3** Minutes 27 October 2015

**4.1** Action sheet

**5.1** Finance report – quarter 3 budget review

**5.2** Draft Investment policy

**5.3** Draft Revenue and debtor management policy

**5.4** Draft Finance committee charter

**5.5** Councillor expenses summary

There being no further business the Chairperson declared the meeting closed at 5.00 pm.

Confirmed,

.....

Chairperson

## COUNCIL POLICY



### Investment Policy

DOCUMENT UNCONTROLLED WHEN PRINTED

#### DOCUMENT CONTROL

<b>Policy Number:</b> 73	<b>Status:</b> Final	
<b>Approved by:</b> Council	<b>Date approved/adopted:</b> 5 July 2016	<b>Next review date:</b> 01/03/2020
<b>Directorate:</b> Corporate Performance	<b>Department:</b> Corporate	<b>Contact officer:</b> Warren Bennett

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## REVISION RECORD

Date:	Version:	Revision description:
09/12/2008	1	Adopted by Council
12/06/2012	1.1	Reviewed in accordance with WHK Albury audit recommendations.
7/6/16	2	Review by Finance Committee
5/7/16	2	Council adoption

## 1. TITLE

Investment policy

## 2. POLICY STATEMENT

To ensure Council's investments are managed in a prudent and diligent manner.

## 3. PURPOSE

To provide guidance to officers managing, investing and redeeming Council's funds to

- maximise earnings whilst managing risk;
- meet liquidity requirements;
- ensure the security of Council funds; and
- compliance with section 143 of the *Local Government Act 1989* (the Act).

## 4. SCOPE

This policy covers the investment of any Council funds, and applies to any Council Officer who has responsibility for funds management.

## 5. POLICY DETAILS

Investments shall be made with good judgement and care, not for speculation, and considering the probable safety of the capital as well as the probable income to be derived.

### **Authority for Investment**

All investments are to be made in accordance with section 143 of the Act.

The Act dictates that a Council may invest any money:

- a) in Government securities of the Commonwealth;
- b) in securities guaranteed by the Government of Victoria;
- c) with an authorised deposit-taking institution;
- d) with any financial institution guaranteed by the Government of Victoria;
- e) on deposit with an eligible money market dealer within the meaning of the Corporations Act; and
- f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section.

### **Delegation of Authority**

The Manager Corporate and the Accountant have the authority to invest surplus funds managed in an investment portfolio, under the supervision of the Director Corporate Performance and the Chief Executive Officer.

All initial investments with a new institution must be approved by the Director Corporate Performance or the Chief Executive Officer.

### **Authorised Investments**

Authorised investments (to be denominated in Australian dollars) will be through interest bearing deposits / securities issued by a licensed bank, building society or credit union and other similar products.

### **Liquidity**

- The investment portfolio will remain sufficiently liquid to enable Council to meet all operating requirements which might be reasonably anticipated.
- Investment maturities will be scheduled to coincide with projected cash flow needs.

### **Risk Management Guidelines**

Council's investment portfolio is to comply with three key criteria relating to:

- Portfolio Credit Framework: limit overall credit exposure of the portfolio.
- Counterparty Credit Framework: limit exposure to individual institutions.
- Term to Maturity Framework: limits based upon maturity of securities.

#### a) Portfolio Credit Framework

To control credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio, based upon Council's average annual balance, exposed to any particular Standard and Poor's (S&P) credit rating category:

Overall Portfolio Credit Limits:

<b>Long-Term Credit Ratings</b>	<b>Short-Term Credit Ratings</b>	<b>Maximum</b>
AAA Category	A-1+	100% max
AA Category	A-1	100% max
A Category or below	A-2	60% max

\* Investments with counterparties below A Category (Long Term) are to be restricted to Authorised Deposit Taking Institutions (ADI's – such as banks, building societies and credit unions) regulated by, and subject to the prudential standards of the Australian Prudential Regulation Authority (APRA).



**b) Individual Institution Credit Framework**

Exposure to an individual institution will be restricted by their S&P rating so that single entity exposure is limited, as detailed in the table below:

Individual Institution Limits:

<b>Long-Term Credit Ratings</b>	<b>Short-Term Credit Ratings</b>	<b>Maximum</b>
AAA Category	A-1+	50% max
AA Category	A-1	50% max
A Category or below	A-2	20% max

\* Investments with counterparties below A Category (Long Term) are to be restricted to Authorised Deposit Taking Institutions. Investments in unrated institutions are restricted to those with a minimum total Asset Size of \$10 billion.

- The short-term credit rating limit will apply in the case of discrepancies between short and long-term ratings.
- In the event that a credit rating of a security or of the company/body issuing the security falls below the required minimum, Council will make all necessary arrangements to withdraw deposits as soon as practical.
- Percentage limits based on Council's average core portfolio balance, and exclude funds held in operation accounts by Councils banking services provider.
- Council will make necessary arrangements to withdraw deposits in the event that the policy threshold is exceeded as soon as practical.

**c) Term to Maturity Framework**

The investment portfolio is to be invested within the following terms to maturity constraints:

Portfolio % < 12 months	100% max
Portfolio % > 12 months < 36 months	20% max

**Reporting**

- (i) Accounting for investments will comply with the Australian Accounting Standards (AAS), Urgent Issues Group (UIG) Consensus views, and the Act.
- (ii) A report will be provided to Council detailing investment income versus budget year to date, investments undertaken including return rates and compliance with this policy. This report is to be at least provided quarterly.
- (iii) For audit purposes, bank confirmations must be obtained from the banks / fund managers confirming the amounts of investment held on Council's behalf at 30 June each year.

Investments shall be made with good judgement and care, not for speculation, and considering the probable safety of the capital as well as the probable income to be

derived.

## 6. ROLES AND RESPONSIBILITIES

The following positions are responsible for approving, implementing, complying with, monitoring, evaluating reviewing and providing advice on the policy and procedures:

Implementation	<ul style="list-style-type: none"> <li>• Manager Corporate</li> <li>• Accountant</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• Manager Corporate</li> <li>• Accountant</li> <li>• Directors</li> <li>• Chief Executive Officer</li> </ul>
Development/Review	<ul style="list-style-type: none"> <li>• Accountant</li> </ul>
Interpretation/Advice	<ul style="list-style-type: none"> <li>• Manager Corporate</li> </ul>

## 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 documents

- Quarterly Finance Reports
- Local Government Act

## 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

The accountant will review compliance with this policy on a quarterly basis as part of preparing the Quarterly Finance Report.

Review of this policy and associated documentation will occur at least every four years.

The Chief Executive Officer or their delegated representative is authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All significant changes to this policy are to be reported to Council within two months.

## 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
Credit Ratings	<ul style="list-style-type: none"> <li>• AAA – Highest credit quality – This rating indicates the lowest expectation of credit risk. They are assigned only in the case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.</li> <li>• AA – Very high credit quality – This rating indicates expectations of very low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.</li> <li>• A – High credit quality – This rating indicates expectations of low credit risk. The capacity for payment of financial commitments is considered strong. The capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings.</li> <li>• BBB – Good credit quality – this rating indicates that there is currently an expectation of low credit risk. The capacity for payment of financial commitments is considered adequate, but adverse changes in circumstances and in economic conditions is more likely to impair this capacity. This is the lowest investment-grade category.</li> <li>• A1+ - Extremely strong degree of safety regarding timely payment.</li> <li>• A1 – A strong degree of safety.</li> <li>• A2 – A satisfactory capacity for a timely payment</li> </ul>

## 12. APPROVAL

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

.....

COUNCILLOR

.....

COUNCILLOR

.....

CHIEF EXECUTIVE OFFICER



## FINANCE COMMITTEE CHARTER

*DOCUMENT UNCONTROLLED WHEN PRINTED*

### DOCUMENT CONTROL

<b>Charter Number:</b> 002	<b>Status:</b> Adoption	
<b>Approved by:</b> Council	<b>Date approved/adopted:</b> 5 July 2016	<b>Next review date:</b> 1 February 2018
<b>Department:</b> Corporate	<b>Contact person:</b> Leanne Williams	

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### REVISION RECORD

Date	Version	Revision description
1/02/16	1.0	Draft
5/7/16	1.0	Council adoption

## **1. PURPOSE**

The role of the Finance Committee (the Committee) is to assist Alpine Shire Council (Council) in exercising its authority in relation to the matters set out in this charter. The Committee is accountable to Council for its performance. The Committee's work is supported by the Chief Executive Officer (CEO), Director Corporate Performance, and Manager Corporate.

## **2. AUTHORITY AND RESPONSIBILITIES**

The Committee has no delegated powers however has the responsibility for advising Council on issues affecting the financial strategy of Council including:

- Review the operational and capital budgets as prepared by management and recommend it to Council for approval.
- Review quarterly finance reports prepared by management and recommend it to Council for approval.
- Review investment strategies and monitor the financial performance of funds invested by the organisation;
- Review the procurement policy;
- Reviewing transaction or financial issues that management or Council requests the Committee to review;
- Conduct an annual self-assessment and report on outcomes to Council; and
- Review the financial delegations and recommend amendments from time to time.

## **3. COMPOSITION**

The Committee will consist of two Councillors. The Councillors will be nominated annually at its November Council meeting. The CEO, Director Corporate Performance and Manager Corporate will attend the meetings.

## **4. MEETINGS**

- The Committee will meet a minimum of three times a year, with authority to convene additional meetings, as circumstances require.
- All Committee members are expected to attend each meeting, in person or through teleconference or video conference.
- A Councillor will chair the meetings.
- Two Councillors are required to be in attendance to have a quorum.
- Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.
- Minutes will be prepared.

.....

COUNCILLOR

**Tony Keeble**

Print Name

.....

COUNCILLOR

**Peter Roper**

Print Name

.....

CHIEF EXECUTIVE OFFICER

**Dave Barry**

Print Name

**Please Note:-**

A signed copy can be obtained  
from Alpine Shire Council's  
Customer Service



**Councillor Expenses YTD March 2016**

Account	Name	Allowance	Travel Expenses	IT Expenses	Conferences and Training Expenses	Catering	Memberships	Total	Annual Budget
2001	Peter Roper	\$12,102	\$-	\$360	\$-	\$-		\$12,462	\$25,477
2022	Jan Vonarx	\$26,982	\$2,438	\$540	\$-	\$53	\$608	\$30,621	\$70,439
2023	John Forsyth	\$12,102	\$-	\$540	\$-	\$-		\$12,642	\$25,837
2024	Ron Janas	\$21,405	\$79	\$540	\$150	\$40		\$22,214	\$25,837
2025	Kate Farrell	\$15,802	\$554	\$720	\$45	\$61	\$490	\$17,672	\$25,837
2026	Daryl Pearce	\$12,102	\$496	\$360	\$-	\$-	\$1,125	\$14,083	\$25,804
2027	Tony Keeble	\$12,102	\$-	\$540	\$-	\$-		\$12,642	\$25,837
2028	Catering	\$-	\$-	\$-	\$-	\$4,944		\$4,944	
<b>Total</b>		<b>\$112,598</b>	<b>\$3,567</b>	<b>\$3,600</b>	<b>\$195</b>	<b>\$5,098</b>		<b>\$127,280</b>	<b>\$225,068</b>

**IT Equipment - Summary of changes YTD**

Daryl Pearce - replaced iPad due to damage

Kate Farrell - upgrade iPad due to poor performance

Ron Janas - upgrade iPad in progress due to poor performance

**Report preparation information**

Council operates on a centralised approach to accounting for transactions such as iPad, and pool car use. These expense items are not separately split out due to the excessive processing time required. For the purposes of this report, change over of equipment is identified on a per item basis rather than in dollars. Legal expenses are considered an executive expense and are not incurred by or costed to individual Councillors.

**YTD Performance**

Council is currently significantly under budget for the 9 months YTD. Councillors are mindful of their expenditure and only incur expenditure when necessary to carry out their roles and responsibilities as a Councillor. The favourable result is expected to continue for the remainder of the year.



# High Country Library Network Shared Service Agreement

July 2016

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## 1. Introduction

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- A. Alpine Shire Council (**Alpine**), Benalla Rural City Council (**Benalla**), Mansfield Shire Council (**Mansfield**) and Wangaratta Rural City Council (**Wangaratta**) (collectively **the Members**) have established a shared service Library Network known as the High Country Library Network (**the Network**).
- B. The public library branches within each council's municipal district share a common Library Management System and library collection.
- C. The Members have agreed to receive collection, cataloguing and support services relating to the High Country Library Network through a hub (the Hub) located in Myrtleford and operated by Alpine. The costs associated with the Hub will be shared by each Member based on the cost attribution formula outlined in this Shared Service Agreement (the Agreement).
- D. The Members acknowledge that it is essential to the success of this Agreement that there is a co-operative partnership approach and that this will require a strategic and flexible approach to the delivery of Library Hub services.
- E. All parties have committed to strive to develop and improve systems and service delivery within the budget constraints. There will be a focus on achieving the services outlined in this Agreement to ensure improved outcomes for the community.
- F. In operating the Hub, Alpine has committed to provide high quality services to the other Members. The service will support the Members to:
- Encourage and promote optimal use by the community of library services;
  - Develop and maintain customer service standards comparable to the best in Australia; and
  - Develop and maintain a diverse collection which meets the needs of the community.

## 2. Membership

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### 2.1 Members

The Members of the Network are:

- Alpine;
- Benalla;
- Mansfield; and
- Wangaratta.

The value of the contribution of each Member is outlined in the Cost Attribution Formula at Appendix A. The Network collection is owned by and recognised in each council's financial statements and is not owned by the Members jointly. For assets and materials owned by the Members jointly refer to Section 3.6 – Hub assets.

### 2.2 Branches

Library branches that receive services from the Hub are:

- Bright library;
- Mansfield library;
- Mount Beauty library;
- Myrtleford library;
- Sir Edward 'Weary' Dunlop Learning Centre (Benalla library); and
- Wangaratta library.

For contact details of all branches refer to Appendix B.

### 3. Library Management Group

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#### 3.1 Statement of purpose

The purpose of the Library Management Group is to:

- Provide a forum to facilitate the exchange of ideas and experiences which enhance the quality of library services in the Members municipalities;
- Provide a forum to examine and discuss trends and issues in services in Victorian public libraries;
- Develop and monitor guidelines for the management of the Network collection;
- Monitor Key Performance Indicators related to the operation of the services and set out in the second column of Appendix H, most specifically the performance of Alpine in the operation of the Hub;
- Monitor issues and concerns between the Members and Alpine;
- Monitor and oversee the library collection in accordance with the Collection Management Policy and Plan; and
- Review the Local History Collection and develop principles for its management and location (currently housed in Wangaratta).

#### 3.2 Membership

The Library Management Group comprises:

- The Hub Coordinator (Secretariat);
- One council manager with overall responsibility for library services from each council; and
- One Library Coordinator, or equivalent, from each of Alpine, Benalla, Mansfield and Wangaratta.

The Group must, at its first meeting and annually thereafter, appoint among the representatives a Chairperson who will hold office for a term of one (1) year but is (in the event of this Agreement continuing) eligible for reappointment for a further term, unless he/she resigns (in which case the Group must appoint a new Chairperson to chair the meetings). No person may be the Chairperson for more than two consecutive years.

In the event that the appointed Chairperson is absent from a meeting the representatives present at the Library Management Group meeting must appoint an acting Chairperson, who must preside over that meeting or until the Chairperson is present.

### **3.3 Meetings of the Library Management Group**

The Library Management Group must meet not less than four (4) times per year at a geographically central location.

The Library Management Group may appoint sub-committees as it determines necessary, including the appointment of the Collections Group.

In all other respects, the Library Management Group may regulate its own proceedings.

### **3.4 Reporting**

The Secretariat of the Library Management Group must produce the Agenda and Minutes in consultation with the Chairperson. The Agendas and Minutes of meetings will be provided to each member of the Library Management Group.

### **3.5 Execution of Duties**

Each member of the Library Management Group will be responsible for exercising their delegated powers and for the reporting back to their respective council upon the exercise of those powers.

In the event of a conflict arising between the representatives of the Library Management Group or in its votes, then the council managers will report to their respective councils for their determination.

## **4. The Hub**

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### **4.1 Location**

The Hub will be located in the former Council Chambers in Myrtleford opposite the Myrtleford library. The Stack collection will be located in the meeting rooms and strongroom of the Myrtleford library.

### **4.2 Address**

The address of the Hub will be:

Cnr Standish St & O'Donnell Ave

Myrtleford VIC 3737.

### **4.3 Operating hours**

The operating hours of the Hub will be 8.30 am to 5.00 pm, Monday to Friday (public holidays excepted).

### **4.4 Services provided to the branches**

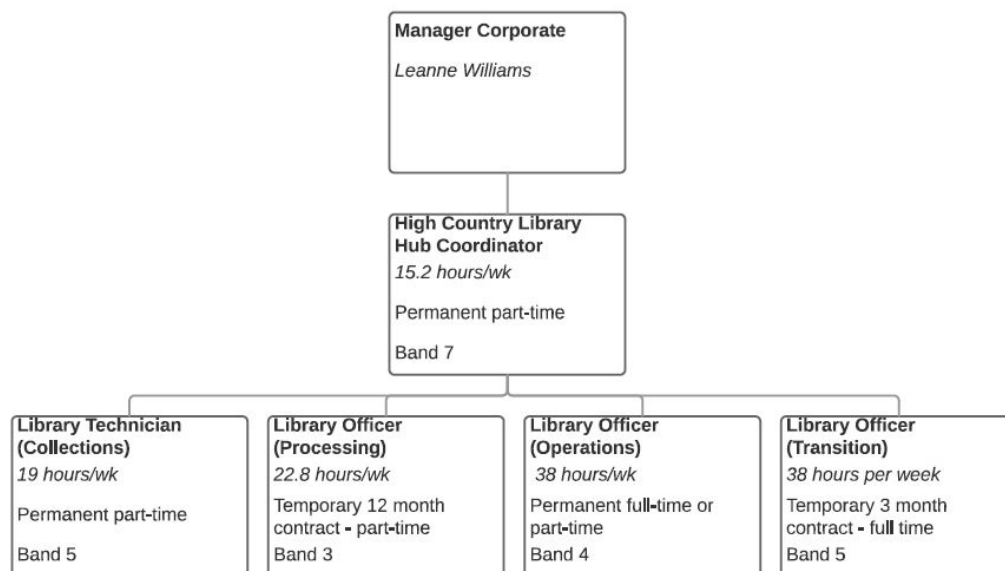
The Hub will operate as a processing facility operated by Alpine. It will provide the following services (as outlined in Appendix H – Agreed Services Provided by the Hub):

- A team of Hub employees to ensure network branches are dealt with efficiently, courteously and in accordance with this Agreement;
- Liaison with branch managers/coordinators across the Network to ensure a detailed understanding of branch requirements is known and understood;
- Development and implementation of procedures for managing the regional collection as recommended by the Library Management Group;
- Management of the Network collection in accordance with the Collection Management Principles set out in Appendix I and the Collection Management Policy;
- Provision of secretariat support for the Library Management Group;
- Provision of reports to the Members in accordance with the Agreement;
- Management the library management systems outlined in this Agreement;
- Maintenance of the Network website;
- Preparation of annual data for the Local Government Performance Reporting Framework;
- Ordering and purchasing of books and materials;
- Cataloguing of books and materials;
- Management of the courier service of books between branches and ensure delivery meets the requirements of this Agreement;
- Processing of books and materials to shelf ready standards;
- Maintenance of magazine subscriptions;
- Maintenance of inter library loans and SWIFT processes.
- Monitoring of usage of online resources to ensure they are relevant and provide training to branches where necessary; and
- Representation of the Network at meetings as required.

(collectively **the services**)

#### 4.5 Hub structure

Alpine will employ staff in the Hub. The structure is lean, with the aim of identifying areas for process improvement and use of technology where appropriate. The structure is envisaged to be:



The Library Officer (processing) has been created as a temporary role with the aim of reviewing whether this component could be provided in house or outsourced to a contractor in 12 months' time.

#### 4.6 Hub assets

Alpine will occupy the premises from which the Hub will operate. A rental component, based on the market rental, will form part of the financial contribution payable by the Members (as outlined in the budget detailed in Appendix E – Budget).

Minimal assets will be owned by the Members jointly. The majority of assets will be transferred directly to councils upon dissolution of the High Country Library Corporation. Assets transferred to the Hub will be directly related to the Hub operations and include computers, monitors, trolleys, crates, shelves and work benches.

As part of the setup of the Hub in Myrtleford, Alpine will provide assets to the Hub. This is to accommodate the specific nature of the Hub building (being round) and to ensure an inviting and functional environment for the Hub staff. Assets provided by Alpine will include desks and book shelves.

For a detailed listing of Hub assets and Alpine assets refer to Appendix C.



## 5. The Agreement

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### 5.1 Purpose of this Agreement

This Agreement sets out in specific and measurable terms the services to be provided by Alpine to the other Members and allocation of roles and responsibilities for the Hub and Network services, as well as consequential other matters.

### 5.2 Administration of the Agreement

The administration of this Agreement will be overseen by the Library Management Group, as outlined in this Agreement.

### 5.3 Term of the Agreement

This Agreement will commence on 1 August 2016 and conclude on 1 August 2017.

Any Member must provide a minimum of six (6) months' notice within that period of its intention to withdraw from this Agreement.

The Members may extend this Agreement or enter into a new agreement for a further 3 years. Such extension or entry into a new agreement is dependent upon performance and agreement being reached by the Members on the terms of any extension or new agreement and other relevant financial matters.

### 5.4 Entry of new Member(s)

If a non-party requests to join the Network the following process must be undertaken:

- The non-party will be admitted to membership only upon the members unanimously agreeing to admit it;
- Alpine must provide to each of the Members all information reasonably requested in order for agreement to be reached.
- A review of the Cost Attribution Formula will be undertaken to determine if the current method (as outlined in Appendix A) is appropriate.
- Any newly admitted Member must:
  - Agree to be bound by the terms of this Agreement;
  - Agree to contribute a share of the initial Hub costs to each of the existing Members, with the contribution and use thereof to be determined by the Members; and
  - Have the same rights, duties and obligations as the existing Members under this Agreement.

Initial Hub net assets (as outlined in Appendix C – Hub Assets and Appendix D – Balance Sheet) shall be spread across the four (4) Members in accordance with the Cost Attribution Formula.

### 5.5 Exit of Member(s)

If a Member wishes to exit the Network:

- The Member must give a minimum of 6 months' notice.

- The portion of the net assets to which the exiting Member is entitled must be calculated according to the value of the assets as disclosed by the financial statements and will be the same portion as outlined in the Cost Attribution Formula outlined in this Agreement.
- The portion of net assets to which the exiting Member is entitled may be taken in such combination of property and cash as is agreed between the Members. If it is agreed that the exiting Member is entitled to materials then the removal of those materials will be at the cost of the exiting Member.
- Any redundancy or change in operation costs occasioned as a result of a Member exiting the Network will be determined by a review undertaken just prior to the notified exit date to assess the reduced function of the Hub. The review will consider:
  - The reduced number of materials being processed by the Hub as a result of the Member exiting;
  - The reduced number of crates being transported to and from the Hub as a result of the Member exiting;
  - The number of hours required to undertake operations and processing functions for the remaining Members;
  - Entry of new Members to the Network; and
  - Recommendations by the Library Management Group.
- Any redundancy or change in operation costs will be incurred by all Members based on the Cost Attribution Formula.
- The exiting Member will take its portion of the Collection based on the following:
  - The value of the exiting Members collection as recognised at the dissolution of the High Country Library Corporation.
  - Books and library items purchased during the term of this Agreement to the value based on the Cost Attribution Formula.
  - The exiting Member is entitled to books and library items relevant to its local collection and history.
- A review of the Cost Attribution Formula will be undertaken to determine if the current method (as outlined in Appendix A) is appropriate for the remaining Members.

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## 5.6 The Network and Financial Obligations

At the conclusion of the term of this Agreement and, regardless of whether the Members agree to extend its term or to enter a new agreement, Alpine must provide to each of the other Members:

- An Income Statement for the term of this Agreement;
- A Balance Sheet for the term of this Agreement; and
- A readable copy of all audited records, in an appropriate format, associated with the operations of the Hub during the term of this Agreement.

Each Member must:

- Make quarterly contributions towards the cost of the services and maintenance of the Network, in accordance with any Annual Budget and the Cost Attribution Formula;

- Contribute to the share of the net assets or net liabilities as determined in the final Balance Sheet in accordance with the percentages specified in the Cost Attribution Formula; and
- Remove materials apportioned to it under the Cost Attribution Formula at each Member's own cost.

### 5.7 Dispute Resolution

If there is a dispute or difference between the Members in relation to this Agreement, the parties undertake to use all reasonable endeavours to settle the dispute or difference by negotiation. If the parties cannot settle the dispute within 21 days, the matter must be determined as a dispute under the *Commercial Arbitration Act 2011* and the arbitrator's decision shall be final and binding on the parties. The costs of any arbitration shall be borne equally by Members involved in the arbitration.

### 5.8 Review of the Agreement

If extended beyond 1 August 2017, this Agreement must be reviewed at the end of each term on the anniversary date of the Agreement by the Library Management Group. The effectiveness, accuracy and relevance of Agreement will be reviewed as will the accuracy of specified services to ensure a true reflection of actual activities being undertaken. This Agreement may also be reviewed at any other time at the request of any current Member. Should this Agreement require amendment outside the scheduled review cycle, this review must be conducted through the Library Management Group.

Circumstances that can lead to a review include:

- A change in the level of service required;
- Changes that affect Alpine's ability to deliver the stated services; and
- Changes in the services required by two or more Members.

Reviews will cover:

- The scope of the services being delivered and their appropriateness;
- The appropriateness of frequency measures;
- The roles and responsibilities of both Alpine and the other Members;
- The assessment of the delivery of services against the Key Performance Indicators as contained in the second column in Appendix H; and
- Performance against budget as outlined in Appendix E of this Agreement.

### 4.9 Variations to Agreement

The unanimous agreement of Members is required:

- To any variations to this Agreement; or
- To any costs incurred as a result of a variation which will be apportioned based on the Cost Attribution Formula.

Any such agreement must be in writing, executed by the parties.

## 6. Financial Information

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### 6.1 Financial contributions

Financial contributions under the Agreement are determined based on

- The Cost Attribution Formula outlined in Appendix A;
- The Annual Budget;
- Variances to budget, which will be shared among the Members based on the Cost Attribution Formula outlined in Appendix A; and
- Variances to budgeted expenditure, which will not exceed 10% unless agreed by the Library Management Group.

The Cost Attribution Formula is based on the population as per the Australian Bureau of Statistics reports per Member.

### 6.2 Financial principles of Agreement

The Principles on which this Agreement is based and will operate are:

- No surprises;
- Process improvement;
- Minimising costs to Members;
- Reporting quarterly;
- Recommendations to Members by the Library Management Group and
- The Library Management Group reviewing the final operating result and making a recommendation to the Members on how a variance to budget will be treated.

### 6.3 Budget

Alpine will develop a Budget for the Hub operations annually, in line with the financial year ending 30 June. The Annual Budget will be presented to and endorsed by the Library Management Group prior to being presented to a Member. The initial Annual Budget is outlined in Appendix E.

### 6.4 Financial reports

A Balance Sheet of the Hub at the Commencement Date is detailed in Appendix D, which outlines the financial position of the Hub at its commencement.

Financial reports will be prepared quarterly as follows:

- YTD Income Statement v Budget;
- YTD Balance Sheet;
- Forecast Income Statement v Budget;
- Forecast Balance Sheet; and
- Within 3 weeks of quarter end.

## 6.5 Financial management

Alpine will:

- Administer and account to the Members in accordance with the method set out in the Annual Budget.
- Provide to the Members quarterly in advance a tax invoice for the amount owing in accordance with the Annual Budget; and
- Ensure that all financial activity in relation to the operation of the Hub is audited and reported in accordance with its usual processes.

## 6.6 Third party providers

A number of third party vendors which provide services for the Network and are within the scope of this Agreement will be managed by Alpine on behalf of the Members. The services of all third party vendors will be procured in accordance with the *Local Government Act 1989*. Any breach of the Act is the responsibility of Alpine. The third party vendors include:

- Syrsi Dynix > (Library Management System via a Managed Service);
- SWIFT;
- Blue Cloud Analytics;
- SMS provider;
- Couriers;
- Book and other library material suppliers; and
- Printer/copier suppliers.

# 7. Insurance and Indemnity

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## 7.1 Public Liability Insurance

The Members warrant that they are members of the MAV Insurance Scheme (**the Scheme**) and are bound by the rules of the Scheme. In the event that any of the Members cease to be members of the Scheme they will immediately, pursuant to Section 76A of the *Local Government Act 1989*, effect public liability insurance. They agree that this public liability insurance will be for a minimum level of cover of \$200,000,000.

## 7.2 Work-Cover

Hub employees are employed by Alpine and are covered under Alpine's WorkCover policy of insurance. Should an employee be injured, any WorkCover costs (e.g. insurance excess, top up salary and backfill) will be shared among the Members based on the Cost Attribution Formula.

## 7.3 Indemnity

Each Member (**the Indemnifying Member**) agrees to indemnify each other Member and keep indemnified the other Members, their servants and agents, and each of them against any and all liability and all actions, suits, proceedings, damages, claims, costs and expenses connected with any breach of this Agreement by the Indemnifying Member or related to any wilful or neglect

conducted on the part of the Indemnifying Member. The indemnifying Member's liability to indemnify the other Members shall be reduced proportionally to the extent that any act or omission of the other Members contributed to the loss or liability.

## 8. Service Delivery

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Services must be delivered in accordance with this Agreement as outlined in Appendix G and Appendix H.

Any services not listed under the Agreed Services in Appendix H are beyond this Agreement. If the Network requires additional services then these services will be negotiated and agreed upon individually.

Alpine will not be held responsible or legally liable for any unplanned delay or interruption in service caused by third party providers such as SIRSI Dynix, website hosts, book suppliers, book processing, carriers, newsagents supplying newspapers and or carriers. Any planned outages will be advised to those with the network who will be affected and progress with resolution will be advised in a timely fashion. Alpine will operate in a way which minimises interruption and work with third party suppliers to ensure continual supply where possible.

### 8.1 Service Delivery Principles

- Alpine will ensure that all service delivery outputs in relation to this Agreement are delivered in a timely, accurate and consistent manner.
- All outputs will be delivered in accordance with the specified service levels as outlined in this Agreement and Appendices.
- Members will deliver accurate and timely inputs to enable Alpine to deliver the services in the most effective manner possible.
- Members will raise any issues in relation to provision of information or services so that these can be addressed promptly.
- Services will be delivered from the Hub located at the Myrtleford library.
- Concerns relating to the delivery of the services within this Agreement should be raised initially with the Library Management Group.
- The quality of services delivered under this Agreement will be monitored by Members through the Library Management Group.
- Any deficiencies identified between the Agreed Services and those delivered will be addressed immediately. Feedback on the services received will be monitored in the following ways:
  - Discussions between the day-to-day contacts;
  - Escalation discussions;
  - Library Management Group meetings; and
  - Advice and suggestions from Client staff members.
- If identified issues cannot be resolved within the specified timeframe, dispute resolution will commence in accordance with Section 5.7.

Refer to Appendix I for a detailed listing of service delivery principles.

## 8.2 Collection management

The Hub will provide the following collection management services:

- Maintenance and application of the Network collection and related policies;
- Strategic procurement of shelf-ready collection resources;
- Maintenance of the Network online catalogue;
- Movement of library materials both within the region and through the SWIFT consortium as outlined in Appendix F – Logistics movements; and
- Provision of Library Management System management reports.

## 8.3 Member responsibilities

The responsibilities of each Member and branch includes:

- Managing and supporting their own office applications to support its library service, such as public access, staff email and staff network access;
- Establishing a Subject Matter Expert (**SME**) for its library service. The SME will be the first point of contact for general operational issues in relation to the Library Management System for the Member library service and the collection;
- Ensuring its library staff are appropriately trained in the use of the Sirsi Dynix Library Management System;
- Ensuring Application Security in line with the Members standard operating procedures;
- Logging all fault calls, help requests and queries for the LMS to the Sirsi Dynix help desk system;
- Providing timely replies/responses to queries in resolving issues;
- Being responsible for all goods located on the Member's site, whether in use or not;
- Providing resources as requested to assist in user testing, projects and other activities related to the Library services;
- Providing input into the preparation of the quarterly reports for the Library Management Group;
- Adhering to the adopted Network policies and procedures;
- Engaging with the Network in active planning for growth and the future direction; and
- Providing localised training for new employees.

Refer to Appendix G – Responsibilities Matrix.

## 8.4 Alpine Responsibilities

Alpine will:

- Manage and maintain the hardware and software to operate the Sirsi Dynix Library Management System for the Hub;

- Manage and maintain the hardware and software to operate the Network website, which at the commencement of this Agreement was [www.hclc.vic.gov.au](http://www.hclc.vic.gov.au);
- Assist in the planning for capacity, growth and aligning service delivery with Member needs;
- Manage the preparation of quarterly reports for the Library Management Group;
- Adhere to the Network's policies and procedures as they relate to Hub operations;
- Coordinate training for new applications, modules and databases;
- Provide the Members with at least 2 normal working day's notice of any scheduled downtime as per the agreed process;
- Manage third party suppliers as they relate to the Library Management System and the responsibilities of operation of the Hub;
- Provide Secretariat support for the Library Management Group;
- Develop and maintain library policies specific to library services but not specific to each Member;
- Represent the Network at external organisations and associations;
- Provide professional advice for future planning of library services;
- Provide and support individual training programs; and
- Promote and participate in the Premiers Library Challenge.

### 8.5 Collection databases

The Hub will manage the online databases provided to the Network. The online databases will be reviewed annually to ensure they remain relevant and are being used by the Members. The Hub will also ensure that branch staff are trained in using the online databases. At the commencement of this Agreement the following online databases were used:

- Britannica
- Cengage – (National geographic, General One file and Health and Wellness)
- Ancestry
- Bolinda
- One Click
- Zinio



**THIS AGREEMENT** was made on.....2016

**SIGNED** for and on behalf of **ALPINE** )  
**SHIRE COUNCIL** by ..... as delegate, in )  
the presence of: )

.....  
Signature of Witness

.....  
Name of Witness

**SIGNED** for and on behalf of **BENALLA** )  
**RURAL CITY COUNCIL** by ..... as delegate, in )  
the presence of: )

.....  
Signature of Witness

.....  
Name of Witness

**SIGNED** for and on behalf of **MANSFIELD** )  
**SHIRE COUNCIL** by ..... as delegate, in )  
the presence of: )

.....  
Signature of Witness

.....  
Name of Witness

**SIGNED** for and on behalf of **WANGARATTA** )  
**RURAL CITY COUNCIL** by ..... as delegate, in )  
the presence of: )

.....  
Signature of Witness

.....  
Name of Witness

## Appendix A – Cost Attribution Formula

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The membership of each Member is based on a Cost Attribution Formula. That formula is determined by the population of each Member as stated by the Australian Bureau of Statistics. At the commencement of this Agreement the Member cost attribution was outlined as follows:

<b>Council</b>	<b>Population in 2016</b>	<b>% of Membership to the Network</b>
Alpine Shire Council	11,881	20.00%
Benalla Rural City	13,647	23.00%
Mansfield Shire Council	7,893	13.00%
Wangaratta Rural City Council	26,815	44.00%
	<b>60,236</b>	<b>100.00%</b>

## Appendix B – Branch Contact Details

Council	Branch
Alpine Shire Council	Bright Library Ireland St, Bright VIC 3741 libraries@alpineshire.vic.gov.au Phone: 03 5755 1540 Fax: 03 5755 1540
Alpine Shire Council	Mount Beauty Library 31 Bogong High Plains Road, Mt Beauty VIC 3699 libraries@alpineshire.vic.gov.au Phone: 03 5754 4542
Alpine Shire Council	Myrtleford Library Cnr Standish St & O'Donnell Ave, Myrtleford VIC 3737 libraries@alpineshire.vic.gov.au Phone: 03 5752 2038 Fax: 03 5751 1737
Benalla Rural City Council	Sir Edward 'Weary' Dunlop Learning Centre (Benalla Library) 2 Fawckner Drive, Benalla VIC 3672 email: to be advised Phone: 03 5762 2069 Fax: 03 5762 7056
Mansfield Shire Council	Mansfield Library Cnr High & Collopy Street, Mansfield VIC 3722 library@mansfield.vic.gov.au Phone: 03 5775 2176 Fax: 03 5779 1084
Wangaratta Rural City Council	Wangaratta Library 31 Docker Street, Wangaratta VIC 3677 email: to be advised Phone: 03 5721 2366 Fax: 03 5721 5532

## Appendix C – Hub Assets

A detailed listing of assets provided to the Hub at the time of dissolution of the High Country Library Corporation are listed below:

Item	Tag	Description	Purchase date	Price
2 x Cutting mats			2003	\$ 200.00
2 x Tables		End processing	1999	\$ 800.00
Compactus			1996	\$ 12,000.00
3 x Basket trolley				\$ 1,350.00
3 x Foot stools			1999	\$ 60.00
4 x Metal filing cabinets 3-draw			1997	\$ 1,200.00
57 x Garden pallets		Branches have some but 57 all up	2011	\$ 800.00
6 x Metal trolleys			2007	\$ 1,600.00
60 x Plastic crates		Courier crates	1996	\$ 960.00
20 x Plastic crates			2013	\$ 428.00
8 x Ergonomic chairs			1999	\$ 1,888.00
Coffee table		Photocopy table	2000	\$ 100.00
Cutting blade			2003	\$ 75.00
Display board panel			2007	\$ 1,300.00
Herma screen		1720 Tripod Projector Screen	2009	\$ 196.00
Hydraulic trolley			1997	\$ 1,000.00
ILL Work bench			2011	\$ 450.00
Jastek laminator	000316		2011	\$ 400.00
Gigaset E495 Cordless Phone	000318		2013	\$ 129.00
Fellows binder		Spiral Binding Machine	2014	\$ 499.00
Foot rest			2015	\$ 74.95
Fellows shredder		Paper Shredder P-48C	2006	\$ 134.00
DX red crates (SWIFT)		Bought 30 odd but out and about		
Upright trolley				
2 x Logitech headset		Comfort clearchat	2008	\$ 120.00
2 x Logitech headset		Clearchat	2009	\$ 40.00
Datalogic Barcode Scanners (4)		Touch 65 pro		\$ 1,440.00
Opticon Laser Scanners (2)			2014	\$ 341.56

Item
2 x Cutting mats
2 x Tables
Compactus
3 x Basket trolley
3 x Foot stools
4 x Metal filing cabinets
57 x Garden pallets
6 x Metal trolleys
60 x Plastic crates
20 x Plastic crates
8 x Ergonomic chairs
Coffee table
Cutting blade
Display board panel
Herma screen
Hydraulic trolley
ILL Work bench
Jastek laminator
Gigaset E495 Cordless
Fellows binder
Foot rest
Fellows shredder
DX red crates (SWIFT)
Upright trolley
5 x Computers
1 x computer bench
<b>Deleted: Total</b>

Item	Tag	Description	Purchase date	Price
Dell Laptop	000001	Latitude E6500	2009	\$ 1,469.00
Dell LCD Monitor	000003	19" Professional P190S	9/11/2010	\$ -
Dell LCD Monitor	000005	19" Professional P190S	9/11/2010	\$ -
Dell LCD Monitor	000007	19" Professional P190S	9/11/2010	\$ -
Dell LED Monitor	000413	19" Professional P1914S	2014	\$ 206.70
Dell LED Monitor	000412	19" Professional P1914S	2014	\$ 206.70
Dell LED Monitor		19" Professional P1914S	2014	\$ 206.70
Dell LED Monitor		19" Professional P1914S	2014	\$ 206.70
Dell LED Monitor		19" Professional P1914S	2014	\$ 206.70
Dell LED Monitor		19" Professional P1914S	2014	\$ 206.70
Dell LED Monitor		19" Professional P1914S	2014	\$ 206.70
Dell Workstation		Optiplex 9020	2014	\$ 1,072.73
Dell Workstation		Optiplex 9020	2014	\$ 1,072.73
Dell Workstation		Optiplex 9020	2014	\$ 1,072.73
Dell Workstation		Optiplex 9020	2014	\$ 1,072.73
Dell Workstation		Optiplex 9020	2014	\$ 1,072.73
Dell Workstation	000411	Optiplex 9020	2014	\$ 1,072.73
Dell Workstation	000414	Optiplex 9020	2014	\$ 1,072.73
Dell Workstation	000002	Optiplex 960	9/11/2010	\$ 1,082.00
Dell Workstation	000004	Optiplex 960	9/11/2010	\$ 1,082.00
Dell Workstation	000006	Optiplex 960	9/11/2010	\$ 1,082.00
Brother Fax	000011	Laser Fax 2820	2010	\$ 299.00
1 x computer bench			1999	\$ 400.00
<b>Total</b>				<b>\$41,955.52</b>

A listing of assets provided by Alpine Shire Council to the Hub will be advised upon completion of Hub renovation and included in the balance sheet.

## Appendix D – Balance Sheet as at 1 August 2016

Balance sheet	1 August 2016
	\$
<b>Current assets</b>	
Cash	-
Receiveables	-
<b>Total current assets</b>	-
<b>Non current assets</b>	
Equipment and furniture	41,956
<b>Total non current assets</b>	<b>41,956</b>
<b>Total assets</b>	<b>41,956</b>
<b>Current liabilities</b>	
Payables	-
Provisions	-
<b>Total current liabilities</b>	-
<b>Non current liabilities</b>	
Provisions	-
<b>Total non current liabilities</b>	-
<b>Total liabilities</b>	-
<b>Net assets</b>	<b>41,956</b>
<b>Equity</b>	
Alpine Shire Council	8,391
Benalla Rural City Council	9,650
Mansfield Shire Council	5,454
Wangaratta Rural City Council	18,461
<b>Total equity</b>	<b>41,956</b>

### Balance sheet

#### Current assets

Cash

Receiveables

**Total current assets**

#### Non current assets

Equipment and furniture

**Total non current assets****Total assets**

#### Current liabilities

Payables

Provisions

**Total current liabilities**

#### Non current liabilities

Provisions

**Total non current liabilities****Total liabilities**

#### Net assets

#### Equity

Alpine Shire Council

Benalla Rural City Council

Mansfield Shire Council

Wangaratta Rural City Council

**Total equity**

Deleted:

## Appendix E - Budget

The budget for the 2016/17 financial year is outlined below.

Income	Amount \$	Details
Alpine	151,013	
Benalla	173,665	
Mansfield	98,158	
Wangaratta	332,229	
Premiers reading challenge	27,205	
Benalla	3,368	Photocopier lease and usage - invoiced at actual cost
Mansfield	2,408	Photocopier lease and usage - invoiced at actual cost
Wangaratta	4,240	Photocopier lease and usage - invoiced at actual cost
<b>Total income</b>	<b>792,286</b>	
<b>Operations</b>		
Labour And Overheads	199,743	
Relief staff	8,460	
Training	3,772	
Advertising and Promotion	510	
Conferences	1,020	
Contractors – Processing	5,100	
Freight	39,026	
Overheads & Cleaning	17,500	
Inter Library Loans	204	
Equipment Maintenance	1,734	
General Maintenance	2,040	
Library Management System	51,118	
Materials	408	
Meeting Expenses	2,040	
Memberships ALIA/PLVN	3,570	
Operations	408	
Petty Cash	1,428	
Postage	204	
Printing and Stationery	5,100	
Programs	2,060	
Promotion	1,856	
Rental	8,000	
Software Upgrades	2,040	
Telephone	3,621	
Utilities	6,160	
Photocopier leases		
Hub lease	2,920	
Wangaratta lease	2,920	
Benalla lease	2,168	
Mansfield lease	2,168	
Hub usage	1,320	
Wangaratta usage	1,320	
Mansfield usage	240	
Benalla usage	1,200	
<b>Total Operating</b>	<b>381,378</b>	



Income	Amount \$	Details
<b>Materials</b>		
Equipment additions	2,040	
Minor equipment	1,020	
Online Database Subscriptions	22,950	
Collection Purchases	380,308	
Subscriptions/Publications	4,590	
<b>Total Materials</b>	<b>410,908</b>	
<b>Total expenditure</b>	<b>792,286</b>	
<b>Net result</b>	<b>-</b>	

Contributions	Operating	Materials	Total
Alpine	73,626	77,387	<b>151,013</b>
Benalla	84,670	88,995	<b>173,665</b>
Mansfield	47,857	50,301	<b>98,158</b>
Wangaratta	161,978	170,251	<b>332,229</b>

## Appendix F – Logistic movements

Estimated crate movements between locations per year.

	Mansfield	Benalla	Wangaratta	Myrtleford	Bright	Mount Beauty
Mansfield		94	230	241	40	21
Benalla	94		482	481	84	45
Wangaratta	230	482		998	208	111
Myrtleford	241	481	998		218	118
Bright	40	84	208	218		19
Mount Beauty	21	45	111	118	19	

Estimated crate movements between locations per day.

	Mansfield	Benalla	Wangaratta	Myrtleford	Bright	Mount Beauty
Mansfield		0.4	0.9	1.0	0.2	0.1
Benalla	0.4		1.9	1.9	0.3	0.2
Wangaratta	0.9	1.9		4.0	0.8	0.4
Myrtleford	1.0	1.9	4.0		0.9	0.5
Bright	0.2	0.3	0.8	0.9		0.1
Mount Beauty	0.1	0.2	0.4	0.5	0.1	

Quote provided by Buller Freight

Route From	Route To	Total Crates per year	Cost per crate	Total cost (GST excl)	Subcontractor (yes/no) and name	Maximum delivery time	Vehicle used (van or truck)?
Mansfield	Benalla	94	\$ 5.00	\$ 468.66	No	Same Day	Van
Mansfield	Wangaratta	230	\$ 5.00	\$ 1,152.37	No	Same Day	Van
Mansfield	Myrtleford	302	\$ 5.00	\$ 1,507.72	No	Same Day	Van
Benalla	Mansfield	94	\$ 5.00	\$ 468.66	No	Same Day	Van
Benalla	Wangaratta	482	\$ 5.00	\$ 2,409.70	No	Same Day	Van
Benalla	Myrtleford	611	\$ 5.00	\$ 3,053.24	No	Same Day	Van
Wangaratta	Benalla	482	\$ 5.00	\$ 2,409.70	No	Same Day	Van
Wangaratta	Mansfield	230	\$ 5.00	\$ 1,152.37	No	Same Day	Van
Wangaratta	Myrtleford	1,324	\$ 5.00	\$ 6,619.83	No	Same Day	Van
Myrtleford	Wangaratta	1,317	\$ 5.00	\$ 6,583.60	No	Same Day	Van
Myrtleford	Benalla	611	\$ 5.00	\$ 3,053.24	No	Same Day	Van
Myrtleford	Mansfield	302	\$ 5.00	\$ 1,507.72	No	Same Day	Van
Myrtleford	Bright	550	\$ 5.00	\$ 2,747.51	No	Same Day	Van
Myrtleford	Mount Beauty	295	\$ 5.00	\$ 1,477.36	No	Same Day	Van
Mount Beauty	Bright	19	\$ 5.00	\$ 95.03	No	Same Day	Van
Mount Beauty	Myrtleford	295	\$ 5.00	\$ 1,477.36	No	Same Day	Van
Bright	Myrtleford	550	\$ 5.00	\$ 2,747.51	No	Same Day	Van
Bright	Mount Beauty	19	\$ 5.00	\$ 95.03	No	Same Day	Van
<b>Total</b>				<b>\$ 39,026.59</b>			

## Appendix G – Responsibility Matrix

The responsibility matrix outlines key functions of the Network and where the responsibility resides.

Split up of hub and branch duties	Hub	Branch	Member	Notes
<u>Relationship Management</u>				
Feedback and refinement of policies	x	x		Through Library Management Group.
Facilitation of Library Management Group	x			
Participation in Library Management Group	x	x	x	
Facilitation of Collections Group	x			If such a group is set up by the Library Management Group.
Participation in Collections Group	x	x		
<u>Collection Management</u>				
Development of Collection and related policies	x			On consultation with the Library Management Group.
Procurement of materials	x			Branches input into profile and local priority buying
Processing of materials	x			
Maintenance of catalogue	x			Including entering new stock
Facilitating movement of materials	x			
Discarding of materials		x		In accordance with procedures.
Repairs		x		Only when absolutely necessary. Consider discard/repurchase.
Local History acquisitions	x	x		Refer to procedure
SWIFT and Inter library loans	x			Hub administers but

Split up of hub and branch duties	Hub	Branch	Member	Notes
processes				branches have a role
Processing of donations	x	x		Refer to procedure
<u>Information Technology</u>				
Support of Library Management System		x		If issues are not able to be resolved by Members IT department, tickets will be logged directly with Sirsi Dynx.
Library Management System upgrades	x			Upgrades will be performed by the Hub and tickets relating to the upgrade will be directed to the Hub.
Provide help desk function for library system			x	
PC Res	x	x	x	PC Res will be managed on an Alpine server. Administration of the server will be completed by Alpine. User issues will be administered by each Member. Server related issues will be forwarded to Alpine for resolution.
Quarterly reporting	x			
Updates to regional website/social media	x			
Updates to Council website/social media		x		
Management of third party suppliers	x	x		Depending on nature of each and service provided
Support normal Office applications to support library			x	
Ensure application security			x	Set ups , staff exits
Adhere to library procedures	x	x	x	
Log calls for support with the		x	x	

Split up of hub and branch duties	Hub	Branch	Member	Notes
Library Management System				
Have appropriate disaster recovery and continuity plans			x	
Contribute to planning processes	x		x	
<u>Administration</u>				
Support for Library Management Group	x			
External representation - PLVN/SWIFT	x			
Provide library advice on planning of services	x			
Provide and support individual training programs	x	x	x	Depending on nature
<u>Financial Management</u>				
Development and management of Budget	x			Input from Councils
Reporting on financial performance	x			
Processing of Hub related debtors/creditors	x			
Processing of Branch related debtors/creditors			x	
<u>Management Reporting</u>				
Preparation of quarterly reports	x			
<u>Information Services</u>				
Provision of databases	x			
Training in online databases	x			
<u>Other</u>				

Split up of hub and branch duties	Hub	Branch	Member	Notes
Story time/Rhyme time		x		
Outreach		x		

## Appendix H – Agreed Services Provided by the Hub

Below is a detailed listing of the services provided by the Hub and how the services will be measured.

Agreed Services	Performance indicator
Development and management of Budget.	Adoption of the annual Hub Budget by each Member.
Reporting on financial performance.	Reporting quarterly to Library Management Group within 3 weeks of end of quarter end.
Management, raising and payment of all Network invoices	Raising and payment of all Network invoices in accordance with terms.
Maintenance and application of the Network's Collection Management Policy and other related policies.	Policy endorsed and reviewed annually.
Administration of strategic procurement of shelf-ready collection resources.	<ul style="list-style-type: none"> <li>Periodicals one week.</li> <li>Items requested by patrons or purchased to fill reservations – one week.</li> <li>Other items – 4 weeks.</li> </ul>
Shelf-ready processing of donated items not funded from each Member's collection resources budget: <ul style="list-style-type: none"> <li>No charge for processing of donations equalling up to 2% of total number of new items allocated in the previous year.</li> <li>A schedule of shelf-ready processing fees is applied to donations above the agreed threshold</li> <li>All donations are added in consultation with the Collections Officer in keeping with the Collection Development Policy and to maintain the level of quality of the overall.</li> </ul>	<ul style="list-style-type: none"> <li>100% of donations processed within 8 weeks of receipt.</li> <li>Externally funded collection items processed within 4 weeks of receipt.</li> </ul>
Maintenance of the Network online catalogue.	Items entered within one week of receipt.
Movement of library materials both within the region and through the SWIFT consortium	Ready for despatch from Hub within 24 hours of arrival Supply of Inter Library loans (SWIFT) is

Agreed Services	Performance indicator
	dependent on availability from the library of origin
Support of Library Management System	<p>LMS procedural guides provided to Members.</p> <p>LMS hardware and software managed and maintained in accordance with Alpine Shire Council and Sirsi Dynix operational requirements on an annual and ongoing basis.</p> <p>Licences are maintained in support of LMS operations on an annual basis by Alpine Shire Council.</p> <p>Establish a Subject Matter Expert (SME). The SME will be the first point of contact for general operational issues in relation to the Library Management System.</p> <p>Upgrades will be implemented and supported by the Hub.</p>
Quarterly reporting of loans.	Hub Coordinator will prepare all management reports.
Website/social media updates	Material is current
Participate in the strategic planning for the Network. Managing the preparation of quarterly reports for the Library Management Group.	Hub Coordinator will participate in the strategic planning for the Network.
Support for Library Management Group	Meetings held quarterly, outcomes recorded and provided to Members.
Development, application and maintenance of library policy specific to the Hub. These policies shall be adopted by each Member.	Policies maintained and reviewed in accordance with agreed timeframes.
External representation at relevant Library forums.	Reporting to the Library Management Group on learnings from sessions.
Provision of databases	Report on usage of databases
Review of electronic databases to be completed on an annual basis.	Recommendation provided on each database.
Provision of training in online databases as required.	Delivery as required



Agreed Services	Performance Indicator
Local Government Planning and Reporting Regulations	Report December YTD and end of financial year within 3 weeks.

## Appendix I – Collection Management Principles

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### 1. Collection Management:

Building and maintaining a collection that is relevant to the community's needs in both scale and quality is fundamental to the provision of an effective library service. Similarly, managing the collection through the various stages from selection to disposal of materials will require adherence to the following base standards.

- 1.1 A Collection Management Policy and Plan will be prepared and reviewed annually.
- 1.2 The Hub will be responsible for maintenance and application of the Policy and Plan in consultation with the Library Management Group.
- 1.3 The collection will be aggressively weeded to identify and remove from display, those materials that:
  - 1.3.1 Are irretrievably damaged.
  - 1.3.2 Are out of date and could present misleading information to patrons.
  - 1.3.3 The weeding process is also to identify materials that have not been borrowed for two years and ascertain whether such materials should be relocated to other service points or disposed of.
- 1.4 All materials will be reviewed prior to disposal to ensure that items of value, historical significance or potential use are retained within the region.
- 1.5 The rate of acquiring new materials should be set at a level which enables community demand to be met and acceptable collection turnover rates to be achieved. The collection target is to have 2.2 items per capita with 60% of the collection to have been acquired in the past 5 years (The ALIA enhanced standard).
- 1.6 Materials selection and acquisition will be the responsibility of the Hub collections staff in consultation with the Library Management Group and will take place through a combination of the following activities:
  - 1.6.1 An annual Collection Conference to determine parameters for acquisitions in the coming year
  - 1.6.2 Profile (of the region) buying of 75% of materials, Audio visual materials 10% and provision for up to 15% based on local preferences, Branch Librarians and other staff are able to suggest stock from their knowledge of local preferences.
  - 1.6.3 Use of cooperative purchasing (MAV, Procurement Australia) as far as possible
  - 1.6.4 Acquisition of materials from other sources.
- 1.7 Following receipt, new library materials will be catalogued and available on shelves no later than:
  - 1.7.1 One week for periodicals.
  - 1.7.2 One week for items requested by patrons or purchased to fulfil reservations.
  - 1.7.3 Eight weeks for all other items.
- 1.8 Materials will be allocated to service points using the criteria in the Collection Management Plan, which will take into account the service point profile, expressed and

anticipated community needs and preferences, collection size and the existing collection.

- 1.9 The collection will “float” with the exception of items which have local significance and/or are purchased via local preferences. These items will be marked so that they are identifiable to a particular branch.
- 1.10 Hub and branch staff will monitor collection performance in order to build their knowledge of the community's preferences and refine the selection process.

## **2. Catalogues and Location Aids:**

Library users select materials and access information in a variety of ways ranging from browsing the shelves to pre-selecting items prior to their visit. To aid this process the Network will comply with the following minimum standards.

- 2.1 The on-line public access catalogues (OPACs) will accurately reflect the library's holdings, including the location and status of items.
- 2.2 At least one dedicated OPAC terminal will be provided at each service point. Additional terminals will be provided based on user demand.
- 2.3 Catalogue entries will be accurate, up-to-date and include sufficient detail to enable users to find the required information.
- 2.4 Signage which assists users to easily locate items and facilities will be provided at all service points.

## **3. Reference and Information Services**

The following minimum standards will guide the delivery of such services.

- 3.1 Access to the reference and information resources of the region and assistance with their use will be free of charge to those eligible for membership. Where it is necessary to access external information sources and/or inter-library loans, any significant costs incurred may be recovered from the enquirer.
- 3.2 The region's services may be accessed in person, by telephone or email, or via the Network's web page.
- 3.3 Staff will be trained in the use of reference resources available in the region, whether provided in print or non-print formats. Staff will also be trained in the skills of conducting reference interviews and will have knowledge of the general resources available from common referral points.
- 3.4 When an enquiry cannot be satisfied from resources within the service point, further research or referral will be undertaken and the enquirer will be advised of the expected time frame.
- 3.5 Photocopy services will be provided at all service points. Charges for photocopies provided in relation to reference enquiries will be at the rates set down in Appendix 2.
- 3.6 The Network will periodically review its ability to deliver more effective reference services across the region, with particular emphasis on the potential of services to overcome the region's geographical barriers.



# Councillor Report by Delegate

**Cr Ron Janas****Meeting /  
Committee  
attended**

Municipal Emergency Management Planning Committee
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Other:

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Date:

8th June 2016
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**Details of Issues discussed at meeting, and how they relate to or affect Council:**

Item

Municipal Emergency Management Plan
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Outcome

<p>The main aim of plans is to reduce likelihood, effect and consequences of emergencies for communities</p> <p>There will be Governance changes at Municipal level</p> <p>Municipal EMP is shared responsibility of Municipal Emergency Management Planning Committee and Regional MEMPC.</p> <p>Future plans will no longer be submitted to the VicSES audit process for signing off but will go to a Regional committee consisting of agencies dealing with emergency management and recovery.</p>
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No timeline has yet been established but I expect it will be completed within a couple of years.
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Item

SES Funding
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Outcome

<p>As part of the rate capping debate within small rural councils it has been reported that some LG Councils will no longer fund their local Units.</p> <p>Alpine Shire remains committed to the current funding for the Myrtleford, Bright and to a lesser extent the Mt Beauty CFA who have rope recovery speciality.</p> <p>Representatives from the SES were asked to take the message back to their units.</p>
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Item

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Outcome

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**Councillor Report by Delegate - Cr Ron Janas {Page 2}**

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Item

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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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Item

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Outcome

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# Councillor Report by Delegate

**Cr Ron Janas****Meeting /  
Committee  
attended**

Community Resilience Committee

Other:

Date:

8th June 2016

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

Item

Community Resilience Month

Outcome

All agency representatives present were asked to prepare items for the school programme to be held at the Mt Beauty primary school during October. Local schools from the Kiewa Valley will also be asked to participate. Their programme is aimed at older primary schoolchildren to prepare for emergency situations and to involve their families in the planning. This type of learning has been successfully held in the past with positive feedback by all involved. It gives agencies an opportunity to connect with children and for children to participate in the decision making process during an emergency event. Planning was also made to representation at the Myrtleford Show and other community based events during the month of October.

Item

Outcome

Item

Outcome

**Councillor Report by Delegate - Cr Ron Janas {Page 2}**

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Item	Ministerial Recommendation
Outcome	<p>There is still no outcome in relation to NEWRRG's recommendation to the Minister for Cr Ron Janas to become the replacement for Don Chambers as Board Chair. This process is not a swift one and NEWRRG will continue to raise with the department.</p> <p>Kath Gosden has recently been appointed as the incoming EO at NEWRRG commencing the 5th April 2016!</p>

Item	
Outcome	

Item	
Outcome	

Item	
Outcome	



# Councillor Report by Delegate

**Cr Jan Vonarx****Meeting /  
Committee  
attended**

Rural Councils of Victoria

Other:

Date:

9th June 2016

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

Item

Incorporation

Outcome

Legal entity incorporation vote and approval of rules:

20 proxy votes in favour

14 voting in favour

34 voting favour motion carried

Item

RDV Update

Outcome

James Flintoft: Working with regions and councils re economic development, there to help. Commitment with RCV - regional directors to call on each council in their region if they haven't then please invite them. At least \$70 million of infrastructure fund Weill go to rural councils. 1st mile/last mile roads. 1:6 tourism, 2:6 agriculture. \$100 million tourism infrastructure fund. 2 year adjustment for dairy, working with impacted councils. Regional partnerships: 9 deputy secretaries inducted, Barwon, southwest, Shepparton separate from Hume, Loddon, mallee.

Rural Regional ministerial committee meeting in Shepparton next week - take any issues to them - members are CEOs

+

Item

Permanent secretariat

Outcome

Towong secretariat



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

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Item	Works stream 2
Outcome	<p>Sustainable Rural Councils update: sorting out our backyard, ensure we have good financial background etc before going to Govt. for money</p> <p>John McLinden &amp; Tim Tamlin to work with Juliana,</p>

Item	Work stream 3
Outcome	<p>Population retention etc working with communities etc.</p> <p>Brief being prepared. \$12000 allocation in budget for project, framing up what we are going to do in the next 12 months. 29th/30th June meeting with consultants and executive</p> <p>Buloke &amp; Northern Grampians campaigns to be taken into discussion</p> <p>Have Alpine joined these campaigns????</p> <p>Moorehead have prepared a tool looking at where all services in the council are and the</p>

Item	Advocacy
Outcome	<p>SOCOM working on this, nothing in Federal space prior to election. To meet on 29th June with exec.</p> <p>Need to be able to work on area specific issues. Eg: dairy issues (which affect Gippsland for example not Wimmera)</p>

Item	
Outcome	



# Councillor Report by Delegate

**Cr Jan Vonarx****Meeting /  
Committee  
attended**

Timber Towns Victoria

**Other:**

Executive meeting

**Date:**

9th June 2016

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

Coordinator's position

**Outcome**

This has been advertised on SEEK.com and various forestry publications. Applications are due on 8th July.  
WE have also sent out an EOI to all member councils to see they would be interested in taking over the secretariat for us

**Item**

TTV Regional Tour

**Outcome**

This will be in Colac Otway on 11th & 12th August. There is a great tour planned visiting towns that have been impacted by loss of timber and how they have survived and diversified. Trip to the Otway fly and to a timber mill

**Item**

Federal Elections

**Outcome**

Members to speak to their local members re funding for Timber impacted roads, Great National Park etc.  
According to Darren Chester there should be \$324 million from the East/West link money given to State government to go to Regional roads. Jan to contact Darren Chester to get more details and then approach State Govt. Re an allocation of \$770 million to Timber roads, which would then wipe out most of the TIRES list

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

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Item	Where to after Elections
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Outcome	The majority one. The exec committee will probably be restanding this will enable continuity of the executive. Many councils still want to be members of TTV and this will ensure that TTV has a future.
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Item	
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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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# **Murray to Mountains Rail Trail Management Memorandum of Understanding**

## **Between**

Alpine Shire Council, Indigo Shire Council, Rural City of  
Wangaratta and Tourism North East

THIS MEMORANDUM OF UNDERSTANDING is made on XXXXX 2016

**BETWEEN**

**Alpine Shire Council** ("Alpine")

ABN 14 821 390 281

PO Box 139

Bright

VIC 3741

**AND**

**Indigo Shire Council** ("Indigo")

ABN 76 887 704 310

PO Box 28

Beechworth

VIC 3747

**AND**

**Rural City of Wangaratta** ("Wangaratta")

ABN 67 784 981 354

PO Box 238

Wangaratta

VIC 3676

**AND**

**Tourism North East** ("TNE")

ABN 84 715 244 593

Level 1, 19 -23 Camp Street

Beechworth

VIC 3747

**Background**

- A. The Murray to Mountains Rail Trail ("**M2M**") is a recreational riding trail that travels through Alpine Shire, Indigo Shire and Rural City of Wangaratta.
- B. The development and management of the M2M was overseen by the Murray to Mountains Management Committee in conjunction with other entities.
- C. Now that the M2M has been implemented and tasks associated with it ongoing management and promotion are managed by other organisations, the role of the Murray to Mountains Management Committee has become redundant.
- D. The Murray to Mountains Management Committee will now be dissolved and the ongoing maintenance, promotion and strategic development of the Trail overseen by Alpine Shire, Indigo Shire, Rural City of Wangaratta and Tourism North East as per the terms of this Memorandum of Understanding ("**MoU**").

## 1. Definitions

**Council(s)** means Alpine Shire Council, Indigo Shire Council and Rural City of Wangaratta.

**High Country** means the tourism region identified by Visit Victoria, which encompasses the municipalities and alpine resorts managed by Alpine Shire Council, Benalla Rural City, Falls Creek Alpine Resort Management Board, Indigo Shire Council, Mansfield Shire Council, Mount Buller Mount Stirling Alpine Resort Management Board, Mount Hotham Alpine Resort Management Board, Rural City of Wangaratta and Towong Shire Council.

**Memorandum of Understanding** means a document that expresses mutual accord on an issue between two or more parties.

**Murray to Mountains Rail Trail** means the recreational riding rail that links the townships of Wangaratta, Beechworth, Myrtleford and Bright, which largely follows the historical Ovens Valley and Beechworth Railway lines, along with a link between Rutherglen and Wahgunyah.

**Party or Parties** means Alpine Shire Council, Indigo Shire Council, Rural City of Wangaratta and Tourism North East.

**Tourism North East** means the regional tourism board established at the directive of Tourism Victoria to drive strategic tourism growth in the region known as the High Country.

**Trail** means the Murray to Mountains Rail Trail

## 2. Term

- a) This MoU shall commence upon signing by all Parties and will expire on 30 June 2019.
- b) The Parties agree to table negotiations from 1 March 2019 for the renewal of this MoU for a further three-year period.

## 3. Trail Maintenance and Management

- a) The Parties acknowledge that the M2M is a valuable tourism asset that must be maintained in order to ensure a world-class visitor experience.
- b) All Councils are responsible for maintaining the sections of the Trail that sit within their municipal boundaries. This includes assuming financial responsibility for the costs associated with the labour, materials and supplies required to maintain the Trail and associated access and rest areas.
- c) Trail maintenance includes but is not limited to:
  - i. Resurfacing the Trail as required;
  - ii. Auditing the Trail on an annual basis to identify and rectify any issues;
  - iii. Regularly inspecting the Trails and correcting any unsafe conditions;
  - iv. Managing vegetation within the vicinity of the Trail including the management of overhanging trees or shrubs and the clearing of obstructive vegetation and debris;
  - v. Managing Trail infrastructure including bridges, fencing, gates and signage; and
  - vi. Managing facilities and amenities associated with the Trail including toilets, water points, rubbish bins, parking, toilets, picnic tables and chairs.
- d) A Technical Reference Group consisting of one technical representative or engineer from each Council will meet once a year to determine and review the standard to which the Trails are to be maintained, ensuring consistency across the offering.
- e) Any M2M maintenance comments or Trail complaints will be managed in the following way:
  - i. Each Council will nominate a primary contact within each of their organisations to receive this type of correspondence.
  - ii. M2M feedback will be directed to the Council that manages the section of Trail being commented on or complained about, as per municipal boundaries.
  - iii. The responsible Council must rectify the problem and communicate with the person who has lodged the comment or complaint regarding its resolution.

- iv. Trail users can contact the appropriate Council directly, or can lodge a complaint online via the M2M website ([www.murraytomountains.com.au](http://www.murraytomountains.com.au)), which will be forwarded to the appropriate Council via TNE, the website manager.
- v. If an issue occurs on sections of the Trail that stretches across multiple municipalities, then the Councils will work cooperatively to determine a solution, and will identify a lead agency if required. In this instance, whoever received the initial Trail comment or complaint will be responsible for responding to the Trail user on behalf of the group.
- f) All Councils are responsible for maintaining public liability insurance for the sections of the M2M that sit within their municipal boundaries.
- g) All permits, leases and licences associated with the M2M are to be managed by the Councils for the sections of the Trail located within their municipal boundaries via existing internal processes.
- h) All Councils agree to adhere to and continue implementing the actions identified in the 2009 Safety Audit.

#### **4. Trail Marketing**

- a) The Councils will collaboratively market the M2M, ensuring that the product is represented by one brand and presence in the market.
- b) The Councils will equally invest in these marketing initiatives, with the level of funding determined by the Councils on an annual basis.
- c) The Councils agree that TNE will receive these marketing funds to develop and implement the associated M2M marketing activities, including maintaining the M2M website and delivering cycle industry and product development initiatives.
- d) TNE will develop a marketing program on an annual basis, which is to be reviewed and approved by the Councils via their relevant tourism and economic development managers.
- e) Any funds remaining from the dissolution of the Murray to Mountains Management Committee - after agreed outstanding Management Committee priority actions are finalised - will go to TNE, who will make additional recommendations to the Councils on how these funds should be spent in support of M2M marketing and product development efforts.
- f) Where appropriate, each Council will also promote the M2M as part of their own individual marketing efforts.

#### **5. Trail Strategy**

- a) A Murray to Mountains Strategic Direction Group will be formed to identify the long-term vision for the M2M, and determine the strategies required to sustain and grow the product to maximise positive tourism outcomes for all Parties and the communities they represent.
- b) From a regional tourism perspective, all Parties are committed to establishing the High Country as the premier bike destination in Victoria, featuring the best rail trail network in the Southern Hemisphere. The Murray to Mountains Strategic Direction Group will strive to position the M2M as the hero rail trail product within this context, ensuring that it is one of the lead cycle tourism offerings the region.
- c) The Murray to Mountains Strategic Direction Group will meet twice a year and will consist of:
  - i. Two representatives from Alpine comprising the CEO and one elected Councillor;
  - ii. Two representatives from Indigo comprising the CEO and one elected Councillor;
  - iii. Two representatives from Wangaratta comprising the CEO and one elected Councillor; and
  - iv. Two representatives from TNE comprising the CEO and the Cycle Industry Development Manager.
- d) The Murray to Mountains Strategic Direction Group will consider general feedback and strategic insights from businesses, user groups and relevant trail friends groups associated with the M2M via an invite-only Rail Trail Forum that will be hosted and facilitated by TNE on an annual basis.

## **6. New Trail Projects**

- a) The Parties acknowledge that improvements and enhancements to the M2M may be required to maximise its potential as an iconic tourism asset.
- b) The Parties agree to explore opportunities to deliver such improvements/enhancements across municipal boundaries, and develop a cooperative stance on how they are to be developed, funded and implemented.
- c) All Councils agree to consult with each other prior to scoping any new standalone projects on their section of the Trail that may impact the visitor experience associated with the entire length of the Trail.
- d) All Parties are committed to maintaining a uniform offering across the entire Trail to ensure a logical and consistent experience for Trail users.

## **7. Exercise of Rights**

- a) The Parties shall exercise the rights and pursue the opportunities granted under this MoU in a manner consistent with the good name, goodwill, reputation and image of each Party and in compliance with all applicable laws and regulations.
- b) The commitments of each Party under this MoU shall not be transferable or assignable either in whole or in part without the written consent of the other Parties.



**EXECUTED** as a Memorandum of Understanding on XXXXXXXX 2016

SIGNED for and on behalf of **Alpine Shire Council** ABN 14 821 390 281:

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Signature of CEO

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Name of CEO (BLOCK LETTERS)

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Date

SIGNED for and on behalf of **Indigo Shire Council** ABN 76 887 704 310:

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Signature of CEO

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Name of CEO (BLOCK LETTERS)

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Date

SIGNED for and on behalf of **Rural City of Wangaratta** ABN 67 784 981 354:

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Signature of CEO

---

Name of CEO (BLOCK LETTERS)

---

Date

SIGNED for and on behalf of Tourism North East ABN 84 715 244 593:

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Signature of CEO

---

Name of CEO (BLOCK LETTERS)

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Date

# **Regional Tourism Memorandum of Understanding**

## **Between**

Tourism North East

## **and**

Alpine Shire Council

Benalla Rural City

Falls Creek Alpine Resort Management Board

Indigo Shire Council

Mansfield Shire Council

Mount Buller Mount Stirling Alpine Resort Management Board

Mount Hotham Alpine Resort Management Board

Rural City of Wangaratta

Towong Shire Council

**July 2017**

**THIS MEMORANDUM OF UNDERSTANDING** is made on 1 June 2016**BETWEEN**

Tourism North East  
ABN 84 715 244 593  
Level 1, 19 -23 Camp Street  
Beechworth  
VIC 3747

(“TNE”)

**AND**

Alpine Shire Council  
ABN 14 821 390 281  
PO Box 139  
Bright  
VIC 3741

Mount Buller Mount Stirling Alpine Resort  
Management Board  
ABN 44 867 982 534  
1 Summit Rd  
Mt Buller  
VIC 3723

Benalla Rural City  
ABN 42 379 380 529  
PO Box 227  
Benalla  
VIC 3672

Mount Hotham Alpine Resort Management  
Board  
ABN 93 938 780 598  
PO Box 188  
Bright VIC 3741

Falls Creek Alpine Resort Management Board  
ABN 21 789 770 569  
1 Slalom Street  
Falls Creek  
VIC 3699

Rural City of Wangaratta  
ABN 67 784 981 354  
PO Box 238  
Wangaratta  
VIC 3676

Indigo Shire Council  
ABN 76 887 704 310  
PO Box 28  
Beechworth  
VIC 3747

Towong Shire Council  
ABN 45 718 604 860  
PO Box 55  
Tallangatta  
VIC 3700

Mansfield Shire Council  
ABN 74 566 834 923  
Private Bag 1000  
Mansfield  
VIC 3724

These parties are collectively referred to as “**Regional Tourism Partners**”.

## Background

- A. Tourism North East (“**TNE**”) is the Regional Tourism Board for the High Country, responsible for coordinating strategic tourism efforts across the Region.
- B. The Regional Tourism Partners acknowledge the importance of working collaboratively through TNE to drive positive tourism outcomes for the Region.
- C. The Regional Tourism Partners agree to provide TNE with operational and activity funding to act as the Region’s peak tourism body, as per the terms and conditions of this Memorandum of Understanding (“**MoU**”).

## 1. Definitions

**Memorandum of Understanding** means a document that expresses mutual accord on an issue between two or more parties.

**High Country** means the tourism region identified by Visit Victoria, which encompasses the municipalities and alpine resorts represented and managed by the Regional Tourism Partners.

**Product Pillars** means the five product strengths that are common across the region including cycle tourism; food, wine and beer; snow; nature-based experiences; and arts and culture.

**Region** means the same as High Country.

**Regional Tourism Board** means one of the 11 organisations established at the directive of Tourism Victoria (now Visit Victoria), the State tourism body, to guide regional tourism development.

**Regional Tourism Partners** means Alpine Shire Council, Benalla Rural City, Falls Creek Alpine Resort Management Board, Indigo Shire Council, Mansfield Shire Council, Mount Buller Mount Stirling Alpine Resort Management Board, Mount Hotham Alpine Resort Management Board, Rural City of Wangaratta and Towong Shire Council.

**TNE** means North East Victoria Tourism Board trading as Tourism North East.

**TNE Board** means the group of members of the association known as Tourism North East who are appointed to manage the affairs and business of Tourism North East (excluding staff).

## 2. Term

- a) This MoU will commence on 1 July 2017 and will expire on 30 June 2020, effectively covering three financial years: 2017/18, 2018/19 and 2019/20.
- b) The Regional Tourism Partners agree to table negotiations from 1 May 2019 for the renewal of this MoU for a further three-year period.
- c) This MoU must be executed by all parties by 31 August 2016.

### **3. Tourism North East Structure**

- a) TNE is the peak tourism organisation for the Region that works in partnership with Visit Victoria, industry and a range of government partners to support and develop regional tourism in the High Country.
- b) TNE is established as an Incorporated Association under the Associations Incorporation Act 1981 and the Associations Reform Act 2012 and will be maintained as a financially autonomous body with responsibilities for its program, budget and financial sustainability.
- c) The TNE Board, consisting of the CEOs of the Regional Tourism Partners, six skills-based appointees and an independent chair, will oversee the operation of TNE and its deliverables.
- d) TNE Board members cannot delegate their position on the TNE Board to any other parties. In the case of the CEOs of the Regional Tourism Partners, this includes other representatives within their councils or resort management boards.
- e) The TNE Board is established and governed as per the organisation's Rules of Association & Statement of Purpose, and all Regional Tourism Partners agree to adhere to its terms.

### **4. Role of Tourism North East**

- a) TNE is responsible for delivering the following across the High Country:
  - i. Regional marketing and communication
  - ii. Product development
  - iii. Industry development including skills training and mentoring
  - iv. Facilitating public and private tourism investment opportunities
  - v. Research
  - vi. Advocacy efforts
  - vii. Strategic planning
- b) To both focus and maximise the effectiveness of initiatives associated with the responsibilities noted in 4a), TNE works to align its efforts with the Region's Product Pillars.
- c) TNE and its Regional Tourism Partners work collaboratively to drive and optimise tourism related visitation and yield opportunities for the High Country, and establish the Region as a premier tourism destination that offers a consistent and engaging visitor experience.
- d) The Regional Tourism Partners recognise the independent role, structure and mission of TNE and understand the function also includes being an independent voice and advocate for the regional tourism industry in local, state, national and international media.

### **5. Tourism North East Funding**

#### **5.1 Operational Funding**

- a) The Regional Tourism Partners will each provide TNE with \$35,810 pa in base operational funding for each year of the MoU Term.
- b) This funding will be subject to CPI increases in years two and three of this MoU.
- c) TNE will invoice each of the Regional Tourism Partners on an annual basis for their operational funding commitment. Associated payments must be made no later than 1 September each year of the MoU Term.

## **5.2 Activity Funding**

- a) Regional Tourism Partners agree to invest in tourism-related activities delivered by TNE, (including but not limited to campaigns, training and initiatives) above and beyond the operational funding noted in 5.1.
- b) The amount of this activity funding will be independently determined by each of the Regional Tourism Partners on an annual basis in consultation with TNE, and will reflect the scope of activity proposed by TNE and its relevance to each of the Regional Tourism Partners.
- c) TNE will invoice each of the Regional Tourism Partners on an annual basis for their activity funding. Associated payments must be made no later than 1 September each year of the MoU Term.
- d) Regional Tourism Partners agree to support TNE's tourism activities via the involvement of their tourism, economic development, marketing and Visitor Information Centre personnel as required and appropriate.

## **6. Tourism North East's Obligations**

In exchange for the operational and activity funding supplied by the Regional Tourism Partners, TNE is required to fulfil the following specific obligations, in line with the broader responsibilities outlined in Clause 4:

### **6.1 Strategic Planning**

- a) TNE must involve the Regional Tourism Partners in the strategic planning process for the region to ensure that the interests of each party is considered and accurately represented. This includes (but is not limited to) consultation associated with the development of:
  - i. Victoria's High Country Destination Management Plan (ten-year scope)
  - ii. Tourism North East Strategic Plan (three-year scope)
  - iii. Tourism North East Business Plan (annual operating plan)
- b) The TNE Board will review and collectively approve these plans - by consensus - prior to implementation, thereby influencing the direction of TNE's strategic tourism efforts.
- c) These plans will be submitted to the Regional Tourism Partners and broader TNE Board in a timely manner to allow for meaningful input and plan alterations (if required) prior to implementation.
- d) The status of these plans and their progress in meeting overarching objectives and key performance indicators will be reported to the TNE Board as per the measurement and control mechanisms listed in each plan.

### **6.2 Communications and Engagement**

- a) TNE will develop an annual communications and engagement program that details regular and formal communications with the Regional Tourism Partners and other relevant stakeholders.
- b) This program will ensure that there are opportunities to:
  - i. Keep Regional Tourism Partners abreast of TNE activities.

- ii. Identify synergies between TNE and the individual programs of the Regional Tourism Partners, and look at where efficiencies can be achieved.
- iii. Foster greater understanding of both the direction and outcomes of TNE initiatives.
- iv. Provide TNE with the ability to brief Regional Tourism Partners about tourism opportunities, issues and trends relative to their destinations.

### **6.3 Performance Review**

- a) TNE will be subject to an annual performance review by the Regional Tourism Partners to ensure that the organization is fit for purpose, and meeting the needs of its diverse stakeholder base.
- b) This review will take the form of a simple online survey, with the results to be summarised by TNE's CEO and discussed openly at a TNE Board meeting.

## **7. Exercise of Rights**

- a) The Regional Tourism Partners shall exercise the rights and pursue the opportunities granted under this MoU in a manner consistent with the good name, goodwill, reputation and image of each party and in compliance with all applicable laws and regulations.
- b) The commitments of each of the Regional Tourism Partners under this MoU shall not be transferable or assignable either in whole or in part without the written consent of the other Parties.

## **8. Indemnity**

This MoU does not constitute a guarantee or indemnity by the Regional Tourism Partners in regard to activities undertaken by TNE.


## **9. MoU is Binding**

It is intended that this MoU is binding for all Regional Tourism Partners without the right of withdrawal from the arrangement except where there is a fundamental breach of any term or condition of this MOU.



**EXECUTED** as a Memorandum of Understanding in 2016

SIGNED for and on behalf of

Organisation	CEO Name	Signature	Date
Tourism North East ABN 84 715 244 593	Amber Gardner		1 June 2016
Alpine Shire Council ABN 14 821 390 281			
Benalla Rural City ABN 42 379 380 529			
Falls Creek Alpine Resort Management Board ABN 21 789 770 569			
Indigo Shire Council ABN 76 887 704 310			
Mansfield Shire Council ABN 74 566 834 923			
Mt Buller Mt Stirling Alpine Resort Management Board ABN 44 867 982 534			
Mount Hotham Alpine Resort Management Board ABN 93 938 780 598			
Rural City of Wangaratta ABN 67 784 981 354			
Towong Shire Council ABN 45 718 604 860			

**RECORD OF ASSEMBLY OF COUNCILORS**

**Meeting Title:** Briefing Session  
**Date:** 21 June 2016  
**Location:** Committee Room, Bright  
**Start Time:** 3.30pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Cr Tony Keeble	Deputy Mayor	Dave Barry	CEO
Cr John Forsyth	Councillor	Charlie Bird	DA
Cr Jan Vonarx	Councillor	Heather Green	DSD
Cr Peter Roper	Councillor	Leanne Williams	MCS
Cr Daryl Pearce	Councillor	Trevor Britten	DCP

**Councillor and staff apologies:**

<b>Name</b>	<b>Position</b>	
Cr Ron Janas	Mayor	
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**

- Preliminaries
- Councillors only session
- Councillors and CEO only session
- Summary of budget submissions received
- Councillor Code of Conduct
- Victorian Ombudsman's Report
- Local Government Act Review
- Mount Beauty Library Redevelopment Tender evaluation
- Harrierville Strategic Plans actions
- Fishways project

**RECORD OF ASSEMBLY OF COUNCILORS**

**Meeting Title:** Briefing Session  
**Date:** 28 June 2016  
**Location:** Committee Room, Bright Office  
**Start Time:** 3.00pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Cr Ron Janas	Mayor	Dave Barry	CEO
Cr Tony Keeble	Deputy Mayor	Charlie Bird	DA
Cr Kate Farrell	Councillor	Trevor Britten	DCP
Cr Peter Roper	Councillor	Heather Green	DSD
Cr Jan Vonarx	Councillor	Leanne Williams	Manager Corporate

**Councillor and staff apologies:**

<b>Name</b>	<b>Position</b>	
Cr John Forsyth	Councillor	
Cr Daryl Pearce	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**

- Preliminaries
- SPM6 Agenda review
- SPM7 Agenda review
- Ordinary Council meeting Agenda review

**RECORD OF ASSEMBLY OF COUNCILORS**

**Meeting Title:** Briefing Session  
**Date:** 7 June 2016  
**Location:** Committee Room, Bright  
**Start Time:** 4.30pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
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 Daryl Pearce	Councillor	Trevor Britten	DCP
Cr Peter Roper	Councillor		

**Councillor and staff apologies:**

<b>Name</b>	<b>Position</b>
Cr John Forsyth	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**

- Preliminaries
- Ordinary Council Meeting Agenda Review



# Councillor Report by Delegate

**Cr Ron Janas****Meeting /  
Committee  
attended**

Municipal Emergency Management Planning Committee
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Other:

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Date:

8th June 2016
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**Details of Issues discussed at meeting, and how they relate to or affect Council:**

Item

Municipal Emergency Management Plan
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Outcome

<p>The main aim of plans is to reduce likelihood, effect and consequences of emergencies for communities</p> <p>There will be Governance changes at Municipal level</p> <p>Municipal EMP is shared responsibility of Municipal Emergency Management Planning Committee and Regional MEMPC.</p> <p>Future plans will no longer be submitted to the VicSES audit process for signing off but will go to a Regional committee consisting of agencies dealing with emergency management and recovery.</p>
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No timeline has yet been established but I expect it will be completed within a couple of years.
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Item

SES Funding
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Outcome

<p>As part of the rate capping debate within small rural councils it has been reported that some LG Councils will no longer fund their local Units.</p> <p>Alpine Shire remains committed to the current funding for the Myrtleford, Bright and to a lesser extent the Mt Beauty CFA who have rope recovery speciality.</p> <p>Representatives from the SES were asked to take the message back to their units.</p>
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Item

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Outcome

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**Councillor Report by Delegate - Cr Ron Janas {Page 2}**

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Item

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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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Item

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Outcome

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# Councillor Report by Delegate

**Cr Ron Janas****Meeting /  
Committee  
attended**

Community Resilience Committee
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Other:

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Date:

8th June 2016
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**Details of Issues discussed at meeting, and how they relate to or affect Council:**

Item

Community Resilience Month
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Outcome

<p>All agency representatives present were asked to prepare items for the school programme to be held at the Mt Beauty primary school during October. Local schools from the Kiewa Valley will also be asked to participate. Their programme is aimed at older primary schoolchildren to prepare for emergency situations and to involve their families in the planning. This type of learning has been successfully held in the past with positive feedback by all involved. It gives agencies an opportunity to connect with children and for children to participate in the decision making process during an emergency event.</p> <p>Planning was also made to representation at the Myrtleford Show and other community based events during the month of October.</p>
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Item

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Outcome

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Item

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Outcome

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**Councillor Report by Delegate - Cr Ron Janas {Page 2}**

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Item	Ministerial Recommendation
Outcome	<p>There is still no outcome in relation to NEWRRG's recommendation to the Minister for Cr Ron Janas to become the replacement for Don Chambers as Board Chair. This process is not a swift one and NEWRRG will continue to raise with the department.</p> <p>Kath Gosden has recently been appointed as the incoming EO at NEWRRG commencing the 5th April 2016!</p>

Item	
Outcome	

Item	
Outcome	

Item	
Outcome	





# Councillor Report by Delegate

## Cr Jan Vonarx

### Meeting / Committee attended

Rural Councils of Victoria

### Other:

### Date:

9th June 2016

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

### Item

Incorporation

### Outcome

Legal entity incorporation vote and approval of rules:

20 proxy votes in favour

14 voting in favour

34 voting favour motion carried

### Item

RDV Update

### Outcome

James Flintoft: Working with regions and councils re economic development, there to help. Commitment with RCV - regional directors to call on each council in their region if they haven't then please invite them. At least \$70 million of infrastructure fund Weill go to rural councils. 1st mile/last mile roads. 1:6 tourism, 2:6 agriculture. \$100 million tourism infrastructure fund. 2 year adjustment for dairy, working with impacted councils. Regional partnerships: 9 deputy secretaries inducted, Barwon, southwest, Shepparton separate from Hume, Loddon, mallee.

Rural Regional ministerial committee meeting in Shepparton next week - take any issues to them - members are CEOs

+

### Item

Permanent secretariat

### Outcome

Towong secretariat

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

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Item	Works stream 2
Outcome	<p>Sustainable Rural Councils update: sorting out our backyard, ensure we have good financial background etc before going to Govt. for money</p> <p>John McLinden &amp; Tim Tamlin to work with Juliana,</p>

Item	Work stream 3
Outcome	<p>Population retention etc working with communities etc.</p> <p>Brief being prepared. \$12000 allocation in budget for project, framing up what we are going to do in the next 12 months. 29th/30th June meeting with consultants and executive</p> <p>Buloke &amp; Northern Grampians campaigns to be taken into discussion</p> <p>Have Alpine joined these campaigns????</p> <p>Moorehead have prepared a tool looking at where all services in the council are and the</p>

Item	Advocacy
Outcome	<p>SOCOM working on this, nothing in Federal space prior to election. To meet on 29th June with exec.</p> <p>Need to be able to work on area specific issues. Eg: dairy issues (which affect Gippsland for example not Wimmera)</p>

Item	
Outcome	



# Councillor Report by Delegate

**Cr Jan Vonarx****Meeting /  
Committee  
attended**

Timber Towns Victoria

**Other:**

Executive meeting

**Date:**

9th June 2016

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

Coordinator's position

**Outcome**

This has been advertised on SEEK.com and various forestry publications. Applications are due on 8th July.  
WE have also sent out an EOI to all member councils to see they would be interested in taking over the secretariat for us

**Item**

TTV Regional Tour

**Outcome**

This will be in Colac Otway on 11th & 12th August. There is a great tour planned visiting towns that have been impacted by loss of timber and how they have survived and diversified. Trip to the Otway fly and to a timber mill

**Item**

Federal Elections

**Outcome**

Members to speak to their local members re funding for Timber impacted roads, Great National Park etc.  
According to Darren Chester there should be \$324 million from the East/West link money given to State government to go to Regional roads. Jan to contact Darren Chester to get more details and then approach State Govt. Re an allocation of \$770 million to Timber roads, which would then wipe out most of the TIRES list

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

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Item	Where to after Elections
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Outcome	The majority one. The exec committee will probably be restanding this will enable continuity of the executive. Many councils still want to be members of TTV and this will ensure that TTV has a future.
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Item	
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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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