



Alpine Shire

ORDINARY COUNCIL MEETING

MINUTES

M7 – 4 JULY 2017

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 **4 July 2017** and commenced at **7:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth

Cr Ron Janas – Mayor

Cr Tony Keeble – Deputy Mayor

Cr Kitty Knappstein

Cr Sarah Nicholas

Cr Daryl Pearce

Cr Peter Roper

OFFICERS

Mr Charlie Bird – Acting Chief Executive Officer

Mr William Jeremy – Acting Director Assets

Mrs Nathalie Cooke – Director Corporate

APOLOGIES

Nil



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

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

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

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

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

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE

The 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 – M5

Cr Roper

Cr Pearce

That the minutes of Ordinary Council Meeting M5 held on 6 June 2017 as circulated be confirmed.

Carried

4 APOLOGIES

Nil

5 OBITUARIES / CONGRATULATIONS

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

6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Nil



7 PUBLIC QUESTIONS ON AGENDA ITEMS

Questions on Notice will be limited to two questions per person.

Questions on Notice can be written or from the floor.

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



8 PRESENTATION OF REPORTS BY OFFICERS

8.1 ACTING CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

8.1.1 Nil



8.2 ACTING DIRECTOR ASSETS – WILL JEREMY

8.2.1 Road Management Plan

File Number: 250.15

INTRODUCTION

The purpose of this report is to present the Road Management Plan 2017 (Version 4) for adoption by Council.

Cr Keeble

Cr Pearce

That Council:

1. Adopt the Road Management Plan 2017 (Version 4).

Carried

BACKGROUND

The Victorian Government introduced the Road Management Act in 2004. This Act provides the legislative framework for road management plans including the purpose, the contents and the review requirements.

In December 2004, Council adopted its first road management plan which was subsequently reviewed in 2009 and 2013.

The Alpine Shire Council Road Management Plan 2017:

- Details the management system that Council employs in its duty to inspect, maintain and repair its public road infrastructure;
- Describes Council's road infrastructure and sets out a classification hierarchy for each of the assets;
- Lists inspection frequencies, defect intervention standards and response times required for different types of road infrastructure; and
- References Council's Register of Public Roads.

SUBMISSIONS

The draft Road Management Plan (Version 4) was gazetted, advertised and made available for public comment from 13 May to 8 June 2017.

Public comment was sought via:

- Media (Alpine Observer and Border Mail);
- Alpine Shire Council website; and
- Public exhibition at the Council offices in Bright, and the libraries in Myrtleford and Mount Beauty.

No external public submissions were received. One internal submission was received through the Acting Manager of Asset Maintenance, upon advice from Council's public liability insurer, Liability Mutual Insurance.



In response to the internal submission, the following minor changes to the draft Road Management Plan are proposed:

1. Inspection frequencies have been defined as a frequency of inspection within a given period (for example twice (2 times) in a 13 month period), rather than stipulating the specific months in which each inspection shall be carried out. The inspection frequencies have not changed, however the proposed change in the way in which they are defined provides increased flexibility to ensure that Council is able to meet its commitments; and
2. The size of the defect at which Council will intervene has been clearly described for each asset type, resulting in reduced duplication of intervention levels, and simplifying the presentation of the information.

ISSUES

Council's Register of Public Roads is to be read in conjunction with the Road Management Plan 2017 however it does not form part of the Plan. The Register has been updated, including aligning the definitions of road classifications with those used in the Road Management Plan.

POLICY IMPLICATIONS

The Road Management Plan 2017 has been prepared in accordance with Section 52 of the *Road Management Act 2004*.

In accordance with Regulation 8 of the Road Management (General) Regulations 2016, Council is required to review its Road Management Plan by 30 June 2017. This deadline has been extended by the Minister of Local Government to 31 August 2017 under Section 125(4) of the *Local Government Act 1989*.

FINANCIAL AND RESOURCE IMPLICATIONS

Adoption of the Road Management Plan 2017 (Version 4) has no material, financial or resource implications.

CONSULTATION

Review of the Road Management Plan 2017 has been carried out in consultation with the relevant Council Officers.

Council's public liability insurer, Liability Mutual Insurance, has provided input which has been incorporated into the document as described above.

The Road Management Plan 2017 has been advertised for public comment for a period of 28 days as required by the Road Management Regulations 2016.

CONCLUSION

It is proposed that the Alpine Shire Council Road Management Plan 2017 (Version 4) be adopted as a conclusion to the review process required by the Road Management Regulations 2016.



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:

- Acting Director Assets
- Acting Manager Asset Maintenance
- Engineering Coordinator

ATTACHMENT(S)

- 8.2.1(a) Alpine Shire Council Road Management Plan 2017 (Version 4)
- 8.2.1(b) Alpine Shire Council Register of Public Roads



8.3 DIRECTOR CORPORATE – NATHALIE COOKE

8.3.1 Community Satisfaction Survey 2017

File Number: 800.03

INTRODUCTION

The annual Community Satisfaction Survey coordinated by Local Government Victoria provides a benchmark for the majority of Councils across Victoria. Alpine Shire Council's 2017 overall performance survey results are an improvement on 2016 survey results and continue to be higher when compared to other small rural councils or the state wide results; however there are some decreases in results obtained within the differing categories.

Cr Pearce

Cr Forsyth

That Council note the results of the 2017 Community Satisfaction Survey conducted within the Alpine Shire.

Carried

BACKGROUND

The annual Community Satisfaction Survey is coordinated by Local Government Victoria (LGV). While each Council has the ability to 'opt in' to the survey, the introduction of the Local Government Performance Reporting Framework (LGPRF) from 1 July 2014, has tied three of the results in the framework to questions within the Community Satisfaction Survey. The survey consists of a group of 'core' questions that are asked by every council that participates, plus a suite of 'optional' questions. Council elected to ask only the core questions, providing a basis to both provide good comparative data across councils, and also satisfy the needs of the LGPRF.

The survey (conducted by JWS Research on behalf of LGV) consists of a phone interview with 400 residents - respondents are sought according to the demographic profile for the Alpine Shire from the most recent census. Surveys were conducted during February and March 2017.

In 2017, 68 of the 79 councils across Victoria participated in the survey. Of these, 16 were in the "Small Rural Councils" grouping, to which Alpine Shire Council is categorised. Results for the survey are shown relative to the Small Rural Councils grouping and the wider State-wide results in 2017 and against Council's own result in 2016.



RESULTS

Performance Measures	Alpine 2017	Alpine 2016	Small Rural 2017	State- wide 2017
OVERALL PERFORMANCE	61*	60	58*	59
COMMUNITY CONSULTATION <i>(Community consultation and engagement)</i>	56*	60*	55	55
ADVOCACY <i>(Lobbying on behalf of the community)</i>	56	56	55	54
MAKING COMMUNITY DECISIONS <i>(Decisions made in the interest of the community)</i>	57*	60	55	54*
SEALED LOCAL ROADS <i>(Condition of sealed local roads)</i>	57*	60	50*	53*
CUSTOMER SERVICE	71	71	69	69
OVERALL COUNCIL DIRECTION	58*	59	52*	53*

* Denotes a significant difference in results (for the same Performance Measure)

ISSUES

Excerpts from 2017 Community Satisfaction Survey Research Report:

- Review of the core performance measures (as shown in the table above) shows that Council's performance on most measures has either remained stable or decreased compared to Council's own results in 2016. Even though perceptions have in some cases declined, the 2017 results are all higher (some significantly so) than the Small Rural and State-wide council averages.
- The **overall performance** index score of 61 for Council represents a one point improvement on the 2016 result. This continues the steady upward trend in overall performance perceptions achieved from 2015 to 2016, with ratings now moving closer to the high seen in 2013 (index score of 63).
- **Community consultation and engagement** is the only area that exhibited a significant decline in performance index scores from the 2016 result, down four points to 56. The 2017 result is however consistent with that of previous years, the 2016 result representing a peak result. The report recommends that Council should pay particular attention to **this area**.
- Council's performance on the **condition of sealed local roads** (index score of 57) is significantly higher than both the Small Rural and State-wide council averages (index scores of 50 and 53 respectively).
- Performance in the area of **making community decisions** (index score of 57) is also rated significantly higher than the State-wide council average (54).
- Council performs best in the area of **customer service** (index score of 71), maintaining the higher result achieved in 2016.



- More than half (56%) of the Alpine Shire residents that participated in the survey had recent contact with Council. This is lower than 2016 (65%), but consistent with the contact levels evident in previous years. Contact includes in person, by telephone, and written communication including email and Facebook.
- More in-depth analysis of results can be found in Attachment 8.3.1.

POLICY IMPLICATIONS

While undertaking the Community Satisfaction Survey is not mandatory, the linkage between results for "Community Consultation", "Making Community Decisions" and "Sealed Local Roads" with the Local Government Performance Reporting Framework (LGPRF) has meant that undertaking it not only gives Council an insight as to how the community thinks it is performing, but means that Council is able to meet its annual reporting requirements.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost to Council for the 'core' questions in the Community Satisfaction Survey was \$7,682 + GST.

CONSULTATION

400 residents were surveyed by JWS Research (on behalf of Local Government Victoria and Alpine Shire Council) to gather the data for this survey. All interviews were conducted by phone.

CONCLUSION

Council's performance on most measures has either remained stable or decreased compared to the previous year, with overall performance showing an improvement. A continued focus on community consultation and engagement is recommended.

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
- Governance Officer

ATTACHMENT(S)

- 8.3.1 2017 Community Satisfaction Survey results - Alpine Shire Council



8.3.2 Audit Committee Meeting Report

File Number: 0900.06

INTRODUCTION

The purpose of this report is to present the minutes and recommendations of the meeting 5 of the Audit Committee held on 26 May 2017.

Key items presented to and considered by the Committee at this meeting included:

- Victorian Auditor General's Office (VAGO) Interim Management Letter for the year ending 30 June 2017;
- Strategic Risk Review;
- VAGO report on public participation and community engagement;
- State Taxation Acts Amendment Bill;
- Health and Safety Report; and
- Purchasing spot audit.

Cr Pearce

Cr Nicholas

That:

1. *The minutes of meeting 5 of the Audit Committee held 26 May 2017 be received and noted.*
2. *In accordance with the recommendations of the Audit Committee:*
 - a. *Sue Lebish be appointed to the role of Chair of the Audit Committee for 2017/2018; and*
 - b. *The 2016/2017 year to date 30 April 2017 Health and Safety Report (Confidential) be adopted.*

Carried

ISSUES

VAGO Interim Management Letter Year Ending 30 June 2017

Council's audit service provider, RSD Chartered Accountants from Bendigo, was onsite for the interim audit in late April 2017. The Interim Management Letter provides a detailed overview of the matters raised by the auditors from that visit. Three new matters were identified, two of which were considered low risk and one medium risk. These matters are:

- Australian Accounting Standards Board (AASB) 124 Related Party Disclosures;
- VEND Reconciliation;
- Credit Cards.



These matters have been acknowledged and accepted; and will be addressed in line with the timelines detailed in the management letter responses. Progress of these actions will continue to be monitored by the Audit Committee.

Strategic Risk Review

The Audit Committee has requested that Council reviews its strategic risks and risk register. A detailed report on Council's risk framework will be presented to a future Audit Committee meeting.

VAGO Report on Public Participation and Community Engagement

VAGO examined the effectiveness of local government community engagement and public participation processes using the International Association for Public Participation (IAP2) model.

VAGO made three recommendations for local government relating to: alignment of policies and resources to the IAP2 model; monitoring and evaluation of engagement and participation activities; and development of public participation plans.

Council is well placed in terms of compliance with these recommendations by proactively establishing and implementing a consistent and thorough stakeholder management and engagement procedure and template that now forms part of its project management process and training key staff in the IAP2 model.

The committee noted the Auditor General's recommendations and the status of Council's compliance with these.

State Taxation Acts Amendment Bill

The Audit Committee noted the potential implications for Council in the *State Taxation Acts Amendment Bill 2017*, particularly in relation to:

- impact on cost to Council by moving to annual rather than bi-annual valuations;
- status of existing Council valuation contracts;
- management of supplementary valuations;
- allocation of legal costs and process associated with objections and appeals;
- cost and implementation of replacement or integration of administration systems;
- risk to revenue if State Government doesn't have capacity and capability to deliver annual valuations in the timeframes set out in the proposed Bill.

Health and Safety Report - Confidential

The Audit Committee reviewed the 2016/17 year to date 30 April 2017 Health and Safety Report (Confidential) and endorsed it for Council adoption. The report identifies that health and safety event reporting is consistent with previous years and the focus of training and health initiatives has been on mental wellbeing of employees.



Purchasing spot audit

The results of the 2016/17 Quarter 3 Purchasing Spot Audit No.1 indicated some minor anomalies as a result of either human error or lack of clarity in relation to cumulative spend. The issues related to human error should be eliminated with the implementation of the Approval Max purchase to pay system and clarity around best practice for cumulative spend will be addressed in a wider procurement policy review to be undertaken early 2017/18. The Audit Committee was satisfied with the mitigation measures and the approach to undertake an additional spot audit prior to the next quarterly audit.

POLICY IMPLICATIONS

Council complies with the following sections of the *Local Government Act 1989*:

- Section 139 requires Council to have an audit committee and act within the guidelines made by the minister for Audit Committees.
- Section 136 requires Council to implement the principles of sound financial management.

This report is consistent with the following strategic documents:

Council Plan 2013-2017 (2016 Review)	
Theme 5: Performance Focused Organisation	
Strategic Objective 5.2	To manage resources well to ensure sustainability
Strategic Objective 5.3	To support people and business practices
Strategic Objective 5.4	To ensure a high standard of governance
2016/17 Budget	
Section 2.5	Performance focused organisation

CONCLUSION

The Audit Committee, being satisfied with the detail provided in its agenda and the officer reports, recommends Council adopt the detailed resolutions.

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
- Health, Safety and Risk Officer

ATTACHMENT(S)

- 8.3.2(a) Audit Committee Meeting 5 Minutes, 26 May 2017
- 8.3.2(b) 2016/2017 Year to Date 30 April 2017 Health and Safety Report (Confidential)



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 Pearce

Cr Nicholas

That the summary of the Assemblies of Councillor for June 2017 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
6 June	Briefing Session
13 June	Hearing of submissions
20 June	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – June 2017



10 GENERAL BUSINESS

Nil

11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil

12 RECEPTION AND READING OF PETITIONS

Nil



13 DOCUMENTS FOR SEALING

Cr Keeble

Cr Nicholas

That the following documents be signed and sealed.

1. *Section 173 Agreement – Everlasting Private Estate Lot 2 on Lodged Plan LP135424 Volume 9472 Folio 165*

Conditions 35, 36 and 54 of Planning Permit 2016.35.2 for a nine (9) lot subdivision in Stackey Gully Road, Bright.

Country Fire Authority requires an Agreement to be entered into to implement appropriate access, water supply and vegetation management arrangements for all future dwellings constructed on the land.

The Agreement also addresses the finished floor level of future dwellings.

2. *Section 173 Agreement – Stephen John Grogan and Frances Mary Bentley Lot 1 on Plan of Subdivision PS715306P Volume 11521 Folio 875*

Condition 7 of Planning Permit 2015.111 for a two lot subdivision at 6 Howmans Lane, Harrietville.

Country Fire Authority requires an Agreement to be entered into to implement appropriate access, water supply and vegetation management arrangements for all future dwellings constructed on the land.

~~3. **WITHDRAWN**~~

~~*Section 173 Agreement – San Trevi Pty Ltd Lot 1 on Title Plan 822378 Volume 8177 Folio 130*~~

~~*Condition 46 of Planning Permit 2016.82.1 for a five (5) lot subdivision at 38-62 Mummery Road, Myrtleford.*~~

~~*The Agreement addresses conditions for earthworks, fencing, floor levels and rainwater tanks.*~~

4. *Deed of Variation to Contract No: 1300601 for the Operation and Management Facility between Alpine Shire Council and Cre8tive Waste Management.*

Carried

There being no further business the Chairperson declared the meeting closed at 7:30p.m

.....
Chairperson