



Alpine Shire

SPECIAL COUNCIL MEETING MINUTES

**SPM6 - 27 June 2017
Bright Council Chambers
5:00pm**



The **Special Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **27 June 2017** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth

Cr Ron Janas – Mayor

Cr Tony Keeble – Deputy Mayor

Cr Kitty Knappstein

Cr Sarah Nicholas

Cr Peter Roper

OFFICERS

Mr Charlie Bird – Acting Chief Executive Officer

Mr William Jeremy – Acting Director Assets

Mrs Nathalie Cooke – Director Corporate

APOLOGIES

Cr Daryl Pearce



AGENDA

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETING

The Acting CEO read the following statement:

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

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

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 Acting 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



4.1 DIRECTOR CORPORATE – NATHALIE COOKE

4.1.1 Declaration of a Special Rate - Dinner Plain Village Rate 2017/18

File Number: 951.02

INTRODUCTION

A Council may declare a special rate for the purposes of defraying expenses when the performance of a function is of special benefit to the persons required to pay the special rate, in accordance with s163 of the *Local Government Act 1989*.

The purpose of this report is to declare a Special Rate – Dinner Plain Village Rate for the period 1 July 2017 to 30 June 2018.

Cr Keeble

Cr Roper

That:

- 1. Council note that 11 submissions were received regarding the proposed declaration of the Special Rate - Dinner Plain Village Rate 2017/18.*
- 2. In response to the submissions received, Council commits to undertake a further review of the rating strategy and services provided for the Dinner Plain village prior to the 2018/19 year.*
- 3. The following Special Rate – Dinner Plain Village Rate 2017/18, be declared for the period 1 July 2017 to 30 June 2018:*
 - a. A special rate be declared for the purpose of defraying any expenses in relation to the provision of services to Dinner Plain village;*
 - b. The total cost of the performance of this function is estimated to be \$601,240 over one year;*
 - c. The amount of the special rate to be levied is estimated to be \$293,941 over one year, or such other amount as is lawfully raised as a consequence of this Resolution;*
 - d. Defrayment of expenses will be of special benefit to those persons required to pay the Dinner Plain Village Rate;*
 - e. The special rate will apply to land within Dinner Plain village;*
 - f. The basis of calculation of the special rate for the 2017/18 Financial Year be 0.002147 cents in the dollar multiplied by the Capital Improved Value of each parcel of rateable land;*
 - g. The amount of the special rate will be the amount shown as due and payable in any notice sent to a person required to pay the Dinner Plain Village Rate; and*
 - h. Each person liable to pay the Dinner Plain Village Rate by instalments in line with Council's general rate payment requirements in each year.*
- 4. Submission authors be notified of the outcome of their submissions.*



5. The committee formed for the purpose of hearing submissions on the proposed declaration of the Special Rate - Dinner Plain Village Rate 2017/18 be dissolved.

Carried

BACKGROUND

At an Ordinary Council Meeting held on 2 May 2017 Council resolved to give notice of its intention to declare a special rate for the provision of services of special benefit to the Dinner Plain village (the Dinner Plain Village Rate 2017/18) for the period 1 July 2017 to 30 June 2018.

The special rate will be levied on properties within Dinner Plain village in addition to the general rate, as per the attached map (attachment 4.1.1 Dinner Plain Village Rate map).

The special rate will apply in addition to the general rate and the revenue collected from the special rate can only be used for the purpose on which it has been collected. The special rate will fund a bus service, grooming of cross country ski trails, snow clearing, marketing and promotion and other specialist activities as detailed within the 2017/18 Budget. The defrayment of expenses will be of special benefit to those persons required to pay the special rate. This declaration replaces the previous special rate which was in place for four years.

The total cost of the performance of this function is estimated to be \$601,240 over the one year period. The amount of the special rate to be levied is estimated to be \$293,941 over one year, or such other amount as is lawfully raised.

The basis of calculation of the special rate for the 2017/18 financial year is 0.002147 cents in the dollar multiplied by the Capital Improved Value (CIV) of each parcel of rateable land, designed to raise special rate proceeds equal to approximately one half of the total cost of performing functions at Dinner Plain over the 2017/18 period.

The amount of the special rate has been reduced to a rate equivalent to 43% of the general rate; this has been reduced from 65% of the general rate in 2016/17, which was a further reduction from 80.7% of the general rate in 2015/16.

For the purposes of levying the special rate, it should be noted:

- The CIV of each parcel of rateable land is the CIV of that parcel of land at the time of levying the special rate;
- The amount of the special rate will be the amount shown as due and payable in any notice sent to a person required to pay the special rate; and
- Each person is liable to pay the special rate by instalment in line with Council's general rate payment requirements in each year.



ISSUES

Submissions

11 submissions were received throughout the public exhibition period as summarised below:

Submission	Summary Description	Response
Submitter #1; #2; #3; #4; #5; #7; #8;	<p>Concern over application of Special Rate to residential properties.</p> <p>Services provided under the special rate are of benefit to commercial properties.</p> <p>Other services provided in other areas of the Shire not provided in Dinner Plain.</p> <p>Concern over capital works proposed for Dinner Plain.</p>	<p>The current declaration applies to all rateable properties within Dinner Plain Village. It is recommended that review of the rating strategy for Dinner Plain takes place prior to the 2018/19 financial year and includes consideration of any future application of rates to residential verses commercial properties, and includes a review of the services provided and incorporated into the current special rate declaration (including bus service provision and the waste collection model).</p>
Submitter #9	<p>Request to clarify the separate business unit management of Dinner Plain; Further budgetary breakdown information requested; concerns over accountability and budgetary amounts allocated for particular services and service costs; concerns regarding transparency and appropriate management of service provision as well as the Dinner Plain reserve spend and capital project pipeline. Request to review residential application.</p>	<p>A full breakdown of the services undertaken and inclusions that make up the special rate is contained in the 2017/18 Budget document.</p> <p>Council will continue to consult with the Dinner Plain community regarding major capital works projected in Dinner Plain.</p>
Submitter #10	<p>Concern over application of Special Rate to residential properties; process suggestion on identifying residential/commercial properties; request to cease separate business unit management of Dinner Plain; request to quarantine Reserve funds and reserve ceases to exist on 30 June 2027; request that Dinner Plain projects undergo same standard of assessment as elsewhere in the Shire; request to review bus service provision.</p>	<p>Reserve funds will continue to be quarantined in line with current practice.</p>



Submitter #11	Request to review all items included in the special rate and implement improvement; request to apply future rate to commercial properties only; request that marketing and promotion is funded through general rates; request to not use surplus funds on salaries; request to stop underwriting bus service and review service; Advise use of Council land at Dinner Plain; Request to review garbage collection model.	
Submitter #6	Request for CIV assessed on property to be adjusted.	Objection to valuation – A person may lodge an objection to the valuation under Section 17 of the Valuation of Land Act 1960, within two months of receiving the rates and valuation notice. The annual rate notice will be issued in June 2017 and objection forms can be downloaded via Council's website or can be posted upon request.

POLICY IMPLICATIONS

The preparation of the Special Rate - Dinner Plain Village Rate 2017/18 strategy is in accordance with the:

- *Local Government Act 1989*, Section 163;
- Special rates and Charges, Ministerial Guidelines, September 2004;
- Alpine Shire Rating Strategy; and
- Strategic Resource Plan.

FINANCIAL AND RESOURCE IMPLICATIONS

The Special Rate – Dinner Plain Village Rate 2017/18 is proposing to raise an estimated \$293,941 over the 12 months. This is significantly lower revenue than that which was raised in previous years' special rate declarations for Dinner Plain village, as well as being lower than the total cost of the performance of this function over the year. This deficit will be covered by the Dinner Plain reserve.



CONSULTATION

Council must provide an opportunity for the public to make submissions regarding the proposal to declare a special rate. This is conducted through a formal process in accordance with s223 of the *Local Government Act 1989*, which includes a 28 day period where the public can provide submissions regarding the proposed declaration, and can request to speak to a committee of Councillors in support of their submission. The request to 'be heard' must be clearly specified in the written submission.

The Special Rate – Dinner Plain Village Rate 2017/18 was released for public comment following the May Ordinary Council Meeting. Public submissions formally closed on Thursday 8 June, with a total of 11 submissions received.

Those that formally requested to appear in person in support of their written submission, were heard by a committee of Council (formed according to Section 223(1)(b) of the *Local Government Act 1989*) on Tuesday 13 June 2017, for the purpose of hearing submissions in relation to the proposed special rate. A summary of all submissions received is located in the 'issues' section of this report.

CONCLUSION

Council is now in a position to declare the Special Rate – Dinner Plain Village Rate 2017/18 in line with the requirements of 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.

- Acting Chief Executive Officer
- Director Corporate
- Acting Director Assets
- Rates Coordinator

ATTACHMENT(S)

- 4.1.1 Dinner Plain Village Rate Map



4.1.2 AGL Rates in Lieu Agreement

File Number 951.03

INTRODUCTION

The purpose of this report is to present Council with the AGL Rates in Lieu Agreement for signing and sealing. The Agreement is for a five year period commencing 1 July 2017.

Cr Forsyth

Cr Nicholas

That:

- 1. A five (5) year (plus five year) Agreement between Alpine Shire Council and AGL be received by Council for signing and sealing. The Agreement is for the calculation and payment of Rates in Lieu, with a year one base calculation of \$523,635.*

Carried

BACKGROUND

Council's existing 20 year agreement, which sets out the calculation of payments of rates in lieu between Alpine Shire Council and AGL, expires on 30 June 2017.

An Order in Council dated August 2005 prescribes the current methodology for determining amounts payable under section 94(5) of the *Electricity Industry Act 2000* and an a new Agreement between Alpine Shire Council and AGL (the Agreement) has been developed in accordance with this Order.

The Agreement has been prepared in accordance with the methodology prescribed under *Energy Legislation (Miscellaneous Amendments) Act 2005*, Section 4 (1)(6A) in lieu of paying rates in respect of the land.

The Agreement will be administered as follows:

- Base calculation (full amount) to be invoiced in June each year.
- Capacity factor to be calculated annually in May using a June estimate.
- Any Capacity factor discount is to be applied as a credit for the following year.

Capacity factor calculations for the purposes of determining the appropriate discount will be supplied by AGL. Authority will be given by AGL to Alpine Shire Council to scrutinise all calculations relating to capacity calculations.

FINANCIAL AND RESOURCE IMPLICATIONS

The Agreement provides for a five (5) year (plus five year) term with a year one base calculation of \$523,635.

An agreed CPI escalation methodology is included in the Agreement.

The base calculation will be paid in full annually in advance, and any capacity factor discounts adjusted in the following financial year.



Historically, the agreement yielded Alpine Shire Council approximately \$110,000 annually.

CONSULTATION

The Agreement was reached with consultation with AGL representatives and was reviewed by legal advisors on behalf of AGL and Maddocks Lawyers on behalf of Alpine Shire Council and deemed sound.

CONCLUSION

The AGL Rates in Lieu Agreement is aligned with the Order in Council, is mutually agreed and legally sound.

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
 - Accountant

ATTACHMENT(S)

- Nil



4.1.3 Draft 2017/18 Annual Budget Submissions

File Number: 910.25

INTRODUCTION

The purpose of this report is to respond to the submissions received under section 223 of the *Local Government Act 1989* (the Act) relating to the Alpine Shire Council Draft 2017/18 Annual Budget.

Cr Keeble

Cr Roper

That:

1. *Written and verbal submissions received pursuant to Sections 129, 130 and 223 of the Local Government Act 1989, be considered in relation to the 2017/18 Budget.*
2. *The following amendments (resulting from submission #1) be made to the Alpine Shire Council 2017/18 Budget:*

<i>Reference</i>	<i>Page (of budget report)</i>	<i>Clause</i>	<i>Submission/amendment</i>	<i>Value</i>
<i>Submission 1</i>	<i>40</i>	<i>8.2</i>	<i>Amend carry forward funds for incomplete 2016/17 capital projects as noted:</i>	
			<i>Large Plant Renewal</i>	<i>\$7,000</i>
			<i>Myrtleford Landfill Loader</i>	<i>\$90,000</i>
			<i>Playground Equipment Renewal</i>	<i>\$9,000</i>
			<i>McNamara Reserve Lighting Upgrade</i>	<i>\$3,000</i>
			<i>Resealing Upper Ovens</i>	<i>-\$10,000</i>
			<i>Alpine Better Places Mafeking Square</i>	<i>-\$330,000</i>
			<i>Alpine Better Places Porepunkah</i>	<i>-\$80,000</i>
			<i>Wandiligong School Road</i>	<i>\$31,000</i>
			<i>SUB-TOTAL:</i>	<i>-\$280,000</i>
<i>Submission 1</i>	<i>38-39</i>	<i>8.1</i>	<i>Amend budget allocated to 2017/18 capital projects listed in the draft budget as follows:</i>	
			<i>Porepunkah Riverside Park Amenities Renewal</i>	<i>\$30,000</i>
			<i>Pavement Renewal</i>	<i>-\$210,000</i>
			<i>Alpine Better Places Myrtle Street</i>	<i>\$210,000</i>
			<i>Bright Car Parking Plan</i>	<i>\$15,000</i>



<i>Reference</i>	<i>Page (of budget report)</i>	<i>Clause</i>	<i>Submission/amendment</i>	<i>Value</i>
			<i>Dinner Plain Mountain Bike Trails</i>	<i>-\$165,000</i>
			<i>SUB-TOTAL:</i>	<i>-\$120,000</i>
<i>Submission 1</i>	<i>38-39</i>	<i>8.1</i>	<i>Amend forecast capital grant income to be received in 2017/18:</i>	
			<i>October 2016 Flood Damage Remediation</i>	<i>\$570,000</i>
			<i>McNamara Reserve Lighting Upgrade Income</i>	<i>\$10,000</i>
			<i>Myrtleford Indoor Sports Stadium Expansion</i>	<i>\$250,000</i>
			<i>McNamara Reserve Netball And Tennis Facilities</i>	<i>\$50,000</i>
			<i>Mount Beauty Pool Upgrade</i>	<i>\$80,000</i>
			<i>Bridges Renewal Program Income</i>	<i>\$98,000</i>
			<i>Alpine Better Places Myrtle Street</i>	<i>-\$220,000</i>
			<i>Alpine Better Places Porepunkah</i>	<i>-\$126,000</i>
			<i>Myrtleford Transfer Station Upgrade</i>	<i>-\$40,000</i>
			<i>SUB-TOTAL:</i>	<i>\$672,000</i>
<i>Submission 1</i>	<i>38-39</i>	<i>8.1</i>	<i>Add new capital projects for delivery in 2017/18:</i>	
			<i>Porepunkah Landfill Loader</i>	<i>\$30,000</i>
			<i>Toboggan Run Access Improvements</i>	<i>\$25,000</i>
			<i>Tawonga South New Kerb</i>	<i>\$10,000</i>
			<i>SUB-TOTAL:</i>	<i>\$65,000</i>
<i>Submission 1</i>	<i>71</i>	<i>12.3.2</i>	<i>Leases, Licences and Maintenance Policy Review</i>	<i>\$45,000</i>
<i>Submission 1</i>	<i>71</i>	<i>12.3.2</i>	<i>Library IT Content Filtering</i>	<i>\$4,000</i>
<i>Submission 1</i>	<i>71</i>	<i>12.3.6</i>	<i>Emergency Services</i>	<i>-\$27,000</i>
<i>Submission 1</i>	<i>66</i>	<i>12.2.1</i>	<i>Kerbside Collection income</i>	<i>\$6,000</i>
<i>Submission 1</i>	<i>71</i>	<i>12.3.2</i>	<i>Kerbside Collection</i>	<i>-\$81,000</i>
<i>Submission 1</i>	<i>35</i>	<i>7.1</i>	<i>Victorian Grants Commission Administration Income</i>	<i>-\$1,695,000</i>
<i>Submission 1</i>	<i>68</i>	<i>12.2.3</i>	<i>Transfer Station Income</i>	<i>-\$9,000</i>



3. It be noted that the following submissions (submissions #2, #5, #6, #9, #12 and #13) are to be further assessed or operationally managed by the Alpine Shire Council as per the comment detail, however do not result in changes to the Alpine Shire Council 2017/18 Budget for the stated reasons:

<i>Reference</i>	<i>Submission</i>	<i>Value</i>	<i>Comment</i>
<i>Submission 2</i>	<i>Ongoing allocation of funds for repairs and maintenance of Alpine Shire Heritage Network (ASHN) facilities.</i>	<i>Not determined</i>	<i>The non-specific and ongoing nature of the request precluded it from an allocation of funds in the 2017/18 budget. A review of leases, licences and the facilities maintenance policy will be carried out during 2017/18, which will include the agreements in place which relate to the ASHN network of facilities. This review will provide improved clarity of the respective roles of Council and the user groups in relation to building repair, maintenance and upgrade. Specific requests for maintenance and/or upgrade works on buildings for which Council has responsibility can be forwarded to Council for consideration at any time. Where applicable, Council will apply for grant funding to support delivery of such work.</i>
<i>Submission 5</i>	<i>Confirmation that the Simmonds Creek Road footpath extension is funded in the budget.</i>	<i>\$100,000</i>	<i>The draft 2017/18 Annual Budget includes provision of \$100,000 to implement a footpath along the high priority sections of Simmonds Creek Road (170 linear metres of new footpath).</i>
<i>Submission 6</i>	<i>School crossing supervisor for Tawonga Primary School.</i>	<i>Not determined</i>	<i>Council acknowledges the importance of school crossing safety and will work with the Tawonga Primary School to explore opportunities to improve the safety of the existing school crossing. A review of the VicRoads School Crossing funding program is underway, with the outcome potentially influencing future support for crossing supervision in Tawonga. Council officers will liaise with the School to assess opportunities for improving the school crossing infrastructure, considering both pedestrian and traffic movements in the vicinity of the crossing.</i>



<i>Reference</i>	<i>Submission</i>	<i>Value</i>	<i>Comment</i>
<i>Submission 9</i>	<i>Minor capital works in front of the Bright Art Gallery.</i>	<i>Not determined</i>	<i>It is recommended that two bike racks removed as part of the Alpine Better Places project be installed at the gallery, and that these can be used as a hitching rails for dogs left outside the gallery. The minor installation cost will be covered from maintenance funds previously included in the draft budget. It is recommended that when the existing rollover kerb requires renewal, barrier kerb and a formalised disabled car parking space are installed.</i>
<i>Submission 12</i>	<i>Budget allocation to address safety concerns with the Council building used by the Mount Beauty Scout Group.</i>	<i>\$6,000</i>	<i>Safety issues raised by the Mount Beauty Scout Group will be addressed as a high priority and completed prior to the end of the 2016/17 financial year.</i>
<i>Submission 13</i>	<i>Request for review of the Commercial/ Industrial Rate Policy as it is applied to holiday homes.</i>	<i>Not determined</i>	<i>A review of the application of the commercial and industrial rate policy to be undertaken in 2017/18.</i>

4. *The following submissions (submission #3, #4, #7a, #7b, #7c, #8, #10 and #11) not be incorporated into the Alpine Shire Council 2017/18 Budget for the stated reasons:*

<i>Reference</i>	<i>Submission</i>	<i>Value</i>	<i>Comment</i>
<i>Submission 3</i>	<i>A financial contribution to the Myrtleford Recreation Reserve Committee to support development of a Reserve masterplan.</i>	<i>\$25,000</i>	<i>Council has made a significant financial commitment to upgrading the Myrtleford Indoor Sports Stadium in the Myrtleford Recreation Reserve, which includes addressing car parking and the immediate building surrounds. It is recommended that the Reserve Committee seek funding to support masterplan development from the Into Our Hands Foundation.</i>



<i>Reference</i>	<i>Submission</i>	<i>Value</i>	<i>Comment</i>
<i>Submissions 4, 7a</i>	<i>Budget allocation for the installation of a public caravan dump point.</i>	<i>Not determined</i>	<i>The installation of a public dump point is not supported on the basis of the operational cost, and the potential for this facility to detract from visitors using the holiday parks and to encourage free camping. There are currently 5 holiday/caravan parks located around Bright and Porepunkah which offer a dump point to guests for free, of which 3 make their dump point available to visitors for a fee of \$5. Beyond the 2 submissions to the draft 2017/18 budget, Council has not received recent feedback indicating that this arrangement is not supporting the needs of both visitors and residents.</i>
<i>Submission 7b</i>	<i>Provision of soap and hand dryers in public toilets.</i>	<i>Not determined</i>	<i>Soap dispensers have been trialled recently in the public toilets in Howitt Park, Bright. Based on the ongoing cost of maintaining these dispensers determined through the trial, it is not recommended that the installation of soap dispensers in implemented in our public toilets.</i> <i>Hand dryers are more expensive to purchase and install than paper towel dispenser, however they have lower operating costs, generate less rubbish, and are less prone to vandalism. Hand dryers will be considered for installation to replace paper towel dispensers at all public toilets as these facilities are refurbished.</i>
<i>Submission 7c</i>	<i>Installation of a new footpath along Station Street, Porepunkah.</i>	<i>Not determined</i>	<i>Installation of new footpath in Station Street is included in Council's project pipeline with an indicative phasing for implementation of 2021/22 to 2025/26. This phasing will be reviewed annually, where the priority of implementing new footpath along Station Street will be assessed against the priorities of other footpath projects in the pipeline.</i>



<i>Reference</i>	<i>Submission</i>	<i>Value</i>	<i>Comment</i>
<i>Submission 8</i>	<i>Budget allocation to progress the Pebble Beach to Damms Road footpath.</i>	<i>\$40,000</i>	<i>The priority of the Pebble Beach to Damms Road shared trail extension will be reassessed against other footpath, track and trail projects in the pipeline at such a time as agreement can be secured to enable the loop to Damms Road to be completed.</i>
<i>Submission 10</i>	<i>Budget allocation for scoping of the Germantown Bridge to Freeburgh shared trail extension.</i>	<i>Not determined</i>	<i>The most likely period during which the Germantown Bridge to Freeburgh shared trail extension will be implemented is from 2020. Council will progress the scoping of the project at such a time as it is able to commit funds to implementing the project. Council has a significant program of committed capital works to deliver in the 2017/18 and 2018/19 financial years.</i>
<i>Submission 11</i>	<i>Budget allocation for the preparation of an updated development plan for Pioneer Park, Tawonga.</i>	<i>Not determined</i>	<i>The development of Pioneer Park, Tawonga is recognised as a beneficial project for the community, and has been added to Council's Project Pipeline. The development plans for the park are contingent on the direction taken by Scouts Victoria in relation to the Scout Hall and the land on which it sits adjacent to Pioneer Park, and it is not recommended that development planning is progressed until this direction becomes clear. The proposed development of a picnic shelter as part of the development plans is recognised as a potential candidate for external grant funding.</i>

5. Submission authors be notified of the outcome of their submissions.

6. The committee formed for the purposes of hearing submissions on the draft Budget 2017/18 be dissolved.

Carried

BACKGROUND

Budget overview

Council has prepared an Annual Budget for 2017/18 which is aligned to the vision in the Council Plan 2017-21. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this with a lower rate increase than that mandated by the State Government.



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

Budget process

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

The preparation of the budget, within this broader context, begins with officers preparing the operating and capital components of the annual budget during January and February. Consideration is also given to submissions received in the prior year which were not funded and community consultation which has occurred throughout the year. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during April. A draft budget is prepared in accordance with the *Local Government Act 1989* and submitted to Council for approval 'in principle'. Council then seeks feedback from the Community through the formal submission process.

Submission process

Budget submissions are an important and valuable process to ensure that Council are meeting the needs and expectations of our community. Submissions also need to be considered within the budget preparation framework 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.



There have been minor administrative amendments to the budget that were realised after the submissions period had closed, which include amending the following fees:

Fee / charge	2016/17 Fee / charge	Draft Budget 2017/18 Fee / charge	Proposed Budget 2017/18 Fee / charge
Septic tank fee	\$470	\$470	\$479
Health search	\$39.50	\$85	\$39.50
Advertising sign	\$67	\$150	\$68.50
Copy of planning or building permit and endorsed plans	\$35	\$85	\$39.50
Prescribed accommodation premises	\$210	\$250	\$210

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

The financial implications resulting from the recommended response to both internal and external submissions received for the draft 2017/18 Budget has resulted in the following changes to the 2017/18 Budget.

Operating expenditure:	-\$59,000
Change in new capital expenditure:	-\$55,000
Change in carried forward capital expenditure:	-\$280,000
Change in income:	-\$1,026,000

Inclusion of the recommended submissions results a net decrease in the surplus of \$632,000 in 2017/18.



CONSULTATION

A requirement of the preparation of a draft (proposed) budget, is that Council must provide an opportunity for the public to make submissions regarding any proposal contained within the draft budget. This is conducted through a formal process in accordance with s223 of the *Local Government Act 1989*, which includes a 28 day period where the public can provide budget submissions to Council, and can request to speak to a committee of Councillors in support of their submission. The request to 'be heard' must be clearly specified in the written submission.

The draft Budget was released for public comment following the May ordinary council meeting. Public submissions formally closed on Thursday 8 June, with a total of 13 submissions received.

Those that formally requested to appear in person in support of their written submission, were heard by a committee of Council formed according to Section 223(1)(b) of the *Local Government Act 1989*, for the purpose of hearing submissions in relation to the draft Budget 2017/18. A summary of the submissions received appears in the Recommendations section of this report.

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 that 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.

- Acting Chief Executive Officer
- Director Corporate
- Acting Director Assets
- Governance Officer

ATTACHMENT(S)

- Nil



4.1.4 Adoption of Council Plan incorporating the Municipal Public Health and Wellbeing Plan 2017-2021

File Number: 600.03

INTRODUCTION

Section 125 of the *Local Government Act 1989* (LG Act) requires a Council to prepare and approve a Council Plan following each general election.

Cr Keeble

Cr Forsyth

That Council:

1. *Note that two submissions were received on the draft Alpine Shire Council Plan, one being from the public, one from staff;*
2. *As a result of submissions received, amend the Strategies and Strategic Indicators as follows:*

<i>Page</i>	<i>Previous definition</i>	<i>Amended definition</i>
18	<i>Strategic Indicator: "Percentage of Council resolutions made at an ordinary meeting of Council"</i>	<i>Strategic Indicator: "Percentage of Council decisions made at meetings closed to the public"</i>
19	<i>Strategy: "Council continues to focus on balancing financial, environmental and community outcomes"</i>	<i>Strategy: "Balance financial, environmental and community outcomes"</i>
20	<i>Strategy: "Identify and plan for our community's infrastructure aspirations"</i>	<i>Strategy: "Identify our community's infrastructure aspirations"</i>
21	<i>Strategic Indicator: "Successful administration of an asset management system"</i>	<i>Remove Strategic Indicator</i>
21	<i>Strategic Indicator: "Successful audit of the Municipal Emergency Management Plan"</i>	<i>Strategic Indicator: "Audit of the Municipal Emergency Management Plan"</i>
22	<i>Strategy: "Sound operation and management of community facilities"</i>	<i>Strategy: "Soundly operate and manage community facilities"</i>
23	<i>Strategic Indicator: "Percentage of planning application decisions subject to review by VCAT and that were upheld"</i>	<i>Remove Strategic Indicator</i>
23	<i>New Strategic Indicator</i>	<i>Insert Strategic Indicator: "Time taken to decide planning"</i>



		<i>applications"</i>
24	<i>Strategy: "Foster the health and wellbeing of the community"</i>	<i>Remove Strategy</i>
24	<i>Strategy: "Stop violence against women and children"</i>	<i>Strategy: "Stop family violence against women and children"</i>

3. *Authorise the Acting Chief Executive Officer to make the following administrative changes to the Council Plan:*
 - a. *Incorporate amendments made to the Strategic Resource Plan as part of the adopted Budget; and*
 - b. *Incorporate the amendments requested by the Department of Health and Human Services to strengthen the Council Plan and meet the requirements of the Public Health and Wellbeing Act 2008.*
4. *Adopt the Alpine Shire Council Plan (incorporating the Municipal Public Health and Wellbeing Plan) 2017-2021.*
5. *Notify submission authors of the outcome of their submissions.*
6. *Dissolve the committee formed for the purpose of hearing submissions on the draft Council Plan.*

Carried

BACKGROUND

The LG Act stipulates that a Council Plan must include:

- the strategic objectives of the Council;
- strategies for achieving the objectives for at least a the next four years;
- strategic indicators for monitoring the achievement of the objectives;
- a Strategic Resource Plan; and
- any other matters which are prescribed in regulations.

ISSUES

Strategic Context

The Alpine Shire Council Plan 2017 - 2021 has been developed following the election of the Council in October 2016. The Council Plan is the link between the Alpine Shire 2030 Community Vision and Council's annual planning process.

The Council Plan is a strategic document, detailing the desired outcomes for the next four years. This term Council has integrated its Municipal Public Health and Wellbeing Plan (MPHWP) into the Council Plan. This enables Council to strengthen the importance of health and wellbeing across the community and provide resources to achieve the desired community outcomes.



Council Plan

The Council Plan describes what Council intends to achieve in the four-year period and how resources will be allocated to do this. The components of the Council Plan that highlight Council's direction are the strategic objectives, the strategies, strategic indicators and the Strategic Resource Plan.

The strategic objectives are Council's long-term goals for meeting the 2030 Community Vision. The strategies are the four-year focus of the plan. Council measures achievement of strategic objectives and strategies through indicators. To provide more context about Council's direction, major projects and services are listed under each strategic objective.

Municipal Public Health and Wellbeing Plan

Council is committed to protecting, improving and promoting public health and wellbeing within the Alpine Shire. The plan draws together information about the health and wellbeing concerns of the community and the actual evidence of health and wellbeing issues affecting Alpine Shire. This information has been used to identify priority areas, goals and strategies to improve the health and wellbeing of Alpine residents.

Section 26 (2) of the *Public Health and Wellbeing Act 2008* requires Councils to prepare a Municipal Public Health and Wellbeing Plan within twelve months after the general election of Council. The plan must:

- (a) include an examination of data about health status and health determinants in the municipal district;
- (b) identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;
- (c) provide for the involvement of people in the local community in the development, implementation and evaluation of the plan;
- (d) specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the plan;
- (e) be consistent with:
 - (i) the Council Plan prepared under section 125 of the LG Act; and
 - (ii) the municipal strategic statement prepared under section 12A of the *Planning and Environment Act 1987*.

Annual actions

The Council Plan is a strategic four-year plan. The annual Budget is closely linked to the Council Plan, and specifies the annual actions that will be undertaken in order to meet the strategies, strategic objectives and strategic indicators in the Council Plan. These initiatives are reported on in each year's Annual Report.

A four year action plan has been developed as a part of the Municipal Public Health and Wellbeing Plan. This action plan identifies annual activity that will be undertaken



to address the priority areas as identified in the MPHWP. The MPHWP Action Plan will be reviewed annually.

Annual reviews

Both the Council Plan and the MPHWP are required to be reviewed annually. Where there are proposed modifications to the strategies, strategic objectives or indicators in the Council Plan, the proposed modifications must be subject to a public exhibition period.

POLICY IMPLICATIONS

Legislative compliance

Section 125 of the *Local Government Act 1989* requires all councils to prepare a Council Plan by 30 June in the year following a general election. Section 26 of the *Public Health and Wellbeing Act 2008* (the 'PHW Act') requires councils to prepare a Municipal Public Health and Wellbeing Plan within 12 months of a general election.

There is provision under s27 of the PHW Act for a Council to incorporate the MPHWP into the Council Plan, providing that:

- The Secretary of the Department of Health and Human Services (DHHS) grants the Council an exemption from complying with s26 of the PHW Act; and
- The Council addresses all matters required under s26 of the PHW Act in the Council Plan.

Council requested an exemption from complying with s26(2) of the PHW Act from the Secretary of the DHHS in May and recently received approval, on the understanding that the following requirements of the PHW Act will be addressed to strengthen the Council Plan:

- That Council include the Municipal Strategic Statement in the diagram on page 15, as an enabling mechanism to demonstrate consistency with the health and wellbeing planning approaches taken; and
- That Council considers how it might strengthen the involvement of people in the local community with the implementation of the MPHWP and include this within the Council Plan;

FINANCIAL AND RESOURCE IMPLICATIONS

Strategic Resource Plan

The Strategic Resource Plan (SRP) is a component of the Council Plan and is a four-year financial plan that details the resources required to deliver the Council Plan. The projects and services outlined in the Council Plan link to the items in the Annual Budget.

Potential changes made to the annual Budget in 2017/18 may impact on the Long Term Financial Plan, and hence the four-year projection of the SRP. Hence, this report includes a recommendation to update the SRP following any changes made to the Budget.



CONSULTATION

Council has drawn on feedback and input from community engagement undertaken in recent years to prepare the Council Plan.

Submissions

The draft Council Plan was placed on public exhibition following the April ordinary council meeting, with submissions closing on 11 May 2017. One submission from the public (external submission) was received, in addition to a collated internal submission from Council staff.

Submissions were heard by a committee of council on 16 May. A summary of the external submission received, and the committee's recommended responses can be found below:

Issue	Council response
Funding for Simmonds Creek footpath	Included in the Annual Budget 2017/18
<p>Council should promote the installation of solar photovoltaic cells to achieve an annual electricity balance (annual energy generated = annual energy used) on:</p> <ul style="list-style-type: none"> all new or major upgrades of Council-owned buildings all new homes built in the Shire 	<p>Considered.</p> <p>Council is cognisant of its role in environmental stewardship and the Council Plan promotes viability and sustainability in meeting the holistic objectives of Council.</p> <p>Some text within the Council Plan has been amended to more clearly indicate Council's position of "minimising our environmental footprint" (see page 7 of the Council Plan).</p>
Council should encourage solar photovoltaic cell installation on existing houses by offering a discount on rates for the first 12 months after installation.	

Internal submissions can be summarised as follows:

- improved wording of strategic indicators, ensuring they match the Local Government Performance Reporting Framework;
- improved language around environmental sustainability, particularly the inclusion of "minimising our environmental footprint" on page 7;
- improved projects and measures in some areas; and
- general layout improvement.

As a result of both external and internal submissions, several of the strategies and strategic indicators have been updated – these changes do not alter their context, but improve readability and flow of the document. These have been itemised in the resolution for this report.

Other minor administrative changes have been made in the document in relation to its design and presentation, which do not affect the context of the plan.

**CONCLUSION**

The Alpine Shire Council Plan incorporating the Municipal Public Health and Wellbeing Plan 2017-2021 has been developed, and now incorporates input from the public submissions process. The plan can now be adopted to ensure that Council can begin utilising the document to aid strategic guidance for the next four years.

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 Chief Executive Officer
- Director Corporate
- Manager Economic and Community Development
- Governance Officer

ATTACHMENT(S)

- 4.1.4 Alpine Shire Council Plan incorporating Municipal Public Health and Wellbeing Plan 2017-2021



4.1.5 Alpine Shire Council Procurement Policy

Documents Register: Procurement Policy No. 089

INTRODUCTION

The *Local Government Act 1989* requires councils to annually review their Procurement Policies.

Cr Keeble

Cr Roper

That Council:

- 1. Note that the 2017 review of the Procurement Policy No.089 has been completed with the following modifications;*
 - a. reference to "Financial Delegations" has been added to the policy, where staff Financial Delegations must be read in conjunction with the Procurement Policy*
 - b. reference to a "procedures manual" have been removed to align the policy with current operational practice*
- 2. Note that the Financial Delegations may be updated as required by the Chief Executive Officer;*
- 3. Adopt the Procurement Policy No. 089 version 4; and*
- 4. Sign and seal the Procurement Policy No. 089 version 4 at the appropriate time of this meeting.*

Carried

BACKGROUND

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

Subsequent reviews by Council have made no changes to the content of the policy, but have updated internal controls to ensure that purchases are being made in line with policy.

Regular audits are conducted internally, to ensure that purchasing process controls are in place, and are operating as required. These audits are reported to Council's Audit Committee each quarter.

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

Staff Financial Delegations

Financial Delegations have previously existed as a separate entity to the Procurement Policy. However, it is proposed to add a clause to the Procurement Policy to ensure that the Financial Delegations must be 'read in conjunction' with the Procurement Policy. This ensures that operational controls are matched with the policy guidelines set by Council.

Internal controls

Council operates a series of policies and procedures to support the Procurement Policy, to ensure that all purchases meet this policy and any other required standards.

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

Strategic Objective 5.2 *To manage resources well to ensure sustainability*

Strategy 5.2.1 *Deliver responsible and prudent financial management*

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**

Council staff have undertaken a review of the Procurement Policy.

CONCLUSION

The annual review of the Procurement Policy has been completed as required by the *Local Government Act 1989*. The inclusion of the reference to Financial Delegations ensures that Council's operational procurement systems are linked closely to the Procurement Policy.

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)

- 4.1.5 Alpine Shire Council Procurement Policy 089 - version 4



4.2 ACTING CHIEF EXECUTIVE OFFICER - CHARLIE BIRD

4.2.1 Adoption of 2017/18 Budget

File Number: 910.25

INTRODUCTION

The purpose of this report is to adopt the 2017/18 Budget, incorporating the:

- Long Term Financial Plan;
- Rates and charges for the 2017/18 financial year.

Cr Roper

Cr Keeble

That:

- 1. Total rates and charges of \$17,489,692 be raised in the 2017/18 financial year and 'the rate in the dollar' and 'charges' be set as follows:*
 - a. General (residential) rate 0.004994*
 - b. General (residential) rate Dinner Plain 0.004994*
 - c. Commercial/Industrial differential rate 0.007141*
 - d. Farm differential rate 0.003646*
 - e. Special rate for rateable Dinner Plain properties 0.002147*
 - f. Waste – 80 litre bin (weekly) \$217.71*
 - g. Waste – 240 litre bin (weekly) \$482.70*
 - h. Waste – 240 litre bin (fortnightly) \$217.71*
 - i. Recycling – 140 litre bin (fortnightly) \$89.34*
 - j. Recycling – 240 litre bin (fortnightly) \$89.34*
 - k. Recycling – 360 litre bin (fortnightly) \$89.34*
 - l. Recycling – 240 litre bin (weekly) \$178.80*
 - m. Recycling – 360 litre bin (weekly) \$178.80*
 - n. Dinner Plain standard waste service \$803.96*
 - o. Dinner Plain commercial waste service \$1,692.79*
 - p. General waste charge \$98.20*
- 2. The Alpine Shire Council Budget 2017/18, incorporating the Strategic Resource Plan and Long Term Financial Plan (as per attachment 4.2.1), incorporating the amendments adopted by Council in the submissions report (agenda item 4.1.3 Submissions Draft Annual Budget 2017/18 of this Special Council Meeting) be adopted.*



- 3. Rates and charges must be paid: by four instalments on or before 30 September 2017, 30 November 2017, 28 February 2018 and 31 May 2018; in accordance with Section 167 of the Local Government Act 1989.*
- 4. The ability to make editorial amendments (including the Mayor's introduction) and typographical corrections to the budget document be delegated to the Mayor and Acting Chief Executive Officer.*
- 5. The Acting Chief Executive Officer be authorised to give public notice of adoption of the 2017/18 Budget and forward a copy to the Minister in accordance with section 130 of the Local Government Act 1989.*

Carried

BACKGROUND

Council has undertaken budget development process to ensure a fiscally responsible budget is prepared that provides improved benefits to residents and ratepayers.

Significant achievements in this 2017/18 budget include:

- A rate revenue increase of 1.9%, being lower than the 2.0% rate cap set by the State Government and Council's lowest rate rise in history;
- A reduction in the Special Rate - Dinner Plain Village Rate 2017/18 from 65% of the general rate to 43% of the general rate;
- A reduction in kerbside waste charges of 1.8%;
- The lowest employee expenses since 2011, while maintaining a high level of service provision. This has been achieved through employees agreeing to a wage freeze for the period 2017-19.

Council's focus continues to be on developing a robust capital works budget that can be delivered on time, within budget and with high levels of community engagement. This year the capital works program is budgeted at \$8.2 million. Major projects being delivered (commencing and continuing) by Council are:

- Alpine Better Places – Myrtle Street Myrtleford (\$0.9 million in 2017/18);
- Alpine Events Park – Bright (\$1.7 million);
- Mount Beauty and Myrtleford Transfer Station Upgrades (\$0.8 million);
- Renewal of roads (\$1.1 million);
- Myrtleford Indoor Sports Stadium Expansion (\$0.15 million in 2017/18).

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 annual 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.

In the Annual Budget 2017/18 Council's Rating Strategy and Waste services charge policy are contained in full detail.



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

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.

This budget projects a surplus of \$2.7 million which is a reduction in the projected surplus detailed in the draft Budget 2017/18 as \$1.75 million (approximately half) of the 2017/18 Victorian Grants Commission (VGC) funding has been received in 2016/17 as opposed to in the 2017/18 financial year. The VGC provided this advice after the draft Budget 2017/18 was prepared.

CONSULTATION

The draft budget was subject to a 28 day public submission period, in accordance with s223 of the *Local Government Act 1989*. A total of 13 submissions were received. An in-depth report covering submissions received can be found in item 4.1.3 of this agenda.

**CONCLUSION**

The 2017/18 Budget has been prepared in accordance with Alpine Shire Council's Council Plan 2017 – 21, its strategic objectives 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
- Acting Chief Executive Officer

ATTACHMENT(S)

- 4.2.1 Alpine Shire Council Budget Report 2017/18



5. DOCUMENTS FOR SEALING

Cr Keeble

Cr Nicholas

That the following documents be signed and sealed.

1. AGL Rates in lieu agreement.

2. Alpine Shire Council Procurement Policy No. 089 version 4.

Carried

There being no further business the Chairperson declared the meeting closed at 5:14p.m

.....

Chairperson



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



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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

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 4 July 2017
Location: Committee Room, Bright Office
Start Time: 4.30pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	A/CEO
Cr Tony Keeble	Deputy Mayor	Will Jeremy	A/DA
Cr Sarah Nicholas	Councillor	Nathalie Cooke	DC
Cr John Forsyth	Councillor		
Cr Daryl Pearce	Councillor		
Cr Peter Roper	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Preliminaries
- External Briefing – Vic Police, Local Area Commander
- Ordinary Council meeting agenda review
- High Country Library Corporation update
- Wangaratta Specialist School update

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Victorian Grants Commission
Date: 18 July 2017
Location: Committee Room, Bright Office
Start Time: 9.00am
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	A/CEO
Cr Kitty Knappstein	Councillor	Will Jeremy	A/DA
Cr Sarah Nicholas	Councillor	Nathalie Cooke	DC

Councillor and staff apologies:

Name	Position	
Cr Tony Keeble	Deputy Mayor	
Cr John Forsyth	Councillor	
Cr Daryl Pearce	Councillor	
Cr Peter Roper	Councillor	

1. Conflict of interest disclosures

Nil

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

Nil

3. Topic discussed

- Victorian Grants Commission presentation

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 27 June 2017
Location: Committee Room, Bright Office
Start Time: 2.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	A/CEO
Cr Tony Keeble	Deputy Mayor	Will Jeremy	A/DA
Cr Sarah Nicholas	Councillor	Nathalie Cooke	DC
Cr John Forsyth	Councillor		
Cr Peter Roper	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
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

- Councillor only time
- Preliminaries
- Special Council meeting agenda review
- Porepunkah Transfer Station update
- Mount Beauty Skate Park upgrade update
- Ordinary Council meeting agenda review